



# APPLICATION FOR REZONING TO CONVENTIONAL ZONING DISTRICTS

For Digital Copies of this application, see: <http://www.coj.net/Departments/Planning+and+Development/Applications/Conventional>

## TO BE COMPLETED BY PLANNING AND DEVELOPMENT DEPARTMENT ONLY

- 1. Ordinance #: \_\_\_\_\_ 2. # of Signs to Post: \_\_\_\_\_ 3. Filing Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
- 4. 1<sup>st</sup> City Council Hearing Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ 5. Planning Commission Hearing Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
- 6. LUZ Committee Hearing Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ 7. 2<sup>nd</sup> City Council Hearing Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
- 8. Current Zoning District(s): \_\_\_\_\_ 9. Current Land Use Category: \_\_\_\_\_
- 10. Companion land use amendment application number (If applicable): \_\_\_\_\_
- 11. Neighborhood Association (If Applicable): \_\_\_\_\_
- 12. Neighborhood Action Plan or Corridor Study Area (If Applicable): \_\_\_\_\_

## TO BE COMPLETED BY THE APPLICANT

- 13. Zoning District Proposed: \_\_\_\_\_ 14. Land Use Category Proposed: \_\_\_\_\_
- 15. Previous Zoning Application Filed For Site? \_\_\_\_\_ 16. If Yes, State Application #: \_\_\_\_\_
- 17. Council District: \_\_\_\_\_ 18. Planning District: \_\_\_\_\_ 19. Census Tract #: \_\_\_\_\_
- 20. Total Land Area (Nearest 1/100<sup>th</sup> of an Acre: \_\_\_\_\_ 21. Map Panel Number: \_\_\_\_\_

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 to the application. Application must be unbound, typed or printed legibly in black ink. For rezoning related to Small-Scale or Semi-Annual land use amendments, 2 copies of the complete rezoning application along with required supplemental information and the land use amendment application should be filed with the District Land Use Planner.

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

- 1. Applicant's/Agent's Personal Name: \_\_\_\_\_
- 2. Applicant's Company Name: \_\_\_\_\_
- 3. Applicant's Mailing Address: \_\_\_\_\_
- 4. Applicant's City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_
- 5. Applicant's Email Address: \_\_\_\_\_
- 6. Applicant's Daytime Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_
- 7. Owner's Name: \_\_\_\_\_
- 8. Owner's Mailing Address: \_\_\_\_\_
- 9. Owner's City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_
- 10. Owner's Daytime 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 attached to each application in the order prescribed below. All pages of the application must be on 8½" by 11" paper with provision for page numbering by the staff as prescribed in the application instructions manual. Please check each item below for inclusion of information required.

- Exhibit 1 - A very clear, accurate and legible legal description of the property on the form provided with application package (Exhibit 1). The legal description (which may be either lot and block or metes and bounds) should not be a faint or distorted copy that is difficult to read or duplicate.
- Exhibit A: Property Ownership Affidavit – Notarized Letter(s).
- Exhibit B: Agent Authorization - Notarized letter(s) designating the agent.

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

- One copy of the Deeds to indicate proof of property ownership.

**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 for the hearings on this application upon the filing of this 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) must remain posted for at least 14 days prior to the Land Use and Zoning Committee's public hearing. 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 Current Planning Division of the Planning and Development Department, 128 East Forsyth Street, Florida Theatre Building, Suite 700, Jacksonville, Florida, 32202, prior to the public hearing.

**F. 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)

<u>FOR OFFICIAL USE ONLY - FILING FEE INFORMATION</u>	
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 Addressees: _____ Notifications @ \$7.00/Address	\$ _____
4) TOTAL Rezoning Application Cost:	\$ _____
Note: Advertising Costs To Be Billed To Applicant	

**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)

# **INSTRUCTIONS FOR COMPLETING AND FILING THE APPLICATION FOR REZONING TO CONVENTIONAL ZONING DISTRICTS**

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

## **Items 1 through 12- To Be Completed By Planning & Development Department Only**

This block of 12 items are for official use only and will be completed by the Planning and Development Department staff.

## **Items 11 through 19- To Be Completed By The Applicant**

The applicant should complete this block of 9 items with assistance from the staff of the Planning and Development Department if needed.

- Item 13. *Zoning District Proposed:*** Indicate the zoning district being requested in this application located for the subject property.
- Item 14. *Land Use Category Proposed:*** If the requested rezoning necessitates a change in the current FLUMs' land use category, please indicate the proposed land use category being sought in a companion land use amendment application.
- Item 15. *Previous Zoning Application Filed for Site?*** Indicate by a **Yes** or **No** answer whether there has a rezoning request sought for the subject property.
- Item 16. *If Yes, State Application No(s).*** If the answer to Item 9 above is "YES", then indicate the prior rezoning application numbers for the subject property.
- Item 17. *Council District:*** Indicate the proper Council District number in which the subject property proposed for rezoning is located within.
- Item 18. *Planning District:*** Indicate the proper Planning District number in which the subject property proposed for rezoning is located within.
- Item 19. *Census Tract:*** Indicate the proper Census Tract number in which the subject property proposed for rezoning is located within.
- Item 20. *Total Land Area (Nearest 1/100th 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 property proposed for rezoning is located within.

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

- Item A-1. Applicant's/Agent'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, Zipcode:** Provide the city, state, and zipcode of the applicant.
- Item A-5. Applicant's Daytime Phone and Fax Numbers:** Provide the daytime phone number and fax 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 separate page, numbered and referenced, and attached to the application.
- Item A-10. Owner's Daytime Phone and Fax Numbers:** Provide the daytime phone and Fax numbers 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 separated 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, list all of the complete 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) on both sides of the subject property.

## **Section D - Required Attachments For Complete Application**

All completed rezoning applications should include the four 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 four 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 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.

## **Section E - Required Supplemental Information**

The fifth item is required to be submitted by the applicant under separate cover and not included as an attachment to the formal rezoning application. Only one copy of the Warranty Deed(s) is required to be submitted to the JP&D Department. The staff will utilize this one copy to verify ownership

## **Section F - 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 rezoning 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 7<sup>th</sup> Floor of Planning and Development Department **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 district land use planner in the Long Range Planning Section of 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 soon 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 7<sup>th</sup> Floor of the Planning and Development Department or the district planner in the Long Range Planning Section, 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 not be bold**.**

**Only one copy of the deed will be required for an application. The deed is 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 3 form 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”.**