

**PUTNAM COUNTY
PLANNING & DEVELOPMENT SERVICES**

2509 Crill Avenue, Suite 300
Palatka, FL 32177
Fax: 386-329-1213
Email: pzb@putnam-fl.gov
Website: <https://www.putnam-fl.gov>



Planning: 386-329-0491
Zoning: 386-329-0316
Building: 386-329-0307
Code Enforcement: 386-329-0317

VESTING DETERMINATION APPLICATION

1. Name of Property Owners(s) _____ Mailing Address(es)(Street, City, State, Zip): _____

2. Telephone Phone: _____
3. Email (for Final Order distribution): _____
4. Parcel ID number(s): _____
5. 911 Address(es): _____

6. Driving directions to property from Palatka: _____

7. Current Zoning designation: _____
8. Current Future Land Use designation: _____
9. Current Use: _____
10. Date of required pre-application meeting with planning staff: _____
11. Please use the checklist below to ensure completion of application requirements (see instructions):
 - Completed and Notarized Application
 - Application Fee Paid in Full
 - Agent Designation form and Agent Oath form (if applicable)
 - Recorded Deed, with Legal Description

YOUR SIGNATURE BELOW AFFIRMS THAT YOU HAVE READ AND AGREE TO THE TERMS OF THIS APPLICATION IN ITS ENTIRETY.

12. Signature(s) of Property Owner(s):

Contact Information:

(sign)

(print)

(sign)

(print)

Phone: _____

Address: _____

Phone: _____

Address: _____

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,
this ____ day of _____, 20____, by _____ who is
(Print Signer's Name)

personally known to me or who has produced _____ as identification.
(Type of Identification)


(Print, Type, or Stamp Commissioned Name of Notary)

Signature of Notary Public

NOTE: In the event that a resubmittal is requested, a signed resubmittal acknowledgement must be submitted within 30 days of said request. If the acknowledgment is not received within this timeframe, the application will be closed, and a new application with the applicable fee will be required.

AGENT DESIGNATION FORM

The applicant(s) does (do) hereby appoint and designate _____
as agent in fact for the owner(s) of parcel(s) _____

_____ to present an application for a vesting determination for all or a portion of the referenced parcel(s) and to present all evidence in support thereof to the Putnam County Administrative Deviation Committee, and to respond to and furnish all information and data requested by said Board/Committee.

Print name of property owner(s)	Signature(s) of property owner(s)
_____	_____
_____	_____
_____	_____
_____	_____

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,
this ____ day of _____ 20____, by _____ who is
(Print Signer's Name)

personally known to me or who has produced _____ as identification.
(Type of Identification)

Notary Stamp

(Print, Type, or Stamp Commissioned Name of Notary)

Signature of Notary Public

AGENT OATH AND SIGNATURE:

The undersigned _____, being duly appointed as agent in fact for the above named owner(s) of the property whereby said owners are seeking a vesting determination and the undersigned does hereby accept said appointment and will faithfully and truly carry out the request of said owner(s).

Signature of Agent: _____

Address: _____

Telephone Number: _____

Email Address: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,

this ____ day of _____ 20____, by _____ who is
(Print Signer's Name)

personally known to me or who has produced _____ as identification.
(Type of Identification)

Notary Stamp

*(Print, Type, or Stamp Commissioned
Name of Notary)*

Signature of Notary Public

VESTING DETERMINATION APPLICATION

WHAT IS A VESTING DETERMINATION?

The purpose of a Vesting Determination is to provide a mechanism for obtaining relief from the provisions of the Putnam County Comprehensive Plan and the Land Development Code, where the Comprehensive Plan allows for such relief and the property owner either has a vested right to proceed or would incur a hardship. The Land Development Code establishes procedures and standards by which the County may determine whether a nonconforming development will be allowed to continue, or by which a property owner may demonstrate that certain development or land use rights have vested against the requirements of Putnam County's Comprehensive Plan, subdivision regulations, or other applicable land use regulations.

ELIGIBILITY

The three basic situations under which such developments may proceed are:

- Where the development was previously approved by the County and has continued in good faith.
- Under the limited circumstances, where a parcel of property was created prior to the adoption of the Putnam County Comprehensive Plan in 1991.
- Where the right to develop is established by the application of the common law principle of equitable estoppel.

PROCESS

1. Call planning staff at (386) 329-0491 about your interest in a Vesting Determination application, and to schedule a pre-application meeting.
2. Submit all required materials to the Planning & Zoning Division complete and correct.
3. The application will be given a case number and scheduled for a hearing with the Administrative Deviation Committee
4. Staff will post signs along the right-of-way of the subject parcel(s) as notice of the public hearings.

Staff will conduct at least one site visit to the parcel that is the subject of the application. While staff will only be reviewing the site as it pertains to the vesting determination, you may request that you be present when the site visit occurs. Such site visits will be conducted during regular business hours (8:30 am to 5:00 pm Monday through Friday) between the date of submittal of a completed application and the date of the hearing.

Note: Submittal of a completed application represents express permission to Department staff to enter onto the property to conduct a site visit. Denial or refusal to grant such access shall be grounds rejecting the application.

5. You will receive a copy of a staff report, prior to the Administrative Deviation Committee (ADC) public hearing, which analyzes the application for consistency with the applicable objectives and policies of the Putnam County Comprehensive Plan and County Ordinances, and makes a recommendation to the Planning Commission.

6. There will be one hearing before the ADC to review any requested vesting determination. The ADC hearing is conducted in the following fashion:
 - a) The case number will be called for discussion.
 - b) Staff will present the staff report to the Board.
 - c) Those who are in favor will be given the opportunity to share their views and evidence. The applicant will be given the first opportunity to speak in favor of their application.
 - d) Those who are in opposition of the application are given the opportunity to speak.
 - e) The Committee will close public comments and deliberate.
 - f) After deliberation, the Committee will vote. If the ADC denies the application, the applicant will be notified of their right to appeal.

REQUIREMENTS

1. APPLICATION- Complete, correct, signed and notarized
2. APPLICATION FEE - Application fee is located on the BOCC Fee Schedule.
3. AGENT DESIGNATION FORM – This form is applicable if the applicant(s) choose to designate an agent other than an applicant to represent them at the public hearings.
4. RECORDED DEED - A copy of the recorded deed(s) to the property involved in the request must be provided.
5. LEGAL DESCRIPTION - A legal description of the area for the special use permit must be provided, if the area is different from the legal description in the deed to the property.
6. ANY ISSUED DEVELOPMENT - Provide information regarding Federal, State, or County-issued development orders or permits such as road and drainage approval, wetland permits, subdivision approval etc.
7. Provide detailed information as to what you would like to be considered in the vesting determination including a statement on how the vesting request meets the criteria of Article 9, Division 4, Section 45-799 of the Land Development Code.