

Pre-application Meeting Verification:

Date: _____ Time: _____ am/pm Staff Signature: _____

THE REZONING APPLICATION AND REVIEW PROCESS

1. The applicant **must** schedule a pre-application meeting with a Planner in the Zoning Department to discuss the proposed Rezoning. This application will not be accepted until such a meeting takes place and proof of same is provided by signature of the Planner verifying the date and time of such meeting in the space provided meeting in the space provided above.
2. The applicant **must** complete and submit the application according to the instructions provided in this packet. The application may not be accepted unless completed in full with all of the proper information and documentation. You will receive notification stating whether or not the submitted application is sufficient. If all deficiencies are not corrected, the application may not be scheduled for a public hearing. If the application is sufficient, you will be advised of the hearing date and time.
3. Staff will post signs for notice of public hearing 15 days prior to the scheduled hearing. The signs must be posted in public view on each street side of the subject property. If the property does not have frontage on a public street, a sign must be erected on the nearest street right-of-way with an attached notation indicating generally the direction and distance to the subject property.
4. Staff will conduct at least one site visit to the parcel that is the subject of the application. ***Submittal of a completed application represents express permission to the Zoning staff to enter onto the property to conduct a site visit.*** When only a piece of a larger parcel is subject to the Rezoning such a site visit necessarily includes the entire parcel and not just the portion that is the subject of the Rezoning. Such site visits will be conducted during regular business hours (8:00 am to 5:00 pm Monday through Friday) between the date of submittal of a completed application and the date of the hearing. The express purpose of the site visit is: to place signs noticing the hearing, verify information submitted with this application and complete an analysis of the proposed Rezoning for consistency with the Comprehensive Plan and compliance with Town Ordinances. ***Denial or refusal to grant such access shall be grounds for rejecting the application.***
5. The applicant is responsible for payment of the legal advertisement that has been prepared and submitted by the Town's Zoning Department to the Palatka Daily News noticing the public hearings fifteen (15) days prior to the hearings. Proof of publication **MUST** be submitted to the Town Office prior to the Planning Commission public hearing or the case **WILL NOT** be heard. (*"Proof of Publication Affidavit"* available upon request from the Palatka Daily News)
6. If the applicant withdraws the application or postpones the public hearing after it has been advertised, the applicant is responsible for payment of the original application fee and any cost(s) incurred by the Town for additional public notices.
7. The applicant will receive a copy of a staff report prior to the Planning Commission public hearing which analyzes the application for consistency with applicable objectives and policies of the Town's Comprehensive Plan and Ordinances and makes a recommendation to the Town Council. **However, please be advised that you are ultimately responsible for presenting and arguing your own case. The nature and the order of the hearing proceedings are listed on page 2 of this packet.**

8. *There will be two hearings to review any requested rezoning: one preliminary hearing before the Planning Commission and a final hearing before the Town Council.* The hearing held by the Planning Commission shall be a hearing designed to obtain public input in an informal way. The Planning Commission shall submit a written report to the Town Council indicating their decision. The report shall address whether the proposed rezoning is consistent with the Comprehensive Plan, and whether the rezoning complies with the applicable procedures and requirements of the Land Development Code. The report shall include meeting minutes and any physical evidence considered by the Planning Commission. The Town Council shall then conduct a de novo quasi-judicial hearing at the next Town Council meeting to consider the recommendations of the Planning Commission, which shall include the record of the Planning Commission hearing and any evidence that may be presented at the Town Council hearing. The Town Council shall make the final decision on the matter.

Order of Proceedings:

ORDER	ITEM
1	Introduction of Petition
2	Applicant Presentation
3	Staff Presentation
4	Interested Party For
5	Interested Party Against
6	Rebuttals
7	Close of Formal Proceedings
8	Public Input
9	Close Public Hearing, Deliberation and Vote

Interested Party: For purposes of these proceedings, an "interested party" is a person who is prepared to present evidence to the reviewing board and willing to be subject to cross examination. Persons simply wishing to provide comment or other input without being subject to cross examination may do so during the "public input" portion of the hearing.

Direct and Cross Examination: Direct and cross-examination of witnesses shall be permitted in the course the above proceedings. However, the reviewing Board may approve or deny a request from a person attending the hearing to ask a question. Unless the Board specifies otherwise, if the request to ask a question is approved, the Board will direct the question to the person submitting testimony.

Time Limits: The time limits for public input presentations at the public input stage may be limited to 3 minutes per speaker at the discretion of the Chairperson.

Board Deliberation: Before the hearing has concluded, the Board shall restate the issues and comment upon the law and facts pertaining to the decision. If opportunity for rebuttal is provided the Board may ask additional questions of any person who has testified or presented information. Board decisions shall be decided by a motion, second and a majority vote. Motions shall state the reason for either the approval or denial of the request.

INSTRUCTIONS FOR FILING A REZONING APPLICATION

ITEM #1: The applicant(s) must be the property owner(s). The owner(s) must list their name(s) and address(es) in ITEM #1 in accord with the following:

- (1) **ALL OWNERS OF RECORD** must sign the rezoning application, except as provided in sections (2)-(4) below. If all owners are unable to appear before the notary public, then a duplicate completed application must be signed by each owner and notarized. All signatures submitted must be originals.
- (2) **IF THE OWNER IS A CORPORATION**, all officers must sign, or one officer may sign if written proof in the form of a corporate resolution or the Articles of Incorporation is provided establishing that the corporation has delegated authority to the officers or officer to represent the corporation. Such corporate documents shall be properly executed and sealed with the corporate seal.
- (3) If the owner is a business entity, other than a corporation, all principals in the business may sign or one principal may sign if written proof is provided establishing that all principals in the business have delegated authority to the single principal to represent the business.
- (4) If a group of property owners is requesting the rezoning in the area in which their property is located, the written consent of at least fifty-one percent (51 %) of the people owning property in the area described in the application, must be provided.

ITEM #2: The parcel identification number for the property is on your tax notice or can be obtained from the Property Appraisers Office or Planning & Development Services.

ITEM #3: If the subject property is part of a subdivision, provide the subdivision name, unit, block and lot.

ITEM #4: Provide road numbers, street names, and distances.

ITEM #5: Provide acreage of subject property along with the approximate width and depth of the property. *(may be obtained from the Putnam County Property Appraiser or the Planning, Zoning & Building Department)*

ITEM #6: Provide the current zoning and future the land use designation *(this information is available from the Town Staff)*. Describe the current use of the property; for example, is it vacant, residential or commercial *(type of business, etc.)*

ITEM #7: State the purpose of the requested rezoning and provide any applicable section(s) of Zoning Ordinance 2012-1.

ITEM #8: If a prior rezoning, special use permit or variance application has been submitted for the property, print YES and provide the case number(s). If none, print NO.

ITEM #9: Each of the following items must be submitted with the application:

APPLICATION FEE - A basic rezoning application requires a **non-refundable \$350.00** processing fee and \$8.00 for signage. A residential PUD application fee is **\$400.00 plus \$10 per acre**. A non-residential PUD application fee is **\$450.00 plus \$10 per acre**. Fees are subject to change at any time by resolution of the Town Council.

CONCEPT PLAN - The concept plan is an optional submittal. If one is provided it must be provided on no larger than a legal size (8 1/2 " x 14") sheet of paper and must be legible. The concept plan should include the following details:

- (1) Location of the site in relation to surrounding properties, including driveways to the properties.
- (2) Date, north arrow and graphic scale (i.e. 1" = 25').
- (3) The length of all property lines.
- (4) Location and width of existing and proposed driveways.
- (5) The location and dimensions of all proposed **AND** existing structures.
- (6) Distances between structures and distances from structures to all property lines, and to any major features such as lakes, wetlands, and rivers.
- (7) The total area to be covered by structures and other impervious surfaces in square feet
- (8) The location, size and number of parking spaces.
- (9) The location and dimensions of proposed loading areas, if required.
- (10) Location, size and design of landscaped areas, building screens or architectural enclosures.
- (11) Location, size and type of required and/or proposed buffers or screening.
- (12) Location and dimensions of open space and storm water retention/detention areas.

NOTARIZED AGENT DESIGNATION FORM (*if applicable*) - This can be submitted any time prior to the hearing and is not required unless the applicant(s) choose to designate an agent to represent them at the public hearings. Please note that the notarized signatures of the owner(s) and the agent are required on this form. The owner(s) signatures must be the same as in ITEM #10 on the application form.

RECORDED DEED - A copy of the recorded deed to the property involved in the request must be provided.

LEGAL DESCRIPTION - A legal description of the area for the rezoning must be provided if the area is different from the legal description in the deed to the property.

ITEM #10: ALL OWNERS OF RECORD must sign the application. If all owners are unable to appear before the notary public, then a duplicate completed application must be signed by each owner and notarized. All signatures submitted must be originals. **IF THE OWNER IS A CORPORATION OR A BUSINESS ENTITY**, all officers/partners must sign, or one officer may sign if written proof in a form acceptable to the Department is provided establishing that the one person has been delegated authority to represent the corporation or business entity.

A Rezoning Application requires a non-refundable \$350.00 processing fee and \$8.00 for signage. These fees must be paid prior to process of the application.

NOTE: The processing fee does not include consultant fees which must be paid prior to the processing of the application.

Advertisement costs must be paid to the newspaper in order for proof of publication to be provided to the Town Office prior to the date of the meeting.

Office Use Only

Initials of Reviewer: _____

Case No.: _____

REZONING APPLICATION

1. Name of property owner(s) _____ Address(es): _____

2. Parcel ID number(s): _____
3. Subdivision name (*if applicable*): _____
4. Driving directions to property from Interlachen Town Office: _____

5. Size of property to be covered by the rezoning: _____ acres
6. Current zoning: _____ Future Land Use Designation: _____
Current Use: _____
7. Purpose of Rezoning: _____
Applicable Ordinance Section(s) _____
8. Prior zoning actions on this property (*include case number*): _____
9. Attach the following to the application form: (*see instructions*)
- Application Fee
 - Agent Designation form (*if applicable*)
 - Site Plan
 - Recorded Deed
 - Legal Description

NOTICE: Submittal of a completed application represents express permission to Planning & Development Services staff to enter onto the property to conduct a site visit under the conditions described in paragraph 4 on page 1 of the application packet. If you desire to be present during the site visit, contact the Department to schedule the site visit. Denial or refusal to grant such access shall be grounds for rejecting the application.

10. Signature(s) of property owner(s): _____ Telephone Number(s) _____

THE FOREGOING instrument was acknowledged before me, this _____ day of _____, 20____,
by _____, who is personally known/produced ID (type of ID) _____

State of _____, County of _____. Notary Signature: _____

Notary Printed Name: _____ Notary Stamp/Seal: _____

Office Use Only

Initials of Reviewer: _____

Case No.: _____

AGENT DESIGNATION FORM

The applicant(s) does(do) hereby appoint and designate _____ as agent in fact for the owner(s) of parcel(s) _____ to present an application for a rezoning for all or a portion of the referenced parcel(s) and to present all evidence in support thereof to the Town of Interlachen Planning Commission, and to respond to and furnish all information and data requested by said Board.

Print name of property owner(s)

Signature(s) of property owner(s)

THE FOREGOING instrument was acknowledged before me, this ____ day of _____, 20____, by _____, who is personally known/produced ID (type of ID) _____

State of _____, County of _____. Notary Signature: _____

Notary Printed Name: _____ Notary Stamp/Seal:

AGENT OATH AND SIGNATURE:

The undersigned _____, being duly appointed as agent in fact for the above named owner(s) of the property whereby said owners are seeking a rezoning and the undersigned does hereby accept said appointment and will faithfully and truly carry out the request of said owner(s).

Printed name of Agent: _____ Signature of Agent: _____

Address: _____

Telephone Number: _____ Cell: _____ Fax Number : _____

Email: _____

THE FOREGOING instrument was acknowledged before me, this ____ day of _____, 20____, by _____, who is personally known/produced ID (type of ID) _____

State of _____, County of _____. Notary Signature: _____

Notary Printed Name: _____ Notary Stamp/Seal:

THIS PAGE IS FOR OFFICE USE ONLY

Staff Sufficiency Review Comments:

1. Submittals Check List:

- | | |
|--|--|
| <input type="checkbox"/> Application Fee (including signs) | <input type="checkbox"/> Completed Site Plan |
| <input type="checkbox"/> Completed & Notarized Application | <input type="checkbox"/> Notarized Agent Designation Form (<i>if applicable</i>) |
| <input type="checkbox"/> Recorded Deed | <input type="checkbox"/> Legal Description |

Property is currently/proposed to be serviced by: central sewer _____ package treatment plant _____
septic tank _____ central water _____ public supply well _____ private well _____

Health Department

Comments: _____

3. **Case Number:** _____

4. **Hearing Date:** _____

5. Special

Comments: _____

Reviewed by: _____ **Date:** _____