



TOWN OF DAVIE USE ONLY

Petition Number: _____

Initial Fee: _____

Receipt Number: _____

Submittal Date: _____

Received By: _____

**Administrative Non-Use Special
Permit (ASP) Application**
*Planning and Zoning Division
Development Services Department*

Folio Number:

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Property Address: _____

Future Land Use: _____

Zoning: _____

Subdivision Name: _____

Project Name: _____

**Adm. Non-Use
Special Permit (ASP) Request:**
(Code Section)

From a required _____
To provide a _____

Petitioner Info:

Name: _____

Address: _____

Telephone: _____

Fax: _____

Relationship to the property: _____

Owner Info:

Name: _____

Address: _____

Telephone: _____

Fax: _____

I hereby certify that I am the owner of the described property, I have authorized the filing of the aforesaid request, and I understand that I or my authorized agent must be present at the public hearing to present the request to the Board.

OWNER'S NAME(S) (PRINT)

PETITIONER'S NAME (PRINT)

OWNER'S SIGNATURE
(ALL OWNERS MUST SIGN)

PETITIONER'S SIGNATURE

ADDRESS

ADDRESS

CITY, STATE, ZIP CODE

CITY, STATE, ZIP CODE

TELEPHONE

TELEPHONE

The foregoing instrument was acknowledged
before me this _____ day of _____,
20____, by _____
who is personally known to me or has produced

The foregoing instrument was acknowledged
before me this _____ day of _____,
20____, by _____
who is personally known to me or has produced

as identification and who did take an oath.

as identification and who did take an oath.

NOTARY PUBLIC:

NOTARY PUBLIC:

SIGN: _____

SIGN: _____

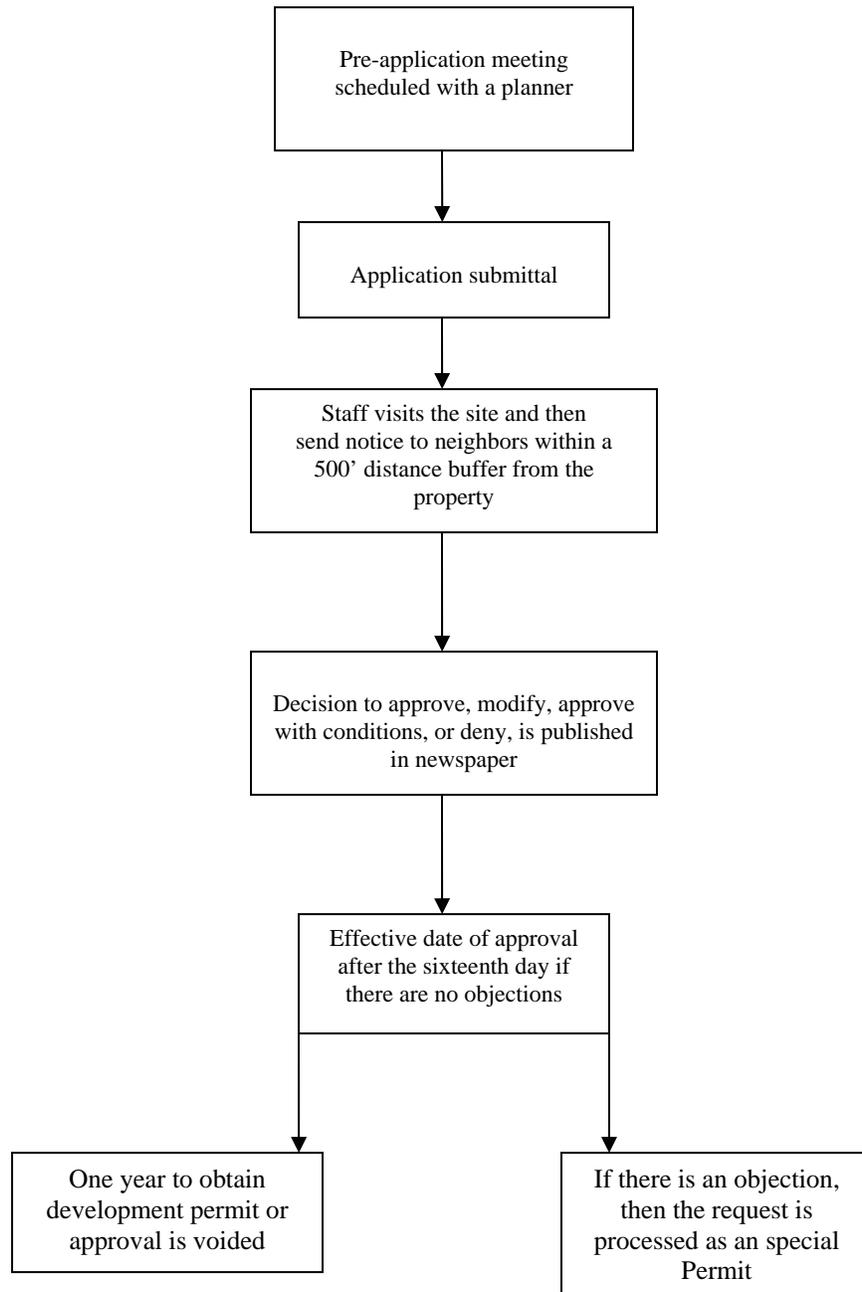
PRINT: _____

PRINT: _____

My Commission Expires:

My Commission Expires:

Administrative Non-Use Special Permit Application Flow-Chart



Administrative Non-Use Permit Application Checklist

All required information must be provided at the time of submittal unless otherwise noted.

- __1. A copy of the pre-application meeting form filled-out with a Town planner.
- __2. Original application form typed or neatly printed in ink, and notarized properly.
- __3. One check made payable to the Town of Davie in the amount specified on the fee schedule.
- __4. Copy of warranty deed or most recent tax bill.
- __5. A justification letter explaining reason for the request
- __6. A justification letter criteria of Section 12-308 (B) (3) of the Land Development Code as follow:
 - _(a) The non-use special permit is not contrary to the adopted comprehensive plan, as amended, or any element or portion thereof;;
 - _(b) The non-use special permit will not adversely affect living conditions in the neighborhood or the town;
 - _(c) The non-use special permit will not create or excessively increase automobile and vehicular traffic congestion or otherwise affect public safety;
 - _(d) The non-use special permit will not adversely affect surrounding property values;
 - _(e) The non-use special permit will not be a deterrent to the improvement or development of other property in accord with existing regulations;
 - _(f) The non-use special permit will not constitute a grant of special privilege to an individual owner as contrasted with the welfare of the general public.
- __7. Consent letter(s) from all abutting property owners.
- __8. Two (2) 8 1/2" x 11" reductions of the certified and sealed surveys dated within the last two (2) years, with legal description of the entire property, and showing plot plan including any information that would be relevant to the Administrative Non-Use Special Permit application.

Often Asked and Answered Questions

__1. How many weeks an Administrative non-use special permit application may take to be processed?

An Administrative Non-Use Special Permit application may take between sixteen (16) to eighteen (18) weeks to be processed.

__2. How detailed the justification letter may be?

The justification letter should be structured and sufficiently detailed in order to better provide members of the staff with any specific information that may help to review and approve your petition.