



TOWN OF MEDLEY

SPECIAL EXCEPTION SUBMISSION CHECKLIST

Plans and completed applications (including all supporting documentation) must be submitted to the Building Department with the payment of applicable fees, at which time they will be considered. Incomplete plans and applications will not be processed. Applications for special exception uses, including enlargement or modifications of an existing special exception use, shall be reviewed by the Planning Department and decided by the Town Council.

The Town Council may deny, approve, or approve the application with conditions. In issuing its decision to grant a special exception, the Town may place more restrictive requirements and conditions on applications than are provided in this chapter, when the conditions are based upon site considerations and its use, and the potentially resulting impacts upon the surrounding area or zoning district where the subject property is located.

(C) If the applicant wishes to amend a special exception use approval, the proposed amendment shall be processed and reviewed in accordance with the procedures set forth in this article for new special exception uses.

Applicant must submit one 11x17 set (max size) via email of all the plans to building@townofmedley.com.

All Special Exception Applications shall include the following:

- (A) The existing and proposed use of the property
- (B) The existing use, zoning, and land use designations of lands within seven hundred (700) feet of the subject property
- (C) A site plan or survey indicating the locations of the existing and proposed development, and areas where individual uses will take place.
- (D) Architectural drawings and pictures.
- (E) Any other information as may be required by the Town for a determination of the nature of the proposed use and its consistency with the criteria for the approval of a special exception use.
- (F) Property information and map from Miami-Dade County Property Appraiser
- (G) A response sheet to the review standards listed below.



Special Exception Use Review Standards

(1) That the use is permitted as a special exception use as set forth in the use regulations of the zoning district in which it is located.

(2) That the use will not cause a detrimental impact to the value of existing contiguous uses, uses in the general area, and to the zoning district where it is to be located.

(3) That the use will be compatible with the existing uses on contiguous property, with uses in the general area and zoning district where the use is to be located and compatible with the general character of the area, considering population density, design, scale and orientation of structures to the area, property values and existing similar uses or zoning.

(4) That adequate landscaping and screening are provided to buffer adjacent uses from potential incompatibilities.

(5) That adequate parking and loading is provided, and ingress and egress is so designed as to cause minimum interference with traffic on abutting streets.

(6) That the use will not have a detrimental environmental impact upon contiguous properties and upon properties located in the general area or an environmental impact inconsistent with the health, safety and welfare of the community.

(7) That the use will not have a detrimental effect on vehicular or pedestrian traffic, or parking conditions, and will not result in the generation or creation of traffic inconsistent with the health, safety and welfare of the community.

(8) That the use will not utilize turning movements in relation to its access to public roads or intersections, or its location in relation to other structures or proposed structures on or near the site that would be hazardous or a nuisance.

(9) That the use will not have a detrimental effect on the future development of contiguous properties or the general area, according to the comprehensive plan.

(10) That the use will not result in the creation of incompatible noise, lights, vibrations, fumes, odors, dust or physical activities, taking into account existing uses, uses located on contiguous properties, uses in the general area and the zoning in the vicinity due to its nature, duration, direction or character.

(11) That the use will not overburden existing public services and facilities.



DRC NUMBER	_____
DATE SUBMITTED	_____
FEE PAID	_____
DRC APPROVAL DATE	_____

TOWN OF MEDLEY SPECIAL EXCEPTION APPLICATION

A complete submittal includes all items on the "Special Exception Checklist" document as well as completing this application in full. The owner and agent must sign the application with the appropriate supplemental documentation attached. Please print legibly in ink or type on this application form.

PROJECT INFORMATION	
OWNER'S NAME	_____
PHONE / FAX / Email	_____
AGENT'S NAME	_____
ADDRESS	_____
PHONE / FAX / Email	_____
PROPERTY ADDRESS	_____
ZONING CATEGORY	_____
DESCRIPTION OF PROPOSED WORK	_____
FOLIO	

Surrounding Property within 700 feet of Subject Property		
Existing Use	Zoning	Land Use

SECTION COMPLETED BY TOWN		
	REQUIRED	PROVIDED
Zoning Designation	_____	_____
Current Use		
Proposed Use		

Water Flow	Existing	Proposed
Daily Rated Gallons & Flows		

SIGNATURE OF OWNER _____ **DATE** _____
 SIGNATURE OF AGENT _____ **DATE** _____