



## **SPECIAL EXCEPTION APPLICATION CHECKLIST**

The following checklist is designed to assist the applicant in preparing the required materials for review. The application will **not** be accepted if all required items are not present at the time of submittal. The following items are required as part of a complete application for a Special Exception.

Completed Town of Pembroke Park Special Exception Application.

Plans shall encompass all requirements from Section 28-83. of the Town's Zoning code entitled Special Exception.

Proof of Property Ownership. (i.e deed, property appraiser report, or contract to purchase).

One (1) copy of a 24"x36" plat/survey dated within the last twelve (12) months.

Written Narrative with list of each Review Standard and a point-by-point response to each (see pg. 2). Narratives must be on letterhead, dated, and with author signature.

Legal Description of Property (in Word/text format).

Conceptual Site Plan demonstrating requested Special Exception.

Appropriate Fees (download from P&Z website).

<http://pembrokeparkfl.civiccms.acsitefactory.com/town-planner/pages/applications-and-fee-schedule>

**Make an appointment with a Town Planner at (954) 966-4600 to discuss.**

**\*\*INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED\*\***

Except for community residences and recovery communities, a Special Exceptions application shall be approved only on a finding that there is competent substantial evidence in the record that the Special Exception, as proposed:

The standards and guidelines to be applied by the Planning and Zoning Board and by the Town Commission in considering applications for a special exception use are as follows:

- a. *An otherwise lawful activity may, because of its location, interfere with the property rights of adjacent landowners by creating an unreasonable disruption to the area by way of increasing vehicular traffic, noise, light, storage and use of dangerous materials, intensity of development and other reasons. It is the intent of this section that each application for approval of a special exception use be evaluated in light of the unique characteristics of the neighborhood in which it is to be located and the positive and negative effects that it will have on that neighborhood and the community in general. Special consideration is to be give to the effect that the proposed special exception use will have on the safety and welfare of the minor residents of the area.*
- b. *Consideration will be given to the volume and type of vehicular traffic associated with such use, particularly its impact on residential streets.*
- c. *Conformity to goals, objectives and policies of the Pembroke Park Comprehensive Plan.*
- d. *The economic impact on the Town's finances due to reduction of taxable property value, increased Town services or other related economic factors.*
- e. *Any additional factors or considerations which may be reasonably calculated to materially affect public health, safety and welfare; these must be explicitly stated in the resolution to approve or deny.*
- f. *The Town Commission shall consider the application for special exception at a public hearing scheduled for said purpose. Notice of the public hearing shall be published in a newspaper with general circulation in the Town at least five (5) days before the public hearing.*

