

Planning Application

Conditional Use

(Previously known as a Special Exception)



Planning & Economic Development Department
2240 Minton Road
West Melbourne, FL 32904-4928
phone: (321) 837-7778
fax: (321) 768-2390
www.westmelbourne.gov



Conditional Use Application

**NO PLANNING APPLICATION CAN BE ACCEPTED
UNLESS ALL REQUIRED INFORMATION IS
SUBMITTED.**

GENERAL PROJECT INFORMATION

Date: _____

Project Name: _____

Property Address/
Location Description: _____

Legal Description: section _____ township _____ range _____

(attach separate
sheet if necessary) _____

Tax Acct. Number(s): _____

Acreeage of Site: _____ Number of
Structures on Site: _____

Existing Zoning: _____ Future Land Use
Designation: _____

Surrounding Land Uses—

	North ↑	South ↓	East →	West ←
What development exists near your property?				

The following are criteria for the approval of a Conditional Use. Section 66-351 states “The board of adjustment shall make the factual determination as to whether the applicant has met the burden of proof by considering the character and use of the adjoining buildings and those in the vicinity, the number of persons residing or working in such buildings or upon such land, traffic conditions in the vicinity, and that satisfactory provision and arrangement have been made concerning the following” property considerations. Please address each item with a short explanation of your intent:

Ingress and egress to property and proposed structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access if fire or catastrophe occurs: _____

Off-street parking and loading areas: _____

Refuse and service areas: _____

Screening and buffering with reference to type, dimensions, and character: _____

Signs and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the area: _____

Required yards and other open space: _____

Height: _____

Landscaping: _____

Renewal and/or termination dates: _____

The use will be reasonable compatible with surrounding uses with regard to function, hours of operation, the type and amount of traffic to be generated, building size and setbacks, relationship to land values, and other factors that may be used to measure compatibility:

CONTACT INFORMATION

Property Owner: _____
Mailing Address: _____
Phone: _____ Fax: _____
Email: _____
(Submit additional sheet(s) for multiple property owners)

Applicant: _____
Applicant Contact: _____
Mailing Address: _____
Phone: _____ Fax: _____
Email: _____

Applicant's Representative
(Person to receive communication from the City): _____
Company: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

Applicant's Engineer (Contact Person): _____
Company: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

Applicant's Architect or Surveyor (Contact Person): _____
Company: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

OWNER'S AUTHORIZATION FOR CONDITIONAL USE
APPLICATION

This form only needs to be completed if the Applicant or Applicant's Representative is different from the Owner

TO: City of West Melbourne
Attn: Planning & Economic Development Department
2240 Minton Road
West Melbourne, FL 32904

RE: _____
(Address and/or Legal Description)

Please accept this document as authorization for _____
(Name of Applicant)
to apply for a Conditional Use for the property described above.

Owner's signature

Date

Owner's Name

Street Address

City, State, Zip Code

Telephone Number

The above signed applicant appeared before me and personally subscribed and sworn before me on this _____ day of _____, 20_____.

Form of identification: _____

My commission expires on the _____ day of _____, 20_____.

Signature of Notary Public

(Seal of Notary)

Name of Notary (printed, typed, or stamped)

AFFIDAVIT OF APPLICATION

This form can be signed by the Owner or Applicant

1. I am the owner and/or legal representative of the owner of the property described, which is the subject of the application.
2. All the answers to the questions in said application and all surveys and/or site plans and data attached to and made part of this application are honest and true to the best of my knowledge and belief. By my signature below, I acknowledge that I have complied with all submittal requirements and that this request package is complete. I further understand that an incomplete application submittal may cause my application to not be accepted.
3. Should this application be granted, I understand that any condition(s) imposed upon the granting of this request shall be binding to the owner, his or her heirs, and successors in title to possession of the subject property.
4. I understand that I must attend all applicable meetings and have been informed of the meeting date(s) and time(s). I understand that if I fail to appear at an applicable meeting, the appropriate Board or Commission may either table or deny the request.
5. I understand that my request if approved as a final site plan and if capacity availability has been demonstrated and reserved, the approval encumbers utility, road, and other infrastructure capacity as noted in Land Development Regulation Section 70-2.

This matter is subject to quasi-judicial rules of procedure. Interested parties should limit contact with the City Council, Planning & Zoning Board and Board of Adjustment on this topic to properly noticed public hearings or to written communication to the City Clerk’s Office, City of West Melbourne, 2240 Minton Road, West Melbourne, FL 32904.

Signature

Date

The above signed applicant appeared before me and personally subscribed and sworn before me on this _____ day of _____, 20_____.

Form of identification: _____

My commission expires on the _____ day of _____, 20_____.

Signature of Notary Public

(Seal of Notary)

Name of Notary (printed, typed, or stamped)

CONDITIONAL USE SUBMITTAL REQUIREMENTS

Conditional Use Application Fee—full fee is due at time of submittal

- \$350-First acre
- and \$15-per acre or portion thereof over the first acre

Legal Advertisement Fee—If a public hearing is required, full fee is due at time of submittal.
Contact the Planning & Growth Management Department at (321) 837-7778.

Reviewing Bodies

- City Staff
- Board of Adjustment

If a site plan is required to be submitted with this conditional use due to the size of the project, staff will process the two applications concurrently as either a Planned Commercial Development (PCD) or a Planned Industrial Development (PID) depending on the zoning of the property. The Board of Adjustment public hearing for the site plan and the conditional use will take place during the same meeting.

Your submittal must include the following:

1. A detailed explanation of why the conditional use is being requested, giving all details and pertinent information and the reasons for this request; reference the specific City of West Melbourne Code of Ordinances covered by this application. If the applicant is other than the legal owner, the applicant's interest shall be indicated and the legal owner's authority to apply shall be included in a certified legal form (see page 4 of this application).
2. Completed application form
3. All applicable fees
4. Affidavit of Application
5. Owner's Authorization (if applicable)
6. Listing of all property owners within 500 feet of the property (as provided by the Brevard County Property Appraiser's Office, if applicable)
7. Transportation Concurrency Application, if not already submitted with another development application
8. An initial site plan that meets the content requirements of initial site plan submittals as well as depicting how the conditional use criteria is met. [*submit 2 for the first submittal, and then 12 will be required*]
9. Other information deemed necessary by the Planning Director

APPLICANT'S COPY - UPCOMING MEETING
DATES

(Consult the Planning Department to determine applicability)

Judge T. Mitchell Barlow, Jr. Council Chamber
2285 Minton Road
West Melbourne, FL 32904

*Planning & Zoning Board	City Council	Board of Adjustment
January 11, 2022	January 18, 2022	January 27, 2022
February 9, 2022	February 1, 2022	February 24, 2022
	February 15, 2022	
March 8, 2022	March 1, 2022	March 24, 2022
	March 15, 2022	
April 13, 2022	April 5, 2022	April 28, 2022
	April 19, 2022	
May 10, 2022	May 3, 2022	May 26, 2022
	May 17, 2022	
June 8, 2022	June 7, 2022	June 23, 2022
	June 21, 2022	
July 12, 2022	July 19, 2022	July 28, 2022
August 4, 2022	August 9, 2022	August 25, 2022
September 13, 2022	September 6, 2022	September 22, 2022
	September 21, 2022	
October 12, 2022	October 4, 2022	October 27, 2022
	October 18, 2022	
November 9, 2022	November 1, 2022	November 16, 2022
	November 22, 2022	
December 6, 2022	December 13, 2022	December 15, 2022

Notes: Meeting dates are subject to change or cancellation.
Initial submittal must be made at least 30
days in advance of targeted meeting date