



**CITY OF LIVE OAK  
 PETITION FOR SPECIAL USE PERMIT  
 FOR TEMPORARY USES - ACCESSORY RESIDENCE  
 TO CITY OF LIVE OAK  
 LAND DEVELOPMENT ADMINISTRATOR**

101 S.E. White Ave \* Live Oak, Florida 32064  
 386.362.2276 \* 386.362.4305 (f)

**THIS SECTION TO BE COMPLETED BY APPLICANT**

This is a petition for a Special Use Permit for Temporary Uses for an Accessory Residence. The applicant is responsible for the completeness, accuracy, and timely submittal of this petition.

**Please type or neatly print the responses to each of the following: (attach additional pages as needed)**

**1) Title Holder/ Owner Information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Do any other persons have any ownership/ interest in the subject property? Yes \_\_\_ No \_\_\_**

**If YES, please list such persons.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**2) Applicant Information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Relationship to Property Owner: \_\_\_\_\_

**3) Property Information Location and Use:**

All / Part (*Circle One*) of Tax Parcel Number: \_\_\_\_\_

General Location Description or 911 Address:  
 \_\_\_\_\_

*Please provide a copy of the Property Tax Card, Property Deed, and a Survey completed by a licensed surveyor in the State of Florida which describes the property, and all improvements thereon, in graphic form and also a complete legal description (by meets and bounds) in written form.*

Acreage/Size of Property (use fractions thereof if applies): \_\_\_\_\_

Present Use: \_\_\_\_\_

(Commercial, Industrial, Residential, Agricultural, Undeveloped, Vacant Building, etc.)

Current Zoning: \_\_\_\_\_ Future Land Use Plan Map Category: \_\_\_\_\_

Does any portion of the property flood after heavy rains or is any portion of the property in a Flood Prone Area, as is shown on Illustration A-V of the City Comprehensive Plan? YES NO

How will this property receive water and sewer service? \_\_\_\_\_  
(Public, private, community, septic, etc.)

- 4) The applicant will be given consideration for a Five-Year Temporary Permit to place a mobile home on this property as an accessory residence, as authorized by Section 14.10.1 (g) of the City of Live Oak Land Development Regulations (LDR), as amended.

The property owner and applicant agree and understand that this Temporary Use Permit will become null and void if and when the applicant vacates the mobile home and that the mobile home will be removed from this property unless the property owner obtains another Temporary Use Permit.

The property owner certifies that he/she has granted permission to the applicant to place his/her mobile home on this property.

The property owner and applicant certify that they will be responsible to obtain all Building Permits and other passing inspections, as may be required, for the locating of the accessory residence, and for necessary installation and permitting of power supply, skirting and all other required criteria which may apply. Further, they certify and agree, if connection to city utilities is proposed, to any and all applicable utility tap, impact, connection, and deposit fees, in accordance with the City of Live Oak Utility Ordinance; and that if connection to city utilities is not available or required, that they will be responsible to obtain any and all required inspections or permits required for the installation or utilization of a well and/or septic system.

The property owner and applicant certify that they have read the applicable section of the LDR, as specified herein, and agree to maintain compliance with these regulations, including also sections not referenced herein, however which may apply, pertaining to required yard areas, lot coverage, and other applicable criteria.

**I (we) do hereby certify that to the best of my (our) knowledge and belief, that all of the above statements and information, and the statements contained in any papers or plans submitted herewith, are true and correct. I authorize the City Development Manager, Building Official, or his designee to enter and inspect the premises, for information gathering or inspections as may be needed.**

**Fees in the amount of \$100.00 are required at time of any application submission.**

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**OFFICE USE ~**  
Approved, City of Live Oak LDR Administrator

\_\_\_\_\_  
Print Name / Sign Name

\_\_\_\_\_  
Date

This permit will expire on \_\_\_\_\_, five years for the date of issuance. **At that time the applicant shall be required to reapply for a new temporary use permit, and must pay the required zoning fee.**

## **Sec. 14.10. Special Use Permits for Temporary Uses.**

Certain uses are temporary in character, varying in type and degree as well as length of time involved. Such uses may have little impact on surrounding and nearby properties, or they may present conflicts involving potential incompatibility of the temporary use with existing, abutting, adjacent or nearby uses.

The following Regulations shall govern temporary uses:

### **14.10.1. Special Use Permits issued by the Land Development Regulation Administrator.**

Certain uses are of short duration and may not create incompatibility during the course of the use.

Therefore, the Land Development Regulation Administrator is authorized to approve Special Use Permits for the following activities, after it is determined that:

1. The owner has authorized use of the premises, via submission of a notarized letter of authorization for the proposed use and duration; and
2. The proposed use is compatible with existing, abutting, adjacent or nearby uses; and
3. There is sufficient open space available at the location to conduct the proposed use; and
4. Any nuisance or hazardous feature involved is suitably separated from adjacent uses; and
5. Excessive vehicular traffic will not be generated on minor residential streets; and
6. A vehicular parking problem will not be created:

(g.) In agricultural or rural zoning districts: **On any un-platted legal parcel of record 2 or more acres in size** - in addition to the principal residential dwelling, one additional mobile home used as an accessory residence, provided that such mobile home is occupied by persons related by blood, adoption, or marriage to the family occupying the principal residential use.

Such mobile home is exempt from lot area requirements, however shall not be located within required yard areas.

Such mobile home shall not be located within 50 feet of any building. A temporary use permit for such mobile home may be granted for a time period up to five years. When the temporary use permit expires, the applicant may reapply for a new temporary use permit.

Requests for such a permit shall be submitted in writing on city supplied forms and with supporting documentation, authorizations, and site plans showing locations of proposed uses to the Land Development Regulation Administrator, together with such reasonable fees as the City Council may determine in accordance with Article 1 of these Land Development Regulations.

Appropriate conditions and safeguards may be imposed by the LDR Administrator as deemed necessary and appropriate. Violation of such conditions and safeguards, when made a part of the terms under which the Special Use Permit is granted, shall be deemed a violation of these Land Development Regulations and punishable as provided in article 15 of these Land Development Regulations.

If the proposed use or location is determined by the LDR Administrator to be incompatible, or does not meet one or more of the required points of consideration, the request may be denied.