



APPLICATION FOR ZONING CERTIFICATE

No development permitted by this Ordinance, including accessory and temporary uses, may be established or changed; no structure shall be erected, constructed, reconstructed, altered, razed, or removed, and no building used, occupied, or altered with respect to its use after the effective date of this Ordinance until a Zoning Certificate has been secured from the Zoning Officer. Nothing herein shall relieve any applicant of the additional responsibility if seeking any permit required by any applicable Florida Statute, Ordinance, or regulation in compliance with all of the terms of this Ordinance.

(REF: PERFORMANCE ZONING ORDINANCE)

This form must be completed in its entirety to be accepted. All information must be submitted with the appropriate fee to begin processing. Supporting information, as required on this application must be provided unless waived at the pre-application conference. **Incomplete applications will be returned.**

FEES REQUIRED FOR EACH TYPE OF APPLICATION:

Application for Zoning Certificate (Please check one):

_____ Single Family Dwelling	\$270	_____ Home Occupation	\$270
_____ Commercial	\$270	_____ Mobile Home	\$270
_____ Multifamily	\$270.00 (<i>first 6 units + \$10.00 per unit over 6</i>)		
_____ Sub-Divide/Merge Lot	\$400.00		
_____ Voluntary Annexation	\$400.00		

REQUIRED ATTACHMENTS:

- _____ Application completed in its entirety
- _____ Appropriate Fee paid
- _____ Legal Description (printout from property appraiser)
- _____ Site Plan: All dimensions, roads, easements, structures, setbacks, buffers, adjacent property uses
- _____ Impervious Surface Ratio Calculation Worksheet
- _____ Cascade Falls Special Requirements – Selection of Features (Cascade Falls only)
- _____ Mobile Home Acknowledgement (if applicable)
- _____ Home Occupation Acknowledgement (if applicable)
- _____ Petition for Voluntary Annexation, Legal Description & Map (if applicable)

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ALL DATA AND EXHIBITS SUMITTED BECOME A PERMANENT PART
OF THE APPLICATION.

Date Submitted: _____

Applicant Name (s): _____

Mailing Address: _____

Phone: _____ Email: _____

Please provide a brief narrative of your proposed project or request:

Is the applicant the owner of the property? Yes _____ No _____

_____ If applicant is the owner, indicate name(s) exactly as recorded, and list all other owners, if any:

_____ If applicant is a lessee, attach copy of lease, and indicate actual owners if not indicated on the lease. (Permission of owner to operate a home occupation is required, if applicant is a lessee.)

_____ If applicant is a contract purchaser, attach a copy of contract, and indicate actual owner's name and address.

Legal description of parcel(s) for which the certificate is sought (**attach legal description**)

SECTION _____ TOWNSHIP _____ RANGE _____

Parcel ID: _____

Size of property: _____ x _____ = _____ Total Sq Ft Acres _____

Subject property address: _____

Are there any existing structures on the property? _____ (Show all on site plan)

List all structures: _____

Type: Frame _____ Concrete Block _____ Mobile Home _____ Other _____

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The following are specific items/information that must accompany this application:

1. A statement of the proposed use of the parcel:

2. Current Zoning District:

_____ Neighborhood Conservation _____ Development District
_____ Urban Core _____ Urban Core II
_____ Industrial

3. A site plan of the layout of the property, drawn to scale, showing the location and exterior dimensions of all existing and proposed buildings in relation to the parcel and the street lines.

4. Set Backs (Must comply with Ordinance)

Street _____ Rear: _____ Side: _____ Side: _____

Does side yard abut a street? _____

5. Residential Structure Information:

Square Feet _____ # Stories _____ # Bedrooms _____ # Bathrooms _____

Garage? _____ If yes, # of Cars _____

Off Street Parking - # of Spaces _____

6. Statement of proposed utility use:

<u>Utility</u>	<u>Requested</u>	<u>Available (Office use only)</u>
Electric	_____	_____
Gas	_____	_____
Water	_____	_____
Sewer	_____	_____
Septic Tank	_____	_____

7. **Stormwater runoff calculations** (see Ordinance for requirements)

Impervious surface ratio _____

*Must attached completed worksheet which matches site plan drawing & dimensions.

8. The location and dimension of all existing and proposed vehicle drives, entrances and exits. (Noted on site plan.) For all residential uses, except in the Urban Core, provision must be made for off-street parking. Site plan must specifically note parking arrangement and # of vehicles.

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9. For commercial use only:

The location, size arrangement and capacity of all areas to be used for off-street parking and off-street loading. The number of parking spaces: _____

10. The location, height, and composition material of all walls, fences, or other structures to be utilized in providing the buffer yards required by this Ordinance.

11. For Performance Subdivision: An open-space plan showing the location, dimensions, and arrangements of all open spaces, yards, and buffer yards, including specification of all plant materials to be utilized in providing the buffer yard and landscaping required by this Ordinance and including the specification of any use planned for open-space or buffer-yard areas.

12. The location and dimension of all existing and proposed pedestrian entrances, exits and walkways.

Additional requirements for commercial applicants:

1. The location, size height, composition materials, illumination, and orientation of all signs. (Sign Permit required.)
2. A certificate of compliance with Section 4615 (exterior lighting) signed by the applicant's engineer or plans and specification of the engineer of plans and specification of the proposed lighting, if required by Section 4615.
3. If the applicant relates to property scheduled for phased development, the proposed layout of the total projected development shall be indicated and each phase's projected scope and time period indicated to the extent possible.

For Voluntary Annexation Requests only (attach Petition for Annexation and map):

1. Is the property contiguous to Town of Havana? _____
2. Will the annexation of this property create an enclave? _____

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IMPERVIOUS SURFACE RATIO (ISR) WORKSHEET

IMPERVIOUS SURFACE: Any building, surface, concrete, pool, wet retention/detention areas, pavement or surface that has been compacted or covered with a layer of material so that it is highly resistant to infiltration by water. It includes, but is not limited to, semi-impervious surfaces such as compacted clay, as well as most conventionally surfaced streets, roofs, sidewalks, parking lots, and other similar structures.

IMPERVIOUS SURFACE RATIO (ISR): The ISR shall be calculated by dividing the total impervious surface area by the total area of the proposed development site or project. Alternative porous paving with a 10% or greater permeability shall not count as ISR coverage.

Site Address _____ Lot Area _____ SF

Impervious Surfaces:

1. Building footprint _____ L x _____ W = _____ square feet
2. Parking & driveway areas _____ L x _____ W = _____ square feet
3. Access easements _____ L x _____ W = _____ square feet
4. Walkways _____ L x _____ W = _____ square feet
5. Pools and decks _____ L x _____ W = _____ square feet
6. Other (patios, porches, etc.) _____ L x _____ W = _____ square feet
7. Equipment and HVAC pads _____ L x _____ W = _____ square feet
8. Permeable pavers > 10% permeability _____ square feet

Total Impervious Surfaces: _____ square feet

Total Impervious Surfaces Lot Area = Impervious Surface Ratio %

I _____ (print name) certify that the calculations submitted above for the impervious surface ratio calculations are accurate and complete.

Signature

Date

AFFIDAVIT

I/We, _____
being first duly sworn, depose and do say that I am/we are the owners of the property located at _____, described herein and which is the subject matter of the proposed Zoning; that all the answers to the questions in this application, and all sketches, data and other supplementary matter attached to and made a part of this application, are honest and true to the best of my/our knowledge and belief. I understand this application must be completed and accurate before any action can be taken. I further permit the undersigned to act as our representative in any matter regarding this Petition.

Signature of Owner

Signature of Agent (if applicable)

Signature of Owner

Signature of Owner

Signature of Owner

State of Florida

County of Gadsden

Sworn to and subscribed before me this _____ day of _____, _____, by _____ who is personally known to me _____ or who has produced _____ as identification.

Stamp:

Notary Signature

Commission Expires: _____

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(For office use only)

Property Address: _____

Date Received Complete: _____ **Fee Paid:** _____

Notes/Comments: _____

Confirmed applicant is property owner (per Property Appraiser) _____

Demolition: Confirm Utilities have been disconnected _____

Date Submitted to ARPC: _____

ARPC Recommendation: _____ Date: _____

Town Manager Recommendation: _____ Date: _____

Zoning Certificate Sent to Applicant: _____ Date: _____

Zoning Certificate Sent to County: _____ Date: _____

Foundation location verified: _____ Date: _____

- Or -

Denial Letter Sent to Applicant: _____ Date: _____

Reason for denial _____

Note Dates Below (or note N/A):

Sign Posted at Property _____

First Notice in Paper _____ First Public Hearing _____

Second Notice in Paper _____ Second Public Hearing _____

For Annexation Petition:

Date Annexation Notice sent to County: _____

Certified Mail Tracking # _____ (attach delivery receipt)

If applicable:

Town Council Approval: _____ Date: _____

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HOME OCCUPATION ADDENDUM

Detailed accessory use regulations: home occupations. It is the intent of this subsection to regulate the operation of home occupations so that the average neighbor, under normal circumstances, will not be aware of their existence other than for a permitted sign.

1. Any resident conducting a home occupation shall apply for and receive a zoning certificate from the zoning officer subject to the following regulations.
2. Any occupation which is customarily, in whole or in part, conducted in a residence may be conducted in any dwelling unit, provided that all of the following criteria are met:
 - a. The occupation must be clearly incidental to the use of the dwelling as a residence.
 - b. No outdoor display or storage of materials, goods, supplies or equipment used in the home occupation shall be permitted on the premises.
 - c. There shall be no visible evidence that the residence is being operated as a home occupation. The total of all employees inclusive of family members shall not exceed six (6) persons.
 - d. Off-street parking shall be provided on the premises, as required by Sections 4602 and 5700 or as otherwise necessary.
 - e. A home occupation use shall not generate nuisances such as traffic, on-street parking, noise, vibration, glare, odors, fumes, electrical interferences, or hazards to any greater extent than what is usually experienced in the residential neighborhood.

I have read the home occupation rules/regulations and will abide by the Town's guidelines.

Signature

Date

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Zoning Requirements for Mobile Homes

By signing below, I am acknowledging that before I can receive permanent power from the Town of Havana, the following must be completed at the above-mentioned location:

- Double wide mobile home must be moved onto the property. No single wide mobile homes are allowed inside the town limits.
- Development District – see attached site plan
- Steps entering the mobile home must be installed
- Skirting must be installed on the mobile home
- House numbers must be installed
- Driveway must be installed (concrete, asphalt or crushed rock) and;
- All debris must be cleared from the property

Signature

Date

State of Florida
County of Gadsden

Sworn to and subscribed before me this _____ day of _____, _____, by
_____ who is personally known to me _____ or who has
produced _____ as identification.

Stamp:

Notary Signature

Commission Expires _____

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Cascade Falls Subdivision Site Plan Review Special Requirements

The proposed “village homes” under Section 5200 B.3, of the zoning ordinance will each require that the front yard include the installation of **at least two (2)** of the following seven landscaping or architectural treatments:

- a. Two (2) canopy trees and three (3) evergreen or understory trees or six (6) evergreen or understory trees.
- b. A porch which is roofed but not enclosed and extends across three-fourths (.75) of the front of the house and is at least seven (7) feet in width.
- c. A front yard raised above the grade of the sidewalk by at least twenty-four (24) inches and four (4) flowering or evergreen shrubs along each street face.
- d. An ornamental fence or wall between twenty-four (24) and thirty-six (36) inches in height, and five (5) flowering shrubs or evergreen shrubs per street face.
- e. Twenty (20) flowering or evergreen shrubs or ten (10) flowering or evergreen shrubs, twenty (20) hedge plants, and two (2) understory trees.
- f. A hedge consisting of shrubs planted on eighteen (18) inch centers and two (2) understory or evergreen trees.
- g. A berm or raised area averaging eighteen (18) inches above the average grade of the rest of the yard and covering forth (40) percent of such yard, with four (4) understory or evergreen trees and six (6) flowering or evergreen shrubs.

TWO CHOSEN FOR PROPOSED PROJECT: _____ / _____

Signature

Date