



# APPLICATION FOR REZONING TO **PLANNED UNIT DEVELOPMENT**

For Digital Copies of this application, see: [www.coj.net/departments/planning+and+development/Applications/Planned Unit Development.html](http://www.coj.net/departments/planning+and+development/Applications/Planned+Unit+Development.html)

## TO BE COMPLETED BY PLANNING AND DEVELOPMENT DEPARTMENT ONLY

- 1. Ordinance #: \_\_\_\_\_
- 2. Staff Sign-Off Initials/Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- 3. Filing Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- 4. Development #: \_\_\_\_\_
- 5. Number of Signs To Be Posted: \_\_\_\_\_
- 6. 1<sup>st</sup> City Council: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- 7. Planning Commission: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- 8. LUZ: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- 9. 2<sup>nd</sup> City Council: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- 10. Current Zoning District(s): \_\_\_\_\_
- 11. Current Land Use Category: \_\_\_\_\_
- 12. Proposed Land Use Category: \_\_\_\_\_
- \*13. If applicable, indicate companion land use amendment application number: \_\_\_\_\_
- 14. Neighborhood Association (if applicable): \_\_\_\_\_

## TO BE COMPLETED BY THE APPLICANT

- 15. Previous Zoning Application Filed For Site? \_\_\_\_\_
- 16. If Yes, State Application No(s) \_\_\_\_\_
- 17. Council District: \_\_\_\_\_
- 18. Planning District: \_\_\_\_\_
- 19. Census Tract: \_\_\_\_\_
- 20. Total Land Area (Nearest 1/100th of an Acre): \_\_\_\_\_
- 21. Map Panel #: \_\_\_\_\_
- 22. Proposed PUD Name: \_\_\_\_\_

Before completing this form, carefully read the accompanying instructions. If space provided is not adequate, use a separate page, number and reference it, and attach it with the application. All PUD applications must be submitted unbound, typed or printed legibly in black ink, reviewed, verified for sufficiency and signed-off by Planning and Development Department staff prior to filing. For all PUD applications, TWO (2) copies must be filed with the Planning and Development Department, Suite 700, Florida Theatre Building, 128 East Forsyth Street, Jacksonville, Florida 32202. Phone number – (904) 630-1902

### A. GENERAL INFORMATION ON APPLICANT/OWNER(S)

- 1. Applicant's Personal Name: \_\_\_\_\_
- 2. Applicant's Company Name: \_\_\_\_\_
- 3. Applicant's Mailing Address: \_\_\_\_\_
- 4. Applicant's City, State, Zip code: \_\_\_\_\_, \_\_\_\_\_ - \_\_\_\_\_
- 5. Applicant's Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_
- 6. Applicant's Email Address: \_\_\_\_\_
- 7. Owner's Name: \_\_\_\_\_
- 8. Owner's Mailing Address: \_\_\_\_\_
- 9. Owner's City, State, Zip Code: \_\_\_\_\_, \_\_\_\_\_ - \_\_\_\_\_
- 10. Owner's Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

### B. JUSTIFICATION FOR REZONING APPLICATION: \_\_\_\_\_

**C. LOCATION OF PROPERTY**

- 1. Property Appraiser's Real Estate Number(s): \_\_\_\_\_
- 2. General Location: \_\_\_\_\_
- 3. Property Address: \_\_\_\_\_
- 4. Between Streets \_\_\_\_\_ and \_\_\_\_\_

**D. REQUIRED ATTACHMENTS FOR FORMAL, COMPLETE APPLICATION**

The following items must be labeled as exhibits and attached to 2 complete, unbound applications in the order prescribed below. All pages of the application must be on 8 1/2" X 11" paper with provision for page numbering by the staff as prescribed in the application instructions manual. Please check each item below and the PUD Check List for inclusion of information required.

- Exhibit 1 A very clear, accurate and legible legal description of the property that must be only and entirely placed on the JP&DD formatted forms provided with the application package. The legal description may be either lot and block or metes and bounds.
- Exhibit A Property Ownership Affidavit – Notarized Letter(s).
- Exhibit B Agent Authorization - Notarized letter(s) designating the agent.
- Exhibit C Binding Letter.
- Exhibit D Written description in accordance with the PUD Checklist and with provision for dual page numbering by the JP&DD staff.
- Exhibit E Site plan on 8 1/2" X 11" paper with provision for dual page numbering by the JP&DD staff.

**E. REQUIRED SUPPLEMENTAL INFORMATION (Submitted separately & not part of the formal application)**

- Exhibit F **8 Copies** of the site plan (24" X 36") drawn at a scale large enough to clearly indicate the following: (a) North arrow and scale; (b) Property lines and dimensions of the site; (c) Building locations and building lot coverage; (d) Parking area; (e) Required Landscaped Areas; (f) All ingress and egress locations (driveways, alleys and easements) within 660 feet; (g) Adjacent streets and rights-of-way; (h) jurisdictional wetlands; and (i) existing site conditions and improvements that will be undisturbed.
- Exhibit G **One copy** of the deed to indicate proof of property ownership.
- Exhibit H Aerial Photograph.
- Exhibit I Listed Species Survey (If the proposed site is greater than fifty acres).
- Exhibit J Other Information as required by the Department (i.e.-\*building elevations, \*signage details, traffic analysis, etc.).
- Exhibit K Site Location Map.

**F. PUBLIC HEARINGS AND POSTING OF SIGNS**

No application will be accepted until all the requested information has been supplied and the required fee has been paid. Acceptance of a completed application does not guarantee its approval by the City Council. The applicant will be notified of public hearing dates on this application upon the filing of the application. The applicant or authorized agent MUST BE PRESENT at the public hearings.

The required SIGN(S) must be POSTED on the property BY THE APPLICANT within 5 days after the filing of an application. The sign(s) may be removed only after final action of the Council and must be removed within 10 days of such action. The applicant must also pay for the required public notice stating the nature of the proposed request which is required to be published in an approved newspaper AT LEAST 14 DAYS IN ADVANCE OF THE PUBLIC HEARING. Advertising costs are payable by the applicant directly to the newspaper and the applicant must furnish PROOF OF PUBLICATION to the Planning and Development Department, 128 East Forsyth Street, Florida Theatre Building, Suite 700, Jacksonville, Florida, 32202, prior to the public hearing.

**G. APPLICATION CERTIFICATION**

I, hereby, certify that I am the owner or the authorized agent of the owner(s) of the property described herein, that all answers to the questions in this application and all information contained in the material attached to and made a part of this application, are accurate and true to the best of my knowledge and belief. I also attest by my signature that all required information for this rezoning application is completed and duly attached in the prescribed order. Furthermore, if the package is found to be lacking the above requirements, I understand that the application will be returned for correct information.

\_\_\_\_\_  
(Signature of Applicant) (Date)

**FOR OFFICIAL USE ONLY - FILING FEE INFORMATION**

- 1) Rezoning Application's General Base Fee: **\$1,500.00**
- 2) Plus \$10.00/acre or portion thereof \_\_\_\_\_ Acres @ \$10.00/acre: \_\_\_\_\_
- 3) Plus Notification Costs Per Addressee \_\_\_\_\_ Notifications @ \$7.00 each: \_\_\_\_\_
- 4) Total Rezoning Application Cost (Not to Exceed \$10,000): \_\_\_\_\_

**NOTE: Advertising Costs To Be Billed to Owner/Agent**

**ORDINANCE** \_\_\_\_\_

**Legal Description**

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# EXHIBIT A

## Property Ownership Affidavit

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

### City of Jacksonville

City Council / Planning and Development Department  
117 West Duval Street, 4<sup>th</sup> Floor / 128 East Forsyth Street, Florida Theatre Building, Suite 700  
Jacksonville, Florida 32202

Re: Ownership Certification

Gentleman:

I, \_\_\_\_\_ hereby certify that I am the  
Owner of the property described in the attached legal description, **Exhibit 1** in connection with  
filing application(s) for \_\_\_\_\_,  
submitted to the Jacksonville Planning and Development Department.

\_\_\_\_\_  
(Owner's Signature)

STATE OF FLORIDA  
COUNTY OF DUVAL

The foregoing affidavit was sworn and subscribed before me this \_\_\_\_\_ day of  
\_\_\_\_\_ (month), \_\_\_\_\_ (year) by \_\_\_\_\_  
who is personally known to me or has produced \_\_\_\_\_  
as identification.

\_\_\_\_\_  
(Notary Signature)

# EXHIBIT B

## Agent Authorization

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

### **City of Jacksonville**

City Council / Planning and Development Department

117 West Duval Street, 4<sup>th</sup> Floor / 128 East Forsyth Street, Florida Theatre Building, Suite 700

Jacksonville, Florida 32202

Re: Agent Authorization for the following site location:

\_\_\_\_\_

Gentleman:

You are hereby advised that the undersigned is the owner of the property described in **Exhibit 1** attached hereto. Said owner hereby authorizes and empowers \_\_\_\_\_ to act as agent to file application(s) for \_\_\_\_\_ for the above referenced property and in connection with such authorization to file such applications, papers, documents, requests and other matters necessary for such requested change.

\_\_\_\_\_  
(Owner's Signature)

STATE OF FLORIDA  
COUNTY OF DUVAL

The foregoing affidavit was sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year) by \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
(Notary Signature)

# EXHIBIT C

## Binding Letter

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

City of Jacksonville  
Planning and Development Department  
Jacksonville, Florida 32202

**Re: \_\_\_\_\_ PUD**

Ladies and Gentlemen:

You are hereby advised that the undersigned, owner of the above referenced property, being more particularly described in the PUD document attached hereto and by reference made a part hereof, hereby agrees to bind its successor(s) in title to development in accordance with (a) the site plan and the written description of the proposed development plan submitted with the rezoning application and (b) any conditions set forth by the City Council of the City of Jacksonville in the rezoning ordinance. Owner also agrees to proceed with the development of the subject property in accordance with items (a) and (b) above and will complete such development in accordance with the site plan approved by that ordinance. Provisions shall be made by written agreement for continuing operation and maintenance of all common areas and facilities that are not to be provided, operated or maintained by the City of Jacksonville.

Sincerely,

By: \_\_\_\_\_  
(Owner's Signature)

Its: \_\_\_\_\_

# EXHIBIT D

## PUD Written Description

INSERT NAME OF PUD  
INSERT CURRENT DATE

City Development Number: 0000

### I. PROJECT DESCRIPTION

DESCRIBE PROJECT

Number of acres, location of site, existing use, surrounding uses, types of businesses, proposed uses.

### II. USES AND RESTRICTIONS

**A. Permitted Uses:**

**B. Accessory Structures:**

- a. Accessory uses and structures are allowed as defined in Section 656.403 of the Zoning Code.

**C. Restrictions on Uses:**

### III. DESIGN GUIDELINES

**A. Lot Requirements:** INSERT APPROPRIATE REQUIREMENTS

- (1) *Minimum lot area:*
- (2) *Minimum lot width:*
- (3) *Maximum lot coverage:*
- (4) *Minimum front yard:*
- (5) *Minimum side yard:*
- (6) *Minimum rear yard:*
- (7) *Maximum height of structures:*

**B. Ingress, Egress and Circulation:**

(1) *Parking Requirements.* The parking requirements for this development shall be consistent with the requirements of Part 6 of the Zoning Code.

(2) *Vehicular Access.*

- a. Vehicular access to the Property shall be by way of \_\_\_\_\_, substantially as shown in the Site Plan. The final location of all access points is subject to the review and approval of the City's Traffic Engineer.
- b. Within the Property, internal access shall be provided by reciprocal easements for ingress and egress among the driveways of the various parcels of the Property, if ownership or occupancy of the Property is subdivided among more than one person or entity.

(3) *Pedestrian Access.*

- a. Pedestrian access shall be provided by sidewalks installed in accordance with the 2010 Comprehensive Plan.

### **C. Signs.**

(1) One (1) double faced or two (2) single faced signs not to exceed twenty-four (24) square feet in area and twelve (12) feet in height.

(2) One (1) street frontage sign per lot, not to exceed one (1) square foot for each linear foot of street frontage, to a maximum size of two hundred (200) square feet in area for every two hundred (200) linear feet of street frontage or portion thereof, is permitted provided such signs are located no closer than two hundred (200) feet apart, as provided in the Zoning Code. Such freestanding signs shall be of a monument style or as otherwise approved by the Planning and Development Department, not to exceed twenty-five (25) feet in height, and shall have architectural elements and design consistent with the buildings with which they are associated.

(3) Wall signs not to exceed ten percent (10%) of the square footage of the occupancy frontage of the building abutting a public right-of-way are permitted.

(4) One (1) under-the-canopy sign per occupancy, not exceeding a maximum of eight (8) square feet in area per sign, is permitted, provided that any square footage used for an under-the-canopy sign shall be subtracted from the maximum allowable square footage for wall signs on the building in question.

(5) Directional signs shall not exceed four (4) square feet.

### **D. Landscaping:**

DESCRIBE ANY DEVIATION FROM PART 12

The Property shall be developed in accordance with Part 12 Landscape Regulations of the Zoning Code.

**E. Recreation and Open Space:**

A minimum of 150 square feet of active recreation area shall be provided per each dwelling unit.  
A minimum of 1 acre of recreations area shall be provided per every 100 lots.

**F. Utilities**

Water will be provided by \_\_\_\_\_.  
Sanitary sewer will be provided by \_\_\_\_\_.  
Electric will be provided by \_\_\_\_\_.

**G. Wetlands**

Wetlands will be permitted according to local, state and federal requirements.

**IV. DEVELOPMENT PLAN APPROVAL**

With each request for verification of substantial compliance with this PUD, a preliminary development plan shall be submitted to the City of Jacksonville Planning and Development Department identifying all then existing and proposed uses within the Property, and showing the general layout of the overall Property.

**V. JUSTIFICATION FOR PLANNED UNIT DEVELOPMENT CLASSIFICATION FOR THIS PROJECT**

The proposed project is consistent with the general purpose and intent of the City of Jacksonville 2010 Comprehensive Plan and Land Use Regulations. The proposed project will be beneficial to the surrounding neighborhood and community.

- A. Is more efficient than would be possible through strict application of the Zoning Code;
- B. Is compatible with surrounding land uses and will improve the characteristics of the surrounding area;
- C. Will promote the purposes of the City of Jacksonville 2010 Comprehensive Plan.

**VI. PUD REVIEW CRITERIA**

DESCRIBE THE PROJECT AS IT RELATES TO EACH CRITERIA

- A. *Consistency with Comprehensive Plan.*
- B. *Consistency with the Concurrency Management System.* The Property will be developed in

accordance with the rules of the City of Jacksonville Concurrency Management System Office (CMSO), and it has been assigned City Development Number \_\_\_\_\_.

- C. *Allocation of Residential Land Use.*
- D. *Internal Compatibility/Vehicular Access.*
- E. *External Compatibility/Intensity of Development.*
- F. *Recreation/Open Space. .*
- G. *Impact on Wetlands.*
- H. *Listed Species Regulations*
- I. *Off-Street Parking & Loading Requirements.*
- J. *Sidewalks, Trails, and Bikeways.*
- K. *Stormwater Retention.*
- L. *Utilities.*

**EXHIBIT E**  
**PUD Site Plan**

# **INSTRUCTIONS FOR COMPLETING AND FILING THE APPLICATION FOR REZONING TO PLANNED UNIT DEVELOPMENT**

**NOTE: Please meet with the Planning and Development Department  
To determine the current Land Use and Zoning designations.**

## **Items 1 through 14 - To Be Completed By Planning And Development Department Only**

This block of 13 items are for official use only and will be completed by the Planning and Development Department staff.

## **Items 15 through 22 - To Be Completed By The Applicant**

The applicant should complete this block of 8 items with assistance from the staff of the Planning and Development Department if needed.

- Item 15. Previous Zoning Application Filed For Site?** Indicate by a **Yes** or **No** answer whether there has been a rezoning request sought for the subject property.
- Item 16. If Yes, State Application No(s).** If the answer to item 13 above is "YES", then indicate the prior rezoning application numbers for the subject property proposed for rezoning.
- Item 17. Council District:** Indicate the proper Council District number in which the subject rezoning application is located within.
- Item 18. Planning District:** Indicate the proper Planning District number in which the subject rezoning application is located within.
- Item 19. Census Tract:** Indicate the proper Census Tract number in which the subject rezoning application is located within.
- Item 20. Total Land Area (100ths of an Acre):** Indicate to the nearest one-hundredth of an acre the size of the subject property proposed for rezoning.
- Item 21. Map Panel #:** Indicate the proper zoning atlas panel number (or numbers) in which the subject rezoning application is located within (using older map numbering version).
- Item 22. Proposed PUD Name:** Indicate the proposed name of the proposed PUD for the subject property in this application. It is imperative that the proposed PUD development be given its own appropriate name since this name is incorporated into the legislation prepared for adoption by the City Council.

## **Section A - General Information on Applicant/Owner(s)**

- Item A-1. Applicant's Personal Name:** Provide the name of the applicant or agent. The applicant will be the contact person for all business relative to this application. If the owner is also the applicant, then the appropriate information on both the applicant and owner's items on this application should be completed in a similar manner.
- Item A-2. Applicant's Company Name:** Provide the name of the applicant or agent's company (if applicable).
- Item A-3. Applicant's Mailing Address:** Provide the mailing address (street or postal box) of the applicant.
- Item A-4. Applicant's City, State, Zip code:** Provide the city, state, and zip code of the applicant.
- Item A-5. Applicant's Daytime Phone Number:** Provide the daytime phone number of the applicant for any possible contact relative to the application.
- Item A-6. Applicant's Email Address:** Provide an email address (if available) for future transmittal of information via email.
- Item A-7. Owner's Name:** Provide the name of the owner (or owners) of the property seeking the rezoning. If there is more than one property owner participating in the application for the rezoning, then this item on the application itself should list the primary property owner and the remaining property owners should be listed on another page, numbered and referenced, and attached to the application.
- Item A-8. Owner's Mailing Address:** Provide the mailing address (street or postal box) of the owner. If this application includes more than one property owner, then the line on this application should list the primary property owner's mailing address and the remaining property owners should be listed on a separate page, numbered and referenced, and attached to the application.
- Item A-9. Owner's City, State, Zip code:** Provide the city, state, and zip code of the owner. If more than one owner is included on the application, list the primary property owner's city, state, and zip code on the form and list the other property owners' cities, states, and zip codes on a separated page, numbered and referenced, and attached to the application.
- Item A-10. Owner's Daytime Phone Number:** Provide the daytime phone number of the owner for any possible contact relative to the application. If more than one owner is included on the application, list the primary property owner's phone number on the form and list the other property owners on a separate page, numbered and referenced, and attached to the application.

## **Section B – Justification for Rezoning Application**

Explain the basis for your request. Give solid and convincing reason(s) as to why the current zoning district is not appropriate for the property, and why the requested zoning district is more suitable. Indicate the proposed specific use(s) expected to be developed if the proposed zoning district change is granted by City Council.

## **Section C – Location of Property**

- Item C-1. Property Appraiser's Real Estate Number(s):** From Duval County's Property Appraiser's records, indicate all of the real estate (RE) numbers for all of the parcels included in the rezoning application. Provide the RE number also if only a portion of a parcel is being changed. Please list these real estate numbers in ascending numerical order.
- Item C-2. General location:** Give the generalized description of the subject property's location in the City. (Example: north side of \_\_\_\_\_ Road and east of \_\_\_\_\_ Street in Arlington, or NW corner of \_\_\_\_\_ street and \_\_\_\_\_ road in Marietta.)
- Item C-3. Property Address:** Indicate the street address of the property (assigned by the *Zoning Section* of the Planning and Development Department at City Hall Annex, Room 100, 220 East Bay Street).
- Item C-4. Between Streets:** Indicate the names of the nearest streets (or other major feature on the land such as a creek or major electric power line easement) on both sides of the subject property.

## **Section D – Required Attachments for Formal, Complete Application**

All completed PUD rezoning applications should include the seven items listed in *Section D* for required attachments. All required maps, legal documents and supportive data must be on 11" by 8½" paper. To ensure that the applicant has provided all of the required attachments, the applicant is required to check each appropriate bracket next to the seven items. Failure to provide the necessary information in the required format or order will result in return of the application.

- EXHIBIT 1 Legal Description:** Attach a copy of the legal description of the property, which is one of the documents included in the package when the property is purchased. The legal for the land area of the requested land use amendment only should be placed on a separate page titled. **Please use the current LEGAL DESCRIPTION (Exhibit 1) forms provided by the Planning and Development Department. Please do not create your own legal description pages!** The legal must be clearly legible.
- EXHIBIT 2 Site location/vicinity map:** Provide a vicinity map showing the general location of the subject property.
- EXHIBIT A Property Ownership Affidavit:** The application must include this form that provides a notarized affidavit from each property owner that has property included within the boundaries of the proposed land use amendment application. If the property or properties are corporately owned, then an officer of the corporation may be designated to sign this Exhibit for the corporation. One copy of the Warranty Deeds will also be required for submission, but should not be included with the formal application. The warranty deeds should be submitted under separate cover for the staff's use in verifying ownership.
- EXHIBIT B Agent Authorization:** This notarized letter(s) designates the agent: If the applicant is a representative or an agent of the property owner(s), attach letter(s) signed by owner(s) designating the representative/agent. The letter(s) must be duly notarized. If the owner is a firm or corporation, the official who is authorized to sign such documents on behalf of the firm may sign the letter.
- EXHIBIT C Binding Letter:** A binding letter is required in a PUD rezoning application to indicate that the owners of the subject property agree to bind their successor(s) to the adopted master plan, written description of proposed development plan and any conditions set forth by the

City Council. An example of a binding letter is provided in the **PUD CHECKLIST** document.

**EXHIBIT D PUD Written Description:** This exhibit provides detailed development information for the PUD. The written description is more comprehensive than the general information requested under Section B of the application (Justification for Rezoning Application). An example of a written description is provided in the **PUD CHECKLIST** document.

**FORMAT for PUD Written Description and Site Plan Exhibit Page Numbering:**

The margin for a footnote should be set at 3/10ths of an inch from the bottom of the page on the right side. The font style being utilized on the forms provided with the application is **ARIAL**. The font size being utilized is 10 point and **should be bold**. This special page numbering is for each page of a **PUD's Written Description and Site Plan**. As indicated on the forms, this footnote should appear as follows in the lower right corner (**but not be numbered**):

EXHIBIT \_\_\_\_\_  
Page \_\_\_\_\_ of \_\_\_\_\_

**EXHIBIT E Site Plan:** A detailed site plan on 11" by 8½" paper for the proposed PUD is required which is prepared at a scale large enough to clearly indicate all of the following information. Larger maps may also be included to provide more readable maps. The detailed requirements for information on the site plan are provided in an additional **PUD CHECKLIST** document provided by the staff of the Planning and Development Department. **Be sure that the Site Plan page also has the same Exhibit \_\_\_\_\_ – Page \_\_\_ of \_\_\_ footnote in the lower right hand corner of the page as indicated above as well as the Page \_\_\_\_\_ of \_\_\_\_\_ in the lower left corner of the page.**

**Section E - Required Supplemental Information**

The following items are required to be submitted but should be submitted separately from the more formal PUD application.

**EXHIBIT F 8 Copies** of the **Site Plan** on a maximum of 24" by 36" paper at a scale large enough to clarify indicate the information identified on the **PUD Checklist** and the application in Section E.

**EXHIBIT G One Copy of Warranty Deed(s):** One copy of the site's warranty deeds must be submitted separately from the formal PUD rezoning application.

**EXHIBIT H Aerial Photograph** – Unless site is extremely small, an aerial photograph of the site should be submitted as supplemental information.

**EXHIBIT I For sites in excess of 50 acres, a Listed Species Survey is required to be provided as supplemental information, but not included in the formal PUD application.**

**EXHIBIT J Other:** Provide additional information as deemed appropriate according to the Current Planning Division staff of the Planning and Development Department which may more clearly describe or resolve special issues relative to the rezoning request.

**EXHIBIT K Site Location Map:** Provide a map that indicates the site's general location.

## **Section F – Public Hearings and Posting of Signs**

This section provides general information and legal requirements regarding posting of signs and the public hearings.

## **Section G – Application Certification**

The applicant, once having completed the application and attaching the required documents identified in Section D, shall sign the application. If the owner is also the applicant, then the signature should be the property owner. By signing this application, the applicant acknowledges that the application may be returned if the application is deemed lacking the proper attachments or the proper order of attachments to the application. **The applicant also certifies responsibility for paying the newspaper advertising costs of the rezoning request.**

## **Additional Information**

Once the application is completed, the applicant returns the application to the Current Planning Division in the Florida Theatre Building **UNLESS** the rezoning application is companion to a proposed land use amendment. If the rezoning application is companion to a land use amendment, then the rezoning application must be presented to the appropriate land use planner at the Planning and Development Department in the Florida Theatre Building along with the land use amendment application.

Once the application is accepted for filing, the applicant will receive an invoice or filing fee statement indicating the filing fees for the rezoning application. Once the rezoning fees are paid by the applicant, a copy of the fee receipt is returned by the applicant to either the PUD Planner in the Current Planning Division or the district planner in the Strategic Planning Division, depending upon where the application was required to be filed.

**Page Numbering: All documents introduced to the City Council must be appropriately labeled and numbered. Thus provision must be made in the land use amendment and rezoning applications for every single page to be appropriately numbered...this includes titles pages. Applicants are requested to provide the appropriate “Page \_\_\_\_\_ of \_\_\_\_\_” on every page and to NOT NUMBER THE PAGES. The staff, after adding maps and the 350-radius information to the application will number the pages prior to the applications being forwarded to the General Counsel’s office and the City Council’s Legislative Services Division.**

**FORMAT for complete application Page Numbering: “Page \_\_\_\_\_ of \_\_\_\_\_”. The margin for a footnote should be set at 3/10ths of an inch from the bottom of the page on the left side of each page. The font style being utilized on the forms provided with the application is **ARIAL**. The font size being utilized is 10 point and **should be bold**.**

Only two (2) sets of the application are now required to be submitted, but these two applications must be submitted either paper-clipped or clamped, **NOT STAPLED**.

Only one (1) copy of the ownership deeds will be required for an application. The ownership deeds are not to be included with the formal application, but submitted separately for staff review.

If the number of individual owners or entities (corporations, Ltds, etc.) exceeds four owners, then the **Property Ownership Exhibit** forms should be used to list all of the owners of the property undergoing the proposed land use change. The listing of owners should include each of the Real Estate numbers matched to the name of the property owners and their addresses. **Please note** that applications with the ownership description of “**et al**” will not be accepted unless this list is used to identify all owners associated with the “**et al**”.