



**Application
For Amendment of
Future Land Use Map Designation**



Instructions: *Please review the document “Comprehensive Plan Future Land Use Map Amendment Process and Application Information for The City of Tallahassee and Leon County” prior to completing this application.*

A pre-application conference with TLCPD staff must be completed prior to the application deadline.

A. APPLICANT INFORMATION

Applicant Name: _____

Address: _____

Telephone: _____

E-mail Address _____

Property located in: ___ City ___ Unincorporated County

Tax I.D.(s) #: _____

Parcel size (acres): _____

Current Future Land Use Map designation: _____

Requested Future Land Use Map designation: _____

B. REQUIRED ATTACHMENTS

The items below are required components of a complete application. Information on preparing these items is included in the document “Comprehensive Plan Future Land Use Map Amendment Process and Application Information for The City of Tallahassee and Leon County.” Please include each item as a numbered attachment to your application. Initial each item on this application to indicate that it is complete and attached.

- ___ Attachment 1: Completed pre-application conference form
- ___ Attachment 2: Completed “Affidavit of Ownership & Designation of Agent” form
- ___ Attachment 3: Copy of legal description or deed (acreage should be estimated at end)
- ___ Attachment 4: Completed Rezoning Application necessary to implement the proposed land use change, available at <http://www.talgov.com/place/pln-zn.aspx>. The fee for the rezoning application will be collected after the Local Planning Agency Public Hearing.

- ___ Attachment 5: Completed School Impact Analysis Form.
- ___ Attachment 6: Potable Water and Sanitary Sewer capacity and availability letter.
- ___ Attachment 7: Transit service analysis
- ___ Attachment 8: Answers to the questions below regarding the proposed change on a separate page:

1. Why do you want to change the Future Land Use Map?
2. Is your request compatible with adjacent and nearby properties?
3. Are there any existing code violations associated with the subject property?
4. How does your request further the concepts reviewed in the Vision Statement for the Comprehensive Plan? This is an opportunity to explain to citizens and elected officials how the requested change fits into the larger vision provided by the Comprehensive Plan. The Vision Statement is available at the link below.

<http://www.talgov.com/Uploads/Public/Documents/planning/pdf/compln/tlc-cp00-introd.pdf>

C. OPTIONAL ATTACHMENTS

The Planning Department encourages applicants to address the two optional attachments below. Please initial the attachments included in your application.

- ___ Attachment 9: Informal Neighborhood Meeting Form
- ___ Attachment 10: Sustainable Development Pattern Survey

D. ADDITIONAL APPLICATION REQUIREMENTS

Initial each item on this application to indicate that it is complete.

- ___ One (1) signed original of the completed application, attachments, and supporting documentation
- ___ One (1) electronic version of the completed application, attachments, and supporting documentation shall 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.
- ___ Application fee in the form of a check payable to the City of Tallahassee or Leon County Board of County Commissioners.
- ___ Commitment to pay the rezoning application fee after the Local Planning Agency Public Hearing

APPLICATION DEADLINE:
Friday, September 28, 2018 5:00 PM (EST)

Applicants' signature below certifies that the applicant understands that the Future Land Use Map Amendments may require a rezoning; environmental analysis and other permit approvals before development activity can begin. Call the Land Use Administration Division of the Planning Department at 850-891-6400 for information on the rezoning process.

Received By the Tallahassee-Leon County Planning Department
on the _____ day of _____, 20__

 Staff Signature

 Signature of Property Owner or Agent