

**PUTNAM COUNTY  
PLANNING & DEVELOPMENT SERVICES**

2509 Crill Ave., Suite 300  
Palatka, FL 32177  
Fax: (386) 329-1213  
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

**REZONING APPLICATION**

1. Name of property owner(s) \_\_\_\_\_ Address(es)(Street, City, State, Zip) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Property 911 Address(es) \_\_\_\_\_
3. Parcel ID number(s): \_\_\_\_\_
4. Subdivision name: \_\_\_\_\_(If applicable)
5. Driving directions to property from Palatka: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Size of the property to be covered by the rezoning: \_\_\_\_\_ acres
7. Current zoning: \_\_\_\_\_ Future Land Use designation: \_\_\_\_\_  
Proposed Zoning: \_\_\_\_\_ Current Use: \_\_\_\_\_
8. Purpose of the Rezoning: \_\_\_\_\_
9. Attach the following to the application form:
  - Agent Designation form (if applicable)
  - Recorded Deed(s)
  - Legal Description(s)
10. Date of required pre-application meeting with planning staff: \_\_\_\_\_
11. Contact Email: \_\_\_\_\_

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

10. 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

## REZONING APPLICATION

### WHY REZONE?

Property owners of Putnam County find that their current zoning district does not allow them to use their property in the fashion they would like. The rezoning process grants property owners the ability to seek a zoning designation that fits their needs. However, there are rules, which dictate whether a property can be rezoned.

### THE PROCESS

1. Call planning staff at (386)329-0491 about your interest in a Rezoning application, as well as to schedule your pre-application process.
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 the residents of Putnam County:
  - a. Via US Mail; all property owners within 300 feet of the subject parcel.
  - b. Via posted advertisement in the local newspaper with the case number, purpose of the case, 911 address, and the hearing dates.
  - c. Via posted sign(s) 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 rezoning, you may request that you be present when the site visit occurs. When only a piece of a larger parcel is subject to the rezoning, such a site visit necessarily includes the entire parcel and not just the portion that is the subject of the rezoning. 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. The express purposes of the site visit is to place signs noticing the hearing, verify information submitted with this application and complete an analysis of the proposed rezoning for consistency with the Comprehensive Plan and compliance with County Ordinances.

**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 a minimum of two (2) hearings to review any requested rezoning:
  - 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 rezoning 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.
      7. Note: If the parcel(s) are ten acres or larger in size, then a second Board of County Commission meeting will need to be held. The BOCC will decide at the first meeting when the second meeting shall be held. The second meeting will follow the same process as the first.

## **REQUIREMENTS**

1. Application Complete, Correct, signed and notarized.
2. Application Fees apply and are set by the Putnam County Board of County Commissioners. 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. AGENT DESIGNATION FORM – This form is applicable if the applicant(s) choose to designate an agent other than an applicant to represent them at the public hearings.
4. RECORDED DEED - A copy of the recorded deed to the property involved in the request must be provided.
5. LEGAL DESCRIPTION - A legal description of the area for the rezoning must be provided, if the area is different from the legal description in the deed to the property.

**Note:** All owners of record must sign the application. If all owners are unable to appear before the notary public, then a duplicate completed application must be signed by each owner and notarized. All signatures submitted must be originals. If the owner is a corporation or a business entity, all officers/partners must sign, or one officer may sign if written proof in a form acceptable to the Department is provided establishing that the one person has been delegated authority to represent the corporation or business entity.

## 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 ☐ 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 \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

**-THIS PAGE IS FOR OFFICE USE ONLY -**

Pre-application Meeting Verification: Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

Staff Signature: \_\_\_\_\_

**Staff Sufficiency Review Comments:**

1. Submittals Check List:

\_\_\_\_ Application Fee                      \_\_\_\_ Completed Application form  
\_\_\_\_ Agent Designation form (if applicable)  
\_\_\_\_ Recorded Deed                      \_\_\_\_ Legal Description

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

central sewer \_\_\_\_    package treatment plant \_\_\_\_    septic tank \_\_\_\_                      central  
water \_\_\_\_    public supply well \_\_\_\_    private well \_\_\_\_

3. Case Number: \_\_\_\_\_

4. Hearing Dates:

Planning Commission \_\_\_\_\_

BOCC \_\_\_\_\_

5. Special Comments:

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

Reviewed by:

Date:

**-THIS PAGE IS FOR OFFICE USE ONLY -**