



**Comprehensive Plan Future Land Use Map Amendment Process  
and Application Information for  
the City of Tallahassee and Leon County**



**Updated April 4, 2017**

This document provides an overview of the process for amending the Future Land Use Map and additional information to help you submit a complete application. Failure to submit a complete application by the deadline may result in your application being scheduled for the next available amendment cycle. If you have questions about the amendment process or completing the application for amendment, please call TLCPD staff at (850) 891-6400.

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## **I. DEADLINES**

Pre-application conference with TLCPD staff  
Submittal of a complete application

**Wednesday, September 13, 2017  
Friday, September 29, 2017 @ 5:00 PM**

**Applications will not be accepted without a pre-application conference and submission of all required information and fees.** Please contact TLCPD staff in advance to schedule a pre-application conference.

Applications received after the application deadline will be scheduled for the next available amendment cycle. The department has 10 business days to determine if the application is complete - incomplete applications will be returned to the applicant. However, if during the course of staff review it is determined that information is inaccurate, methodologically unsound or insufficient to draw an informed decision; the applicant will be provided an opportunity to provide additional information.

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## **II. AMENDMENT PROCESS**

### **A. Amendment Schedule**

The Plan amendment process takes approximately nine months from the application deadline to the effective date of the amendments. The active portion of the process involving workshops and hearings is about six months long. A listing of amendment related meetings, dates, times, and locations are available at <http://www.talgov.com/place/planning.aspx> under the Comprehensive Planning section.

### **B. Public Notification**

State law requires the plan amendment public hearings of the Local Planning Agency, and City-County Commissions be advertised in a newspaper of general circulation. In addition to fulfilling this minimum requirement under state law, the City and County Commissions have chosen to publish a newspaper map advertisement for individual map amendment requests, to post signs on the properties which are the subject of map amendment requests, and to mail individual notices to nearby property owners. Notices of meetings are also submitted to the respective City and County public information officers for inclusion in periodic community services listings and announcements of meetings.

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## **III. APPLICATION INFORMATION**

**Application Fee:** Fees are assessed based on size of the land use change request and due at the time of application submittal. Applications will not be considered complete without receipt of application fee.

Small Scale Amendments (applications totaling less than 10 acres):	\$1,400
Large Scale Amendments (applications totaling 10 acres or more):	\$2,800

**Request for Future Land Use Map Amendment:** The full application includes four sections:

- A. Applicant Information
- B. Required Attachments #1-8
- C. Optional Attachments #9-10
- D. Additional application requirements.

### **A. Applicant Information**

This section requests basic information about the amendment request. You may choose to list the landowner(s) or a designated agent as the applicant for the amendment. If you have questions about the current or requested Future Land Use Map designation, please call Planning Department staff (850-891-6400).

### **B. Required Attachments**

Information on each attachment is included below. Please include each item as an attachment to your application labeled with the same numbering system used below.

#### **Attachment 1:** Signed Copy of the Pre-application Conference Form

- The pre-application deadline for the next amendment cycle is **Wednesday, September 13, 2017**.
- A pre-application conference with Planning Department staff must be completed prior to filing an application for a comprehensive plan map amendment. During the pre-application conference, staff will answer any questions you may have and review the application process.

At the end of the conference, staff will provide you with a signed copy of the pre-application conference form to be included as Attachment 1 to your application. To schedule a pre-application conference, please call (850) 891-6400.

#### **Attachment 2:** Applicant's Affidavit of Ownership & Designation of Agent

- If you are the property owner and will be representing yourself during the amendment process, please complete the first section "I. Ownership" and section "IV. Acknowledgement"
- If an agent is representing the owner(s), please complete the entire form.

#### **Attachment 3:** Legal Description or Deed for the Subject Property

#### **Attachment 4:** Completed Rezoning Application

- Rezoning applications for both the City and County are available at <http://www.talgov.com/planning/planning-zoning-zoning.aspx>.
- For the purpose of applying for a Future Land Use Map change, the Planning Department does not require a Natural Features Inventory to consider your rezoning application complete.
- The application fee for the rezoning is NOT collected at the time of your Application for Amendment of Future Land Use Map Designation. The fee for the rezoning application will be collected after the Transmittal Public Hearing.

#### **Attachment 5:** Completed School Impact Analysis Form

- The Planning Department will forward the form to the School Board for an analysis of available school capacity.

#### **Attachment 6:** Potable Water and Sanitary Sewer Capacity and Availability Analysis

- The analysis should be based on the **maximum development potential of the requested category**.
- Contact City of Tallahassee Utilities Department (850-891-6105) or Talquin Electric Cooperative (850-627-7651) and provide them with a copy of your completed Pre-Application Conference Form indicating the maximum development potential.

**Attachment 7: Transit Service Analysis**

- Provide detailed description of subject property's proximity to bus routes, bus stops, headway time, and span of service (hours of the day bus service is available). StarMetro route information is available at <http://www.talgov.com/starmetro/>

**Attachment 8: Applicant Statement**

- **Answer the questions on a separate sheet(s)** - these questions provide the applicant with an opportunity to explain why the requested change is needed, impacts of the change, and consistency with our community's Comprehensive Plan. A copy of the Comprehensive Plan Vision Statement is included below for your use in answering question number 3.

**C. Optional Attachments**

**Attachment 9: Neighborhood Meeting Form**

- The Planning Department strongly encourages applicants adjacent to single family residential land uses to meet informally with adjacent neighbors or the Neighborhood/Homeowner's Association(s) to provide an early opportunity for dialogue. The applicant and/or neighborhood(s) may use the attached form, at their discretion, to indicate to relevant Departments and recommending bodies the outcome of any discussions.

**Attachment 10: Sustainable Development Patterns**

- The City of Tallahassee and Leon County have consistently expressed a commitment to promote more sustainable development patterns. In an effort to address those concerns, The Planning Department suggests that applicants complete this survey and include it with the application.

**D. Additional Application Requirements**

- **One (1) original signed copy** of the completed application, attachments, and supporting documentation shall be submitted to the Planning Department prior to the application deadline.
- **One (1) electronic version** of the completed application, attachments, and supporting documentation shall also be submitted on a CD, DVD, or USB flash drive.
- The required format for all text documents is MS Word or PDF. The required file format for all maps drawings and graphics is PDF, JPEG, PNG, or TIFF.

## **VISION STATEMENT AND IMPLEMENTATION**

*(Rev. Effective 7/26/06; Revision Effective 1/7/10)*

In the early 1820s, Florida government alternated business between St. Augustine and Pensacola. At that time, travel between the cities was hazardous and the journey long. In 1823, the site of Tallahassee was chosen as the seat of government for the Territory of Florida because of its central location and abundance of natural resources. It was noted then, "A more beautiful country can scarcely be imagined; it is high, rolling, and well watered." In the new capital, commerce expanded and a new school of higher learning was founded. From these historic roots, Tallahassee and Leon County is now the center of Florida's government and respected worldwide for its schools of higher education.

We are fortunate to have retained the natural beauty that inspired the sitting of Florida's state capital. The community relies upon the comprehensive plan to protect the natural resources and scenic beauty while encouraging the responsible, healthy growth of Tallahassee and Leon County. The comprehensive plan seeks to balance the management of growth with environmental protection but gives precedence to environmental protection.

Evolving land use patterns within the County have exhibited sprawl characteristics. Sprawl is, perhaps, the most inefficient pattern of land use. Costs associated with the provision of both capital and social infrastructure are higher than more compact patterns. This must be taken into consideration when local government is faced with limited fiscal resources and increasing demand for services.

Sprawl encourages degradation of the County's natural resources by prematurely committing vast areas to the impact of urbanization. Phased, orderly growth mitigates this situation by comprehensively addressing development impacts to our natural systems. Leap frog development associated with sprawl is piecemeal in nature and is detrimental to any type of comprehensive framework.

Another aspect of urban sprawl is the tendency toward strip commercial development, i.e., the commercialization along major streets which occurs as infill between sprawled developments. This strip development negatively affects traffic safety and flow, as well as creating aesthetic problems associated with advertising signs. While many of the negative effects of strip development can be controlled to some extent by regulatory means, a more positive approach is to prevent its spread by means of land use policies.

The purpose of the comprehensive plan is to preserve, protect and enhance the quality of life for all citizens. The plan encourages and supports economically sound residential, educational, employment, cultural, recreational, commercial and industrial opportunities for the citizens. This is facilitated by systematically planning for growth, development and redevelopment.

The natural environment is one of the many criteria which, when combined, form the community's perceived quality of life. The natural environment is a major component in the quality of life equation for Leon County. As such, it must be protected. Development and the ancillary activities associated with it must be channeled into locations that protect the natural and aesthetic environment. Unwise land use decisions which ultimately require expensive environmental retrofitting, paid for by the general populace, must be eliminated. In order to achieve this, it is the intent of this Plan to include strong environmental objectives and policies within the Land Use Element and other applicable portions of the Plan.

The residential environment is also one of many criteria which form the community's perceived quality of life and must be protected. An economic base of stable public employment has fostered development of stable residential neighborhoods. Citizens identify with and value their neighborhoods in all parts of the community and at all income levels. Containing sprawl will necessarily increase density and intensity in

the existing urban area. Unwise land use decisions and premature non-residential development in established residential areas can seriously and permanently alter the character of a neighborhood. Not only actual changes, but also the perception of a constant assault on a neighborhood undermine an otherwise desirable residential environment. Development and its ancillary activities should be channeled into locations that offer the greater opportunity for the higher density and mixture of uses that a policy of urban containment encourages. It is the intent of the plan to maintain the integrity of existing neighborhoods while encouraging new residential developments to incorporate a wider range of non-residential uses.

Essential for planning are objectives and policies that protect and enhance the natural environment, water resources, the canopy roads, and residential neighborhoods. To this end, regulatory tools such as concurrency management, urban service area designation, planned unit developments and special protection zones are used to foster the community's vision. An underlying premise is the linkage between land use and infrastructure. The plan is based on the principle that development should pay for itself and this vision is implemented, in part, through the accomplishment of several strategies described below.

Traditional values within Leon County prohibit the strict implementation of an urban containment strategy. Urban service area demarcations must be located to allow for some degree of large lot, single family subdivisions. In addition, some urban areas located away from the core, such as Chaires, Fort Braden, and Miccosukee, must be provided for. Overall, however, it is the intent of this comprehensive plan to concentrate development in the Tallahassee urban area plus provide for a minimum number of designated areas of urban development.

It is the responsibility of every citizen of Leon County to pay his or her fair share first to achieve and then to maintain the community wide adopted levels of service (LOS) for capital infrastructure and urban services. However, it is not a current resident's responsibility to pay for new developments' fair share costs through subsidization. Thus, in a sense, future development must be self-sufficient.

Existing and new residents should not be bound by minimum level of service standards adopted community wide. The ability to enhance these minimums should be provided for as long as the end user pays for the incurred costs. User fees, special assessments or MSTUs are instruments, which can be used to accomplish this. Furthermore, it should be recognized that congestion can actually be a sign of a healthy urban area, and that automobile congestion can lead to individuals making a modal switch to transit, provided the transit system provides access to common destinations with convenient frequency.

The plan encourages projects and activities that provide significant additional value to the community. This includes supporting development in strategic areas such as the Downtown Overlay, Multimodal Transportation District and Southern Strategy Areas.

The intent of the Southern Strategy is to direct quality development and redevelopment into the area designated as the Southern Strategy area. Success of the Southern Strategy will benefit the entire community in terms of an increased tax base, greater choices for residential and employment opportunities, and other general quality of life factors such as greater availability of shopping, recreation and educational opportunities throughout the community. The focus of this strategy is to make this area of the community a desirable residential location for people of all incomes. This area contains many assets we strive for in other parts of the community such as close proximity to jobs and downtown, walk-to commercial, neighborhood schools and parks, and affordable housing. Similarly, the Lake Bradford Chain of Lakes, the St. Marks Bike Trail and its extensions, and the proximity of the National Forest make this area important for environmental and recreational reasons. It also contains historic neighborhoods and is in proximity to cultural activities in the community, with museums and nearby concert facilities; educational activities, with two nearby universities and the community college. It

contains a great diversity of neighborhoods, housing, and employment close to the urban core. These are the assets that make a true city.

The Downtown Overlay consists primarily of the urban core of the City of Tallahassee and is intended to clearly distinguish the City's Downtown Boundary. This overlay district primarily comprises the Capital Center area, Gaines Street Corridor, and parts of the Southern Strategy Area. The intent of this overlay district is to encourage high density and quality redevelopment as well as remove barriers to achieving the allowable densities within this area.

In order to ensure the long-term viability of our entire community as well as the efficiency of our public and private investments, it is important to protect the housing resources, neighborhoods, and business and commercial districts that make up the Multimodal Transportation District and the Downtown Overlay by adopting strategies which promote neighborhood revitalization, urban infill, homeownership, and redevelopment.

The plan also supports diversification of our local economy, utilizing our highly educated workforce, our two local universities, community college and various technical schools and state government. With approximately 38% of all employment in Tallahassee-Leon County based in the government sector, this community is a reflection of its role as the State Capital and as a center for higher education. This employment structure has long provided a stable and predictable economic base.

This plan recognizes the likely continuation of growth in the State government and university segments of the local economy. A major strength of this aspect of our community is the opportunity that it provides for selective diversification. With a strong economic base, the focus for the future can be to actively seek desirable industries that will have a synergy with existing economic resources, such as job training and research and development activities associated with the universities and other educational entities.

This Plan is based on maintaining the historical growth rate of Leon County. Specifically, Tallahassee-Leon County should continue to grow with an emphasis on selected growth that pays for itself through the provision of well paid jobs and economic leverage factors which enhance the quality of life of the community. The universities and state government, which have been our traditional economic strengths, should be built upon and encouraged to expand. Thus, selected recruitment and continued expansion of the universities and state government should form the nucleus for the continued growth of Leon County.

Our comprehensive plan is a living document, used every day in decisions made by local governments. It is regularly reviewed and amended to ensure that it remains current and consistent with our community vision.