

## **Procedures for Amending the Future Land Use Map Classification/Rezoning**

The Planning Board holds regular monthly meetings on the first Tuesday of each month. Complete applications must be received by the City of Palatka Planning & Zoning Department 30 days prior to the date you wish to have your item on the Planning Board agenda.

### **Large Scale Amendment (Acreage greater than 9.99)**

- Submit completed application packet
- Legal advertisement in the form of a display ad including a location map must run a minimum of 10 days prior to the hearing
- Notices to owners of surrounding properties within 150' to be sent notification of action requested
- Post signs on property a minimum of 7 days prior to hearing date
- **Planning Board Public Hearing** – Applicant/ agent to attend meeting to make presentation of request and answer any questions
- **Vote** – If the Planning Board votes to approve or deny, the case is forwarded to the City Clerk to be placed on the City Commission agenda. *The Board may vote to table the case in order for the applicant to supply more information.*
- Legal advertisement in the form of a display ad including a location map must run a minimum of 10 days prior to the City Commission meeting
- **City Commission Public Hearing** – Applicant/agent to attend meeting to make presentation of request and answer any questions
- **Vote** – The City Commission may request additional information and table the request, transmit the proposed large scale amendment to the Florida Department of Community Affairs (DCA), or deny the request
- **DCA review** – the DCA has between 45 and 90 days to comment
- **City Commission Review** – Within 120 days of receipt of DCA comments, the City Commission must hold a meeting to review the DCA comments and either adopt or deny the proposed amendment
- Results to be sent to the DCA
- **Appeal Period for Land Use Amendments** – requests involving a concurrent large-scale land use amendment will not be considered final until 46 days after adoption by the City Commission. This mandatory appeal period is established by the DCA. No permits contingent upon a land use amendment will be issued until the amendment has been found to be in compliance by the DCA and the appeal period has passed.
- **Application and Fees** – Complete application must be submitted with the following fees:
  - ❑ \$1,500 – Land Use Amendment Only
  - ❑ \$1,630 – Land Use Amendment with Rezoning

**Quasi-Judicial Process** – recent court case in Florida have established rezonings as quasi-judicial decisions which means Planning Board members and City Commissioners sit as judges. They examine the evidence presented by both applicant and staff and make decisions based on that evidence in a public hearing. They cannot discuss the case beforehand with any interested parties, either for or against the request. Board members and commissioners should not be contacted directly regarding these requests. All correspondence should be routed through the Palatka Building, Planning & Zoning Department or provided directly at the required public hearing.

Please call the City of Palatka Planning, Building & Zoning Department at 386.329.0103 with any questions.

# Application for Large-Scale Land Use Amendment to the Future Land Use Map

This application must be **typed or printed in black ink** and submitted with any required attachments and application fee of \$1,500 (Checks payable to the City of Palatka) to:

**City of Palatka Planning & Zoning**  
201 N 2<sup>nd</sup> Street  
Palatka, FL 32177

FOR INFORMATION REGARDING THIS FORM, CALL (386)329-0103

Application Number: PB - \_\_\_\_\_

Date Received: \_\_\_\_\_

Hearing date: \_\_\_\_\_

TO BE COMPLETED BY APPLICANT		
<b>1. Property Address:</b>	<b>2. Parcel Number:</b>	<b>3. Current Property Use:</b>
<b>4. Current Land Use Designation:</b>	<b>5. Requested Land Use Designation:</b>	<b>6. Required Attachments:</b>  <input type="checkbox"/> Letter of Authorization* <input type="checkbox"/> Legal Description <input type="checkbox"/> Copy of Recorded Deed <input type="checkbox"/> Fees <input type="checkbox"/> Project Narrative** <input type="checkbox"/> Supplementary Information*** <input type="checkbox"/> Site Map for display ad**** <input type="checkbox"/> Site Plan*****
<b>7. Current Zoning Designation:</b>	<b>8. Requested Zoning Designation:</b>	
<b>9. Lot size/acreage:</b>	<b>10. Number, types &amp; square footage of structures on property:</b>	
<b>11. Proposed Number, types &amp; square footage of structures on property: Attach plan</b>		
<b>8. Owner Name:</b> _____  <b>Owner Address:</b> _____ _____  <b>Phone Number:</b> _____		
<b>9. Agent Name:</b> _____  <b>Agent Address:</b> _____ _____  <b>Phone Number:</b> _____		

\*Letter of Authorization for Agent is required if any person other than the property owner makes the application and acts on behalf of the owner.

\*\*Project Narrative: Explain present and future use of the property in detail.

\*\*\*Supplementary information that may be required with application relative to the following factors where applicable: Soils, Natural Vegetation/Wildlife; Wetlands (type, location and amount of acreage to the nearest one-hundredth acre), and Topography/Flood Prone Areas.

\*\*\*\*Site map for ad to be in black & white, no larger than 2 1/2" x 3" with nearest intersecting streets shown and named.

\*\*\*\*\*Site Plan: Detailed project drawing

Application Number: PB - \_\_\_\_\_

Hearing date: \_\_\_\_\_

10. This application submitted by:

Signature of owner(s): \_\_\_\_\_

Print owner(s) names(s): \_\_\_\_\_

Signature of Agent(s): \_\_\_\_\_

Print Agent(s) names: \_\_\_\_\_

**STATE OF** \_\_\_\_\_

**County of** \_\_\_\_\_

Before me this day personally appeared \_\_\_\_\_ who executed the foregoing application and acknowledged to and before me that \_\_\_\_\_ executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this \_\_\_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_ State of \_\_\_\_\_ at Large

FOR OFFICIAL USE ONLY				
1. Date Submitted	2. Received By:	3. Current Land Use:	4. Requested Land Use:	5. Preliminary review by:
7. Sign(s) Posted Date: By:	8. Surrounding property owners notices sent: Date: By:	9. Legal Ad(s) Ran: Date: Date:	10. Attachments Reviewed: <input type="checkbox"/> Letter of Authorization <input type="checkbox"/> Legal Description <input type="checkbox"/> Copy of Recorded Deed <input type="checkbox"/> Fees <input type="checkbox"/> Justification Statement <input type="checkbox"/> Supplementary Information <input type="checkbox"/> Site Map for display ad <input type="checkbox"/> Site Plan	
City Commission Hearing Date:				