



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



Updated September 14, 2009

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 will result in your application being scheduled for the next available amendment cycle. The Tallahassee – Leon County Planning Department (TLCPD) will accept for review proposed amendments to the Future Land Use Map any time prior to the application deadline. If you have questions about the amendment process or completing the application for amendment, please call TLCPD staff at (850) 891-6400.

I. DEADLINES

Pre-application conference with TLCPD staff	October 19, 2009
Submittal of a complete application	October 30, 2009

No application will be accepted without a pre-application conference and submission of all required information. Applications submitted without a pre-application conference and all required information will be returned to the applicant or scheduled for the following cycle. Please contact TLCPD staff in advance to schedule a pre-application conference.

Applications received after October 30, 2009 will be scheduled for the next available amendment cycle. An application must be complete and sufficient in analysis by the specified deadline. Incomplete applications will be returned to the applicant. The department has 10 business days to determine if the application is complete and sufficient. 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.

II. AMENDMENT PROCESS

A. Large Scale vs. Small Scale Amendments

Applications for large scale (greater than 10 acres or a Comprehensive Plan Future Land Use Map category that permits more than 10 units per acre and/or non-residential land uses) amendments shall submit an analysis of the Level of Service impacts on roads, schools, water, sewer mass transit and park facilities. Such analysis shall evaluate the impacts based on the gross impact intensity of the Future Land Use Map category for which the applicant is requesting an amendment. An optional analysis based on the projected impact of the proposed development may also be submitted. More specific information about these analyses is available in section “C. Required Attachments” below.

Those map amendments that are eligible for the Small Scale Amendment Process (10 acres or less, and a classification that allows less than 10 units per acre and permits no non-residential development) will be processed under this alternative. Small scale amendments are not subject to state and regional review. This process typically results in a savings of 120 days of processing time. At the time of the Transmittal Hearing as described below, the City Commission and/or Board of County Commissioners will vote to take final action on the Small Scale Amendments. If the amendment is approved, a 31-day citizen appeal period follows the adoption. If no appeals are filed, the amendment becomes effective 31 days after adoption.

B. Amendment Schedule

State law allows local government to consider amendments to the Plan twice per calendar year. Local government may restrict the second amendment cycle of each year to map amendments only. The actual meeting dates for each amendment cycle are publicized.

Applications will be reviewed for completeness and the applicants notified of deficiencies within ten (10) workdays. The deficient material must be submitted within five (5) workdays of notice or the application will be scheduled for the following cycle. This is not a sufficiency of information review. The staff reviewing the application will determine if the information provided is sufficient. Should any information be deemed insufficient for any reviewing agency to make an informed decision the applicant will be notified and provided an opportunity to update or correct the information submitted.

The Plan amendment process takes approximately one year from the opening submittal date to the effective date of the amendments and consists of the following steps and approximate minimum time frames:

<i>Estimated Time</i>	<i>Step in Process</i>	<i>Explanation</i>
1) 30 days ↓	Application Deadline Notification Advertisement	Newspaper advertisement notifying the public of the pending application deadline. Applicants may submit proposed amendments at anytime. Pre-application conference must be completed 10 working days prior to the deadline.
2) 10 work days ↓	Application Sufficiency Review	Planning staff conducts a review of the application submittal package to determine if it is complete. An incomplete application will be returned to the applicant for completion within 5 days of staff notification of incompleteness.
3) 30 days ↓	Staff Review Period	Planning Department staff conducts a review and analysis of the proposed amendments and issues a report and recommendation. Applications with insufficient or erroneous information will be provided an opportunity during this period to supplement the record.
4) 30 days ↓	LPA Review and Public Hearing	Local Planning Agency (LPA) workshop and public hearing with due public notice and public testimony, resulting in recommendations to the City and County Commissions.
5) Up to 60 days ↓	First City-County Commission Public Hearing	Joint City-County Commission public hearing, with due public notice and public testimony, to be followed by a series of separate and joint workshops by the Commissions to discuss the merits and formulate tentative positions on the proposed amendments.
6) Variable ↓	Joint Transmittal Public Hearing and adoption of small-scale amendments	Joint City-County Commission public hearing, with due public notice and public testimony, resulting in transmittal of proposed Large Scale Amendments to State and Regional agencies for review and comment. Adoption of small scale amendments, which requires 31 days to become effective.
7) Up to 60 days ↓	State and Regional Review	Review and comment period by State and Regional agencies. Results in the Objections, Recommendations, and Comments (ORC) Report issued by Florida Department of Community Affairs (DCA).
8) Up to 60 days ↓	Adoption of Amendments	Within 60 days of receipt of the ORC Report from DCA, joint City-County Commission adoption public hearing, with due public notice and public testimony, at which the amendments are adopted.
9) 60+ days ↓ In Effect	Amendments Effective	The amendments do not become effective until the issuance of the Notice of Compliance by DCA and the completion of a citizens' appeal period.

Approximant minimum timeframes:
 180 days for small scale amendment
 330 days for large scale amendment

C. Public Notification

State law requires the plan amendment public hearings of the LPA, 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 offices for inclusion in periodic community services listings and announcements of meetings.

D. LPA Public Hearing and Recommendations

The Local Planning Agency (LPA) will conduct an advertised public hearing on the proposed plan amendments. Based upon public comments and technical information presented in staff reports and workshops, the LPA will issue recommendations on proposed plan amendments to the City and County Commissions.

E. City and County Commissions

Upon receipt of the LPA recommendations, the City and County Commissions may conduct an advertised joint City-County Commission public hearing on the proposed plan amendments. Prior to the transmittal public hearing, the Commissions hold a series of separate and joint workshops at which they will begin to formulate a position on each proposed amendment. At the conclusion of the workshop series, the Commissions conduct an advertised public hearing. Based on the testimony and information available to them, the two Commissions vote on which proposed large-scale map and text amendments will be transmitted to the State and Regional agencies for review and comment, as required by State law.

Also, at the Transmittal Hearing, the City and County Commissions will vote to approve or deny small-scale map amendments. The small-scale amendments will be provided to DCA and if no citizen appeals are filed will become effective 31 days after approval.

F. State Review and Comments

The Florida Department of Community Affairs (DCA) coordinates State and Regional reviews of the proposed large-scale amendments to the local Plan. Based upon these reviews, DCA issues an "Objections, Recommendations, and Comments Report" (ORC Report) which is sent to local government within 60 days.

The applicant will be required to submit documentation and prepare any analysis necessary to address any "objections" received from the DCA within 30 calendar days of issuance of the objections report.

G. Adoption Public Hearing

The City and County Commissions will conduct an advertised joint public hearing within 60 days of receipt of the ORC Report. Although the amendments are adopted at this public hearing, they become effective only after DCA issues a Determination of Compliance and after a citizens' appeal period has expired.

III. APPLICATION INFORMATION

The Application for Amendment of Future Land Use Map Designation includes four sections: applicant information, required attachments, optional attachments, and additional application requirements. This document will review each section and provide information necessary to prepare a complete application.

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 TLCPCD staff (850-891-6400).

B. Required Attachments

The Application form identifies attachments required for all applications (Attachments 1 through 6) and additional attachments required for large scale amendments only (Attachments 7 through 12). “Section II. A” above explains the difference between large and small scale amendment requests. 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

A pre-application conference with TLCPCD staff must be completed 10 workdays prior to the application deadline. The pre-application deadline date for the next amendment cycle is provided in section “I. Deadlines” above. Failure to complete the pre-application conference by the deadline shall disqualify an applicant from submitting an application during that amendment cycle.

During the pre-application conference, staff will review the application process and answer any questions you may have. 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 TLCPCD staff at (850) 891-6400.

Attachment 2

The “Applicant’s Affidavit of Ownership & Designation of Agent” form shall be completed and included as Attachment 2 to your application. 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

Include a copy of the legal description or deed for the subject property as Attachment 3 to your application.

Attachment 4

Include a copy of a boundary survey or plat drawn at a scale of 1 inch = 200 feet or larger showing the location and dimensions of the property as Attachment 4 to your application.

Attachment 5

Include maps as described in the Application as Attachments 5a and 5b to your application. Additional maps may also be included to help explain any important features or contextual relationships. The Internet based mapping tools available at www.tlcfgis.org/ may be utilized to produce these maps.

Attachment 6

A completed rezoning application to implement the proposed Future Land Use Map designation shall be included as Attachment 6 to your application. Rezoning applications for the both the City and County are available at www.talgov.com/planning/zoning/zoning.cfm. 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. If local government adopts your amendment, the Planning Department will contact you regarding payment of the rezoning application fee.

Attachment 7 (Large Scale Only)

A transportation analysis for a Future Land Use Map amendment is a separate and distinct study from a traffic impact analysis used for concurrency evaluation. The transportation analysis has a long range focus and shall be based on the maximum potential buildout of the subject property using the proposed Future Land Use Map category for proposed changes outside the Tallahassee City Limits. Within the City Limits the analysis may be based on the proposed development. Applicants can choose to hire a qualified private traffic planner/engineer or utilize the services of the City Growth Management Department (850-891-7001) or County Growth and Environmental Management Department (850-606-1300) to complete the transportation analysis. Please contact the appropriate department regarding applicable fees for this analysis.

The completed traffic analysis should be included as Attachment 7 to your application. If you select to utilize the services of the City Growth Management Department or County Growth and Environmental Management Department, we recommend that you contact them early in the application process to provide sufficient time to receive your completed analysis before the application deadline.

An independent traffic analysis should include the following:

1. The Planning Department is responsible for calculating the maximum buildout of the comprehensive plan amendment and associated use outside the City limits. The applicant is responsible for providing the proposed buildout for development within the City limits.
2. A transportation methodology meeting either by phone, electronic mail, or personal meeting is required with City Growth Management or Leon County Growth and Environmental Management.
3. Trip generation must be based on the latest edition of ITE Trip Generation and acceptable to either the City Growth Management or Leon County Growth and Environmental Management based on the meeting above.
4. Trip distribution and assignment must use the Quick Response System (QRS) model.
5. Assumed background growth shall be calculated using a 2% annual growth rate or shall be based on concurrency system estimates of committed project demand, whichever is higher. City Growth Management or Leon County Growth and Environmental Management will provide information on estimates of committed project demand. The analysis should include current, short term (5 years), and long term (10 years) time horizons.
6. A roadway segment is deemed to be impacted if the project produces an amount of trips equal or greater than 1% of the maximum of service volume on a deficient segment (existing + committed trips in excess of 100% of capacity) as determined by the City and/or County Concurrency Management System.
7. Both the peak and off-peak directions of the roadway segment shall be evaluated (independently) in the analysis.
8. The analysis shall include a table indicating roadways impacted, specific segments impacted, direction, current capacity, existing volume, committed non-project demand, project trips, total future demand (with project), available capacity pre-project, available capacity post-project, and what 1% of capacity is.

Attachment 8 (Large Scale Only)

A potable water and sanitary sewer capacity and availability analysis based on consultation with the appropriate service provider shall be provided as Attachment 8. 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 of the requested category.

Attachment 9 (Large Scale Only)

An analysis of available parks and recreation and capacity based on the adopted level of service standards in the Comprehensive Plan shall be included as Attachment 9. The analysis should be based on the maximum development potential of the requested category. You may contact City Growth Management Department (850-891-7001) or County Growth and Environmental Management Dept. (850-606-1300) for data from the concurrency management

system. Provide them with a copy of your completed Pre-Application Conference Form indicating the maximum development potential of the requested category.

Attachment 10 (Large Scale Only)

Conduct your own Mass Transit Service analysis based on 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 www.talgov.com/starmetro/routes.cfm.

Attachment 11 (Large Scale Only)

Complete the School Impact Analysis Form and include it as Attachment 11 to your application. The Planning Department will then forward the form to the School Board for an analysis of available school capacity.

Attachment 12 (Large Scale Only)

The questions in this section are intended to provide the applicant with an opportunity to explain why the change is needed, impacts of the change, and consistency with our community's Comprehensive Plan. Answer the questions on a separate sheet(s) and include as "Attachment 12" with your completed Application Form. Your answers will be distributed to the Commissions and made available for public review. Providing answers for this section is a requirement for a complete large scale amendment application. A searchable version of the Tallahassee – Leon County Comprehensive Plan is available at www.talgov.com/planning/.

C. Optional Attachments

Attachment 13

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 14

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

An original signed copy of the completed application, attachments, and supporting documentation shall be submitted to the Planning Department prior to the application deadline. Along with the original application, please provide fifteen copies of the completed application, attachments, and supporting documentation. The Planning Department will distribute these copies to Commissioners and key staff at the beginning of the amendment cycle. An electronic version of the completed application, attachments, and supporting documentation shall also be submitted on a CD or DVD. The required format for all text documents is MS Word, WordPerfect or PDF. The required file format for all maps drawings and graphics is PDF or TIFF. Lastly, you must provide the application fee in the form of a check for **\$300** payable, as appropriate, to the City of Tallahassee or Leon County Board of County Commissioners. NOTE: The application fee is subject to change based on Commission action.