



STAFF USE ONLY	
Intake Date:	_____
Fee Paid:	_____

TOWN OF HAVERHILL
PERMITTING AND LICENSING DEPARTMENT
 4585 Charlotte Street, Haverhill, Florida 33417 561-689-0370 Ext. 2 FAX 561-689-4317

SPECIAL EXCEPTION APPLICATION

INSTRUCTIONS TO APPLICANT

For Accessory Dwelling Units, a flat filing fee in the amount of \$1,000 must be submitted with this application, check made payable to the Town of Haverhill. Other types of special exceptions require a \$1,000 application fee to be held in escrow to cover legal fees, etc. with the remaining funds to be reimbursed to the applicant, difference to be billed accordingly.

INSTRUCTIONS TO APPLICANTS:

1. The completed application is to be signed by the owner and applicant. The Agent's authorization of power of attorney must be attached if the applicant is other than the owner.
2. Complete all sections of this application. If not applicable, indicate with N/A.
3. Provide required attachments.
4. Pay a flat fee in the amount of \$1,000 - check payable to the Town of Haverhill.
5. Each application must be for a single, contiguous parcel of real property, otherwise the application may be rejected and separate applications and separate filing fees required.
6. Acceptance of an application is conditioned upon full compliance with all information required herein as well as information required by Florida law and the Town of Haverhill Zoning Code.
7. The Town Council shall hear and decide special exceptions.

DATE: _____ ZONING DISTRICT: _____

PROPERTY ADDRESS: _____

APPLICANT: _____

ADDRESS: _____

PHONE NO.: _____ FAX NO.: _____

OWNER: _____

ADDRESS: _____

PHONE NO.: _____ FAX NO.: _____

IN ORDER TO AUTHORIZE ANY SPECIAL EXCEPTION, THE APPLICANT MUST DEMONSTRATE THE FOLLOWING:

1. Explain how the proposed Special Exception Use is consistent with the Town Comprehensive Plan.

2. Explain how the proposed Special Exception Use complies with all applicable development regulations.
3. Explain how all structures shall be separated from adjacent and nearby uses by appropriate screening devices.
4. Explain how excessive vehicular or pedestrian traffic is not generated in residential streets.
5. Explain how a vehicular parking or traffic problem is not created.
6. Explain where appropriate drives, walks, and buffers are to be installed.
7. Explain how the proposed use will make a substantial contribution to the neighborhood environment and will not infringe on the rights of property owners in the vicinity of the exempted use.

THE BURDEN OF PROVING THE STANDARDS AS SET FORTH ABOVE IS UPON THE APPLICANT. PLEASE PROVIDE ALL DOCUMENTATION NECESSARY TO PROVE YOUR CASE.

INFORMATION REQUIRED FROM THE APPLICANT:

1. A Certified boundary survey registered in the State of Florida which shall include an accurate legal description of the property, a location sketch of the property, a computation of the acreage of the property to the nearest 1/10th of an acre, and must be dated to within one year of the application.
2. A statement of the applicant's interest in the property including a copy of the last recorded Warranty Deed, and:
 - a) If joint and several ownership, a written consent by all owners of record, or
 - b) If a contract purchase, a copy of the purchase contract and written consent of the seller/owner, or
 - c) If an authorized agent, a copy of the Agency Agreement or written consent of the principal owner, or
 - d) If a lessee, a copy of the lease agreement and written consent of the owner, or
 - e) If a corporation or other business entity, a certificate shall be submitted by the secretary of the corporation, or the record keeper of an organization, confirmed by the President or organizational head, verifying the authority of the person who will represent the corporation and the fact that the corporation consents and directs the activity.
3. A traffic impact analysis of the potential trip generation for the parcel.
4. Map(s) showing the location of the existing vehicular and pedestrian access to and from the site, including all rights-of-way, drainage canals and other reservations of land.
5. Topographic map.
6. A description of the potable water and sewage treatment available for the site.
7. A map or aerial photo showing the location and use of buildings located on adjacent property including property separated by right-of-way.
8. A drainage statement describing methods for providing adequate drainage for the site.
9. Provide a list of all property owners within a 300' radius of boundary lines of the property as provided by the Palm Beach County Property Appraiser's Office and executed affidavit signed by the person responsible for completing this list along with 1 set of STAMPED (meter stamps not acceptable) and no return address.

APPLICANT'S CERTIFICATION

(I) (we) affirm and certify that (I) (We) understand and will comply with the provisions and regulations of the Town of Haverhill Zoning Code. (I) (We) further certify that the above statements and the statements and showings made in any paper or plans submitted

herewith are true to the best of (my) (our) knowledge and belief. Further, (I) (we) understand that this application, attachments and fees become part of the Official Records of the Town of Haverhill and are not returnable.

_____ Witness	_____ Signature of Applicant	_____ Date
_____ Witness	_____ Type name of Applicant	
APPLICANT IS:	_____ Street Address	
<input type="checkbox"/> Owner	_____ City and State	
<input type="checkbox"/> Owner's Agent	_____ Telephone Number	
<input type="checkbox"/> Lessee		
<input type="checkbox"/> Contract Purchaser		

NAME OF OWNER(S) OTHER THAN APPLICANT

_____ Name	_____ Street Address
_____ Telephone Number	_____ City and state

NAME OF PERSON RESPONSIBLE FOR PETITION IF OTHER THAN THE APPLICANT

_____ Name	_____ Street Address
_____ Telephone Number	_____ City and State

AFFIDAVIT

STATE OF FLORIDA)
COUNTY OF PALM BEACH)
TOWN OF HAVERHILL)

BEFORE ME THIS DAY PERSONALLY APPEARED _____

_____ WHO BEING DULY SWORN, DEPOSES

AND SAYS:

THAT THE ACCOMPANYING LIST OF PROPERTY OWNERS, MAILING ADDRESSES AND LEGAL DESCRIPTIONS OF ALL PROPERTY WITHIN 300 FEET OF THE BELOW DESCRIBED PARCEL OF LAND IS, TO THE BEST OF HIS/HER KNOWLEDGE, COMPLETE AND ACCURATE AS RECORDED IN THE LATEST OFFICIAL TAX ROLLS IN THE PALM BEACH COUNTY COURTHOUSE.

THE SUBJECT PROPERTY IS LEGALLY DESCRIBED AS FOLLOWS:

SEE ATTACHED

FURTHER AFFIANT SAYETH NOT.

Signature

SWORN TO AND SUBSCRIBED BEFORE ME by means of

physical presence, this _____ day of _____,

20_____ by _____, who is

personally known or produced _____

identification for an acknowledgment in an individual capacity

Signature of Notary _____ (SEAL)
Printed Name