



To be Completed by City Clerk

Application No. \_\_\_\_\_

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

Received by: \_\_\_\_\_

## APPLICATION FOR CONDITIONAL USE PERMIT

Please submit a completed application to the Planning Division for payment and meeting scheduling. Chapter 47 of the Titusville Land Development Regulations contains the instructions for filing and the required exhibits.  
**INCOMPLETE APPLICATIONS SHALL NOT BE ACCEPTED.**

<b>1. Project Information</b>	Project Name	Property Address/Location Description	
<b>2. Applicant/ Owner</b>	Name of Applicant/Contact	Name of Owner	
	Street Address	Street Address	
	City                      State      Zip	City                      State      Zip	
	Telephone #	Telephone #	
	Fax #	Fax #	
	E-Mail Address	E-Mail Address	
<b>3. Applicant Status</b>	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Agent <input type="checkbox"/> Other		
<b>4. Parcel ID</b>		<b>Tax Acct.</b>	
<b>5. Site Size (Attach Legal Description)</b>	Acres: _____                      Square Feet: _____		
<b>6. Current Land Uses</b>	Identify the land uses located on-site and adjacent to the subject site (identify "all" uses that touch property on each boundary), such as grocery store, citrus farm, office, single family residential, etc.:		
	<b>SUBJECT SITE:</b> _____		
	<b>NORTH:</b> _____		
	<b>SOUTH:</b> _____		
	<b>EAST:</b> _____		
	<b>WEST:</b> _____		
<b>7. Current Designation</b>	Future Land Use:	Zoning:	

<b>8. Building Status</b>	Existing Building(s) on the site?	New Building(s) proposed?			
<b>9. Current Use</b>					
<b>10. Proposed Maximum Density (If applicable)</b>	Dwelling Units/Acre:	Total Density:			
<b>11. Proposed Maximum Intensity (If applicable)</b>	(Square Feet & Acres)				
<b>12. Proposed Maximum Height</b>	(Measured from the ground up to the mid point of a sloped roof)				
<b>13. Number of Employees and Attendees</b>	(For non-residential requests such as retail or houses of worship)				
<b>14. Note any previous CUP's on the site</b>					
<b>15. Check other applications submitted</b>	Annexation	Vacation of Easement	Rezoning	Master Plan Approval	
	Vacation of Right of Way	Site Plan	Subdivision Plat	Other	
<b>16. Narrative</b>	Please provide a brief description of your request and the proposed project:				



## SUBMITTAL CHECKLIST

Please fill out the following and submit the documents to the Planning Department. Payment of fees does not ensure a favorable decision. Additional information may include documents initially waived at the pre-application meeting but subsequently determined necessary by staff.



1.	Complete Application and Fees	
2.	Warranty Deed	
3.	Notarized Owner Authorization Form	
4.	Legal Description	
5.	Certified Survey, if determined by the Administrator (sealed and containing permanent reference points as described by Chapter 177, Florida Statutes (2005), with bearings, distances and closures)*	
6.	Conceptual Site Plan (Hardcopy plus an electronic copy in PDF or CAD format)*	
7.	Names, addresses and address labels for all property owners within 500 feet of the subject property. <i>Note: This listing is available from either the Brevard County Property Appraiser's Office or the City of Titusville's Clerk Department. Current charge for this service is \$35.00.</i>	
8.	<b>PRE-APPLICATION CONFERENCES HELD -</b> Planning (prior to application submittal) - Date:                      Planner: Engineering Services (prior to Public Hearings) – Date:	

\*If larger than 11" X 17", 30 hardcopies must be provided.

THE CONCEPTUAL SITE/SUBDIVISION PLAN SHALL INCLUDE THE FOLLOWING:



1.	30 copies of conceptual site plan - layout of parking areas, driveway entrances, green areas, conservation areas, bikeways, parks, public facilities and such other amenities.	
2.	Lot coverage and/or building height(s)	
3.	Any proposed reservation or dedication of land for public purposes.	
4.	Listing of amount of parking spaces needed for the requested use and the amount currently on site, if applicable.	
5.	Indicate if the existing building has fire sprinklers and fire hydrants	
6.	Boundaries for surface water bodies (normal high water mark) including wetlands, lakes, Indian River Lagoon.	
7.	Include estimated build-out date and estimated water allocation permit application date for new projects.	
8.	Other:	

Applicant/Owner Signature

\_\_\_\_\_   
 Date

- All applications shall require Planning Staff review prior to submittal.
- All applications shall be submitted to the Planning Department and officially logged in by 4:00 p.m. on deadline dates.
- Incomplete applications and applications without appropriate backup information/justification will not be accepted and will not be considered to be officially submitted until the appropriate information is submitted. Meeting dates for incomplete applications will not be set until all required information is submitted.
- Petitions requiring review from other boards or commissions prior to being forwarded to the Planning and Zoning Commission (P&Z)/City Council are not guaranteed placement on the schedule noted above.
- All meeting agendas will be posted on the City's web site and staff reports for the request can be obtained by contacting the Planning Department at 321-383-5825.

**ACKNOWLEDGEMENT**

1. I am the owner and/or legal representative of the owner of the property described, which is the subject of this application.
2. All answers to the questions in said application and all surveys and/or site plans and data attached to and made a part of this application are honest and true to the best of my knowledge and belief. By my signature below, I acknowledge that I have complied with all submittal requirements and that this request package is complete. I further understand that an incomplete application submittal may cause my application to be deferred.
3. Should this application be granted, I understand that any condition(s) imposed upon the granting of this request shall be binding to the owner, his heirs, and successors in title to possession of the subject property.
4. I understand that I must attend all applicable meetings and have been informed of the meeting date(s) and time(s). I understand that if I fail to appear at an applicable meeting, the appropriate Board or Commission may either table or deny the request.
5. I understand that my request if approved does not encumber provision of utility, road or other City infrastructure capacity. The analysis provided by staff of existing levels of service for public facilities and services in the vicinity of the parcel identified in this application is a non-binding analysis, and does not guarantee capacity will be available in the future or encumber/reserve capacity for any period of time.

This matter is subject to quasi-judicial rules of procedure. Interested parties should limit contact with the City Council, Board of Adjustment & Appeals, and Planning & Zoning Commission on this topic to properly noticed public hearings or to written communication to the City Clerk's Office, City of Titusville, P.O. Box 2806, Titusville, FL 32781

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

<b>FOR OFFICE USE ONLY</b>	
DATE RECEIVED: _____	
ACCEPTED BY: _____	
PLANNING AND ZONING COMMISSION DATE & TIME: _____	CITY COUNCIL DATE & TIME: _____
CASE NUMBER: _____	



**CITY OF TITUSVILLE  
PLANNING & GROWTH MANAGEMENT DEPARTMENT  
APPLICATION FEE SCHEDULE**

**\*\*\*EFFECTIVE: September 22, 2009 (Res. #40-2009)\*\*\***

Small Scale Comprehensive Plan Amendment (SSA) Annexation <sup>1</sup> and/or Land Use Change -	\$1,500.00 plus \$8.00 per acre plus advertisement fee
(exclusive of those annexations accompanying water service agreements)	
***Small Scale Amendment Advertisement -	\$400.00 total for 2 advertisements
***Annexation Advertisements (display ad) <sup>2</sup> -	\$1,250.00 total for 2 advertisements

**ZONING/REZONINGS**

Zoning/Rezoning (when not accompanied by a CPA) -	\$1,500.00 plus \$8.00 per acre plus
***Zoning/Rezoning Advertisement <sup>3</sup> -	\$200.00 advertisement fee

**CONDITIONAL USE PERMITS**

Conditional Use Permit (CUP)-	\$1,500.00 plus \$8.00 per acre plus
***Conditional Use Permit Advertisement <sup>3</sup> -	\$175.00 advertisement fee

**CONCURRENCY REVIEW/ZONING CONFIRMATION LETTER**

Concurrency Assessment for site plan/subdivision submittals -	\$100.00
Zoning Confirmation Letter -	\$35.00

**DEVELOPMENT AGREEMENT/VESTED RIGHTS APPLICATION/BENEFICIAL USE**

**DETERMINATION/TRANSFER OF DEVELOPMENT RIGHTS**

Development Agreement	\$1,500.00 plus \$8.00 per unit/1,000 square feet non-residential plus legal advertisement cost
<i>Development Agreement Advertisement -</i>	\$150.00 advertisement fee
Vested Rights Application	\$1,500.00 plus \$8.00 per unit/1,000 square feet non-residential plus legal advertisement cost
<i>Vested Rights Application Advertisement -</i>	\$150.00 advertisement fee
Beneficial Use Determination	\$1,500.00 plus \$8.00 per unit/1,000 square feet non-residential plus legal advertisement cost
<i>Beneficial Use Determination Advertisement<sup>3</sup> -</i>	\$175.00 advertisement fee
Transfer of Development Rights-	\$450.00 plus \$8.00 per dwelling unit

**Note #1:** *Applicants shall be required to pay a Legal Precinct Descriptions due to Annexation fee of \$210.00 as required by the Brevard County Supervisor of Elections.*

**Note #2:** In the event that more than one amendment to the City's Comprehensive Plan is considered in a given submittal, the City reserves the right to adjust the advertising costs to reflect any economy realized by advertising more than one request in a single ad. Such adjustments will be at the discretion of the City Manager and will be accomplished in the form of a refund to the applicant after the advertising costs have been incurred.

**Note #3:** In the event that a zoning/rezoning is processed in conjunction with a CPA/SSA application, a fifty (50) percent reduction in the zoning advertising fee will be given. In the event that a conditional use permit is processed in conjunction with a zoning/rezoning application, a fifty (50) percent reduction in the conditional use permit advertising fee will be given.



