

**PUTNAM COUNTY
PLANNING & DEVELOPMENT SERVICES**

2509 Crill Ave., Suite 300
Palatka, FL 32177
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Email: pzb@putnam-fl.com
Website: main.putnam-fl.com



Planning: (386) 329-0491
Zoning: (386) 329-0316
Building: (386) 329-0307
Animal Control (386) 329-0396
Code Enforcement (386) 329-0317

VESTING DETERMINATION APPLICATION

1. Name of Property Owners(s) _____ Address(es)(Street, City, State, Zip): _____

- 911 Address: (Street) _____
(City) _____ (State) _____ (Zipcode) _____
2. Parcel ID number(s): _____
3. Subdivision name: _____(If applicable)
4. Driving directions to property from Palatka: _____

5. Zoning District: _____ Future Land Use designation: _____
6. Current Use: _____

YOUR SIGNATURE BELOW AFFIRMS THAT YOU HAVE READ AND AGREE TO THE TERMS OF THIS APPLICATION IN ITS ENTIRETY.

7. Signature(s) of Property Owner(s):

Telephone Number(s):

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____ 20____, by _____
(Print Name of Person(s) Acknowledging)

Notary Stamp

Signature of Notary Public

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known OR Produced Identification _____ Type of Identification Produced

VESTING DETERMINATION APPLICATION

WHAT IS A VESTING DETERMINATION?

The purpose of a Vesting Determination is to provide a mechanism for obtaining relief from the provisions of the Putnam County Comprehensive Plan and the Land Development Code, where the Comprehensive Plan allows for such relief and the property owner either has a vested right to proceed or would incur a hardship. The Land Development Code establishes procedures and standards by which the County may determine whether a nonconforming development will be allowed to continue, or by which a property owner may demonstrate that certain development or land use rights have vested against the requirements of Putnam County's Comprehensive Plan, subdivision regulations, or other applicable land use regulations.

ELIGIBILITY

The three basic situations under which such developments may proceed are:

- Where the development was previously approved by the County and has continued in good faith.
- Under the limited circumstances, where a parcel of property was created prior to the adoption of the Putnam County Comprehensive Plan in 1991.
- Where the right to develop is established by the application of the common law principle of equitable estoppel.

PROCESS

1. Call planning staff at (386) 329-0491 about your interest in a Vesting Determination application.
2. Submit all required materials to the Planning & Zoning Division complete and correct.
3. The application will be given a case number and scheduled for two hearings:
 - a. Planning Commission (PC)
 - b. Board of County Commissioners (BOCC)

Note: The current schedule for the PC & BOCC is on the planning website.

4. Staff will notify:
 - a. All property owners within 300 feet of the subject parcel via US Mail.
 - b. Post advertisement in the local newspaper with the case number, purpose of the case, 911 address, and the hearing dates.
 - c. Post signs along the right-of-way of the subject parcel(s) as notice of the public hearings.

Staff will conduct at least one site visit to the parcel that is the subject of the application. While staff will only be reviewing the site as it pertains to the vesting determination, you may request that you be present when the site visit occurs. Such site visits will 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.

Note: Submittal of a completed application represents express permission to Department staff to enter onto the property to conduct a site visit. Denial or refusal to grant such access shall be grounds rejecting the application.

5. 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.

Note: Once the application has been advertised for 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. There will be two (2) hearings to review any requested vesting determination:
 - a. The Planning Commission serves as an advisory committee for the Board of County Commissioners. The Planning Commission shall submit a written report to the Board of County Commissioners indicating whether the vesting determination should be approved.
 - b. The Board of County Commissioners shall consider the recommendations of the Planning Commission, including the record but not limited to the Planning Commission hearing. The Board of County Commissioners shall make the final decision on the matter.
 - i. Both hearings will follow the same process:
 1. The case number will be called for discussion.
 2. Staff will present the staff report to the Commission.
 3. Those who are in favor will be given the opportunity to share their views and evidence. The applicant will be given the first opportunity to speak in favor of their application.
 4. Those who are in opposition of the application are given the opportunity to speak.
 5. The Commission or Board will close public comments and deliberate.
 6. After deliberation, the Commission or Board will vote. If the Planning Commission denies the application, the BOCC hearing will be unaffected. If the BOCC denies the application, the applicant will be notified of their right to appeal.

REQUIREMENTS

Application- Complete, correct, signed and notarized

Application Fee

Agent Designation Form (if applicable)

Recorded Deed

Legal Description

Provide information regarding Federal, State or County-issued development orders or permits such as road and drainage approval, wetland permits, subdivision approval etc.

Provide detailed information as to what you would like be considered in the vesting determination including a statement on how the vesting request meets the criteria of Article 9, Division 4, Section 45-799 of the Land Development Code.

AGENT DESIGNATION FORM

The applicant(s) does (do) hereby appoint and designate _____
as agent in fact for the owner(s) of parcel(s)_____

to present an application for a vesting determination for all or a portion of the
referenced parcel(s) and to present all evidence in support thereof to the Putnam County
Planning Commission, and to respond to and furnish all information and data requested
by said Board.

Print name of property owner(s)

Signature(s) of property owner(s)

_____	_____
_____	_____
_____	_____
_____	_____

STATE OF _____
COUNTY OF _____
The foregoing instrument was acknowledged before me by means of <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization, this _____ day of _____ 20____, by _____ <i>(Print Name of Person(s) Acknowledging)</i>

<i>Notary Stamp</i>
Signature of Notary Public _____ <i>(Print, Type, or Stamp Commissioned Name of Notary Public)</i>
Personally Known <input type="checkbox"/> OR Produced Identification _____ Type of Identification Produced _____

AGENT OATH AND SIGNATURE:

The undersigned _____, being duly appointed as agent in fact for the above named owner(s) of the property whereby said owners are seeking a rezoning and the undersigned does hereby accept said appointment and will faithfully and truly carry out the request of said owner(s).

Signature of Agent: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

STATE OF _____
COUNTY OF _____
The foregoing instrument was acknowledged before me by means of <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization, this _____ day of _____ 20____, by _____ <i>(Print Name of Person(s) Acknowledging)</i>

Signature of Notary Public
<i>(Print, Type, or Stamp Commissioned Name of Notary Public)</i>
Personally Known <input type="checkbox"/> OR Produced Identification _____ Type of Identification Produced

-DO NOT WRITE BELOW THIS PAGE-

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Pre-application Meeting Verification: Date: _____ Time: _____ am/pm

Staff Signature: _____

Staff Sufficiency Review Comments:

1. Submittals Check List:

- | | |
|--------------------------------|--|
| ___ Application Fee | ___ Development Orders or Permits |
| ___ Completed Application form | ___ Agent Designation form (if applicable) |
| ___ Recorded Deed(s) | ___ Legal Description(s) |
| ___ Parcel Map (full section) | ___ Statement LDC 9.02.04.b |

2. Property is currently/proposed to be serviced by:

central sewer _____ package treatment plant _____ septic tank _____

central water _____ public supply well _____ private well _____

Health Department

Comments: _____

3. Case Number: _____

4. Hearing Dates:

Development Review Committee _____

Planning Commission _____

Board of County Commissioners _____

5. Special Comments:

Reviewed by: _____

Date: _____

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