

**PUTNAM COUNTY  
PLANNING & DEVELOPMENT SERVICES**

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

**FAMILY MEMBER RESIDENTIAL  
DENSITY EXCEPTION APPLICATION**

1. Name of property owner(s): \_\_\_\_\_ Address(es)(Street, City, State, Zip): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Parcel Number: \_\_\_\_\_

3. Future Land Use: \_\_\_\_\_ 4. Zoning: \_\_\_\_\_

5. The exception is for; \_\_\_\_\_ who is a relative of:

Check one of the following:

Property Owner

Property Owner's  
Spouse

Check relationship:

Parent     Child     Adopted     Adopted     Brother     Grandchild  
 Stepparent     Stepchild    Parent    Child     Sister     Grandparent

6. Signatures of the Applicant (s): By signing below, I/we, affirm that I/we

- are applying for a density exception allowed by Policy A.1.9.3.B.3. of the Putnam County Comprehensive Plan to allow development of a lot or home site for the immediate family member who is identified on this application;
- own the property described in the attached deed;
- have not applied for the same type of density exception for the immediate family member identified on this application; and
- are responsible to ensure new lots and home sites meet all applicable land development regulations.

Signature(s) of Property Owner(s):

Telephone Number(s):

\_\_\_\_\_  
(Sign)

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Sign)

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**OFFICE USE ONLY**

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

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ By: \_\_\_\_\_

## **ELIGIBILITY**

You are eligible for a Family Member Residential Density Exception if you can answer yes to all of the following statements.

1. I am an owner of property designated Rural Residential, Conservation, Agriculture I, or Agriculture II on the Future Land Use Map adopted as part of the Putnam County Comprehensive Plan.
2. My property is zoned to allow single family and/or mobile homes.
3. The new lot or home sites is for a parent, stepparent, adopted parent, brother, sister, child, stepchild, adopted child, grandchild, or grandparent of the property owner or property owner's spouse.
4. I have not been granted a Family Member Density Exception.

**Note:** The family member can later sell the developed lot, but would not be eligible for another exception of the same type. (POLICY A.1.9.3 (B) 3)

## **THE PROCESS**

1. Call Planning Staff at (386) 329-0491 about your interest in a family member residential exception application.
2. Complete application; signed & notarized. (Note: There are notaries at the office.)
3. The planning staff will review the application for compliance with the eligibility criteria.

\*Note: The Family Member Residential Density Exception Application will be submitted in conjunction with a Lot Split Application or Exempt Subdivision: Non-Lot Split Application.