

## **City of Florence Procedures for Zoning Change and Special Use Permit**

- Submit a written request from property owner requesting current zoning to proposed zoning and reason for change.
- Fee of \$125.00.
- City of Florence Staff will notify P & Z Committee to request hearing date.
- City Staff will submit a request for a public hearing notice to be published in the Williamson County Sun. Must be published at least 10 days prior to public hearing date.
- Publication Dates-
  - Deadline- Monday, 12:00 pm for Wednesday Publication
  - Deadline- Thursday, 12:00 pm for Sunday Publication
- Notify all property owners, in writing, within 200 feet of property owner requesting zoning change. The notice is the same public hearing notice that is sent to the Williamson County Sun.
- After the public hearing, the P & Z shall make its recommendation regarding the proposed change.
- The recommendation made by the P & Z shall be reported to the City Council and applicant, in writing.
- After receiving notice from the P & Z, the City Council must hold a public hearing and send Notice to Williamson County Sun at least 15 days prior to public hearing date.
- Publication Dates-
  - Deadline- Monday, 12:00 pm for Wednesday Publication
  - Deadline- Thursday, 12:00 pm for Sunday Publication
- The City Council shall be at liberty to either accept, reject, or take other action, provided such action is consistent with the public notice and the provisions of the Zoning Ordinance.
- If the P & Z has recommended against a proposed amendment, supplement, change or modification, or if a protest against such change, signed by the owners of 20% or more of either the area of lots included in such proposed change or of those immediately adjacent in the rear thereof extending 200 feet therefrom, or of those directly opposite thereto extending 200 feet therefrom the street frontage of such opposite lots, such amendment shall not become effective except by the favorable vote of three-fourths (3/4) of all members of the City Council.

- If the City Council has refused to grant a proposed amendment, supplement, change or modification in the boundaries of any zoning district, such amendment, supplement, change or modification in the boundaries of such zoning district shall not be submitted again prior to the expiration of twelve months (12) from the date of the order or decision of the City Council against such zone change.

### **SPECIAL USE PERMIT PROCEDURES AND REGULATIONS**

- **25A.1 Special Use:**

The City Council by an affirmative 3/4 vote may, after public hearing and proper notice to all parties affected, and after recommendations for the Planning and Zoning Commission that contains such requirements and safeguards as are necessary to protect adjoining property, authorize the location of certain uses in a special district, provided the application shall be accompanied by a site plan drawn to scale and showing the general arrangement of the project, together with essential requirements such as off-street parking facilities; size, height, construction materials, and locations of buildings and the uses to be permitted; location and construction of signs; means of ingress and egress to public streets; the type of visual screening such as walls, paintings, and fences; and the relationship of the intended use to all existing properties and land uses in all directions to a minimum distance of two hundred (200) feet.

- **25A.2 Special Use Permit Regulations:**

(a) In recommending that a Special Use Permit for the premises under consideration be granted, the Planning and Zoning Commission shall determine that such uses are harmonious with and adaptable to building structures and uses of abutting property and other property in the vicinity of the premises under consideration, and shall make recommendations as to requirements for the paving of streets, alleys and sidewalks, means of ingress and egress to public streets, provisions for drainage, adequate off-street parking, protective screening and open space, heights of structures, and compatibility of building construction.

(b) Every Special Use Permit granted under these provisions shall be considered as an amendment to the zoning ordinance as applicable to such property under consideration, but shall not be considered as a permanent change in zoning. In the event the building, premise or land uses under the Special Use Perm it is voluntarily vacated or if the ownership is voluntarily transferred, or if such building, premise, or land is more than fifty (50) percent destroyed by fire or other cause, the use of the same shall thereafter conform to the regulations of the original zoning district of

such property unless a new and separate Special Use Permit is granted for continuation of the use.

(c) In granting a Special Use Permit, the City Council may impose conditions which shall be complied with by the owner or grantee before a Certificate of Occupancy may be issued by the City for use of the building on such property pursuant to such Special Use Permit; and such conditions shall not be construed as conditions precedent to the granting of a Special Use Permit, but shall be construed as conditions precedent to the granting of the Certificate of Occupancy.

(d) No Special Use Permit shall be granted unless the applicant, owner and grantee of the Special Use Permit shall be willing to accept and agree to be bound and comply with the written requirements of the Special Use Permit, as attached to the site plan drawing (or drawings) and approved by the Planning and Zoning Commission.

(e) A building permit shall be applied for and secured within six (6) months from the time of granting the Special Use Permit provided, however, that the City Council may authorize an extension of this time upon recommendation by the Planning and Zoning commission.

(f) No building, premise or land used under a Special Use Permit may be enlarged, modified, structurally altered, or otherwise significantly changed unless a separate Special Use Permit is granted for such enlargement, modification, structural alteration, or change.

(g) The Board of Adjustment shall not have jurisdiction to hear, review, reverse or modify any decision, determination or ruling with respect to the granting, extension, revocation, modification or any other action taken relating to such Special Use Permit.

(h) When the City Council authorizes granting of a Special Use Permit, the Zoning Map shall be amended according to its legend to indicate that the affected area has conditional and limited uses, said amendment to indicate the appropriate zoning district for the approved use and suffixed by an SUP designation.