

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

REQUEST TO AMEND THE LAND DEVELOPMENT CODE (LDC)

1. Name of Applicant: _____
Address: _____
Phone: _____ Email: _____

- 2. Attach the following to the application form:
 - a. Current language and citation in writing that the applicant(s) would like to have amended.
 - b. Proposed language presented in writing using the strike through (deletions) and underlining (additions) method the proposed changes.
 - c. Detailed explanation in writing for why the applicant would like to have the language amended.

3. Signature of Applicant:

Your signature below affirms that you have read and agree to the terms of this application in its entirety.

(Sign)

(Date)

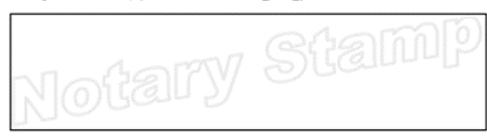
(Print)

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)

Signature of Notary Public

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

Personally Known OR Produced Identification _____ Type of Identification Produced _____



WHY CHANGE THE LANGUAGE?

Property owners of Putnam County find that the current LDC does not allow them to use their property in the fashion they would like. The change in LDC amendment process grants any person, board, or agency the ability to seek an amendment to the LDC that fits their needs.

THE PROCESS

1. Call planning staff at (386) 329-0491 about your interest in a LDC amendment application.
2. Submit all required materials to the Planning & Zoning Department complete and correct.
3. The application will be given a case number and scheduled for a hearing in front of the Planning Commission (PC) and two in front of the Board of County Commissioners (BOCC). The current schedule for the PC & BOCC is on the planning website.
4. Staff will post advertisement in the local newspaper with the case number, purpose of the case, and the hearing dates.
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:
 - a. There will be three (3) hearings to review any requested LDC amendment:
 - i. The Planning Commission shall hold a hearing on the application to amend the code. The Planning Commission shall submit a written report to the Board of County Commissioners which:
 1. Identified the provisions of the code related to the proposed change and describe how the proposed change relates to them.
 2. States factual and policy considerations pertaining to the recommendation.
 - ii. The Board of County Commissioners shall hold two legislative hearings on the proposed amendment and may enact a modified proposal that is within the scope of the matters considered in the hearing. The second hearing is usually at 5:05 p.m.
 - iii. All 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 request, the BOCC hearing will be unaffected. If the BOCC denies the request, the applicant will be notified of their right to appeal.

REQUIREMENTS

1. **REQUIRED:** Completed application that is signed and notarized.
2. **APPLICATION FEE:** See schedule for current fee. **Note:** Fees are subject to change at any time by resolution of the Board of County Commissioners. In addition to the application fee, the applicant will be responsible for any fees incurred by the use of third party experts/consultants which are necessary to review and analyze technical submittals. (E.g. environmental assessments, housing studies, traffic studies, level of service analysis, etc.)
3. **CURRECT LANGUAGE AND CITATION:** The applicant will provide in writing the current LDC section they wish to have amended.
4. **PROPOSED LANGUAGE:** The applicant will provide in writing using the strike through (deletions) and underlining (additions) method the proposed changes.
5. **REASON FOR THE AMENDMENT:** The applicant will provide in writing a detailed explanation for why they would like to have the language amended.

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 rezoning 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 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

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: _____ Email: _____

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>
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Notary Stamp</div>
<i>(Print, Type, or Stamp Commissioned Name of Notary Public)</i>
_____ Signature of Notary Public
Personally Known <input type="checkbox"/> OR Produced Identification _____ Type of Identification Produced

DO NOT WRITE BELOW THIS PAGE

THIS PAGE IS FOR OFFICE USE ONLY

1. Pre-application meeting verification: Date: _____ Time: _____ am/pm

Staff Signature: _____

Staff Sufficiency Review Comments:

2. Submittals Check List:

- ___ Application Fee
- ___ Completed Application Form
- ___ Agent Designation Form (if applicable)

3. Case Number: _____

4. Hearing Dates and Times:

Planning Commission _____ at _____
BOCC (1) _____ at _____ and (2) _____ at _____

5. Special Comments

Reviewed by:

Date:

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