



SANTA ROSA COUNTY BOARD OF COMMISSIONERS

Administrative Offices | 6495 Caroline Street, Suite M | Milton, Florida 32570-4592

Vacant, District 1
ROBERT A. "BOB" COLE, District 2
W. D. "DON" SALTER, District 3
ROB WILLIAMSON, District 4
R. LANE LYNCHARD, District 5

TONY GOMILLION, County Administrator
ROY V. ANDREWS, County Attorney
JAYNE BELL, OMB Director

To: Board of County Commissioners

From: Tony Gomillion, County Administrator

Re: Navarre Beach Lease Amendment Policy and Process

Date: August 30, 2016

DISCUSSION

Discussion of Board policy regarding Navarre Beach lease amendment request.

BACKGROUND

At the August 8, 2016, meeting the Board directed staff to provide a recommendation for policy and process for lease amendment request. Staff recommends that the application process be brought directly to the Board as outlined in the draft information. An application fee would need to be established. The current rezoning application fee is \$1,000 plus \$1.77 for each letter mailed for notification purposes.

Navarre Beach Lease Amendments that Change Permitted Uses Process and Notification Recommendations

Process

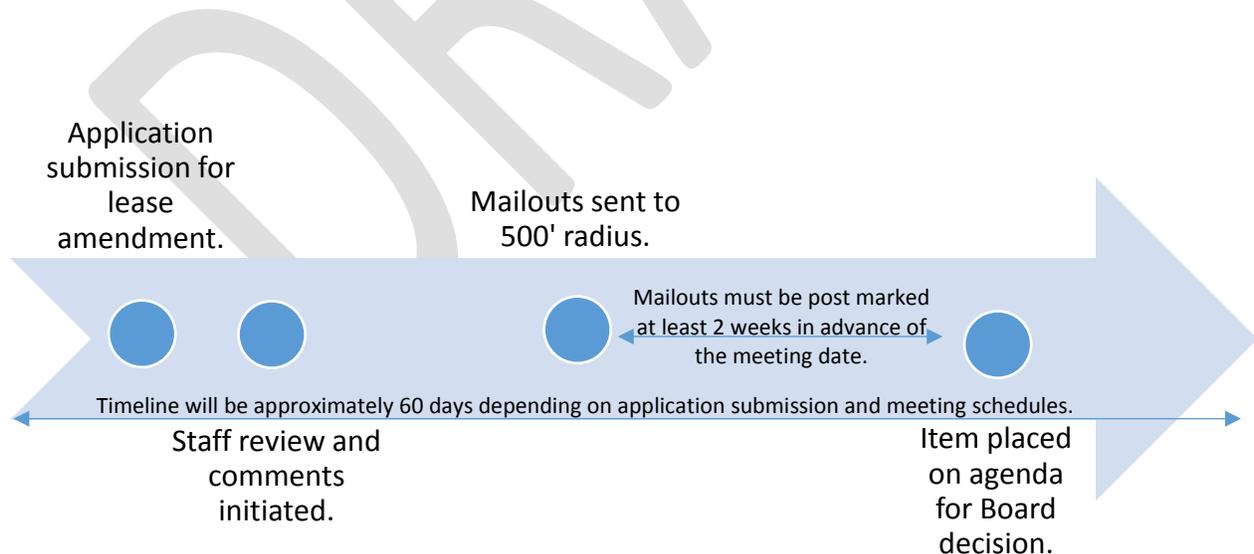
1. Navarre Beach lease amendments require approval by the Board of County Commissioners at a noticed public meeting:
 - Application submitted to County Attorney's Office for placement on agenda and property owner notification;
 - Routed to Planning and Zoning Department for staff analysis;
 - Consideration at BOCC Special Rezoning Meeting would typically allow for more public attendance.

Notification, Fee, and Staff Analysis Recommendations

A lease amendment that grants new development rights is similar in impact to a rezoning; hence, the following is recommended regarding notification, fees, and staff analysis:

- (1) Recommend mailed notification consistent with rezonings:
 - 500' notification radius,
 - Mailing labels secured from Property Appraiser's Office, and
 - Sent by certificate of mailing.
- (2) Recommend fee consistent with a rezoning that does not involve a large scale FLUM amendment:
 - \$1,000 plus \$1.77 per notification letter.
 - Note: If adjacent to a condominium there will be a significant amount of mailings.
- (3) Recommend staff analysis consistent with rezoning to evaluate consistency with the Land Development Code, Comprehensive Plan and Navarre Beach Master Plan.

Timeline





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Request for Navarre Beach Lease Amendment

Instructions

1. Complete application and submitted to County Attorney along with the following: (Your application is not deemed complete until all required information is received.)
 - a. Include the application fee of _____ and \$1.77 for each letter to be addressed to each property owner with a 500' radius of the property lines. **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 Legal Staff verifies the specific amount due. Checks made payable to Santa Rosa County are due upon application submittal. Credit Card payments are subject to a service fee.**
 - b. A copy of the conceptual site plan (plot plan or site layout) showing any proposed development and demonstrating its compatibility with existing land uses.
 - c. 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 you contact the Property Appraiser's office at least one week in advance of your application submittal to ensure you receive them by the posted deadline date.):
 - i. A printout with a parcel map, indicating all of the surrounding property owners within 500' of the applicant's property for the requested action.
 - ii. Mailing labels with the surrounding property owner's names and addresses to be obtained from the Property Appraiser's Official Tax Records.
 - iii. The Property Appraiser's parcel map of the proposed site identifying the selected property owners within 500' radius.
 - d. Proof of ownership of the parcel to be amended.
 - e. A copy of the existing lease.
 - f. Provide proof of payment of all accrued lease fees and taxes.

Navarre Beach Lease Amendment Application Checklist

- Owner(s) Name, Home Address, Email and Telephone Number
- Proof of Ownership
- Authorized Agent Name, Address, Email and Telephone Number (if applicable)
- Agent Authorization (if applicable)
- Property Information (for parcel and/or specific portion thereof requested for change):
 - Street Address (if applicable)
 - Parcel ID Number(s)
 - Intended Use of Property
- Conceptual site plan of proposed development demonstrating compatibility with existing land uses.
- Signature of owner and agent (if applicable)
- Application Fee (calculated at the time of application submittal)
- Certified list of property owners within 500 ft. radius
- Labels with the surrounding property owners' addresses (2 sets)
- A copy of the existing lease.
- Proof of payment of all accrued lease fees and taxes.

Application for Navarre Beach Lease Amendment

** For Official Use Only **	
Application No. _____ - LA - _____	Date Received: _____
Mailing Fee: \$ _____	Receipt No.: _____
Zoning District: _____	Change of Use Requested: _____
NB Master Plan Description: _____	

Property Owner

Property Owner Name: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

Applicant

- 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 a Navarre Beach Lease Amendment(s).

Company: _____
Contact Name: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

Property Information

Parcel ID Number(s):

Or

Street Address of property for which the Lease Amendment is requested:

Amendment Details

Size of parcel (in acres or square footage) to be considered for the Lease Amendment (*attached existing lease*):

Zoning District: _____

Proposed Change of Use:

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

Other Pertinent Lease Provisions

Annual Lease Fee: _____

Gross Receipts Tax: _____

Certification and Authorization

1. 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.
2. I do hereby authorize County staff to enter upon my property at any reasonable time for purposes of site inspection.
3. 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.
4. 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 Lease Amendment application.

Applicant Name (Type or Print)

Applicant Signature

Title (if applicable)

Date