



# Special Use Application

Department of Planning & Community Development  
 101 Old Main Street, Bradenton, FL 34205  
 Ph: (941) 932-9400  
[www.cityofbradenton.com](http://www.cityofbradenton.com)

CONTACT INFORMATION

Name of Property Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of Agent: \_\_\_\_\_

Agent Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Owner/Agent Email: \_\_\_\_\_

REQUIRED

PROPERTY INFORMATION

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

Parcel ID: \_\_\_\_\_ Acreage: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Future Land Use: \_\_\_\_\_  
\*click to view [Zoning map](#) \*click to view [FLU map](#)

Ward #: \_\_\_\_\_ Neighborhood #: \_\_\_\_\_  
\*click to view [Ward map](#) \*click to view [Neighborhoods map](#)

REQUIRED

DESCRIPTION

Indicate Type of Special Use Request:  
                             Special Use                      Special Use-Amendment                      Special Use - Dock

Provide a brief description of the propose land use activity: \_\_\_\_\_

REQUIRED

MATERIALS FOR REVIEW

- ▶ **Special Use**
  - Special Use Application Fee: **\$1,820**
  - Notarized Agent Authorization Form, if applicable
  - Letter of Request
  - Review Criteria (see page 2 for Special Use Review Criteria)
  - Twenty(20) copies of Site Plan to scale (see page 2 for Special Use Site Plan requirements)
  - Property Survey signed & sealed within the last 3 years
  - One (1) electronic copy in pdf format of Application and all required support materials
- ▶ **Special Use Permit - Amendment**
  - Special Use Amendment Application Fee: **\$1,070**
  - Notarized Agent Authorization Form, if applicable
  - Letter of Request
  - Review Criteria (see page 2 for Special Use Amendment Review Criteria)
  - Twenty (20) copies of Site Plan to scale (see page 2 for Special Use Amendment Site Plan requirements)
  - Property Survey signed & sealed within the last 3 years
  - One (1) electronic copy in pdf format of Application and all required support materials
- ▶ **Special Use Permit - Dock**
  - Special Use Dock Application Fee: **\$420**
  - Notarized Agent Authorization Form, if applicable
  - Letter of Request
  - Thirty (30) copies of Plot Plan to scale & One (1) electronic copy in pdf format of Application and all materials
  - Property Survey signed & sealed within the last 3 years

REQUIRED

CITY STAFF ONLY

Application Fees:	Application Sufficiency:
Fee Required: <b>\$1,820</b> (Special Use)	Sufficient: <input type="checkbox"/>
<b>\$1,070</b> (Special Use-Amendment)	Incomplete: <input type="checkbox"/> _____
<b>\$420</b> (Special Use-Dock)	
FEE COLLECTED: \$ _____	
RECEIPT #: _____	<b>APPLICATION #:</b> _____

CITY STAFF ONLY

CITY COUNCIL: \_\_\_\_\_

PLANNING COMMISSION: \_\_\_\_\_

DRC: \_\_\_\_\_

REVIEW DATES – TO BE COMPLETED BY CITY STAFF



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### **SPECIAL USE and SPECIAL USE-AMENDMENT REVIEW CRITERIA:**

Special Use and Special Use-Amendments shall comply with and be reviewed using the Special Use criteria found in Section 3.3 of the Land Use Regulations to determine whether to allow the use at the proposed location and to determine appropriate conditions to the use.

**Prepare detailed written responses, using factual statements (called Findings of Fact) to explain how the requested Special Use complies with each of the following review criteria:**

1. Adequacy of ingress and egress to property and proposed structures with particular regard for automobiles and pedestrian safety and convenience, traffic generation, flow and control and emergency access.
2. Location and design of off-street parking and loading areas in regard to the items in "1" above and the smoke, noise, glare, dust, vibrations, fumes, pollution and other effects of the use on adjoining properties.
3. Location and design of refuse and service areas in regard to availability, adequacy and effect upon surrounding properties.
4. Utilities, in regard to location, availability, adequacy and compatibility with surrounding properties.
5. Screening, buffering or separation of any nuisance or hazardous feature of the use.
6. Proposed signs and exterior lighting with reference to glare, traffic safety and compatibility and harmony with surrounding properties.
7. Effect upon the value of surrounding properties; the use shall not hinder the development of nearby vacant properties or adversely affect their economic values.
8. Adequacy of land and/or building which are to be used.
9. General compatibility or appropriateness with adjacent properties and other property in the district with special consideration given to proposed hours of operation.
10. Environmental quality of the district in which the use is proposed and the effect the Special Use Permit might have on such quality.
11. Consistency with the City of Bradenton Comprehensive Plan.

### **SPECIAL USE and SPECIAL USE AMENDMENT SITE PLAN REQUIREMENTS:**

Please prepare an accurate, legible, scaled site plan containing the following information:

- A. The dimensions of the lot, all existing and proposed buildings, setbacks, easements, driveways, landscaping and trees, and fences.
- B. Parking design and availability
- C. Traffic impacts
- D. Location and design of trash collection areas,
- E. Utilities on the site
- F. Signs and exterior lighting



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### **SPECIAL USE REVIEW PROCEDURE:**

#### Step 1: Pre-Application Meeting

Prior to submitting an application for a Special Use Permit, please schedule a pre-application meeting by contacting Karen Ahara at (941)932-9400. Cost for a Pre-Application meeting is \$100.00. This amount is deductible from your application fee. Meetings are held the second and fourth Tuesday of each month by appointment only. At these meetings, the Development Review Committee (Fire, Public Works, Police, Building, Planning & Zoning), will review the proposed Special Use and offer constructive input. The Pre-Application meeting is required in order to file an application.

#### Step 2: Application Submittal

An official Special Use Permit application must be completely filled out and submitted to Planning and Community Development (PCD) by the second Thursday of the month, no later than 4:00 PM. Failure to meet this deadline will result in delay of application consideration.

#### Step 3: 1<sup>st</sup> Sign Posting

About two weeks before the Planning Commission meeting, the PCD Department will contact the owner or authorized agent (applicant) to pick up the required public notice sign from the PCD Department. The sign must be posted on the property 10 days before the meeting. The applicant is required to sign a notarized affidavit stating that the signs have been posted. The affidavit will be kept on file.

#### Step 4: Staff Review

The PCD Staff will review the application and create a Staff Evaluation and Analysis Report (SEAR) with a recommendation to the reviewing bodies. The PCD staff will then send to the applicant a copy of the agenda for the Planning Commission meeting as a reminder of the date and time.

#### Step 5: First Public Hearing (Planning Commission)

The Planning Commission will hold a public hearing of the request and will allow anyone interested to speak for or against the request. The Planning Commission is an appointed board which meets the third Wednesday of each month at 2:00 PM in City Council Chambers at City Hall, 101 Old Main Street. After reviewing the evidence presented, the Planning Commission will make a recommendation to the City Council for approval, approval with stipulations, or denial. Notice of the request will be placed in the Bradenton Herald 10 days prior to the Planning Commission meeting. People owning property within 300 feet of the subject property will also be notified by the City.

The PCD staff will then send a letter to the applicant confirming the recommendation of the Planning Commission to the City Council. Unless the Planning Commission has requested changes to the site plan or submission of additional information, nothing else is required except sign posting.

#### Step 6: 2<sup>nd</sup> Sign Posting

The second sign must be posted on the property 10 days before the City Council meeting. An affidavit is required for this sign, as well, and will be kept on file.

#### Step 7: Second Public Hearing and Final Determination

The City Council will hold a second public hearing of the request and will allow anyone interested to speak for or against the request. The City Council is an elected board, which considers Special Use Permits on the second Wednesday of each month at 8:30 AM. Notice of the request will be placed in the Bradenton Herald 10 days prior to the City Council meeting. After reviewing the evidence presented, it will vote to approve, approve with stipulations, or deny the request. The decision of the City Council may be appealed to Circuit Court and must be done within 30 days of its decision.

SPECIAL USE PROCEDURES



## Agent Authorization Form

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### PLANNING & ZONING AGENT AUTHORIZATION FORM

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

I, \_\_\_\_\_, the registered property owner(s) of the above noted property, do hereby authorize

\_\_\_\_\_

\_\_\_\_\_

to act on my behalf and take all actions necessary for the processing, issuance and acceptance of this permit or certification and any and all standards and conditions applicable.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### STATE OF FLORIDA, MANATEE COUNTY

The Foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,

produced \_\_\_\_\_ respectively, as

as identification and who did (did not) take an oath:

\_\_\_\_\_

\_\_\_\_\_, Notary Public

Print Name

State of Florida

My Commission Expires: \_\_\_\_\_