

**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 nd Monday | 5 business days | 30 days | 180 days after |
| Special Use Permit | 2 nd /4 th Monday | 5 business days | 30 days | 180 days after |
| Administrative Variance | 2 nd /4 th Monday | 5 business days | 30 days | 180 days after |
| Vesting | 2 nd /4 th Monday | 5 business days | 30 days | 180 days after |
| Nonconforming Use | 2 nd /4 th Monday | 5 business days | 30 days | 180 days after |
| Rezone | 1 st Monday | 5 business days | 30 days | 180 days after |
| Map Amendment | 1 st Monday | 5 business days | 30 days | 180 days after *** |
| LDC Amendment | 1 st Monday | 5 business days | 30 days | 180 days after |
| Comp Plan Amendment | 1 st Monday | 5 business days | 30 days | 180 days after *** |
| DRC | 2 nd /4 th Monday | 5 business days | 30 days | 180 days after |
| PUD | 2 nd /4 th Monday | 5 business days | 30 days | 180 days after |
| Platted Subdivisions | 2 nd /4 th 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 Elsewise considered withdrawn.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. (1st & 2nd submittals)

20%: Failure to notify of sufficiency. (3rd & 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.