

## SPECIAL USE APPROVAL PROCEDURES

Prior to the Special Use Approval by the City Commission on any property within the City of Belle Glade, Public Hearings must be held by the Planning and Zoning Board and by the City Commission. The Planning and Zoning Board meets on the third Thursday of each month at 5:30 p.m. To allow for notification through the mail, certain materials must be submitted to the office of the Planning and Building Department no later than fifteen (15) days (excluding weekends and holidays) prior to the next Planning and Zoning Board meeting as follows:

1. A notarized letter, signed by the property owner (s) of record, setting forth the present zoning of the property and a statement of the intended use.
2. A location sketch showing dimensions of the properties, proximity of nearest streets or roadways. The sketch need not be accurate as to survey or engineering but must be sufficient so that the City Commission can ascertain the exact location and surroundings of the property by referring to City maps. This sketch may be traced from maps available at the Belle Glade Public Library.
3. A complete legal description of the property as reflected in the Public Records of Palm Beach County. (Copy of record deed.)
4. A list of the full names of all owners of the property and all other persons having any interest in the property, together with the nature of such interest.
5. The Names and Mailing Addresses of the property owners within a three-hundred feet (300') radius of the subject property. (This information may be obtained from the Property Appraiser's office at the Glades Office Building for a fee).
6. A check in the amount of \$ 900.00 made out to the City of Belle Glade to cover advertising expense, mailing and legal fees.

All of the above items must be submitted before the Petition for special Use Approval may accepted for consideration.

The Public Hearing before the City Commission is uniformly set for the First regular meeting following the Public Hearing before the Planning and Zoning Board.

APPLICATION FOR SPECIAL USE APPROVAL

DATE SUBMITTED: \_\_\_\_\_ FEE PAID: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

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LOCATION OF PROPERTY: \_\_\_\_\_

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PRESENT ZONING: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

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SKETCH ATTACHED: YES \_\_\_\_\_ NO \_\_\_\_\_

LEGAL DESCRIPTION ATTACHED: YES \_\_\_\_\_ NO \_\_\_\_\_

NAME (S) OF PROPERTY OWNERS ATTACHED AND MAILING ADDRESS

YES \_\_\_\_\_ NO \_\_\_\_\_

RECOMMENDATION OF PLANNING AND ZONING BOARD (DATE) \_\_\_\_\_

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ACTION OF CITY COMMISSION: (DATE) \_\_\_\_\_

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