

# **DRPM TEXT AMENDMENT**

**26-0190**

**Related to LDC 26-0189**

- **PROPOSED TEXT CHANGE**

DRPM 26-0190  
Development Review Procedure Manual Text Amendment  
Review procedure for  
Certified Recovery Residences

SECTION 9.0 - ADMINISTRATIVE DETERMINATIONS

A. General Description—This section includes submittal and review procedures for administrative determinations for the following:

- Interpretations of the Land Development Code (LDC)
- Non-Conformities
- Minor Changes to General Development Plans
- General Site Plan Certifications
- Zoning Verification
- Administrative Waiver
- Fee Waivers
- Reasonable Accommodation Procedures for Certified Recovery Residences

B. Review Procedures—Unless otherwise required, the following review procedures shall be followed for review of administrative determinations:

1. Determination of Completeness: Within seven (7) business days (excluding County holidays) of receiving the application, the Administrator shall determine whether the request is complete. If the Administrator determines that the request is not complete, verbal or written notice shall be given to the applicant specifying the deficiencies. If the deficiencies are not remedied within 30 days of receipt of the notification, a determination will be rendered based on the information provided.

2. Rendering of Interpretation: Within thirty (30) business days (excluding County holidays) of receiving the application, the Administrator shall review and evaluate the request. The determination shall be in writing and shall be sent to the applicant.

C. Appeals—Administrative determinations may be appealed to the Land Use Hearing Officer (LUHO) pursuant to the procedures in [Section 10.0](#) of the manual (Appeals From The Administrator To The LUHO), unless otherwise required.

(Res. No. R06-120, § 1(Item #4), 6-13-06, eff. 8-1-06)

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Section 9.8 - Reasonable Accommodation Procedures for the Review and Approval of Certified Recovery Residences

A. General Description

This is a process to consider a request for reasonable accommodation for establishment of a certified recovery residence pursuant to Section 2.02.07 of the LDC. The request shall be on a form provided by the Administrator.

B. Submittal Requirements

An application for reasonable accommodation shall include, at a minimum:

1. The name and contact information of the property owner, applicant, and the applicant's authorized agent, if applicable;

2. The property address and parcel identification number;

3. Evidence of certification of the residence pursuant to Section 397.487, Florida Statutes; and

4. A description of the accommodation requested and the specific requirement(s) from which relief is sought.

C. General Review Process

1. Each application for reasonable accommodation shall be date-stamped by the Administrator upon receipt. The Administrator shall issue a written determination within sixty (60) days of the date of receipt of a completed application. The Administrator shall:

a. Approve the request in whole or in part, with or without conditions; or

b. Deny the request, stating with specificity the objective, evidence-based reasons for denial and identifying any deficiencies or actions necessary for reconsideration.

2. Request for additional information.

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- a. If necessary to reach a determination on the request for reasonable accommodation, the Administrator may, within thirty (30) days of receipt of the application, request additional information from the applicant.
- b. The applicant shall have thirty (30) days after the date of the request for additional information to provide the requested information. If the applicant fails to provide the requested additional information within the thirty (30) day period, the request for reasonable accommodation shall be deemed withdrawn and no further action with regard to the reasonable accommodation request shall be required.
- c. In the event a request for additional information is made, the sixty (60) day period to issue a written determination provided in subsection (C.1) shall no longer be applicable, and the Administrator shall issue a written determination within sixty (60) days after receipt of the additional information.

DRPM 26-0190	Division Director Sign-off	<i>J. Brian Grady</i>
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