



Post Office Box 1799, Quincy, FL 32353-1799

Phone (850) 875-8663 Fax (850) 875-7280

E-mail: planning@gadsdencountyfl.gov

Web site: www.gadsdencountyfl.gov

FUTURE LAND USE MAP AMENDMENT APPLICATION

Application must be submitted at least 45 days prior to the public hearing to meet legal advertisement requirements for public notice.

_____ Small Scale Future Land Use Map _____ Large Scale Future Land Use Map

_____ Small scale amendment in Rural Area of Opportunity as set forth in §. 288.0656(7) F.S.

Change From: _____ To: _____
Existing future land use designation Proposed future land use designation

APPLICANT INFORMATION (If the applicant differs from the owner, a signed affidavit to represent is required authorizing a representative to act on the property owner's behalf)

Owner: _____ Contact Person: _____

Address: _____

Telephone: _____ Mobile: _____

E-Mail Address: _____

Authorized Representative: _____

Address: _____

Telephone: _____ Mobile: _____

E-Mail Address: _____

PROPERTY INFORMATION

Property Address: _____

Tax Parcel ID#: _____

Legal Description: _____

(A legal description is needed for adoption of the ordinance. A legal description may be found on the title certificate or warranty deed. Please attach a copy as required with application.)

Total Acreage of Amendment: _____ Utility Providers: _____

Current Use of Property: _____

Describe reason for the Future Land Use Map amendment (include proposed use of the property): _____

SUBMITTAL REQUIREMENTS - The following items must accompany the completed Comprehensive Plan Future Land Use Map amendment application at time of submittal:

- a. ___ Fee, \$1250.00 for large scale amendment; \$500.00 for small scale amendment made out to Gadsden County Board of County Commissioners.
- b. ___ Two (2) copies of the signed and notarized application and submittal documents.
- c. ___ An electronic copy (in .pdf format) of the submittal package.
- d. ___ A vicinity map showing the location of the subject property (8.5" by 11").
- e. ___ A copy of a certificate of title or a copy of the recorded deed, title insurance policy or other instrument demonstrating ownership and bearing a legal description of the property.
- f. ___ Authorization to Represent, if applicable.
- g. ___ For small scale (map) amendments as defined under §288.0656(2)(d) F.S. to increase the site area to a maximum of 20 acres within a rural area of opportunity, provide a written confirmation from the Planning Division indicating that the plan amendment furthers the economic objectives set forth in the executive order issued under §. 288.0656(7) F.S.
- h. ___ Two aerial photographs obtained from the Gadsden County Planning Division or County Property Appraisers Office which identifies the subject property and all property within 500 foot radius of the subject property. Provide an 8.5" X 11" copy.
- i. ___ An 8.5" by 11" signed and sealed survey containing a legal description indicating acreage. The legal description must be submitted in a format that can be copied and pasted into an ordinance (e.g. in Word format or in an e-mail).
- j. ___ A scaled drawing of the property showing all boundaries, adjacent properties, adjacent land use designation, existing use of adjacent property, roads, easements, flood zones, size of the parcel in square feet or acres, dimensions in linear feet, wetlands, and other environmental sensitive lands, as applicable. Provide an 11" X 17" copy.
- k. ___ Copy of Letter to Division of Historical Resources, Dept. of State to determine whether or not there are any historical resources recorded on the site as listed on the Florida Master Site File (Policy 6.4.8)).
- l. ___ Address the requirements of Policy 1.2.13: Any applicant for a Future Land Use Map amendment shall at minimum supply the following information to the County when requesting such Map amendment:
 - ___ A. Location and amount (in percentage of total parcel) of on-site jurisdictional wetlands.
 - ___ B. Availability and capacities of existing and proposed potable water and sanitary sewer utilities.
 - ___ C. Proposed location of ingress and egress of development.
 - ___ D. Distance and location of nearest same land use category.
 - ___ E. Description of adjacent land use categories.
 - ___ F. In addition, for any land use category which supports residential development:
 - 1) Existing and proposed school capacities (See Policy 10.6.1).
 - 2) Existing and proposed park space (See Policy 6.3.3).
- m. ___ A written analysis of consistency with the relevant policies of the Comprehensive Plan. Specifically, the analysis shall address at minimum, and as applicable, the following policies. This list is **not** all inclusive and each applicant shall address relevant policies to the request.

Gadsden County Comprehensive Plan Future Land Use Map Amendment Application

- Policy 1.1.1 – Future Land Use Category
- Policy 1.2.4
- Policy 1.2.5
- Policy 1.2.9 (Level of service analysis/concurrency)
- Policy 1.2.13
- Policy 1.2.16
- Policy 1.2.19 (Amendments from Ag to RR – central utility requirement)
- Policies 1.2.4 & 1.2.5 (Distance from central utilities and connection)
- Policy 1.4.1
- Policy 1.4.2
- Policy 1.4.5 (Compatibility Analysis)
- Policies 2.2.3 and 2.2.4 (Level of Service)
- Policy 4A.1.3, Adequate Sewage Disposal
- Policy 4B.1.2, Safe Potable Water Availability
- Policies 5.3.2, 5.33 & 5.3.4
- Policy 5.4.4

I understand that the application must be submitted at least 45 days prior to the public hearing to meet legal advertisement requirements for public notice.

_____ I AM THE OWNER

_____ I AM THE LEGAL REPRESENTATION OF THE OWNER (See attached Authorization to Represent) of the property described by this Comprehensive Plan Future Land Use Map application. I declare that I have read said application and all sketches, data and matter attached to and made a part of said application are honest and true to the best of my knowledge and belief. I understand that by signing this document, I am giving the County or agent thereof the authority to duplicate, disseminate, and reproduce any and all items submitted as part of this request, whether copyrighted or not. And that, upon submission said application and documents, as well as all correspondence, become a matter of public record.

Signature of Property Owner or Authorized Representative

Date

State of _____ County of _____

Sworn to and subscribed before me this _____ day of _____, 20_____ by

_____ who is personally known to me /or has

produced _____ as identification and did not take an oath.

Notary Seal

Notary Signature

Notary Name Printed



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AUTHORIZATION TO REPRESENT

If the applicant is not the property owner an 'Authorization to Represent' is required.

This letter serves as notice that on this date: _____, 20____

I/We, _____
(Print name of property owner(s) and/or entity & authorized representative)

Hereby give authorization to,

(Print name of authorized representative or entity. Print the name of all individuals representing the entity)

Telephone number

E-mail Address

To apply for an _____
application(s) and all necessary permits as part of the Gadsden County, Florida review process from the Gadsden County Building & Planning & Department for the property described below:

(Parcel identification number)

(E911 address)

(Signature of property owner or entity & representative)

(Print name of property owner and/or entity)

State of Florida
County of Gadsden

The foregoing instrument was acknowledged before me this __ day of _____, 20____
by _____ who is personally known to me/or has produced
_____ as identification and did not take an oath.

Notary Signature

Notary Seal

Notary Name Printed



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APPLICATION FOR CONCURRENCY REVIEW

Parcel Identification Number: _____

Location/Address: _____

Property Owner (Print): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-Mail: _____

Authorized Representative (Print): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-Mail: _____

Preliminary Development Orders may be issued without a concurrency evaluation. At the applicant's option, concurrency evaluation may be deferred until a site development construction plan development order is applied for. No building permit will be issued until concurrency review is approved.

Submittal Requirements:

_____ Fee (\$110.00). Checks to be made out to the Gadsden County Board of County Commissioners

_____ Completed Application

_____ Transportation and/or turn lane analysis (as required by County Engineer and/or FDOT)

Size of the project parcel: _____ # of Phases: _____

Specific Uses or uses proposed to be expanded: _____

Type and # of Residential Units (single family, duplex, multi-family, etc.): _____

Type and Square footage of non-residential uses (e.g. club house, restaurant, office, manufacturing, etc.): _____

Gross Floor Area (GFA), Square footage and number of units for each phase:

Existing GFA, # of units and/or square footage: _____

Proposed GFA, # of units and/or square footage: _____

Total GFA, # of units and/or square footage: _____

Stormwater:

_____ On site _____ Master stormwater system

Water:

_____ Central Water System _____ Well(s), on-site

Sewer:

_____ Central Sewer _____ Central, Package Plant _____ Septic System _____ Septic, Advanced treatment,

Transportation Impacts:

ITE Code and Existing Level of Service (Attach additional tables & data if necessary.) Include Trips generated by the proposed project using the latest ITE Trip-Generation Handbook.

ITE Code	Land Use	# Units	Daily Trips	Peak Hour Trips
Totals				

Include the following information for State & County roads impacted by the proposed development.

Road	Segment	Maximum Service Volume	LOS	Existing Peak Hour Volume	PM Peak Hour Trips Added	New Peak Hour Volume

LOS standards do not apply to local roads. LOS information required may be obtained from the FDOT District 3 Level of Service Tables at <http://www.fdot.gov/planning/systems/programs/SM/los/districts/district3/2016/Gadsden.pdf>.

Public School Capacity:

Planning will calculate impact to LOS based on # of Residential units proposed.

Parks:

Planning will calculate impact to LOS based on # of Residential units proposed.

I hereby certify that the information contained in this application is true and accurate and that I am either the owner or the subject property, or am the authorized representative of the property owner in regards to this matter.

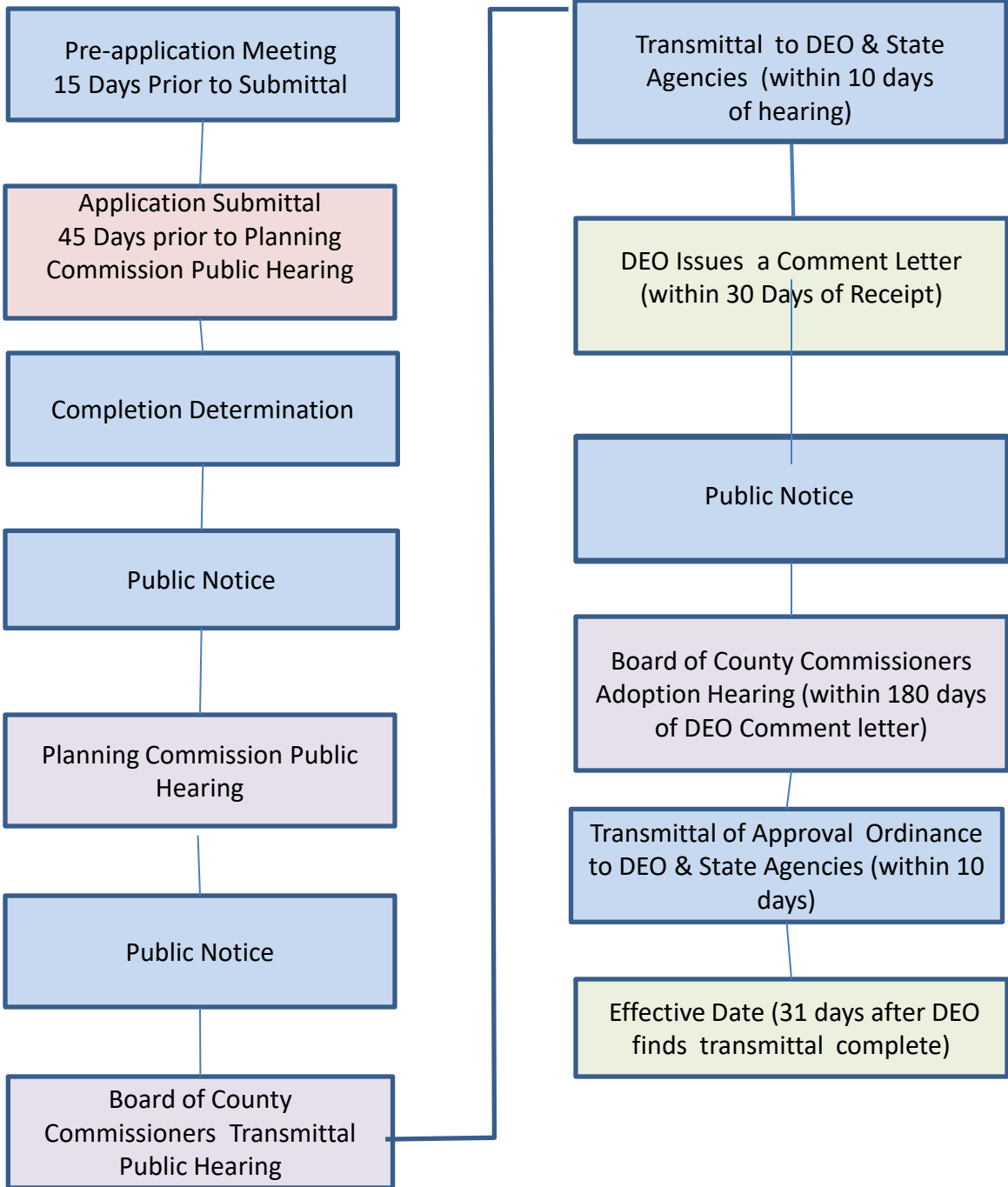
_____ I AM THE OWNER

_____ I AM THE LEGAL AUTHORIZED REPRESENTATIVE OF THE OWNER (Reference attached Authorization to Represent submitted with the development application.)

Signature of Owner or Authorized Representative

Date

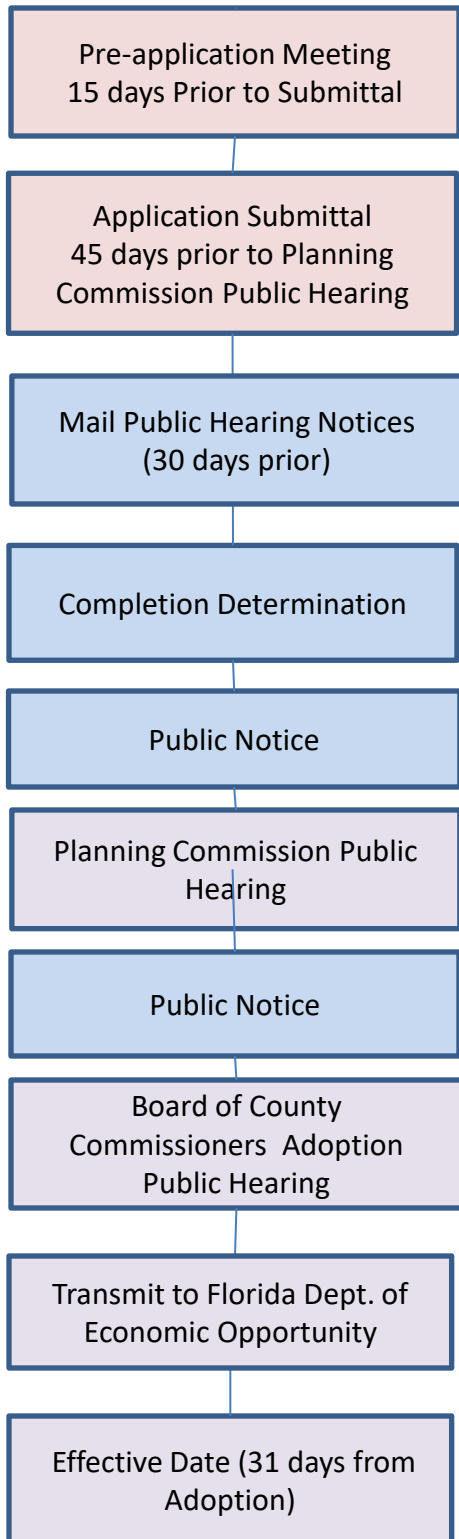
Large Scale Comp Plan Amendment Process



Summary only. Assumes 100% approval. Resubmittals will add steps.

11/26/18

Small Scale Comp Plan Amendment Process



Summary only. Assumes 100% approval. Resubmittals will add steps.

01/04/19