

THE REZONING APPLICATION AND REVIEW PROCESS

1. **The applicant must schedule a pre-application meeting with a Planner in the Department of Planning & Development Services to discuss the proposed rezoning.** This application will not be accepted until such a meeting takes place and proof of same is provided by signature of the Planner 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 application information submitted is sufficient. 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 to Department staff to enter onto the property to conduct a site visit.** When only a piece of a larger parcel is subject to the rezoning, such a site visit necessarily includes the entire parcel and not just the portion that is the subject of the rezoning. 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 is to place signs noticing the hearing, verify information submitted with this application and complete an analysis of the proposed rezoning for consistency with the Comprehensive Plan and compliance with County Ordinances. **Denial or refusal to grant such access shall be grounds rejecting the application.**
6. You are required to pay for the legal advertisements for both 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 arguing your own case. 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 any requested rezoning: one preliminary hearing before the Planning Commission and a final hearing before the Board of County Commissioners.** The 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 to the Board of County Commissioners indicating whether the rezoning should be approved. The report shall address whether the proposed rezoning is consistent with the Comprehensive Plan, and whether the rezoning 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 twenty (20) 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. 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 shall be 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 of 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 REZONING APPLICATION

ITEM #1: The owner(s) must list their name(s) and address(es) in ITEM #1. The applicant(s) *must be the property owner(s)*.

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

ITEM #3: In the space provided, print subdivision name, unit, block & lot, if the subject property is part of a subdivision, or print N/A if not.

ITEM #4: Provide road numbers, street names, and distances.

ITEM #5: Calculate the acreage of the area to be covered by the rezoning.

ITEM #6: Provide the current zoning designation & future land use designation (information is available at the Department), your proposed rezoning category, and describe the current use of the property; for example, vacant, residential or commercial (type of business).

ITEM #7: State the purpose of your requested rezoning.

ITEM #8: If a prior rezoning, special use permit or variance application has been submitted for the property, print YES and provide the case number(s). If none, print NO.

ITEM #9: Each of the following items **MUST** be submitted with the application:

APPLICATION AND OTHER FEES - A rezoning application requires a \$700.00 processing fee plus \$25 per acre over 100 acres. A PUD application fee is \$1500.00 plus \$25 per acre over 100 acres. 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 signs for posting on the property. Signs are \$6.50 each. The number of public streets that the property has frontage on determines the number of signs required. 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 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.

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 #12 on the application form.

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 the rezoning must be provided, if the area is different from the legal description in the deed to the property.

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.

ITEM #10: ALL OWNERS OF RECORD must sign the rezoning 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: _____

REZONING APPLICATION

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

Property 911 Address _____

2. Parcel ID number(s): _____

3. Subdivision name: _____ (If applicable)

4. Driving directions to property from Palatka: _____

5. Size property to be covered by the rezoning: _____ acres

6. Current zoning: _____ Future Land Use designation: _____ Proposed Zoning: _____

Current Use: _____

7. Purpose of the Rezoning: _____

8. Prior zoning actions on this property (include case number): _____

9. Attach the following to the application form: (see instructions)

- Concept Plan (optional)
- Agent Designation form (if applicable)
- Recorded Deed
- Legal Description
- Parcel Map (quarter section) 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 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.

10. 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: _____ Personally known / Produced ID Type of ID: _____

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 a rezoning for all or a portion of the referenced parcel(s) and to present all evidence in support thereof to the Putnam County Planning Commission, and to respond to and furnish all information and data requested by said Board.

Print name of property owner(s)

Signature(s) of property owner(s)

_____	_____
_____	_____
_____	_____

State of _____ County of _____

Dated this _____ day of _____, 20____ Notary Public
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 rezoning 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 _____

Dated this _____ day of _____, 20____ Notary Public
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 | <input type="checkbox"/> Legal Description |
| <input type="checkbox"/> Parcel Map (quarter section) | |

2. 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: