



# APPLICATION FOR SMALL-SCALE LAND USE AMENDMENT TO THE FUTURE LAND USE MAP SERIES - 2010 COMPREHENSIVE PLAN

FOR OFFICIAL PLANNING & DEVELOPMENT DEPARTMENT USE ONLY

Date Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_ JP&DD Application Number: \_\_\_\_\_

Land Use Ordinance No.: \_\_\_\_\_ Rezoning Ordinance No.: \_\_\_\_\_

1st City Council Public Hearing: \_\_\_\_/\_\_\_\_/\_\_\_\_ Planning Commission's LPA Public Hearing: \_\_\_\_/\_\_\_\_/\_\_\_\_

LUZ Committee's Public Hearing: \_\_\_\_/\_\_\_\_/\_\_\_\_ 2nd City Council Public Hearing: \_\_\_\_/\_\_\_\_/\_\_\_\_

Before completing this application form, applicants are advised to carefully read the instructions accompanying this application. If space provided is not adequate, provide the information on a separate page, number and reference it, and attach it with application. **Two (2) COMPLETE** applications must be typed or printed legibly in black ink and submitted unstapled to: Jacksonville Planning and Development Department, 128 East Forsyth Street, Florida Theatre Building, Suite 700, Jacksonville, Florida 32202.

## I. GENERAL INFORMATION ON APPLICANT/AGENT

**A. Applicant's Name:** \_\_\_\_\_

**Applicant's Company Name:** \_\_\_\_\_

**Applicant's Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Applicant's City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zipcode:** \_\_\_\_\_ - \_\_\_\_\_

**Daytime Phone Number:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Fax Number:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Applicant's Email Address:** \_\_\_\_\_

**B. Property Owner Name(s):** \_\_\_\_\_

**Property Owner(s) Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Property Owner(s) City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zipcode:** \_\_\_\_\_ - \_\_\_\_\_

**Daytime Phone Number:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Fax Number:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## II. DESCRIPTION OF PROPERTY

**A. Amount of Acreage for Amendment (rounded to the nearest hundredth of an acre):** \_\_\_\_\_

### **B. Property Location**

1) **Property Appraiser's RE #s (in ascending order):** \_\_\_\_\_

2) **General Location:** \_\_\_\_\_

3) **Property Address (If known):** \_\_\_\_\_

4) **Subdivision, Block and Lot (If known):** \_\_\_\_\_

5) **Between Streets/Major Features** \_\_\_\_\_ **and** \_\_\_\_\_

6) **Planning District:** \_\_\_\_\_ 7) **Council District #:** \_\_\_\_\_ 8) **Map Panel(s) #:** \_\_\_\_\_

III. UTILITIES

Indicate utilities to serve the site for potable water: \_\_\_\_\_ and sanitary sewer: \_\_\_\_\_

IV. LAND USE AMENDMENT / REZONING REQUEST INFORMATION

A. Current Utilization of Property (See Instructions): \_\_\_\_\_

B. Site's Current 2010 Comp Plan FLUM Category Designation(s)/Acreage: \_\_\_\_\_  
Current Land Use Category #1: \_\_\_\_\_ Acreage: \_\_\_\_\_  
Current Land Use Category #2: \_\_\_\_\_ Acreage: \_\_\_\_\_

C. Requested 2010 Comp Plan FLUM Designation: \_\_\_\_\_

D. Surrounding 2010 Comp Plan FLUM Designation(s): \_\_\_\_\_

E. Reason / Justification for Land Use Amendment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. Site's Current Zoning District(s)/Acreage: \_\_\_\_\_  
Current Zoning District #1: \_\_\_\_\_ Acreage: \_\_\_\_\_  
Current Zoning District #2: \_\_\_\_\_ Acreage: \_\_\_\_\_

G. Requested Zoning District: \_\_\_\_\_

V. REQUIRED ATTACHMENTS FOR COMPLETE APPLICATION

- Exhibit 1: Legal Description - Accurate legal description (may be either lot and block or metes and bounds) of specific property being requested for land use change. (Use only the JP&DD Ordinance Exhibit 1 Forms).
- Exhibit A: Property Ownership Affidavit – Notarized Letter(s). (One copy of the Warranty Deeds must be submitted separately as supplemental information.)
- Exhibit B: Agent Authorization - Notarized letter(s) designating the agent.

VI. SUPPLEMENTARY INFORMATION THAT MAY BE REQUIRED WITH APPLICATION

The applicant may be required to furnish additional information about the property relative to the following factors, where applicable:

- A. Soils.
- B. Natural Vegetation/Wildlife.
- C. Wetlands (type, location and amount of acreage to the nearest one-hundredth acre).
- D. Topography/Flood Prone Areas.
- E. Historic Resources/Sites and Significant Archaeological Sites.
- F. Aquifer Recharge Area.
- G. Other Support Data Required By Staff: \_\_\_\_\_

VII. APPLICATION CERTIFICATION (Must be signed & dated)

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.

\_\_\_\_\_  
(Signature of Applicant/Agent)

\_\_\_\_\_  
(Date)

# **SMALL-SCALE LAND USE APPLICATION CHECKLIST** **And CERTIFICATION For SUFFICIENCY**

*The following listing below reflects the basic application package required for submission of a Small-Scale Land Use Amendment application. Please check each box below for assurance of inclusion and attach this signed and dated checklist to the land use application. The applicant is required to file the companion rezoning application at the same time that the Small-Scale land use amendment is filed. Please note that a companion PUD rezoning application must be reviewed, initialed and dated for sufficiency by the Current Planning Division's PUD staff.*

**Two (2) complete Sets of the Small-Scale Land Use Application and Rezoning Application must be filed. The application form and required exhibits must be submitted on 8½ X 11 sized paper and clamped/paper-clipped (not stapled) in the following order:**

- [ ] Fully completed application form filled out in conjunction with the District Land Use Planner's assistance. In accordance with formatting procedures indicated in the application instruction manual, "**Page \_\_ of \_\_**" must be placed in the lower left corner of each and all pages of the application. The **JP&DD staff will number all application pages** just prior to forwarding the application on to the General Counsel and the City Council's Legislative Services Division. The staff will also number the application's appropriate **Exhibit 1** pages.
  
- [ ] **Exhibit 1** - A very clear, accurate and legible legal description of the property on the "**Ordinance format**" forms provided **only** by the JP&DD (**Exhibit 1**). (The legal description should not be a faint or distorted copy that is difficult to read or duplicate.) **The entire legal description must be on these Exhibit 1 pages. Do not number Exhibit 1 Pages.**
  
- [ ] **Exhibit A** – A notarized letter from each property owner(s) that involves a request for a land use change. One copy of the warranty deed(s) (reduced down to 8½ X 11 pages) must be submitted as supplemental information, but not attached to the formal application.
  
- [ ] **Exhibit B** – A notarized letter signed by the property owner(s) that provides authorization for the application's agent to represent owner(s) (if applicant is not the owner).
  
- [ ] Wetland map (if site contains wetlands) indicating exact location, acreage size, and types of wetlands found on site.
  
- [ ] Additional information found by JP&DD staff to be required during the Pre-Application Conference.

---

*I attest by my signature that all required information for this Small-Scale Land Use Amendment Application and companion Rezoning Application are completed and duly attached in the above-prescribed order. If the package is found to be lacking the above requirements, I understand that the application will be returned for correct resubmission. I further acknowledge that if my applications are found insufficient due to inaccurate or inadequate information past the sufficiency review deadline, my applications would be deferred to a future application series once my application is found sufficient.*

\_\_\_\_\_  
(Signature of Applicant/Agent)

\_\_\_\_\_  
(Date)



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

**Legal Description**

---

# 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)

**INSTRUCTIONS FOR COMPLETING THE APPLICATION  
FOR REQUESTING A SMALL-SCALE LAND USE AMENDMENT  
TO THE 2010 COMPREHENSIVE PLAN**

**I. GENERAL INFORMATION**

- A. Applicant's Name, etc:** Give the name, address, daytime phone number, fax number and email address of the applicant. The applicant is an individual who will be the contact person for all business relative to this application.

Apart from the public agencies/officials stated in Section 650.401(b) of the *Ordinance Code*, an applicant for a plan amendment for a parcel of real property may be the owner or a representative/agent of the owner(s) of the property. The agent/representative may be a person, firm or agency that is specifically designated by the owner(s).

- B. Owner's Name, etc:** Enter the name, address, daytime phone number and fax number of the property owner. (The owner may be a person, firm, agency or an organization). If the application for the property includes more than one name, attach a separate sheet listing all of the property owner's names, addresses and daytime telephone numbers.

**II. DESCRIPTION OF THE PROPERTY**

- A. Property Acreage:** Indicate the total land area (to the nearest 1/100th of an acre) of the subject property.

**NOTE:** If an application indicates the existing land use category to be more than one category, then the applicant in Section IV-B of this application must provide the acreage breakdown for each of the site's existing land use categories within the proposed site requested for change.

- B. Property Location:**

- 1) Property Appraiser's 'RE' Number:** From Duval County's Property Appraiser's records, indicate all of the real estate (RE) numbers for all of the parcels included in this application for land use change. (Provide the RE number also if only a portion of a parcel is being changed.) Please list the RE numbers on the form in ascending numerical order.
- 2) General location:** Give the generalized description of the subject property's location in the City. (Examples: "on the north side of Dunn Avenue and east of Lem Turner Road" or "at the NW corner of Beach Boulevard and Southside Boulevard" or "on the north side of Normandy Boulevard and 500 feet east of CSX Transportation Railroad").
- 3) Property Address:** Indicate the street address of the property (assigned by the *GIS Section* of the Planning and Development Department).
- 4) Subdivision, Block and Lot:** If subject property is part of one or more subdivisions indicate the subdivision name, block number(s) or letter(s) and the lot number(s).

- 5) **Between Streets:** Indicate the names of nearest streets (or major physical landmark such as a power line easement or a creek or river) paralleling on both sides of the subject property.
  - 6) **Planning District:** Indicate the City of Jacksonville's designated planning district name and number in which the subject site is located.
  - 7) **Council District:** Indicate the City Council District number in which the subject property is located.
  - 8) **Land Use/Zoning Panel Number(s):** Identify all of the zoning panels (maps) in which the application site is located on. If the site is located on multiple map panels, list the map panel first, which includes the majority of the site in the application.
- C. **Utilities serving the site for potable water and sanitary sewer:** Enter the name of the utility/utilities serving the site for potable water and sanitary sewer. If the property is not currently served by any water supply and/or sewage disposal system(s), indicate how the service will be provided to the site. **If the provider for water or sewer is a private utility, please provide the utility's name and mailing address.**

### **III. LAND USE AMENDMENT/REZONING REQUEST INFORMATION**

- A. **Current utilization of the property:** Indicate how all of the subject property is presently being utilized, i.e.; retail store, office, vacant land, vacant commercial building, convenience store, gas station, single-family residence, dairy farm, etc.
- B. **Current 2010 Comprehensive Plan Land Use Designation(s):** Indicate the functional land use category(s) for the subject property on the adopted Future Land Use Map series (FLUMs) of the 2010 Comprehensive Plan. **If there is more than one land use category on the site, please indicate each land use category's acreage amount as well as the total site's acreage to nearest 1/100th of an acre (II. A. of application on page 1).**
- C. **Requested Land Use Designation:** Indicate the land use category that is being requested for the property. (This category must be from the land use classifications included in the Future Land Use Element (FLUE) of the *2010 Comprehensive Plan*.)
- D. **Surrounding Land Use Designations:** Indicate the land use categories that surround the entire subject property. (These categories must be from the land use classifications included in the Future Land Use Element (FLUE) of the *2010 Comprehensive Plan*.)
- E. **Reason/Justification for the Amendment:** Explain the basis for your request. Give solid and convincing reason(s) as to why the current designation is not appropriate for the property, and why the requested use is more suitable.

Chapter 9J-5, *FAC* requires adequate data and analysis to justify any change(s) in an adopted plan. Accordingly, any relevant information, which will support the request, should be included. This may include:

- 1. Compatibility of the requested use(s) with the existing and proposed land uses depicted on the FLUMs for the area adjacent to the subject property.
- 2. Relationship of the property to the surrounding road network.

3. Availability and demand for sanitary sewer, solid waste, drainage, potable water, traffic circulation, recreation, schools, and fire and rescue services.
  4. Compatibility of the proposed land use amendment with the objectives and policies of the FLUE and other *2010 Comprehensive Plan* elements.
  5. Availability of, and demand for, land in the land use category requested.
- F. Current Zoning District Designation(s):** State the existing zoning for the subject property. If the property has more than one zoning district, include a map showing the zoning district boundaries. **If there is more than one zoning district on the site, please indicate the amount of acreage for each zoning district within in the proposed site's companion rezoning application.**
- G. Requested Zoning District Designation:** Indicate the zoning district desired for the property under the requested land use.

#### **IV. REQUIRED ATTACHMENTS**

- 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 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 letter may be signed by the official who is authorized to sign such documents on behalf of the firm.

#### **V. SUPPLEMENTARY INFORMATION**

The applicant may furnish any additional information in support of his request. This may include information, including maps, relating to:

- A., B., C., D. and F. Natural features** - such as soils, vegetation, wetlands, topography, flood prone areas, groundwater aquifer recharge areas etc.
- E. Historic Resources:** Indicate if there are any known historic or archaeological resources on the site.

- G. **Other Support Data:** Socio-economic data, market studies, traffic analysis, specially designated district(s), i.e.; AICUZ, Wellhead Protection Zone etc.

## GENERAL COMMENTS AND REQUIREMENTS

**Proof of payment of filing fees:** After the Jacksonville Planning and Development Department has conducted the Preview Workshop and found the application to be sufficient for required application information and data, the Department will issue the applicant an invoice and Tax Collector "CR" Invoice for both the required land use and companion rezoning indicating the amount of respective application fees. The applicant shall present all invoices to the Tax Collector's Office, pay the required application fees, and return the original validated City of Jacksonville's "CR" Statement and JP&DD invoice to the Department to make a copy of the validated invoices for the applicant's own records and retain the original 4 invoices. Proof of payments finalizes the official opening of the applications. **Please do not go to the Tax Collector's office without the appropriate four invoice pages.**

For Small-Scale land use amendment applications, the zoning application must be filed and paid at the same time as the land use amendment is filed and paid. PUD zoning applications must have the acceptance initials from the Current Planning Division's PUD staff prior to submitting either the land use amendment application or the PUD application before they may be filed with the Land Use Amendment Team.

**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 by the staff...this includes titles pages. Applicants are requested to **NOT NUMBER THE PAGES** but, are requested to provide the appropriate "Page \_\_\_\_ of \_\_\_\_" on every page so that the JPDD staff can then number the pages after adding the appropriate maps to your submitted application. 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**.

All maps, site plans and attachments included in the applications must be 8 1/2" x 11" in size. Every map must include the title, legend, scale and the north arrow. The maps should be black and white and the patterns, where used, should be clearly distinguishable from each other. All lettering and printing must be clearly legible, including the names of streets and any other significant features.

Only two 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 copy of the appropriate deeds will be required for an application. The 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 Exhibit 3 for Property Ownership 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".**