



TOWN OF HILLIARD  
WELL EXCPEITION APPLICATION  
15859 W CR 108 Hilliard, FL 32046  
Phone: 904-845-3555 | [cs@townofhilliard.com](mailto:cs@townofhilliard.com)

**For Staff Only**

File #: \_\_\_\_\_

Application Fee: \$ \_\_\_\_\_

Payment Processed By: \_\_\_\_\_

## Well Exception Application

### A. PROJECT

1. Project Name: \_\_\_\_\_
2. Address of Subject Property: \_\_\_\_\_
3. Parcel Number(s): \_\_\_\_\_
4. Existing Use of Property: \_\_\_\_\_
5. Future Land Use Map Designation: \_\_\_\_\_
6. Zoning Designation: \_\_\_\_\_
7. Acreage: \_\_\_\_\_

### B. APPLICANT / CONTRACTOR\*

1. Applicant's Status: ☐ Owner (title holder) ☐ Agent
2. Name of Applicant(s) or Contact Person(s): \_\_\_\_\_ Title: \_\_\_\_\_  
Company (if applicable): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_
3. Contractor:  
Name of Contractor: \_\_\_\_\_  
Company (if applicable): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

**\* Must provide executed Property Owner Affidavit authorizing the agent to act on behalf of the property owner.**

### A. ATTACHMENTS (One copy plus one copy in PDF format)

1. Site Plan including but not limited to:
  - i. Name, location, owner, and designer of the proposed development.
  - ii. Vicinity map - indicating general location of the site and all abutting streets and properties.
  - iii. Statement of Proposed Uses.
  - iv. Location of the site in relation to adjacent properties, including the means of ingress and egress to such properties and any screening or buffers along adjacent properties.
  - v. Date, north arrow, and graphic scale (not to exceed one (1) inch equal to fifty (50) feet).
  - vi. Area and dimensions of site.



TOWN OF HILLIARD  
WELL EXCPEITION APPLICATION  
15859 W CR 108 Hilliard, FL 32046  
Phone: 904-845-3555 | [cs@townofhilliard.com](mailto:cs@townofhilliard.com)

- vii. Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters.
  - viii. Access and points of connection to utilities (electric, potable water, sanitary sewer, gas, etc.).
  - ix. Structures and major features – fully dimensioned – including setbacks, distances between structures, floor area, width of driveways and lot coverage.
2. Legal description with tax parcel number.
  3. Warranty Deed or other proof of ownership.

**B. FEE**

1. \$250.00

*No application shall be accepted for processing until the required application fee is paid in full.*

**All attachments are required for a complete application. A completeness review of the application will be conducted within ten (10) business days of receipt. If the application is determined to be incomplete, the applicant will be required to provide the needed documents prior to approval of work. Work prior to approval will result in a Code Enforcement Violation.**

**I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge:**

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

\_\_\_\_\_  
Signature of Co-applicant

\_\_\_\_\_  
Typed or printed name and title of applicant

\_\_\_\_\_  
Typed or printed name of co-applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing application is acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_, who is/are personally known to me, or who has/have produced \_\_\_\_\_ as identification.

NOTARY SEAL

\_\_\_\_\_  
Signature of Notary Public, State of \_\_\_\_\_