

PUTNAM COUNTY
PLANNING & DEVELOPMENT SERVICES

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

REQUEST TO AMEND THE LAND DEVELOPMENT CODE (LDC)

1. Name of Applicant: _____
2. Mailing Address: (street) _____
(city) _____ (state) _____ (zip) _____
3. Phone Number: _____
4. Email: _____
5. Please use the checklist below to ensure completion of application requirements:

- Completed and Notarized Application
- Application Fee Paid in Full (Non-Refundable)
- Current language and citation in writing that the applicant would like to have amended.
- Proposed language presented in writing using the strike through (deletions) and underlining (additions) method
- Detailed explanation in writing explaining why the applicant would like to have the language amended
- Agent Designation and Agent Oath Forms (If Applicable)

Your signature below affirms that you have read and agree to the terms of this application in its entirety.

6. Signature of Applicant:

(sign)

(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)

Notary Stamp

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

Signature of Notary Public

AGENT DESIGNATION FORM

The property owern(s)/applicant(s) does (do) hereby appoint and designate _____
as agent in fact for the owner(s) of parcel(s) _____

To present an application for an amendment to the text of the Land Development Code and to represent the applicant in front of the Planning Commission (PC) and the Board of County Commissioners (BOCC) to obtain the same, and to respond to and furnish all information and data requested by said Board/Commission.

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 applicant whereby said applicant is seeking an amendment to the text of the Land Development Code 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

WHY CHANGE THE LANGUAGE?

Property owners of Putnam County find that the current land Development Code (LDC) does not allow them to use their property in the fashion they would like. The change in LDC amendment process grants any person, board, or agency the ability to seek an amendment to the LDC that fits their needs.

THE PROCESS

1. Call planning staff at (386)329-0491 about your interest in a LDC Amendment application, as well as to schedule your required pre-application process.
2. Submit all required materials to Planning & Zoning complete and correct.
3. 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.

4. Staff will Notify:
 - a. Staff will post an advertisement in the local newspaper with the case number, purpose of the case, and the hearing dates.
5. 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.

6. There will be three (3) hearings to review any requested LDC Amendment:
 - 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 LDC amendment should be approved.
 - b. The Board of County Commissioners shall hold two legislative hearings on the proposed amendment and may enact a modified proposal that is within the scope of the matters considered in the hearing. The second hearing is usually at 5:05 p.m.
 - i. All 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.

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.

APPLICATION FEES – 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.

CURRENT LANGUAGE AND CITATION: The applicant will provide in writing the current LDC section they wish to have amended.

PROPOSED LANGUAGE: The applicant will provide in writing using the strike through (deletions) and underlining (additions) method the proposed changes.

REASON FOR THE AMENDMENT: The applicant will provide in writing a detailed explanation for why they would like to have the language amended.

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.