

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

1. The applicant must schedule a pre-application meeting with the Senior Planner or Planning Manager in the Department of Planning & Development Services to discuss the proposed comprehensive plan or future land use map amendment. This application will not be accepted until such a meeting takes place and proof of same is provided by signature of the Senior Planner or Planning Manager verifying the date and time of such meeting in the space provided below.
2. The applicant must complete and submit an application according to the instructions provided in this packet. The application may not be accepted unless the application is completed in full with all of the proper information and documentation. An application must be submitted with the required processing fee by 12 noon of the deadline date for filing the application. A list of the deadline dates is available from the Department.
3. You will receive a notice from staff stating whether or not the submitted application information is sufficient for further review. If all deficiencies are not corrected by 12:00 noon of the Friday immediately following the deadline date for filing an application, the application may not be scheduled for a public hearing. If your application is sufficient, the hearing date for your case will be as indicated on your application upon acceptance by the Department.
4. Staff will post signs for notice of public hearing. The signs must be posted in public view on each street side of the subject property at least 15 days prior to the scheduled public hearing before the Planning Commission. If the property does not have frontage on a public street, a sign must be erected on the nearest street right-of-way with an attached notation indicating generally the direction and distance to the subject property.
5. Staff will conduct at least one site visit to the parcel that is the subject of the application. **Submittal of a completed application represents express permission by Department staff to enter onto the property to conduct a site visit.** When only a piece of a larger parcel is subject to the application, such a site visit necessarily includes the entire parcel and not just the portion that is the subject of the application. Such site visits may 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 is to place signs noticing the hearing, verify information submitted with the application and completing an analysis of the proposed application for consistency with the Comprehensive Plan and compliance with County Ordinances. **Denial or refusal to grant such access shall be grounds for rejection of the application.**
6. You are required to pay for the legal advertisements for both the Planning Commission and Board of County Commission (BOCC) public hearings in the Palatka Daily News and provide proof of publication prior to, or at the Planning Commission public hearing and the Board of County Commissioner public hearing. The legal advertisements are prepared and submitted to the Palatka Daily News by the Department. You will receive a bill from the Palatka Daily News for each public notice. When you pay the bills for the required legal advertisements, the Palatka Daily News will furnish you with "Proof of Publication Affidavits" for each public notice. You must submit the affidavits to our office prior to the Planning Commission and Board of County Commissioner public hearings or bring it to the public hearing. If the affidavit is not provided, the case will not be heard.
7. 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 Planning Commission. **However, please be advised that you are ultimately responsible for presenting and defending your own case or application. The nature and the order of the hearing proceedings at the hearing are enclosed with this application packet.**
8. 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.
9. There will be two (2) hearings to review a requested small-scale (less than 10 acres each) land use map amendment: one preliminary hearing before the Planning Commission and a final hearing before the Board of County Commissioners. Large-scale (twice a year) comprehensive plan amendments, including larger (more than 10 acres each) future land use map amendments, require three (3) public hearings: one preliminary hearing before the Planning Commission and a transmittal hearing before the Board of County Commissioners. If the large scale amendment is transmitted, then the BOCC will hold another hearing, called the adoption public hearing, once comments have been received from the applicable state reviewing agencies.

The initial hearing held by the Planning Commission shall be a hearing designed to obtain public input in an informal way. The Planning Commission shall submit a written report (recommendation) to the Board of County Commissioners indicating whether the rezoning should be approved. The report shall address whether the proposed amendment is consistent with the Comprehensive Plan, and whether the amendment complies with the applicable procedures and requirements of the Land Development Code. The report shall include meeting

minutes and any physical evidence considered by the Planning Commission. The Board of County Commissioners shall then conduct a de novo quasi-judicial hearing within forty (40) days from the date of issuance of the written recommendations of the Planning Commission, at which time the Board of County Commissioners shall consider the recommendations of the Planning Commission, including the record of the Planning Commission hearing and any evidence that may be presented at the Board of County Commission hearing. In either the small-scale future land use map or large-scale comprehensive plan amendment application process, the Board of County Commissioners shall make the final decision on the matter.

Order of Proceedings:

Planning Commission: The order of proceedings before the Planning Commission is designed to obtain public input in an informal way. Generally, it shall involve a brief presentation by Staff, followed by input from the applicant and all those wishing to speak in favor of the applicant. The Planning Commission will then hear from those opposed to the application and eventually close the public input portion to deliberate and then make a recommended action by motion.

Board of County Commissioners: The order of proceedings at the Board of County Commissioner’s hearing shall be as follows:

ORDER	ITEM
1	Introduction of Petition
2	Applicant Presentation
3	Staff Presentation
4	Interested Party For
5	Interested Party Against
6	Rebuttals
7	Close of Formal Proceedings
8	Public Input
9	Close Public Hearing, Deliberation and Vote

Interested Party: For purposes of these proceedings, an “interested party” is a person who is prepared to present evidence to the reviewing board and willing to be subject to cross examination. Persons simply wishing to provide comment or other input without being subject to cross-examination may do so during the “public input” portion of the hearing.

Direct and Cross Examination: Direct and cross-examination of witnesses shall be permitted in the course the above proceedings. However, the reviewing Board may approve or deny a request from a person attending the hearing to ask a question. Unless the Board specifies otherwise, if the request to ask a question is approved, the Board will direct the question to the person submitting testimony.

Time Limits: The time limits for public input presentations at the public input stage may be limited to 3 minutes per speaker at the discretion of the Chairman.

Board Deliberation: Before the hearing has concluded, the Board shall restate the issues and comment upon the law and facts pertaining to the decision, and if opportunity for rebuttal is provided, may ask additional questions of any person who has testified or presented information. Board decisions shall be decided by motion.

**INSTRUCTIONS FOR FILING A COMPREHENSIVE PLAN APPLICATION, INCLUDING A
SMALL-SCALE FUTURE LAND USE MAP AMENDMENT**

ITEM #1: The owner(s) must list their name(s), address(es), phone number(s) and interest in the property. **The applicant(s) *must be the property owner(s)*.** An agent designation form follows the first page of the application.

ITEM #2: The parcel identification number for the property(ies) is on your tax notice or can be obtained from the Property Appraisers Office or Planning & Development Services.

ITEM #3: Provide the 911 address and driving directions to the property from Palatka.

ITEM #4: Provide the size (acreage) of the property to be covered by the map amendment (if applicable).

ITEM #5: Provide the current zoning designation, the present future land use designation (this information is available at the Department), proposed future land use designation, and describe the current use of the property; for example, vacant, residential or commercial (type of business).

ITEM #6: State the purpose of the comprehensive plan or map amendment. You can provide additional letters or statements as an addendum.

ITEM #7: If there was a prior zoning, comprehensive plan or variance for the property or you previously applied for a similar comprehensive plan text amendment, please provide the applicable case number(s). If none, print "none."

ITEM #8: Each of the following items **MUST** be submitted with the application:

APPLICATION AND OTHER FEES - A small-scale (less than 10 acres) future land use map amendment application requires a \$1,000 processing fee. A large-scale (more than 10 acres) residential future land use map amendment application fee is \$3,000 plus \$25 per acre over 100 acres. A large-scale (more than 10 acres) non-residential future land use map amendment application fee is \$3,000 plus \$25 per acre over 100 acres. Textual revisions to the Comprehensive Plan are \$3,000 per comprehensive plan element. Fees are subject to change at any time by resolution of the Board of County Commissioners. In addition to the application fee, you are required to purchase public notice signs for posting on the property (if applicable). Signs are \$6.50 each. The number of public notice signs is based on the street frontage on a given streets or roadway. You will also be required to pay for legal advertising in the Palatka Daily News.

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 that 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.

AGENT DESIGNATION FORM - This can be submitted any time prior to the hearing and is not required unless the applicant(s) choose to designate an agent other than an applicant to represent them at the public hearings. Please note that the notarized signatures of the owner(s) and the agent are required on this form. The owner(s) signatures must be the same as in ITEM #9 on the application form.

RECORDED DEED & LEGAL DESCRIPTION - A copy of the recorded deed and legal description for the property involved in the application must be provided (when applicable, for map amendments).

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

PARCEL MAP- A dated quarter section from the most current parcel map showing the parcel that is the subject of the application. Date stamped copies are available from the Putnam County Property Appraiser. (for future land use map amendments only)

ITEM #9: ALL OWNERS OF RECORD OR APPLICANT(S) must sign the application. If all owners are unable to appear before the notary public, then a duplicate completed application must be signed by each owner and notarized. All signatures submitted must be originals. **IF THE OWNER IS A CORPORATION OR A BUSINESS ENTITY**, all officers/partners must sign, or one officer may sign if written proof in a form acceptable to the Department is provided establishing that the one person has been delegated authority to represent the corporation or business entity.

Office Use Only

Pre-application Meeting Verification: Date: _____ Time: _____ am/pm Staff Signature: _____

COMPREHENSIVE PLAN or FUTURE LAND USE MAP AMENDMENT APPLICATION

1. Name of property owner(s) or applicant: _____ Mailing Address(es): _____

Property 911 Address: _____

2. Parcel ID number(s) (for map changes): _____

3. Driving directions to property from Palatka: _____

4. Size of the property to be covered by the map amendment: _____ acres

5. Current zoning: _____ Future Land Use designation: _____ Proposed Future Land Use Designation: _____
Current Use of Property: _____

6. Purpose of the Amendment: _____

7. Prior zoning/comp plan actions on this property (include case number): _____

8. Attach the following to the application form: (see instructions)
- Concept Plan (optional)
 - Agent Designation form (if applicable)
 - Recorded Deed, with Legal Description (if land use map change)
 - Statement or purpose of change (if need a lengthier statement from #7 above)
 - Parcel Map (quarter section) (if land use map change only) from Property Appraiser's Office

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 6 on page 1 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 BELOW 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.

9. Signature(s) of property owner(s): _____ Telephone Number(s) _____

THE FOREGOING instrument was acknowledged before me, this _____ day of _____, 20_____

By: _____

State of _____ County of _____

Notary Signature: _____

Type of ID: known / Produced ID

Type of ID: known / Produced ID

AGENT DESIGNATION FORM

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

_____ to present an application for a comprehensive plan or future land use map amendment for all or a portion of the referenced parcel(s) (if applicable) and to present all evidence in support thereof to the Putnam County Planning Commission and Board of County Commissioners, and to respond to and furnish all information and data requested by said Boards.

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

State of _____ County of _____

_____, Notary Public
Dated this _____ day of _____, 20____
Personally known / Produced ID Date Commission Expires _____
Type of ID: _____

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 Comprehensive Plan 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: _____

Address: _____

Telephone Number: _____ Fax Number: _____

State of _____ County of _____

_____, Notary Public

_____, Notary Public
Dated this _____ day of _____, 20____
Personally known / Produced ID Date Commission Expires _____
Type of ID: _____

DO NOT WRITE BELOW THIS PAGE

-THIS PAGE IS FOR OFFICE USE ONLY -

Staff Sufficiency Review Comments:

1. Submittals Check List:

- | | |
|--|--|
| <input type="checkbox"/> Application Fee (including signs) | <input type="checkbox"/> Completed Concept Plan (optional) |
| <input type="checkbox"/> Completed Application form | <input type="checkbox"/> Agent Designation form (if applicable) |
| <input type="checkbox"/> Recorded Deed & Legal Description | <input type="checkbox"/> Detailed Reason for Application (if needed) |
| <input type="checkbox"/> Parcel Map (quarter section)(for future land use map amendments only) | |

2. (For map amendments only) Property is currently/proposed to be serviced by: central sewer package treatment plant septic tank central water public supply well private well .
Health Department Comments: _____
_____.

3. Case Number: _____

4. Hearing Date: _____

5. Special Comments:

Reviewed by:

Date:

EXHIBIT A
PUTNAM COUNTY LAND USE AMENDMENT CHANGE REQUEST

DATE: _____

1. Application Number: _____

2. Applicant Name: _____

Address: _____

3. Agent Name: _____

Address: _____

4. Owner Name(s): _____

Address: _____

5. General Location: _____

6. Number of Acres or Fraction Thereof: _____

7. Location Map: (Attachment A) _____

8. Legal Description: (Attachment B) _____

9. Current Zoning Map: (Attachment C) _____

10. Proposed Land Use Change

a) Current Designation: _____

b) Proposed Designation: _____

11. Population Assumptions

a) Maximum population of site now under current land use:

b) Maximum population under proposed land use: _____

12. Traffic Circulation - Facilities immediately serving site:

Road	Current ADT	Projected ADT
_____	_____	_____
_____	_____	_____
_____	_____	_____

13. Recreation and Open Space

a) Facilities immediately serving site:

b) Is this site within a targeted Park Land? (Y/N)_____

14. Water/Sewer

Provided On-Site:_____

Provided by Off-Site Utility (Name):_____

Water:_____

Sewer:_____

Letter of Confirmation for projected capacities: if provided by Utility System. (Attachment D)

15. Solid Waste

If requested land use amendment is for other than residential land use:

Commercial: Type and square feet of proposed commercial use.

Industrial: Type and square feet of proposed industrial use.

16. Drainage

Detention/Retention facilities immediately serving the site:

Available downstream facilities: _____

Is site situated within a known floodplain area? (Y/N)_____

17. Additional Comments:_____

**EXHIBIT B
PUTNAM COUNTY CAPACITY DETERMINATION FORM**

RECORD No. _____

DATE OF CONCURRENCY
TEST STATEMENT

USED: _____

(Please record this Record Number with all subsequent development orders issued for this parcel)

STATUS OF FACILITY/SERVICE

Traffic Circulation **SEE ATTACHED TRANSPORTATION CONCURRENCY ANALYSIS REPORT**

Water Supply Acceptable _____ Service Provider _____
 Unacceptable _____ Area _____
 Not Applicable _____

Sanitary Sewer Acceptable _____ Service Provider _____
 Unacceptable _____ Area _____
 Not Applicable _____

Solid Waste Acceptable _____ Service Provider _____
 Unacceptable _____ Area _____
 Not Applicable _____

Drainage Acceptable _____ Service Provider _____
 Unacceptable _____ Area _____
 Not Applicable _____

Recreation & Open Space Acceptable _____ Service Provider _____
 Unacceptable _____ Area _____
 Not Applicable _____

Representative Name: _____ Phone: _____

Project Name: _____

Project Address: _____

SIGNATURE _____ DATE OF ISSUE _____

HH-41

Adopted 12/19/91; Ord. 91-30
Amended 8/24/93; Ord. 93-19
Amended 1/13/98; Ord. 98-2
Amended 7/16/02; Ord. 02-28
Amended 6/27/06; Ord. 2006-24
Effective Date September 8, 2006