



PLANNING & PERMITTING
825 Ohio Avenue – Lynn Haven, FL 32444
(850) 248-0506
develop_plan@cityoflynnhaven.com

APPLICATION FOR AN ADMINISTRATIVE EXCEPTION OVERLAY DISTRICT

File Number _____
Date Received _____

Application Information

Property owner:	
Agent/Contact (if different):	
Telephone Number:	
Requested action:	Establishing an Administrative Exception Overlay District
Location:	
Bay County Parcel Number(s)	
Size:	
Future Land Use Map category:	TND

Request

Specify the section of the TND Code that you are requesting an exception from, giving details:

Explain the reasons for requesting the exception:

Consistency with Section 4.05.00 of the Unified Land Development Code of the City of Lynn Haven

An Administrative Exception must be consistent with the Unified Land Development Code of the City of Lynn Haven.

In considering Administrative Exceptions from the terms of this chapter, the City Commission shall, before making a decision in a specific case, first determine that the proposed exception meets the following criteria. Check those that apply and provide a brief, written justification explaining how the following criteria are being met:

- (1) _____ The application is for a defined area of land within a TND;

- (2) _____ The application clearly sets forth the deviation from TND standards that it seeks relief from and any alternative proposal;

- (3) _____ The deviation or alternative is both minor and technical in nature from the standards in Section 4.05.00 of the ULDC;

- (4) _____ The deviation will further the purpose of the TND.

Deed Restrictions

Check the following category that applies:

_____ This property is not bound by any subdivision covenants or deed restrictions; or

_____ This administrative exception does not violate any subdivision covenant or deed restriction on this property and if required, approval from the Homeowners Association is attached; or

_____ This administrative exception is in conflict with subdivision covenants or deed restrictions on this property and a release from the developer or subdivision Homeowners Association is attached.

Certification and Authorization

I do hereby authorize City staff to enter my property for the purpose of site inspection.

I do hereby authorize the placement of a public notice sign(s) on my property at a location(s) to be determined by City staff.

I hereby certify that the information submitted on this application is true and correct to the best of my knowledge at the time of application.

Owner's Signature ¹

Date

Owner's Name (type or print)

Title and Company (if applicable)

Applicant's Signature, if not owner

Date

Applicant's Name (type or print)

Title and Company (if applicable)

¹ A notarized agent authorization is required if the applicant is not the owner and the owner is allowing the applicant to act on his/her behalf.

Please attach:

- Required fee: \$500.00
- Survey
- Location Map
- Deed
- A Legal Description (if different from the deed)

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