



## COMPREHENSIVE PLAN AMENDMENT APPLICATION

### A. GENERAL INFORMATION

Application Name: \_\_\_\_\_

- Type of Application:
- Future Land Use
  - Future Land Use with Concurrent Zoning
  - Future Land Use with Concurrent PUD
  - Text Amendment

Parcel Number(s):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Amendments within the CRA?  Yes  No Which one?  North  Central  South

Size of Parcels (Acres): \_\_\_\_\_

Current Future Land Use Designation: \_\_\_\_\_

Current Zoning Designation: \_\_\_\_\_

Proposed Future Land Use Designation: \_\_\_\_\_

Proposed Zoning Designation: \_\_\_\_\_

#### Text Amendment

#### Proposed Elements to Amend:

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Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**B. APPLICANT INFORMATION**

**Property Owner:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Agent:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Attorney:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Other Professional:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**C. FEE SCHEDULE**

**Application fees are Project dependent**

		<b>Application Fee</b>	<b>Advertising</b>	<b>Total</b>
Large Scale	(Over 10 acres)	\$ 1,200	\$ 600	<b>\$ 1,800</b>
Small Scale	(10 acres or fewer)	\$ 350	\$ 60	<b>\$ 410</b>

Note: Required fees must be paid a time of filing.

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**D. AMENDMENT QUESTIONNAIRE**

1. What, element, section, passage, phrase, or word in the City of Crescent City Plan do you believe needs to be amended? Please include chapter, page, and section reference.

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2. Describe changed condition justifying amendment:

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3. Why does this section, passage, phrase, or work need to be amended?

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4. Describe whether and how the proposed amendment is consistent with the City of Crescent City Comprehensive Plan:

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5. Precise wording of proposed amendment to text as an alternative to this section, passage, phrase, or word of the Comprehensive Plan:

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6. Describe the extent to which proposed amendment is compatible with existing land uses:

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7. Describe extent to which proposed amendment affects the capacities of public facilities and services:

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8. Describe the extent of environmental impacts on the resources of proposed amendment:

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9. Describe the extent to which proposed amendment will result in an orderly and logical development pattern:

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## E. SUBMITTAL REQUIREMENTS

Eight (8) copies of the following must be provided at least 30 days prior to the requested hearing date.

1. Application
2. Application Fee
3. If your alternative does cause any economic or environmental impacts, a detailed economic and environmental analysis should be provided. This analysis would identify the anticipated impacts of the proposed alternative and provide mitigation measures or procedures which may be used to reduce any negative impact. Incomplete applications may result in a delay until the next plan amendment cycle.
4. An accurate legal description of the property being requested for an amendment.
5. Warranty deed for the property being requested for an amendment.
6. Notarized letters from property owners consenting to proposed amendment.
7. Certified Title Opinion from a licensed title company not older than thirty (30) days.
8. If this amendment is for residential land use, a school capacity analysis must be submitted by the applicant. Please contact Putnam County Schools at (386) 329- 0646 for capacity information and calculation methodology.
9. Notarized letter designating agent to act on behalf of property owner(s).
10. Boundary survey of the area affected by the proposed amendment.
11. Supplemental information to include:
  - Soils
  - Wetlands (type, location, and amount of acreage)
  - Topography / Flood prone areas
  - Historic resources
  - Aquifer recharge areas
  - Traffic study / transportation management plan
  - Other supporting data as may be required to process application.
12. You may provide any additional information which may be relevant to your application or which could result in a more favorable treatment of this request.

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**F. Applicant or Agent Certification:**

I have read this application, and to the extent that I participated in the application, I have answered each item fully and accurately. and that all answers, information, sketches, data, and other supplementary information attached to or included herewith as application, are accurate and true to the best of my knowledge and belief.

He/she understands that this application is submitted pursuant to the City of Crescent City's Comprehensive Plan and Land Development Code and Chapter 163, Part II (The Community Planning Act) of the Florida Statutes. The public record of this matter will consist of this application, the exhibits, documents, or other materials prepared by the applicant and submitted to the City of Crescent City; information or materials the City of Crescent City may submit: public comment submitted through the City of Crescent City; and comments made at public hearings related to this application.

He/she understands the application must be submitted during the established submission period to: City of Crescent City, Planning and Zoning, 3 N Summit St, Crescent City, FL 32112. Completeness of application is the responsibility of the applicant.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print Name

STATE OF FLORIDA  
COUNTY OF PUTNAM

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_  
20\_\_, by \_\_\_\_\_, who is personally  
known to me or who has produced  
\_\_\_\_\_ as identification and who did  
(did not) take an oath.

\_\_\_\_\_  
Notary Public

(SEAL)

\_\_\_\_\_  
Type or Print Name