



**Bradford County ~ City of Starke**  
**Building, Zoning & Planning**  
P.O. Box 1148 ~ 945-F North Temple Ave.  
Starke, FL 32091  
Phone: 904-966-6213 / 904-966-6223  
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**INSTRUCTIONS FOR FILING SPECIAL EXCEPTIONS**  
**CITY OF STARKE**

- ❖ A special exception is a use that would not be appropriate generally or without restriction throughout a land use classification but which, if controlled as to number, area, location, or relation to the neighborhood, would promote the public health, safety, welfare, morals, order, comfort, convenience, appearance, prosperity or the general welfare. Such uses may be permissible in a land use classification as a special exception if specific provision for such a special exception is made in the Land Development Regulations.
- ❖ Applications may be picked up and returned to the Bradford County Zoning Office, North Wing of the Bradford County Courthouse, Starke Florida, at least 30 days prior to the public hearing of the Board of Adjustment which meets the 4<sup>th</sup> Thursday of each month.
- ❖ The applicant/agent shall fill out the application. If agent represents owner please attached notarized letter of authorization to application. All names listed on deed, must sign the authorization letter or the application.
- ❖ The NON-REFUNDABLE fee for filing for a Special Exception is \$750.00
- ❖ The applicant /agent shall post sign(s) on the property for Special Exception. The applicant/agent shall post the Sign(s) not less than 10 days prior to the scheduled hearing by the Board of Adjustment. The sign(s) shall be erected on each street side of property. Sign(s) will be given to applicant/agent at time application is made. Once hearing is over the sign(s) needs to be removed.
- ❖ On site investigations of the sign(s) will be made by the Zoning Office and pictures taken. Failure to post sign(s) in a timely manner will prohibit application from being heard at the meeting.
- ❖ Any citizen will have the opportunity to be heard at the hearing, and are normally allowed five (5) minutes to speak. The application will be granted or denied at this meeting. If you think you may want to appeal the decision of the Board, you will need a record of the proceedings, and for such purpose you should ensure that verbatim record of the proceedings is made at your expense, which record includes the testimony and evidence upon which the appeal is based.
- ❖ The Zoning office will place a legal notice of the time and place of the public hearing in the Bradford County Telegraph at least 10 days prior to the hearing. The Zoning Office will also notify by mail the Property owners within 300 ft of the request, at least 10 days prior to the hearing.
- ❖ The following information is required to be submitted along with the application:
- ❖ Copy of Deed, Copy of Survey, and map from the Property Appraisers Office reflecting boundaries of the property:
- ❖ Sketch plan drawn to appropriate scale showing the property as it is intended to be developed or modified for the proposed special exception:
- ❖ List of property owners within 300 ft. of property (can be obtained from Property Appraisers Office):

**CONDITIONS FOR GRANTING A  
SPECIAL EXCEPTION OF THE CITY OF STARKE LAND DEVELOPMENT CODE**

- ❖ The Special Exception complies with all elements of the Comprehensive Plan.
- ❖ The establishments, maintenance or operation of the special exception will not be detrimental to or endanger the public health, safety or general welfare and is not contrary to established government standards, regulations or ordinances.
- ❖ Each structure or improvement is so designed and constructed that it is not unsightly, undesirable, or obnoxious in appearance to the extent that it will hinder the orderly and harmonious development of Starke and the zoning district in which it is proposed.
- ❖ The special exception will not adversely impact the permitted uses in the zoning district nor unduly restrict the enjoyment of other property in the immediate vicinity nor substantially diminish or impair property values within the area.
- ❖ The establishment of the special exception will not impede the orderly development and improvement of the surrounding property for uses permitted in the zoning district and as allowed in the Comprehensive Plan.
- ❖ Adequate water supply and sewage disposal facilities will be provided in accordance with the state and county health departments' requirements.
- ❖ Adequate access roads, on-site parking, on-site loading and unloading berths and drainage have been or will be provided where required.
- ❖ Adequate measures have been taken to provide ingress and egress to the property, which is designed in a manner to minimize traffic congestion on local roads.
- ❖ Adequate screening and buffering of the special exception will be provided, if necessary.
- ❖ The special exception will not require signs or exterior lighting, which will cause glare, adversely impact area traffic safety, or have a negative economic effect on the area. Any signs or exterior lighting required by the special exception shall be compatible with development in the zoning district.
- ❖ The proposed use would not have an environmental impact inconsistent with the health, safety, and welfare of the community.
- ❖ The proposed use would not result in the creation of objectionable or excessive noise, light, vibration, fumes, odors, dust or physical activities inconsistent with existing or permissible uses in the area.
- ❖ The proposed use would not overburden existing public services and facilities.
- ❖ The special exception meets all other requirements as provided for elsewhere in this Code.

**CITY OF STARKE  
SPECIAL EXCEPTION  
APPLICATION**

Name of Applicant (s): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Title Holder's Representative (Agent), if applicable: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Special Exception Number: \_\_\_\_\_ A Special Exception is requested in conformity

with the Land Development Code to permit: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Location (911 Address): \_\_\_\_\_

Total acreage of land to be considered under this petition: \_\_\_\_\_

Present use of land: \_\_\_\_\_

Commercial, Industrial, Residential, Agricultural, Vacant, etc.

Future Land Use Plan Map Category: \_\_\_\_\_

Zoning District: \_\_\_\_\_

A previous application for special exception:

\_\_\_\_\_ was made with respect to these premises      Application Number \_\_\_\_\_

\_\_\_\_\_ was not made with respect to these premises.

**I DO HEREBY CERTIFY THAT ALL OF THE ABOVE STATEMENTS AND STATEMENTS CONTAINED IN ANY DOCUMENTS OR PLANS SUBMITTED HERewith ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

\_\_\_\_\_  
Applicant/Agent Name (Type or Print)

\_\_\_\_\_  
Applicant/Agent Name (Type or Print)

\_\_\_\_\_  
Applicant/Agent Signature

\_\_\_\_\_  
Applicant/Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**SPECIAL EXCEPTION APPLICATION FEE IS NON-REFUNDABLE  
FOR OFFICE USE ONLY - PLEASE DO NOT WRITE BELOW THIS LINE:**

Date Filed: \_\_\_\_\_

Special Exception Application No: \_\_\_\_\_

Fee Amount: \_\_\_\_\_

Receipt No: \_\_\_\_\_

Date of Board of Adjustment Public Hearing: \_\_\_\_\_

Date notice published: \_\_\_\_\_

Newspaper: \_\_\_\_\_

BRADFORD COUNTY TELEGRAPH

Date to Post Sign: \_\_\_\_\_

Board of Adjustment Decision: \_\_\_\_\_

(Granted / Denied)

Board of Adjustment Signature: \_\_\_\_\_