MEMORANDUM

TO: Applicant
FROM: Planner
SUBJECT: Project PUD
DATE: Month XX, YEAR

Effective November 10, 2009 rezoning applications shall be required to post signs in accordance with Ordinance 2009-0548-E, amending Section 656.124(c) of the Jacksonville Ordinance Code. This ordinance adopted new sign posting procedures and requirements that include providing photographic evidence and a signed affidavit attesting to the posting of signs and is required as follows.

Within ten working days after the applicant has been notified that an application for a rezoning has been determined to be complete by the Department, the applicant shall provide the Department with a picture of each posted sign and a notarized affidavit in which the applicant acknowledges that the signs have been posted in conformance with Section 656.124. Upon receipt of full payment for the requested rezoning the City has effectively deemed the application to be complete and Department will notify applicant to pick up the required notice signs and return to the Department within 10 days a picture of each posted sign and a signed sign posting affidavit.

The signs shall be maintained by the applicant for the entire duration of the rezoning process. The signs shall be inspected by the Department subsequent to posting, at least once, a reasonable period of time prior to the advertised public hearing, but not less than 14 days prior to the public meeting at the Planning Commission. If such inspection reveals that the sign(s) herein required have not been properly maintained, the Department shall inform the applicant and the applicant shall have three working days to repost the signs and provide the Department with a picture of each posted sign and a notarized affidavit approved by the Department in which the applicant acknowledges that the signs have been reposted in conformance with Section or 656.124. The failure of the Department to make such inspections or of the sign to remain in place, as required herein, shall not invalidate or otherwise have any effect upon a public hearing or action taken by the Council on an application for comprehensive plan amendment. The sign shall be removed by the applicant within ten days after final action by the Council on the rezoning application.

For the posting of “Notice of Public Hearing” signs, please see the attached affidavit that must be signed and returned to the Department along with attached photos of the signs, which are required to be posted at intervals of approximately 200 feet along all street sides in full view of the public street or nearest street right-of-way, with a notation indicating the direction and distance to the land.

SEE REVERSE SIDE
If the applicant has not submitted the pictures of the posted or reposted signs, if necessary, and the accompanying notarized affidavit required per section 656.124(c), the Department shall notify the Council committee of reference, which will result in a deferral of the item to be heard. The Council committee of reference shall not approve, approve with conditions or deny any item unless the applicant has submitted the pictures of the posted or reposted signs, if necessary, and the accompanying notarized affidavit in accordance with the requirements set forth in section 656.124(c).

NOTICE OF PUBLIC HEARING SIGN POSTING AFFIDAVIT

I hereby attest that the attached pictures show the NOTICE OF PUBLIC HEARING SIGNS provided to me for application _______________ were posted in conformance with Section on the property/site located at:

Real Estate Number(s)

Address

City, State

Printed Name

Signature

Dated this ______ day of _______________________ 20____.

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this ____day of ______________, 20___, by________________________________________ (Applicant/Agent)

Such person(s): (notary must check applicable box)

is (are) personally known to me; or

produced a current ________________ driver's license as identification; or

produced ___________________________ as identification.

____________________________
[Print or type name]
Notary Public, State of Florida at Large