

INSTRUCTIONS FOR APPLICANTS FILING
REQUESTS FOR AMENDMENT TO THE
COMPREHENSIVE PLAN

The following information is required from an applicant filing a request for amendment to the comprehensive plan:

1. Copy of property deed.
2. Completed application (attached).
3. Map, as described on attached application.
4. Copy of aerial map with property owners from Property Appraiser's Office with the subject property highlighted.
5. Legal description of subject property, if the legal description in the deed is larger than the actual property being applied for.
6. **\$1,600** application fee for amendment
7. Authorization letter from owner, if owner is represented by an agent (see attached sample),

The above information must be submitted to the Planning and Zoning Office, 224 Pine Avenue, Live Oak, Florida 32060 by the 15th day of any month in order to be heard by the Planning and Zoning Board on the last Thursday of the following month (approximately 45 days later).

The Planning and Zoning Board public hearing is the first public hearing. The Planning and Zoning Board will hear the request and then make an advisory recommendation concerning the request to the Board of County Commissioners. The Board of County Commissioners will hold a public hearing at its earliest convenience to consider the recommendation and whether to forward the application to the Florida Department of Economic Opportunity (DEO) for review.

The DEO review process may take up to 90 days. When the DEO has completed its review, it will send written comments to the County. The Board of County Commissioners may then hold a final public hearing to make a decision on the application.

Public notices of hearings will be published in the legal section of a local newspaper. The Planning & Zoning Office will ensure this requirement is met

The burden is on the applicant to furnish competent evidence to prove that the request is consistent with the Comprehensive Plan and complies with all procedural requirements. Anyone may appear at the hearings to comment on the application.

For further information, contact the Planning & Zoning Office at 386/364-3401.

APPLICATION FOR AMENDMENT
OF THE COMPREHENSIVE PLAN

SU~~Y~~ANNEE COUNTY, FLORIDA

Name of Title Holder(s): _____

Address: _____ Telephone: _____

Please complete the following for proposed amendments to the Future Land Use Plan Map: (for amendments to the text of the Comprehensive Plan, which do not require a Future Land Use Plan amendment please omit responses to Part I and complete Part II of this Application).

PART I

Legal Description:

Total Acreage of Land to be considered under amendment: _____

Directions to Subject Property from Live Oak:

Land Use Category: Present: _____
Requested: _____

Is a zoning change also required for the property to be considered under this application? Yes _____ No _____. If yes, what zoning is being requested by a separate re-zoning application? _____.

Surrounding Land Uses:

	Zoning	Land Use
(a) East		
(b) Vest		
(c) North		
(d) South		

The property considered by this proposed amendment is _____ is not _____ in an area of critical state concern.

The property considered by this proposed amendment is _____ is not _____ directly related to a development of regional impact.

Please attach a map to this application which shows; (1) the existing and proposed future land use plan map designation of the subject property, (2) the boundary of the subject property, drawn to scale, and its location in relation to the surrounding street and thoroughfare network, (3) the present land use designation of the abutting properties, and (4) the size of the subject property in acres or fractions thereof.

Provide in the spaces provided, below (or on separate pages to be attached and made a part herewith) a description of the availability of the demand on the following public facilities: sanitary sewer, solid waste, drainage, potable water, traffic circulation and recreation facilities.

Provide information in the spaces provided below (or on separate pages to be attached and made a part herewith) regarding the compatibility of the proposed land use amendment with the Future Land Use Element objectives and policies and those of other affected elements of the Comprehensive Plan.

I believe that this request would be appropriate for the above property because

PART II

For amendments to the text of the Comprehensive Plan, please provide in the space provided below (or on separate pages to be attached and made a part herewith) the text of the proposed amendment.

I believe that this request would be an appropriate amendment to the text of the Comprehensive Plan because

The applicant will also provide supporting data and analysis, as deemed necessary by the Land Development Regulation Administrator, to support the proposed application in compliance with the format and content requirements as specified in Chapter 9J-5, Florida Administrative Code, as amended.

I hereby certify that all of the above statements and statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.

If title holder(s) are represented by an agent, a letter of consent from the title holder(s) addressed to the Chairman of the Board of County Commissioners must be attached.

Applicant

Date

FOR OFFICE USE ONLY

Date Filed: _____ Application No. _____

Fee Amount: _____

Date of Local Planning Agency

Public Hearing: _____

Date(s) Board of County Commissioners hearing(s): _____

Board of County Commissioners decision: _____

Granted, Denied, etc.

The proposed amendment is _____ is not _____ a small scale amendment pursuant to Chapter 163.3187(1)(c) 1., Florida Statutes.

If the proposed amendment is a small scale amendment pursuant to Chapter 163, 3187(1) (c) 1. , Florida Statutes it was _____ was not _____ processed with only one public hearing before the Board of County Commissioners.

Date proposed amendment submitted to the Florida Department of Community Affairs for Objections, Recommendations and Comments (if applicable): _____

Date adopted amendment submitted to the Florida Department of Community Affairs for compliance finding: _____

Date Notice of Intent issued by the Florida Department of Community Affairs _____ did find _____ _ did not find the amendment to the Comprehensive Plan in compliance: _____