



**GILCHRIST COUNTY APPLICATION FOR A SPECIAL USE PERMIT**

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*Please fill out the following information as completely as possible in order to expedite the processing of your application. Attach additional sheets as necessary. Application must be submitted in person or by mail, along with the required application fees, to the Gilchrist County Planning Department, 209 SE First Street, Trenton, Florida, 32693.*

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**PERSONAL INFORMATION**

**APPLICANT:** Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**STATUS:** \_\_\_\_\_ Owner \_\_\_\_\_ Agent for Owner \_\_\_\_\_ Contract Purchaser

**OWNER:** Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**CONTRACT PURCHASER (if applicable):**  
Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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**PROPERTY INFORMATION**

1. Parcel Numbers (18-digit numbers shown on property tax bill):

\_\_\_\_\_  
\_\_\_\_\_

2. Total acres (or square feet) to be considered as part of this request: \_\_\_\_\_

3. Property Addresses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Current Use of Property, including numbers and types of structures:  
\_\_\_\_\_  
\_\_\_\_\_

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**SPECIAL EXCEPTION INFORMATION**

1. This is a request for a Special Use Permit for \_\_\_\_\_
2. The property is currently zoned: \_\_\_\_\_
3. The Comprehensive Plan Future Land Use designation is: \_\_\_\_\_
4. Area of proposed building(s) (if applicable): \_\_\_\_\_
5. A previous special use permit \_\_\_\_\_ was \_\_\_\_\_ was not made with respect to any portion of this property.

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**HEARING INFORMATION**

This request will be placed on the next available agenda of the Gilchrist County Board of County Commissioners. The applicant will be notified in writing of the date, time, and place of this hearing.

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I (we) certify that all of the above statements and statements contained in any papers or plans submitted herewith are true and correct to the best of my (our) knowledge and belief.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Items to be Included with Special Use Application Form:**

- A. \_\_\_\_\_ 1 copy of the completed application form
  
- B. \_\_\_\_\_ 1 copy of the most current recorded deed to the property as well as any pending contracts for sale of the property.
  
- C. \_\_\_\_\_ 1 copy of a **site plan** depicting all structure locations, driveway accesses and parking if applicable and the distance of these structures to all property lines in accordance with requirements set forth in Section 12.02 of the Land Development Code
  
- D. \_\_\_\_\_ 1 copy of a brief written or typed statement describing the proposed land use.
  
- F. \_\_\_\_\_ If needed, 1 copy of a written statement and/or any diagrams and maps describing the proposed storm water management (drainage) concept and a copy of an approved permit from the Suwannee River Water Management District.
  
- G. \_\_\_\_\_ Application fee of \$450.00, payable by cash or check to “*Gilchrist County*”.
  
- H. \_\_\_\_\_ If the property owner or contract purchaser is represented by an agent, a letter of authorization from the property owner or contract purchaser authorizing that agent to act on behalf of the property owner or contract purchaser must be provided. If the applicant is a contract purchaser of the property, then a signed letter authorizing the applicant to act on behalf of the current property owner must also be provided.
  
- I. \_\_\_\_\_ If business is to be located off of a State Highway you will be required to get approval from the Department of Transportation for the driveway access. The DOT can be reached at 352-493-6075.

J. \_\_\_\_\_

A Life Safety Inspection must be performed by the Gilchrist County Building Official on any existing building to ensure that the existing or proposed use of a structure complies with the Florida Building Code and the Florida Fire Prevention Code. The following will be inspected:

Accessible parking, access and egress, restrooms, smoke and fire alarms, exit lights, emergency lights, fire extinguisher and other suppression equipment, gas and ventilation, HVAC, electrical services and branch circuits, restaurant grease hoods and equipment, structure safety, plumbing equipment and other applicable appurtenances.

The inspector will inform the applicant of any violations in writing and inform them if and what permits may be required. There will be a fee of \$100.00 for this inspection not included in the Special Use Permit application fee.

***NOTE: Special Use cases will not be scheduled for a public hearing before the Board of County Commissioners until all required information listed above has been submitted and is complete. County staff will make every effort to notify you, at the time you submit your application, if any required information is missing or incomplete.***