



**THE COMPREHENSIVE PLAN AMENDMENT AND/OR AMENDMENT TO THE CRESCENT CITY FUTURE  
LAND USE MAP APPLICATION AND REVIEW PROCESS**

1. The applicant must schedule a pre-application meeting with the City Manager or the City Manager's designee for Planning and Zoning services. This application will not be accepted until such a meeting takes place.
2. The applicant must complete and apply according to the instructions provided in this packet. The application may not be accepted unless the application is completed in full of all of the proper information and documentation. An application must be submitted with the required processing fee.
3. 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 by Department staff to enter the property to conduct a site visit. When only a piece of a larger parcel is subject to the application, such a site visit necessarily includes the entire parcel and not just the portion that is the subject of the application. Such site visits may be conducted during regular business hours (8:30 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 purposes of the site visit are to place signs noticing the hearing, verify information submitted with the application, and complete analysis of the proposed application for consistency with the Comprehensive Plan and compliance with County Ordinances. Denial or refusal to grant such access shall be grounds for the rejection of the application.
4. You will receive a copy of a staff report, prior to the Planning Commission public hearing, which analyzes the application for consistency with the applicable objectives and policies of the Putnam County Comprehensive Plan and County Ordinances and makes a recommendation to the Planning Commission. However, please be advised that you are ultimately responsible for presenting and defending your own case or application. The nature and the order of the hearing proceedings at the hearing are enclosed with this application packet.
5. Once the application has been advertised for a public hearing, if you withdraw the application or cause the hearing to be postponed, you are responsible for payment of the original application fee and any cost incurred by the County for additional public notices.
6. Because the amendment is established by ordinance, there will be three (3) hearings to review a requested land use map amendment: one preliminary hearing before the Planning & Zoning Commission and two hearing before the City Commission. The initial hearing held by the Planning & Zoning Commission shall be a hearing designed to obtain public input in an informal way. The Planning & Zoning Commission shall submit a recommendation to the City Commissioners indicating whether the amendment should be approved - indicating whether the proposed amendment is consistent with

**DISCLAIMER ISSUING OF THIS PERMIT DOES NOT RELEASE THE APPLICATION FROM OBTAINING ALL OTHER  
NECESSARY PERMITS**

the Comprehensive Plan and whether the amendment complies with the applicable procedures and requirements of the Land Development Code.

The City Commissioners shall consider the recommendation of the Planning Commission including the record of the Planning & Zoning Commission hearing and any evidence that may be presented at the City Commission hearing. The City Commissioners shall make the final decision on the matter.

Order of Proceedings:

1. Introduction of Petition
2. Applicant Presentation
3. Staff Presentation
4. Interested Party Against
5. Rebuttals
6. Close of Formal Proceedings
7. Public Input
8. Close Public Hearing
9. Deliberation
10. Vote

INSTRUCTIONS FOR FILING A COMPREHENSIVE PLAN APPLICATION, INCLUDING A SMALL-SCALE FUTURE LAND USE MAP AMENDMENT

ITEM #1: The owner(s) must list their name(s), address(es), phone number(s) and interest in the property. The Applicant(s) must be the property owner(s). An agent designated for follows the first page of the application.

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

ITEM #3 Provide the 911 address and driving directions to the property from Palatka.

ITEM #4: Provide the size (acreage) of the property to be covered by the map amendment (if applicable)

Item #5: Provide the current zoning designation, the present future land use designation (this information is available at the department), proposed future land use designation, and describe the current use of the property; for example, vacant, residential, or commercial (type of business)

ITEM #6 State the purpose of the Comprehensive Plan or map amendment. You can provide additional letters or statements as an addendum.

ITEM #7 If there was a prop zoning comprehensive plan or variance for the property or you previously applied for a similar comprehensive plan text amendment, please provide the applicable case number(s). If non, pint "none".

Item #8 Each of the following items MUST be submitted with the application:

APPLICATION AND OTHER FEES IN ADDITION TO THE APPLICATION FEE, YOU WILL BE RESPONSIBLE FOR PAYMENT OF ANY FEES INCURRED FOR THIRD PARTY EXPERTS OR CONSULTANTS NECESSARY TO REVIEW AND ANALYZE TECHNICAL SUBMITTALS PROVIDED BY THE APPLICANT, INCLUDING BUT NOT LIMITED TO ENVIRONMENTAL ASSESSMENTS, HOUSING STUDIES, TRAFFIC STUDIES AND OTHER LEVEL OF SERVICE ANALYSES.

CONCEPT PLAN -The concept plan is an optional submittal. If one is provided it must be provided on no larger than legal size (8 ½" x 14") sheet of paper and must be legible, or if larger than 8 ½ " x 14" provide 15 hard copies and I digital copy.

AGENT DESIGNATION FORM -This can be submitted any time prior to the hearing and is not required unless the applicant(s) choose to designate an agent other than an applicant 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 #9 on the application form.

RECORDED DEED & LEGAL DESCRIPTION -A copy of the recorded deed and legal description for the property involved in the application must be provided (when applicable, for map amendments).

STATEMENT OR PURPOSE OF AMENDMENT: This is if you need additional space to provide any additional documentation to support your application.

PARCEL MAP- A current full-section map sheet showing the parcel that is the subject of the application. Date stamped copies are available from the Putnam County Property Appraiser's Office (for future land use map amendments only).

ITEM #9: ALL OWNERS OF RECORD OR APPLICANT(S) 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.

**Office Use Only**

Pre-application Meeting Confirmation

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

\_\_\_\_\_  
Staff Signature

**COMPREHENSIVE PLAN or FUTURE LAND USE MAP AMENDMENT APPLICATION**

I. Name of the property owner(s) or applicant:

Mailing Address(es):

_____	_____
_____	_____
_____	_____
_____	_____

Property 911 Address: \_\_\_\_\_

2. Parcel ID number(s) (for map changes) \_\_\_\_\_

3. Driving directions to property from City Hall:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Size of the property to be covered by the map amendment: \_\_\_\_\_ acres

5. Current zoning: \_\_\_\_\_ Current Future Land Use designation: \_\_\_\_\_

Proposed Future Land Use Designation: \_\_\_\_\_ Current use of property: \_\_\_\_\_

6. Purpose of the Amendment (attach additional paper if necessary);

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Prior zoning /comp plan actions on this property (include case number): \_\_\_\_\_

\_\_\_\_\_

8. Attach the following to the application form: (see instructions):

- A. Concept Plan (optional)
- B. Agent Designation form (if applicable)
- C. Recorded Deed, with Legal Description (if land use map change)
- D. Statement or purpose of change (if need a lengthier statement from #6 above)
- E. Parcel Map (if land use map change only) Full-section map from Property Appraiser's Office

**NOTICE: Submittal of a completed application represents express permission to Department staff to enter onto the property to conduct a site visit under the conditions described in paragraph 6 on page t 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.**

**YOUR SIGNATURE BELOW REPRESENTS YOUR AGREEMENT TO PAY ANY FEES INCURRED FOR THIRD-PARTY EXPERTS OR CONSULTANTS NECESSARY TO REVIEW AND ANALYZE TECHNICAL SUBMITTALS PROVIDED BY THE APPLICANT, INCLUDING BUT NOT LIMITED TO ENVIRONMENTAL ASSESSMENTS, HOUSING STUDIES, TRAFFIC STUDIES, AND OTHER LEVELS OF SERVICE ANALYSES.**

\_\_\_\_\_  
Signature(s) of Property owners

\_\_\_\_\_  
Phone Numbers

THE FOREGOING instrument was acknowledged before me on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

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

Personally known \_\_\_\_\_ Produced ID \_\_\_\_\_

Type of ID and number: \_\_\_\_\_

Personally known \_\_\_\_\_ Produced ID \_\_\_\_\_

Type of ID and Number \_\_\_\_\_

Ste of Florida, County of Putnam

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Notary Print

Notary Stamp/Seal:  
\_\_\_\_\_