

# PUTNAM COUNTY PLANNING & DEVELOPMENT SERVICES

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## **Administrative Planning and Zoning Timeline Expectations in Accordance with Chapter 125 Florida Statutes**

	Submission Deadline (Putnam County)	Receipt of Application*	Sufficiency Review*	Approval/ Denial**
Board Variance	2 <sup>nd</sup> Monday	5 business days	30 days	180 days after
Special Use Permit	2 <sup>nd</sup> /4 <sup>th</sup> Monday	5 business days	30 days	180 days after
Administrative Variance	2 <sup>nd</sup> /4 <sup>th</sup> Monday	5 business days	30 days	180 days after
Vesting	2 <sup>nd</sup> /4 <sup>th</sup> Monday	5 business days	30 days	180 days after
Nonconforming Use	2 <sup>nd</sup> /4 <sup>th</sup> Monday	5 business days	30 days	180 days after
Rezone	1 <sup>st</sup> Monday	5 business days	30 days	180 days after
Map Amendment	1 <sup>st</sup> Monday	5 business days	30 days	180 days after ***
LDC Amendment	1 <sup>st</sup> Monday	5 business days	30 days	180 days after
Comp Plan Amendment	1 <sup>st</sup> Monday	5 business days	30 days	180 days after ***
DRC	2 <sup>nd</sup> /4 <sup>th</sup> Monday	5 business days	30 days	180 days after
PUD	2 <sup>nd</sup> /4 <sup>th</sup> Monday	5 business days	30 days	180 days after
Platted Subdivisions	2 <sup>nd</sup> /4 <sup>th</sup> Monday	5 business days	30 days	180 days after
Lot Split/Exempt SD	N/A	5 business days	30 days	120 days after
Type II/III/IV Subdivisions	N/A	5 business days	30 days	120 days after

\*Must be confirmed in writing to the applicant(s).

\*\* Begins after application found sufficient.

\*\*\* Must transmit to the state within 10 working days after the date of adoption. Elsewise considered withdrawn.

If an application is found to be insufficient, the applicant has 30 days to rectify the insufficiency. The sufficiency review time limit resets upon resubmission of new information, this can only be done three times. The first request has a limit of 30 days, the second has a limit of 10 days. The third shall require a meeting before request, and has a limit of 10 days. The County must then either deny the application, or receive written confirmation that a fourth submittal is acceptable with the applicant. Does not apply to Building Permits (125.022(6)).

Both parties may agree in writing to an extension of time, no limit on extensions is given. The timeline resets automatically if a substantive change (15%+ change in density, intensity, or square footage of a parcel) is made by the applicant.

Application refunds are issued as follows:

10%: Failure to notify of sufficiency. (1<sup>st</sup> & 2<sup>nd</sup> submittals)

20%: Failure to notify of sufficiency. (3<sup>rd</sup> & above submittals)

50%: Failure to approve/deny within 30 days after 120/180 day timeline.

100%: Failure to approve/deny within 31 days after 120/180 day timeline.

Refunds are not required if there is a written agreement for an extension of time, or delay is caused by applicant.

Comprehensive Plan Amendments require a second hearing within 180 days of receipt of agency comments.