



REZONING WITH SMALL SCALE FUTURE LAND USE MAP (FLUM) AMENDMENT APPLICATION *

*See Section V of this application regarding criteria for small scale amendments

Santa Rosa County Community Planning, Zoning & Development Division
6051 Old Bagdad Highway
Milton, FL 32583

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Website: www.santarosa.fl.gov

** FOR OFFICIAL USE ONLY **	
Application No. _____-R-_____	Date Received: _____
FEE: _____	Received by: _____
FLUM Designation: _____	Receipt #: _____
Proposed FLUM Designation: _____	Zoning District: _____
	Proposed Zoning District: _____

Always obtain a new application from the Community Planning, Zoning & Development Division, as it may have been modified. Most Current Revised Application – May, 2009. Please check with the Planning and Development Services Division to verify we are accepting applications.

All items on the application must be completed to prevent a delay of your request. Please include an application fee of \$1,100. This fee includes advertising cost, review fees and signs. You will also need to include \$1.59 x each property owner within a 500 feet radius of the property lines or fifteen hundred (1,500) feet radius if located within the Rural Protection Zone. This fee is for the required notification to adjacent property owners to be sent via certificate of mailing (see note below). Please contact the Property Appraiser’s Office (6495 Caroline Street, Ste.K in Milton) (983-1880) to obtain the required printout and mailing labels for surrounding property owners at least one week in advance of your application submittal to ensure you receive them by the posted deadline date.

NOTE: Exact fee amounts are determined upon application submittal to avoid excess fees that may result from duplicate mailing labels. Therefore, please do not calculate your fee until Planning & Zoning Staff verifies the specific amount due. Checks made payable to Santa Rosa County are due upon application submittal to the Planning & Zoning Division by close of business on the deadline date posted on the County website at www.santarosa.fl.gov for the applicable public hearing. Credit Card payments are subject to a service fee.

TO BE COMPLETED BY THE APPLICANT:

I. Owner’s Name and Home Address: (Please attach proof of ownership)

Name: _____

Address: _____

City: _____ State: _____

Zip Code: _____

Telephone: () _____ Email: _____

II. Authorized Agent's Name and Home Address: (If different than Applicant)

Name: _____

Address: _____

City: _____ State: _____

Zip Code: _____

Telephone: () _____ Email: _____

(Signature of Property Owner Required - See Part VIII of this application)

III. Description of Property *NOTE: If only a portion of a parcel is requested for a Rezoning/FLUM change, include a survey of the specific portion of the property requested for change.)*

Street Address (If applicable): _____

Subdivision (If applicable): _____

Property Reference Number (i.e., Parcel I.D. Number)--example: 15-1N-28-0120-00800-0040
(Include all applicable*):

(* May be obtained from tax papers, homestead exemption papers, or the Property Appraiser's Office at 850-983-1880)

Existing Zoning: _____ Proposed Zoning: _____

Existing Future Land Use Category: _____ Proposed Future Land Use Category: _____

Size of Property (acres) requested for Rezoning: _____

Size of Property (acres) requested for Future Land Use Amendment : _____

If the amendment is granted, the property will be used for: _____

(Please be as specific as possible.)

IV. Facility Capacity Analysis

You must provide information concerning the site's access to potable water, sewage disposal, solid waste disposal, roads, and stormwater control. If potable water and/or sewage are to be provided by a utility, you must attach a letter from the servicing utility provider that certifies adequate capacity is available to serve the site requested for rezoning.

A. Potable Water (Check One)

Source:

Private Water Well(s) _____

Private Community System _____

Provider _____

Public Water System
(Attach Letter of Certification) _____

Provider _____

B. Sewage Disposal (Check One)

Source:

Private Septic Tank(s) _____

Private Sewage System _____

Provider _____

Public Sewage System
(Attach Letter of Certification) _____

Provider _____

C. Solid Waste Disposal

Source:

Private Hauler: _____

Government Hauler: _____

D. Stormwater Control

Describe how stormwater will be controlled and treated.

E. Traffic Capacity

Describe the potential impacts to affected roadways.

F. Recreation/Open Space

*****IMPORTANT NOTES*****

(1) Your application is not considered complete until **ALL** required information is received.

(2) If you are requesting rezoning to a Planned Unit Development (PUD) or Planned Business District (PBD), you must submit a master plan per the checklist requirements of the Land Development Code, Article 6 (Section 6.05.12 for PUD, or Section 6.05.13 for PBD) with your application. Additionally, a pre-application meeting with Planning & Zoning Staff is strongly encouraged prior to submittal of a PUD or PBD rezoning request.

V. Rezoning that require a Small-Scale Amendment must meet EACH of the following criteria:

- Site consists of 10 acres of land or less;
- Does not involve the same property granted a change within the prior 12 months;
- The proposed amendment does not involve the same owner's property within 200 feet of property granted a change within the prior 12 months;
- Only proposes a land use change to the Future Land Use Map for a site-specific small scale development activity;
- The property is not located within an Area of Critical State Concern; and,
- If the proposed amendment involves a residential land use, the proposed residential land use has a density of 10 units or less per acre.

ADDITIONAL NOTE: Per Florida Statutes, Santa Rosa County may only amend up to 80 acres per calendar year. *Although your request may meet the criteria listed above, please check the Planning & Zoning link on the County website (or verify with the Planning & Zoning Office) to ensure your request will not exceed the County's annual acreage limitation prior to submittal. If the limit has been reached, alternate options for submittal may be available as posted on the website and/or verified by a Staff Planner.*

VI. Notice Requirements:

The Planning Department will post a sign on the property prior to the public hearings. Letters stating the requested action(s) to be considered at the Local Planning Board and Board of County Commissioners' meetings will be sent via certificate of mailing by the Planning Department to all property owners within 500 feet of the subject property. As noted previously herein, the applicant is responsible for obtaining a printout and mailing labels from the Property Appraiser's Office indicating all property owners within 500 feet of the property or fifteen hundred (1,500) feet radius if located within the Rural Protection Zone. The printout and labels must be submitted to the Planning & Zoning Office with this application. **Please note the Property Appraiser's Office only provides this information; other questions about the application or the process must be directed to the Planning and Zoning Office.**

VII. Review Procedure:

- A. Once an application has been deemed complete, County staff will review the application for consistency with the Comprehensive Plan and Land Development Code.
- B. The Local Planning Board will consider the request at a public hearing and make a recommendation to the Board of County Commissioners (BCC). The BCC will consider the Planning Board's recommendation at a subsequent public hearing.
- C. If approved by the BCC, the amendment is submitted to the Florida Department of Community Affairs (DCA) and the West Florida Regional Planning Council for review. If no appeal is filed within 30 days of submittal, the amendment and rezoning become effective 31 days following adoption by the BCC.
- D. Depending upon the specific proposed use, the applicant may be required to undergo Conditional Use Approval prior to submitting for site plan review. If Conditional Use approval is given or is not required, the applicant must apply for site plan review prior to obtaining any building permits.

VIII. Certification and Authorization

- A. By my signature hereto, I do hereby certify that the information contained in this application is true and correct, and understand that deliberate misrepresentation of such information will be grounds for denial or reversal of this application and/or revocation of any approval based upon this application.
- B. I do hereby authorize County staff to enter upon my property at any reasonable time for purposes of site inspection.
- C. I do hereby authorize the placement of a public notice sign(s) on my property at a location(s) to be determined by County staff.
- D. If applicable, I do hereby authorize the agent described in Part II of this application to act on my behalf in all matters pertaining to this Rezoning with Future Land Use Map Amendment petition.

Applicant Name (Type or Print)

Applicant Signature

Title (if applicable)

Date

APPLICATION CHECKLIST
REZONING WITH SMALL-SCALE FLUM AMENDMENT

1. _____ Owner(s) Name, Home Address and Telephone Number
2. _____ Proof of Ownership
3. _____ Authorized Agent(s) Name, Address, and Telephone Number (if applicable)
4. _____ Agent Authorization (if applicable)
5. _____ Description of Property (for parcel and/or specific portion thereof requested for change):
 - Description Attached _____
 - Street Address (if applicable) _____
 - Parcel ID Number(s) _____
 - Intended Use of Property _____
6. _____ Certified boundary survey of all property to be rezoned/amended (optional)
NOTE: If only a portion of a parcel is requested for rezoning, include a survey of the specific portion of the property requested for change.
7. _____ Conceptual site plan of proposed development demonstrating compatibility with existing land uses (*If rezoning to PUD or PBD, a master plan meeting the checklist requirements of LDC Article 6 is required.)
8. _____ Jurisdictional Wetlands Survey (If applicable)
9. _____ Copy of covenants and restrictions (if property is located in a platted subdivision)
10. _____ Signature of owner and agent (if applicable)
11. _____ Application Fee (calculated at the time of application submittal)
12. _____ Certified list of surrounding property owners within 500 ft. radius (1,500 ft. within Rural Protection Zone)
13. _____ Labels with the property owners' addresses (2 sets)
14. _____ Availability Letters from Water and Sewer Provider