

COMPREHENSIVE PLAN or FUTURE LAND USE MAP
AMENDMENT CHECKLIST

Please complete the checklist below and submit it with the application. Staff will use this to check for completion of application requirements.

| <u>Applicant</u> | <u>Staff</u> | <u>N/A</u> | <u>Item</u> |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | | Application Complete, Correct, & Notarized |
| <input type="checkbox"/> | <input type="checkbox"/> | | Application Fee Paid in Full (Non-Refundable) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Concept Plan (Optional) |
| <input type="checkbox"/> | <input type="checkbox"/> | | Recorded Deed(s) |
| <input type="checkbox"/> | <input type="checkbox"/> | | Legal Description(s) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Agent Designation and Agent Oath Forms |

**PUTNAM COUNTY
PLANNING & DEVELOPMENT SERVICES**

2509 Crill Avenue, Suite 300
Palatka, FL 32177
Fax: 386-329-1213
Email: pzb@putnam-fl.gov



Planning & Zoning: (386) 329-0491
Building: (386) 329-0307
Code Enforcement: (386)-329-0317
Website: www.putnam-fl.gov

**COMPREHENSIVE PLAN or FUTURE LAND USE MAP
AMENDMENT APPLICATION**

1. Name of Property Owner(s): _____
2. Mailing Address(es): (street) _____
(city) _____ (state) _____ (zip) _____
3. Phone Number(s): _____
4. Email: _____
5. Parcel ID Number(s): _____

6. 911 Address(es): (street) _____
(city) _____ (state) _____ (zip) _____
7. Driving Directions to Property from Palatka: _____

8. Size of the Property to be Covered by the Map Amendment: _____ (+/-) acres
9. Zoning Designation: _____
10. Future Land Use Designation: Current: _____ Proposed: _____
11. Current Use of Property: _____
12. Purpose of the Amendment: _____

13. Prior Zoning/Comp Plan Actions on This Property (include case number): _____

14. Date of Required Pre-Application Meeting with Planning Staff: _____

NOTICE: Submittal of a completed application represents express permission to Department staff to enter onto the property to conduct a site visit under the conditions described in paragraph 5 on page 5 of the application packet. If you desire to be present during the site visit, contact the Department to schedule the site visit. Denial or refusal to grant such access shall be grounds for rejecting the application.

Your signature represents your agreement to pay any fees incurred for third party experts or consultants necessary to review and analyze technical submittals provided by the applicant, including but not limited to environmental assessments, housing studies, traffic studies and other level of service analyses.

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

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

(sign)

(sign)


(print)

(print)

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 an amendment to the text of the Comprehensive Plan or a Future Land Use Map Amendment for all or a portion of the referenced parcel(s) and to present all evidence in support thereof to the Putnam County Planning and Development Services Department, and to respond and furnish all information and data requested by said Department.

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 an amendment to the text of the Comprehensive Plan or a Future Land Use Map Amendment and the undersigned does hereby accept said appointment and will faithfully and truly carry out the request of said owner(s).

Signature of Agent: _____

Mailing Address: _____

Phone 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

THE COMPREHENSIVE PLAN AMENDMENT AND/OR AMENDMENT TO THE PUTNAM COUNTY FUTURE LAND USE MAP APPLICATION AND REVIEW PROCESS

THE PROCESS

1. Call planning staff at (386) 329-0491 about your interest in an amendment to the Comprehensive Plan (Comp Plan) or Future Land Use Map (FLUM), as well as to schedule your required pre-application meeting.
2. Submit all required materials to Planning & Zoning complete and correct.
3. The application will be given a case number and scheduled for two hearings:
 - a. Planning Commission (PC)
 - b. Board of County Commissioners (BOCC)

Note: The current schedule for the PC & BOCC is on the Planning website.

4. Staff will notify:
 - a. All property owners within 300 feet of the subject parcel(s) via US Mail (FLUM only).
 - b. Post advertisement in the local newspaper with the case number, purpose of the case, 911 address (if applicable), and the hearing dates.
 - c. Post signs along the right-of-way of the subject parcel(s) as notice of the public hearings (FLUM only).
5. Staff will conduct at least one site visit to the parcel that is the subject of this application. While staff will only be reviewing the site as it pertains to the FLUM Amendment, 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. The express purposes of the site visit are to place signs noticing the hearing, verify information submitted with this application and complete an analysis of the proposed FLUM amendment for consistency with the Comprehensive Plan and compliance with County Ordinances.

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.

6. You will receive a copy of a staff report, prior to the Planning Commission 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 Board of County Commissioners.

Note: Once the application has been advertised for public hearing, if you withdraw the application or cause the hearing to be postponed, you are responsible for payment of the original application fee and any cost incurred by the County for additional public notices.

7. There will be two (2) hearings to review a requested Comp Plan Amendment and/or a small-scale (50 acres or less) FLUM Amendment:
 - a. The Planning Commission serves as an advisory committee for the Board of County Commissioners. The Planning Commission shall submit a written report to the Board of County Commissioners indicating whether the FLUM Amendment should be approved.
 - b. The Board of County Commissioners shall consider the recommendations of the Planning Commission, including the record but not limited to the Planning Commission hearing. The Board of County Commissioners shall make the final decision on the matter.
 - i. Both hearings will follow the same process:
 1. The case number will be called for discussion.
 2. Staff will present the staff report to the Commission/Board.
 3. 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.
 4. Those who are in opposition of the application are given the opportunity to speak.
 5. The Commission/Board will close public comments and deliberate.
 6. After deliberation, the Commission/Board will vote.
 - a. If the Planning Commission denies the application, the BOCC hearing will be unaffected. If the BOCC denies the application, the applicant will be notified of their right to appeal.

Note: A large-scale (more than 50 acres) FLUM Amendment will require a second Board of County Commissioners meeting. The BOCC will decide at the first meeting when the second meeting shall be held. The second meeting will follow the same process as the first.

REQUIREMENTS

COMPLETED APPLICATION: A complete, correct, signed and notarized application. All applications will be required to comply with all submittal requirements and where applicable and necessary additional submittal requirements as specified by the Planning & Development Services Executive Director or designee.

APPLICATION FEES – The Putnam County Board of County Commission establishes fees. See fee schedule. Fees are subject to change at any time by resolution of the Board of County Commissioners. A small-scale (50 acres or less) future land use map amendment application requires a processing fee. A large-scale (more than 50 acres) future land use map amendment application fee. Textual revisions to the Comprehensive Plan are per comprehensive plan element.

IN ADDITION TO THE APPLICATION FEE, YOU WILL BE RESPONSIBLE FOR PAYMENT OF ANY FEES INCURRED FOR THIRD PARTY EXPERTS OR CONSULTANTS NECESSARY TO REVIEW AND ANALYZE TECHNICAL SUBMITTALS PROVIDED BY THE APPLICANT, INCLUDING BUT NOT LIMITED TO ENVIRONMENTAL ASSESSMENTS, HOUSING STUDIES, TRAFFIC STUDIES AND OTHER LEVEL OF SERVICE ANALYSES.

CONCEPT PLAN – The concept plan is an optional submittal. If one is provided it must be provided on no larger than a legal size (8 ½ " x 14") sheet of paper and must be legible, or if larger than 8 ½ " x 14" provide 15 hard copies and 1 digital copy.

STATEMENT OR PURPOSE OF AMENDMENT - This is if you need additional space to provide any additional documentation to support your application.

RECORDED DEED - A copy of the recorded deed to the property involved in the request must be provided.

LEGAL DESCRIPTION - A legal description of the area for subject of this application must be provided, if the area is different from the legal description in the deed to the property.

AGENT DESIGNATION AND AGENT OATH FORMS – These forms are applicable if the applicant(s) chooses to designate an agent other than an applicant to represent them at the public hearings.