

## PUD CHECKLIST

Please complete the checklist below and submit it with the application. Staff will use this to check for completion of application requirements.

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<u>Applicant</u>	<u>Staff</u>	<u>N/A</u>	<u>Item</u>
<input type="checkbox"/>	<input type="checkbox"/>		Application Complete, Correct, & Notarized
<input type="checkbox"/>	<input type="checkbox"/>		Application Fee Paid in Full (Non-Refundable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Concept Plan (Optional)
<input type="checkbox"/>	<input type="checkbox"/>		Recorded Deed(s)
<input type="checkbox"/>	<input type="checkbox"/>		Legal Description(s)
<input type="checkbox"/>	<input type="checkbox"/>		Site Plan
<input type="checkbox"/>	<input type="checkbox"/>		PUD Agreement
<input type="checkbox"/>	<input type="checkbox"/>		PUD Narrative that Contains Justification as Stated in LDC Overlay Zones and PUD Districts.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agent Designation and Agent Oath Forms

**PUTNAM COUNTY  
PLANNING & DEVELOPMENT SERVICES**

2509 Crill Avenue, Suite 300  
Palatka, FL 32177  
Fax: 386-329-1213  
Email: pzb@putnam-fl.gov



Planning & Zoning: (386) 329-0491  
Building: (386) 329-0307  
Code Enforcement: (386)-329-0317  
Website: www.putnam-fl.gov

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**PUD APPLICATION**

1. Name of Property Owner(s): \_\_\_\_\_
2. Mailing Address(es): (street) \_\_\_\_\_  
(city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip) \_\_\_\_\_
3. Phone Number(s): \_\_\_\_\_
4. Email: \_\_\_\_\_
5. If Modifying a Current PUD, Please Provide the Case Number: \_\_\_\_\_  
Check one of the following:  Minor Modification  
 Major Modification
6. Parcel ID Number(s): \_\_\_\_\_  
\_\_\_\_\_
7. 911 Address(es): (street) \_\_\_\_\_  
(city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip) \_\_\_\_\_
8. Driving Directions to Property from Palatka: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Size of the Property to be Covered by the Rezoning: \_\_\_\_\_ (+/-) acres
10. Zoning Designation: Current: \_\_\_\_\_ Proposed: \_\_\_\_\_
11. Future Land Use Designation: \_\_\_\_\_
12. Current Property Use: \_\_\_\_\_
13. Purpose of the Rezoning to a PUD: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. Prior Zoning/Comp Plan Actions on This Property (include case number): \_\_\_\_\_  
\_\_\_\_\_
15. Date of Required Pre-Application Meeting with Planning Staff: \_\_\_\_\_

**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 6 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 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.**

**YOUR SIGNATURE BELOW AFFIRMS THAT YOU HAVE READ AND AGREE TO THE TERMS OF THIS APPLICATION IN ITS ENTIRETY.**

15. Signature(s) of Property Owner(s):

\_\_\_\_\_

*(sign)*

\_\_\_\_\_

*(sign)*

\_\_\_\_\_

*(print)*

\_\_\_\_\_

*(print)*


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

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization,

this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_ who is  
*(Print Signer's Name)*

personally known to me or  who has produced \_\_\_\_\_ as identification.  
*(Type of Identification)*



*(Print, Type, or Stamp Commissioned Name of Notary)*

\_\_\_\_\_  
Signature of Notary Public

**NOTE: In the event that a resubmittal is requested, a signed resubmittal acknowledgement must be submitted within 30 days of said request. If the acknowledgment is not received within this timeframe, the application will be closed, and a new application with the applicable fee will be required.**

# 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 to a PUD 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 \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization,

this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_ who is  
*(Print Signer's Name)*

personally known to me or  who has produced \_\_\_\_\_ as identification.  
*(Type of Identification)*

Notary Stamp

*(Print, Type, or Stamp Commissioned Name of Notary)*

\_\_\_\_\_  
Signature of Notary Public

## 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 to a PUD and the undersigned does hereby accept said appointment and will faithfully and truly carry out the request of said owner(s).

Signature of Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

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

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization,

this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_ who is  
*(Print Signer's Name)*

personally known to me or  who has produced \_\_\_\_\_ as identification.  
*(Type of Identification)*

Notary Stamp

*(Print, Type, or Stamp Commissioned  
Name of Notary)*

\_\_\_\_\_  
Signature of Notary Public

# **PLANNED UNIT DEVELOPMENT (PUD) APPLICATION**

## **WHY A PUD?**

Property owners of Putnam County find that their current zoning district does not allow them to use their property in the fashion they would like. The rezoning process grants property owners the ability to seek a zoning designation that fits their needs. However, there are rules, which dictate whether a property can be rezoned.

## **WHAT IS A PUD?**

A Planned Unit Development (PUD) is a zoning designation for developments that which meet the general intent of the Land Development Code but, differ in or more respects from the usual application of standards in the code. PUDs are tied to a development agreement which controls what can and cannot be done with in the PUD. A PUD amendment is needed when the developer would like to deviate from the PUD's current development agreement.

## **THE PROCESS**

1. Call planning staff at (386)329-0491 about your interest in a PUD, as well as to schedule your pre-application process.
2. All PUD's must receive Development Review Committee approval. This is a separate application process and fee associated with this process. Fees are set by the Putnam County Board of County Commissioners and are subject to change.
3. Submit all required materials to Planning & Zoning complete and correct.
4. The application will be given a case number and scheduled for two hearings:
  - a. Planning Commission (PC)
  - b. Board of County Commissioners (BOCC)

Note: The current schedule for the PC & BOCC is on the planning website.

5. Staff will notify:
  - a. All property owners within 300 feet of the subject parcel via US Mail.
  - b. Post advertisement in the local newspaper with the case number, purpose of the case, 911 address, and the hearing dates.
  - c. Post signs along the right-of-way of the subject parcel(s) as notice of the public hearings.
6. Staff will conduct at least one site visit to the parcel that is the subject of this application. While staff will only be reviewing the site as it pertains to the rezoning to a PUD, you may request that you be present when the site visit occurs. 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 to a PUD for consistency with the Comprehensive Plan and compliance with County Ordinances.

**Note:** Submittal of a completed application represents express permission to Department staff to enter onto the property to conduct a site visit. Denial or refusal to grant such access shall be grounds rejecting the application.

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 Board of County Commissioners.

**Note:** 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.

8. There will be two (2) hearings to review any requested rezoning to a PUD:
  - a. The Planning Commission serves as an advisory committee for the Board of County Commissioners. The Planning Commission shall submit a written report to the Board of County Commissioners indicating whether the rezoning should be approved.
  - b. The Board of County Commissioners shall consider the recommendations of the Planning Commission, including the record but not limited to the Planning Commission hearing. The Board of County Commissioners shall make the final decision on the matter.
    - i. Both hearings will follow the same process:
      1. The case number will be called for discussion.
      2. Staff will present the staff report to the Commission or Board.
      3. Those who are in favor will be given the opportunity to share their views and evidence. The applicant will be given the first opportunity to speak in favor of their application.
      4. Those who are in opposition of the application are given the opportunity to speak.
      5. The Commission or Board will close public comments and deliberate.
      6. After deliberation, the Commission or Board will vote. If the Planning Commission denies the application, the BOCC hearing will be unaffected. If the BOCC denies the application, the applicant will be notified of their right to appeal.

**Note:** If the parcel(s) are ten acres or larger in size, then a second Board of County Commission meeting will need to be held. The BOCC will decide at the first meeting when the second meeting shall be held. The second meeting will follow the same process as the first.

## **REQUIREMENTS**

**COMPLETED APPLICATION:** A complete, correct, signed and notarized application. All applications will be required to comply with all submittal requirements and where applicable and necessary additional submittal requirements as specified by the Planning & Development Services Executive Director or designee and Public Works Executive Director:

- Where applicable to the development activity proposed, the Department may require the following to be submitted as part of the application:

- Building, structure, sidewalk and pavement location, height and setback;
- Location, length and width of proposed driveways and driveway alignment with driveways on surrounding land;
- A map of vegetative cover including the location and identity by common name of all protected trees.
- Groups of trees to be protected may be designated as "clusters" with the estimated total number noted;
- Floor plan for existing and proposed structures;
- A detailed landscape plan meeting or exceeding the requirements of this Code for all new or existing uses;
- Sign plans, including the location of signs on the site; dimensions of all signs, including maximum square footage, height and width; and distance from the ground to the bottom of the sign display area (including borders); and Survey of property.
- Other material deemed by the Department to be relevant to the proposed PUD.

APPLICATION FEE: The Putnam County Board of County Commission establishes fees. See fee schedule. Fees are subject to change at any time by resolution of the Board of County Commissioners.

**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: If applicable, the conceptual plan displays improvements to the land for the proposed use. PDS requires 1 hard copy and 1 digital copy.

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.

PUD AGREEMENT: A document that outlines the specific requirements and development criteria for the property.

SITE PLAN: Site plan must be provided on a sheet of paper no smaller than 11" x 17" and must be legible. Failure to provide a site plan with all required details will result in a finding that the application is insufficient. Insufficient applications will not be scheduled for public hearings until they are made sufficient. A site plan drawn to scale. Each site plan sheet shall show:

- a. The north arrow
- b. The graphic scale
- c. The drawing date

- d. All existing and proposed structures with the setbacks from each other and the property line
- e. The lot coverage
- f. The proposed parking and landscaping.

**AGENT DESIGNATION AND AGENT OATH FORMS:** These forms are applicable if the applicant(s) chooses to designate an agent other than an applicant to represent them at the public hearings.