



SANTA ROSA COUNTY

DEVELOPMENT SERVICES – Planning & Zoning

SHAWN WARD, AICP
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6051 Old Bagdad Highway, Suite 202 | Milton, Florida 32583

Rezoning Small Scale Application

*For Rezoning with Future Land Use Map (FLUM) Amendment of fifty (50) acres or less

Instructions:

Complete the application, and submit along with the following, at least thirty (30) business days prior to the next regularly scheduled meeting of the Zoning Board (ZB) *Your application is not deemed complete until all required information is received.*

1. Application fee of \$1,100.00 plus \$0.58 for each letter to be addressed to all property owners within a 500' radius of the property lines. *(NOTE: For property located within the Rural Protection Zone, notification is required for all parcels located within 1,500' of the involved property.)* **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 and Zoning Staff has verified the correct amount due. Checks should be made payable to Santa Rosa County; credit card payments are subject to a 3.5% service fee.**
2. A copy of the conceptual site plan (plot plan or site layout) showing any proposed development and demonstrating its compatibility with existing land uses, drawn to scale showing the property lines, dimensions, structures – existing and proposed – abutting streets, and any other pertinent information.
 - a. If rezoning to PUD or PBD, a master plan meeting the checklist requirements of LDC Article 6 (6.05.12 for PUD and 6.05.13 for PBD) is required. A pre-application meeting with the Planning and Zoning Department staff is strongly encouraged prior to submittal of a PUD or PBD rezoning request.
 - b. Under certain circumstances, a survey or wetlands determination may be necessary. Staff can assist in making this determination.
3. A copy of a certified boundary survey of all property requested for rezoning, *if applicable.* *(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.)*
4. The following information from the **Property Appraiser's Office** – located at 6495 Caroline Street, Suite K, in Milton. (850-983-1880) *It is suggested that the PAO is notified of your application submittal at least one (1) week in advance to ensure you receive the requested documents by the posted application deadline date.*
 - a. A certified list all of the surrounding property owners' names and addresses within 500' radius of the applicant's property for the requested action. *(NOTE: For property located within the Rural Protection Zone, notification is required for all parcels located within 1,500' of the involved property.)*
 - b. A parcel map of the proposed site identifying the selected property owners within the indicated radius of the applicant's property for the requested action.
 - c. Two (2) sets of mailing labels for all of the surrounding property owners' names and addresses within the indicated radius, to be obtained from official tax records.
5. Proof of ownership of the property to be rezoned. *(If the applicant is other than the property owner, provide a notarized authorization from the property owner. If the property is under contract for sale, and the applicant is the buyer of the property, a copy of the sales agreement will suffice. Our intention is to ensure that proper authorization has been granted for this request.)*
6. A copy of availability letters from the water and sewer providers.
7. A copy of the Jurisdictional Wetlands Survey, *if applicable.*
8. An economic impact statement that details how or if this is an economic benefit to Santa Rosa County.

Rezoning Application Checklist

- Property owner'(s)' name, address, email, and telephone number
- Authorized applicant's name, address, email, and telephone *(if different than property owner)*
- Property information for parcel, and/or specific portion thereof, requested for change:
 - Street address *(if applicable)*
 - Parcel ID number(s)
 - Explanation of intended use of property
- Property owner and/or applicant's signature
- Application fee – calculated at the time of application submittal.
- Conceptual site plan of proposed development demonstrating compatibility with existing land uses *(NOTE: If rezoning to PUD or PBD, a master plan meeting the checklist requirements of LDC Article 6 is required.)*
- Certified boundary survey of all property requested for rezoning, *if applicable. (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.)*
- Documentation from the Property Appraiser's Office
 - Certified list of property owners within 500' radius of the applicant's property *(1,500' within Rural Protection Zone)*
 - Parcel map of property owners within the indicated radius of the applicant's property
 - Two (2) sets of mailing labels with the surrounding property owners' names and addresses within the indicated radius of the applicant's property.
- Proof of Ownership
- Availability Letters from Water and Sewer Provider
- Jurisdictional Wetlands Survey *(if applicable)*
- Economic Impact Statement



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Rezoning Small Scale Application

*For Rezoning with Future Land Use Map (FLUM) Amendment of ten (50) acres or less

** For Official Use Only **	
Application No. _____ - R - _____	Date Received: _____
Review Fee: \$ _____	Receipt No.: _____
Zoning District: _____	Proposed Zoning District: _____
FLUM Designation: _____	Proposed FLUM Designation: _____

Property Owner Information

Property Owner Name: _____

Address: _____

Phone: _____ Email: _____

Applicant Information

Check here and skip this section if the applicant is the Property Owner. Otherwise, complete this section and provide authorization from the Property Owner giving the Applicant the authority to pursue rezoning approvals.

Applicant Name: _____

Address: _____

Phone: _____ Email: _____

Property Information for which the Rezoning is being requested.

Parcel Number(s): _____

-AND/OR-

Street Address: _____

Parcel Size (acres): _____

Homeowners Association Information

Is the subject property governed by a Homeowners Association? Yes No

If YES, provide the contact information for the Homeowners Association (Mailing Address and/or email address)

If YES, provide a letter of support or opposition from the Homeowners Association.

Project Details

Size of parcel (in acres or square footage) to be considered for the Rezoning.

Existing Zoning: _____

Proposed Zoning: _____

Existing FLU: _____

Proposed FLU: _____

If the amendment is granted, what will the property be used for? (Please be as specific as possible)

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 utility provider that certifies adequate capacity is available to serve the site requested for rezoning.

Potable Water Source (check one):

Private Water Well(s)
Private Community System Provider: _____
Public Water System Provider: _____
(Attach letter of certification)

Sewage Disposal Source (check one):

Private Septic Tank
Private Community System Provider: _____
Public Water System Provider: _____
(Attach letter of certification)

School Capacity

**For rezoning requests involving more than fifty (50) acres of property or proposed for residential development of more than fifty (50) dwelling units per acre.*

Staff will submit a school impact analysis to the Santa Rosa County School Board requesting a determination of student capacity. In the event that there is not adequate capacity available as calculated, the School Board shall entertain proportionate share mitigation; and, if the proposed mitigation is accepted, enter an enforceable and binding agreement with the affected local government and the developer.

Recreation/Open Space

Certification and Authorization

By my signature hereto, I do hereby certify that the information contained in this application and the required supplemental materials 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. I do hereby authorize County staff to enter upon my property at any reasonable time for purposes of site inspection. I do hereby authorize the placement of a public notice sign(s) on my property at a location(s) to be determined by the County staff. If applicable, I do hereby authorize the Agent shown as the applicant on this application to act on my behalf in all matters pertaining to this rezoning application.

Applicant Name *(Type or Print)*

Applicant Signature

Title *(if applicable)*

Date