

What is a Conditional Use?

A Conditional Use is a provision that allows uses, which may be appropriate or desirable within a particular Zoning District, but because of their particular characteristics or area requirements, should be given individual consideration.

Conditional Uses are specified by Zoning District, as outlined by the Haines City Land Development Regulations (LDR). Conditional Use approvals are issued for the property and not for a particular individual or entity. The official Zoning Map designates the Zoning Districts in the City of Haines City and is available for review in the Development Services Department.

Why is a Conditional Use Required?

The Conditional Use Review Process serves two purposes. First, it allows the City to conduct case-by-case reviews of proposed uses, which may be appropriate for a particular Zoning District, but may not be appropriate for every location within that Zoning District.

Second, it establishes the safeguards or precautions to ensure that the location or operational circumstances of the proposed use will be compatible neighboring properties. Section 20-2 of the LDR lists general and specific exceptions, which

may be applied to a proposed Conditional Use. These conditions are bound to the proposed use of the property for the duration of the Conditional Use permit.

How is a Conditional Use Request Initiated?

Prior to initiating a Conditional Use request, a meeting with the Development Services Department staff should be set up in order to discuss the procedures and requirements of the LDR and any additional considerations that the proposed exception request may create.

What is the Submission Requirements?

The following must be submitted with the application form:

- Conditional Use Review Fee
- Legal Description of the Subject Property
- Statement of Proposed Exception, Frequency of Operation
- Seven (7) folded copies of the site plan, if they were determined to be submitted during the pre-application meeting with the Community Development Department Staff

Waivers from this requirement may be granted by the Development Services Department provided that no additional site

development is required, and certain criteria are met.

How Does The Conditional Use Process Work?

The Conditional Use request will be reviewed by the following:

TRB Review: The Technical Review Board (TRB) meets on the 1st and 3rd Wednesdays of each month at 2:00 p.m. based on scheduled reviews. The deadline to be placed on the TRB agenda is 12:00 p.m. Tuesday, 14 days prior to the desired date.

City Commission: The City Commission meets on the 1st and 3rd Thursday of each month at 7:00 p.m.

Conditional Use Review Process:

- Pre-Application Conference with Community Development Staff.
- Submit Application for Conditional Use to the Development Services Department.
- TRB Review of Site Plan and Recommendation.
- 14-Day Notification Period.
- City Commission Review and Approval.
- Submit Site Development and Building Construction Plans to Development Services Department.

- Review and Comment of Site Development Plans for Final Review and Approval.
- Development Order Issued.

Haines City LDR and all applicable regulations are available for review at the City's website, www.hainescity.com and at the Development Services Department.

Conditional Use Review Fees:

Please refer to Ordinance No. 07-1290 for Conditional Use Fees.

Conditional Use Review Notes:

Conditional Use including builder and/or site construction requests require a site plan meeting minimum City requirements be submitted at the time of application. The objectives of this requirement are to determine the feasibility of developing the property in accordance with the requested use, and to encourage the provision of certain design elements consistent with public interest. Site Plan Review encourages the utilization of qualified technicians in protecting the health, safety and welfare of the public and to preserve the quality of the environment.

This information is provided as a general overview only:

If a Site Plan is required, please submit the Plan in accordance with the LDR. To obtain a comprehensive guide for Conditional Use Review it is necessary to refer to the LDR. Copies of the City of

CONDITIONAL USE PERMIT



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