

**COMPREHENSIVE PLAN AMENDMENT APPLICATION  
FOR A CHANGE IN THE CITY COMPREHENSIVE PLAN**

**FEE \$2000.00**  
**+ PLUS**  
**PUBLIC ADVERTISING FEE**  
**Small Scale \$58.00**  
**Large Scale \$588.76**

1. Applicant Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

2. What, element, section, passage, phrase or word in the City of Crescent City Plan do you believe needs to be amended? Please include chapter, page and section reference.

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

3. Describe changed condition justifying amendment:

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

4. Why does this section, passage, phrase or work need to be amended?

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

5. Describe whether and how the proposed amendment is consistent with the City of Crescent City Comprehensive Plan:

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

6. Precise wording of proposed amendment to text as an alternative to this section, passage, phrase or word of the Comprehensive Plan:

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7. Describe the extent to which proposed amendment is compatible with existing land uses:

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8. Describe extent to which proposed amendment affects the capacities of public facilities and services:

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9. Describe the extent of environmental impacts on the resources of proposed amendment:

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10. Describe the extent to which proposed amendment will result in an orderly and logical development pattern:

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## **Submittal Requirements**

Twelve copies of the following must be provided at least 30 days prior to the requested hearing date.

1. Application
2. If your alternative does cause any economic or environmental impacts, a detailed economic and environmental analysis should be provided. This analysis would identify the anticipated impacts of the proposed alternative and provide mitigation measures or procedures which may be used to reduce any negative impact. Incomplete applications may result in a delay until the next plan amendment cycle.
3. An accurate legal description of the property being requested for an amendment.
4. Warranty deed for the property being requested for an amendment.
5. Notarized letters from property owners consenting to proposed amendment.
6. Certified Title Opinion from a licensed title company not older than thirty (30) days.
7. If this amendment is for residential land use, a school capacity analysis must be submitted by the applicant. Please contact Putnam County Schools at (386) 329-0646 for capacity information and calculation methodology.
8. Notarized letter designating agent to act on behalf of property owner(s).
9. Boundary survey of the area affected by the proposed amendment.
10. Supplemental information to include:
  - Soils
  - Wetlands (type, location and amount of acreage)
  - Topography / Flood prone areas
  - Historic resources
  - Aquifer recharge areas
  - Traffic study / transportation management plan
  - Other supporting data as may be required to process application.
11. You may provide any additional information which may be relevant to your application or which could result in a more favorable treatment of this request.

**AFFIDAVIT**

I, \_\_\_\_\_, being duly sworn, depose and say that I apply for the request contained herein, and that all answers, information, sketches, data and other supplementary information attached to or included herewith as part of this application, are accurate and true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Date

**STATE OF FLORIDA**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 2006 by \_\_\_\_\_, who is personally know to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Type or Print Name

SEAL

## **PROCEDURES**

1. Applications will be accepted on or before July 1<sup>st</sup> and January 1<sup>st</sup> of any given year. Please note that Large Scale and Text Amendment applications are transmitted to DCA in January and July only.
2. Upon complete submittal the application will be scheduled for the next available Development Review Committee meeting for review and comment.
3. Following the Development Review Committee review the application will be forwarded to the Local Planning Agency for review and recommendation at the next available meeting.
4. The Local Planning Agency will review the application and make recommendations to the City Commission at the next available meeting.
5. The City Commission shall review the application and all pertinent recommendations prior to transmittal to the Department of Community Affairs or denial of the appeal.
6. If approved, the Department of Community Affairs shall conduct a review and and return their comments to the City.
7. The City must respond to these comments.
8. City Commission approves or disapproves proposed amendment.
9. If approved, a copy is submitted to the State for final action.