



**SPECIAL EXCEPTION USE PERMIT APPLICATION**

City of Lake Wales Municipal Building, Planning & Development Department  
201 Central Ave. West, P.O. Box 1320, Lake Wales, FL 33859-1320  
Phone: (863) 678-4182 Ext. 714  
Fax: (863) 678-4050  
Email: [permitting@lakewalesfl.gov](mailto:permitting@lakewalesfl.gov)

Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Parcel Identification Number: R- T- S- Subdivision- Parcel-

Planning Board: \_\_\_\_\_ Zoning District: \_\_\_\_\_

City Commission: \_\_\_\_\_

1. LOCATION: \_\_\_\_\_  
Number Street Zip Code

\_\_\_\_\_ Project Name

\_\_\_\_\_ Lot Block Phase

2. PROPOSED USE: \_\_\_\_\_

3. ACCOMPANYING MATERIAL REQUIRED: (This application should be included along with your Site Plan application.)

**Site Plan -**

- Project Narrative (Attachment describing detail for Special Exception Use Permit)
- Legal Description
- Special Exception Use Permit must meet requirements of the Lake Wales Code of Ordinances Sec. 23-216

4. IDENTIFICATION:

\_\_\_\_\_ Owner Address Phone

\_\_\_\_\_ Fax Number Email Address

\_\_\_\_\_ Agent Address Phone

\_\_\_\_\_ Fax Number Email Address

\_\_\_\_\_ Engineer Address Phone

\_\_\_\_\_ Fax Number Email Address

*The owner of this property and the undersigned agree to conform to all applicable laws of the City of Lake Wales and to all applicable Federal, State and County laws.*

**Signature of Owner**

**Address**

**Phone**

\* If the owner of record for the property is other than an individual (s) than the legal representative must provide proof of authorization to act as the legal agent.

REVIEW FEES: Per Table 23-242

**(Fees adjusted October 1, annually)**

Cashier Payment Memo

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

Check Number: \_\_\_\_\_

Account Number:

Code:

001-341-510-000-000

121

Planning & Development Fee:

\$ \_\_\_\_\_

001-369-006-000-000

132

Advertising- Zoning Fee:

\$ \_\_\_\_\_

Total:

\$ \_\_\_\_\_

**(Fee subject to change without notice.)**

**Office Use Only:**

Verified Complete: \_\_\_\_\_ Date: \_\_\_\_\_

## **Sec. 23-216. Special exception use permit**

### ***Sec. 23-216.1. Requirement.***

- a. A special exception use permit is required for certain land uses as indicated in Table 23-421.
- b. Expansion of a special exception use will require a new special exception permit, if:
  1. The expansion is equal to twenty percent or more of the approved use or structure; or
  2. The expansion exceeds the limits or conditions set forth in the original special exception approval; or
  3. The expansion is the addition of an accessory use.

### ***Sec. 23-216.2. Application.***

- a. If a special exception permit is required, application shall be made on forms supplied by the administrative official, accompanied by information sufficient for review, including at a minimum, a site plan meeting the requirement of section 23-222, information as required by the administrative official, the application fee per sec. 23-242 and reimbursement for costs of public notice.
- b. An application for a special exception use permit shall also be considered an application for site plan approval. The site plan shall be reviewed per the procedures and requirements of section 23- 222 concurrently with the special exception use permit.
- c. The number of site plans and other information required will be set forth in the procedures manual maintained by the administrative official. Any application for construction, certificate of zoning compliance, or certificate of use shall be pending until action of the special exception permit application is complete.

### ***Sec. 23-216.3. Public notice.***

Public notice shall be given by the administrative official as per section 23-241.

### ***Sec. 23-216.4. Approval/denial.***

Following a public hearing, the planning board shall approve, approve with stipulations, or deny the application with specific reference to criteria in sec. 23-433. Appeal of the decision of the planning board may be made by the applicant pursuant to sec. 23-244.

### ***Sec. 23-216.5. Compliance.***

The application and accompanying material, as well as any stipulations made as conditions of approval shall be enforced by the administrative official and shall be conditions of issuing the certificate of zoning compliance and certificate of use.