

INSTRUCTIONS FOR APPLICANTS FILING  
FUTURE LAND USE MAP AMENDMENT APPLICATIONS  
(SMALL-SCALE)

The following information is required from an applicant filing a small-scale future land use map amendment application:

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

The above information must be submitted to the Planning & Zoning Office, 224 Pine Avenue, Live Oak, Florida 32060 by the 15<sup>th</sup> 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 hearing is the first public hearing. The Planning and Zoning Board will then make an advisory recommendation concerning the request to the Board of County Commissioners. The Board of County Commissioners will hold a public hearing approximately two weeks later. The Board of County Commissioners will consider the recommendation of the Planning and Zoning Board and will make the final decision on whether to grant or deny the application. Meeting dates are subject to change. The Planning & Zoning Office will notify the applicant by mail of the exact date, time and place of the hearings.

Public notices of hearings will be published in the legal section of a local newspaper. A sign giving public notice of hearings will also be posted on the subject property. The Planning & Zoning Office will ensure these requirements are met. In addition, the Planning & Zoning Office will send letters to all landowners who own property in close proximity to the subject property,

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.

ATTACHMENT II

APPLICATION FOR SMALL SCALE DEVELOPMENT AMENDMENT TO THE  
FUTURE LAND USE PLAN MAP OF THE COMPREHENSIVE PLAN USING  
ABBREVIATED PROCEDURES

Name of Title Holder(s): \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Please complete the following for proposed amendments to the Future Land Use  
Plan Map:

\_\_\_\_\_

Legal Description:

Total Acreage of Land to be considered under amendment: \_\_\_\_\_.  
(Must be 10 acres or less)

Future Land Use Present: \_\_\_\_\_  
Plan Map Category: Requested: \_\_\_\_\_

Surrounding Existing Land Uses:

- (a) East Land Use
- (b) West
- (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 maps to this application which show (1) the current 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 and (3) the current Future Land  
Use Plan Map designation of the abutting properties.

Application for Small Scale Development  
Amendment of the Comprehensive Plan Using  
Abbreviated Procedures

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

---

---

---

Application for Small Scale Development  
Amendment of the Comprehensive Plan Using  
Abbreviated Procedures

The applicant shall provide supporting data and analysis, as deemed necessary by the County, 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 and accurate 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 Land Development Regulation Administrator must be attached.

---

Applicant

Date

Application for Small Scale Development  
Amendment of the Comprehensive Plan  
Using Abbreviated Procedures

FOR OFFICE USE ONLY

Date Filed: \_\_\_\_\_ Application No. \_\_\_\_\_

Fee Amount: \_\_\_\_\_

Date of Local Planning Agency

Public Hearing: \_\_\_\_\_

Date(s) Board of County Commissioners hearing: \_\_\_\_\_

Board of County Commissioners decision: \_\_\_\_\_  
(Granted, Denied, etc.)

Date adopted amendment submitted to the Florida Department of Community Affairs  
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: \_\_\_\_\_

AUTHORIZATION FOR AGENT TO REPRESENT OWNER(S)

IN ZONING/LAND USE MATTERS

I (We), the undersigned owner(s), do hereby authorize \_\_\_\_\_

to act as my (our) agent in any and all zoning/land use requests and to represent us at all zoning/land use hearings pertaining to the following described real estate:

---

Date \_\_\_\_\_ Owner \_\_\_\_\_

---

Owner \_\_\_\_\_