

## INFORMATION PACKET

### City of Tallahassee Application For Rezoning Review

#### **Comprehensive Plan Consistency Prerequisite**

Any and all amendments to the Official Zoning Map (rezoning) are required by law to be consistent with the Comprehensive Plan's Future Land Use Map. An amendment of the Comprehensive Plan Future Land Use Map shall be required in those instances where the proposed zoning district would otherwise be inconsistent with the [Comprehensive Plan's Future Land Use Map](#).

You must file a completed application with the Tallahassee-Leon County Planning Department, Third Floor, Frenchtown Renaissance Center, 435 North Macomb Street, Tallahassee, Florida (850) 891-6400. Amendments to the Comprehensive Plan's Future Land Use Map are limited to two application cycles per calendar year. You may contact the Tallahassee-Leon County Planning Department at (850) 891-6400 to receive an application or for more information on the [Comprehensive Plan amendment process](#).

#### **REZONING REVIEW APPLICATION PROCESS**

##### **Application Submittal**

The applicant will be required to submit an application for rezoning review to the Planning Department. The filing fees for rezoning are included on page 3 of this packet. The appropriate fee must be paid at the time of application submittal. A list of submittal deadlines is found on page 5 of this information packet.

Per the new development regulations, recently adopted by the city, the applicant is now required to post a sign on the property subject to rezoning. Tallahassee-Leon County Planning Department will provide the sign upon receiving an application for rezoning. The applicant will then have to post the sign on the property per the requirements of the Sign Posting Affidavit. After posting the sign, the applicant has to submit a picture of the posted sign and a signed and notarized Sign Posting Affidavit. The application is incomplete until the planning department receives the affidavit and the picture.

##### **Planning Commission Review**

The Planning Department will advertise, in the Tallahassee Democrat, the rezoning application for review by the Planning Commission no less than 30 days prior to the next available [Planning Commission Public Hearing](#). The Planning Commission, at the Public Hearing, may continue the application to a specific time for further review, or may vote to recommend approval or denial. The Planning Commission recommendation will be forwarded, along with the Planning Department staff analysis (in the form of an agenda item), to the City Commission for final approval.

Persons with standing may file a petition (subject to a \$150 filing fee) for quasi-judicial proceedings within 15 days from the date on which the decision is rendered, in accordance with the bylaws of the Planning Commission and the City of Tallahassee and Leon County Land Development Codes (for a decision on a City of Tallahassee Type C Application, persons with standing may file a petition for quasi-judicial proceedings within 30 days from the date the decision is rendered). Copies of the bylaws and forms are available from the Planning Department at a reasonable cost. Additional information pertaining to the formal proceedings procedure is available from the Current Planning Division at (850) 891-6400.

## City Commission Public Hearing

The City Commission conducts its public hearings to consider applications to amend the Official Zoning Map for areas located within the City limits. The City Commission may vote at those public hearings to approve, deny or continue the request to a date and time certain. The City Commission public hearing is conducted at 6:00 p.m. in the Commission Chambers, Second Floor, City Hall. City Commission agenda items are required to be submitted no later than two (2) weeks prior to the scheduled Commission public hearing. City Commission public hearings are generally held the last regular meeting of each month. Interested parties may contact the Tallahassee-Leon County Planning Department for information regarding the City Commission public hearing schedule.

There are no time restrictions for resubmittal of new applications for rezoning review should the City Commission deny the proposed amendment to the Official Zoning Map.

## Standards To Be Applied

In their review of amendments to the Official Zoning Map, the Tallahassee-Leon County Planning Commission and the City Commission shall include consideration of the factors listed below:

1. **Comprehensive Plan.** Whether the proposal is consistent with all applicable policies of the adopted Comprehensive Plan.
2. **Conformance with the Zoning, Site Plan Review, and Subdivision Regulations.** Whether the proposal is in conformance with any applicable substantive requirements of the Code, including minimum or maximum district size.
3. **Changed Conditions.** Whether the extent to which land use and development conditions have changed since the effective date of the existing zoning district regulations involved which are relevant to the property(ies).
4. **Land Use Compatibility.** Whether and the extent to which the proposal would result in any incompatible land uses, considering the type and location of uses involved.
5. **School Considerations.** A completed School Impact Analysis Form for projects proposing residential land use or projects located adjacent to residential development.
6. **Other Matters.** Any other matters which they may deem relevant and appropriate. The City Commission may adopt by resolution additional rezoning criteria that are applicable to one or more zoning districts.

## Amendment of Rezoning Applications

Tallahassee-Leon County Planning Commission Bylaws provide that re-notice and a public hearing may be required when the applicant amends (makes substantial changes to) an official Application for Rezoning Review. In such instances the applicant may be required to pay a charge equal to the initial application fee. The Tallahassee-Leon County Planning Commission shall determine all determinations regarding re-notice, public hearing, and applicable charges.

Any and all amendments to an official Application for Rezoning Review shall be filed in writing and bear the signature of the applicant or applicant's representative as provided in the initial application.

## Public Notification of Application

In the case of a request for an amendment to the Official Zoning Map, notice of the Planning Commission public hearing shall be given at least thirty (30) calendar days in advance of the hearing by one (1) publication in a newspaper (Tallahassee Democrat) of regular and general circulation in the city or county. In cases where rezoning requests consist of thirty (30) or fewer contiguous parcels of land, additional written notice shall be mailed to the current address of each property owner involved and to owners of property within one thousand (1,000) feet of the parcels to be rezoned. In addition, a letter of notification is mailed by the Planning Department, as appropriate, to all registered neighborhood associations within 1,000 feet of the perimeter of the subject property(ies). The purpose of the letter is to notify surrounding property owners of the application and the time, date, and place of the Tallahassee- Leon County Planning Commission and City Commission public hearings.

### CITY OF TALLAHASSEE REZONING FEES:

#### A. Rezoning Applications (excluding PUD's):

- |    |  |                        |
|----|--|------------------------|
| 1. | From one Residential Preservation District<br>to another Residential Preservation District<br>Plus each additional acre over 5 acres | \$ 600.00<br>\$ 10.00  |
| 2. | All other zoning districts (excluding PUD's)<br><br>Plus each additional acre over 5 acres   | \$1,200.00<br>\$ 50.00 |
| 3. | Direct notice and advertising fee<br>(Required for all applications)   | \$ 375.00              |
| 4. | Rezoning filed concurrently with<br>Comprehensive Plan Amendment or<br>Development of Regional Impact                                | 50% of rezoning fee    |

## Rezoning/Comprehensive Plan Amendment District Guide

### **Suburban**

C-1 Neighborhood Commercial  
C-2 General Commercial  
CM Medical Arts Commercial  
CP Commercial Parkway  
IC Interchange Commercial  
M-1 Light Industrial  
MH Manufactured Home Park  
MR Medium Density Residential District  
MR-1 Medium Density Residential  
OA-1 Airport Vicinity  
OR-1 Office Residential  
OR-2 Office Residential  
OR-3 Office Residential District  
OS Open Space  
R-1 Single Family Detached Residential  
R-2 Single Family Detached Residential  
R-3 Single Family Detached, Attached Two-Family Residential  
R-5 Manufactured Home and Single Family Detached  
RA Residential Acre  
UP-1 Urban Pedestrian District  
UP-2 Urban Pedestrian District

### **UR Urban Residential**

R-3 Single Family Detached, Attached Two-Family Residential  
R-4 Single, Two-Family & Multi Family Residential

### **UR-2 Urban Residential-2**

RA Residential Acre  
R-1 Single Family Detached Residential  
R-2 Single Family Detached Residential  
R-3 Single Family Detached, Attached Two-Family Residential  
R-5 Manufactured Home and Single Family Detached  
MH Manufactured Home Park  
MR Medium Density Residential District  
MR-1 Medium Density Residential

### **Central Core (City Only)**

CC Central Core  
ASN-A All Saints Neighborhood-A  
ASN-B All Saints-B  
ASN-C All Saints-C  
ASN-D All Saints-D  
SCD Special Character District  
UV University Urban Village

### **RP Residential Preservation**

RP Residential Preservation (County only)  
RP-1 Residential Preservation - 1 (City only)

RP-2 Residential Preservation - 2 (City only)

### **RP Residential Preservation (Continued)**

RP-MH Residential Preservation Mobile Home Single Family (City only)  
RP-R Residential Preservation Rural (City only)  
RP-UF Residential Preservation - Urban Fringe (City only)

### **Bradfordville Mixed Use**

BC-1 Bradfordville Commercial - 1  
BC-2 Bradfordville Commercial - 2  
BCS Bradfordville Commercial Services  
BOR Bradfordville Office Residential  
C-1 Neighborhood Commercial  
C-2 General Commercial  
M-1 Light Industrial  
MH Manufactured Home Park  
MR Medium Density Residential District  
MR-1 Medium Density Residential  
OR-1 Office Residential  
OR-2 Office Residential  
OS Open Space  
R-1 Single Family Detached Residential  
R-2 Single Family Detached Residential  
R-3 Single Family Detached, Attached Two-Family Residential  
R-5 Manufactured Home and Single Family Detached  
RA Residential Acre  
UP-1 Urban Pedestrian District  
UP-2 Urban Pedestrian District

### **AC High Intensity Urban Activity Center**

### **CU Central Urban (City only)**

CU-12  
CU-18  
CU-26  
CU-45  
UV University Urban Village

### **I Industrial Zoning**

### **LP Lake Protection**

### **LT Lake Talquin Recreational Urban Fringe Protection (County only)**

### **R Rural (County only)**

### **RC Rural Community (County only)**

RC Rural Community

**UF Urban Fringe**

**UT University Transition District (City only)**

UT University Transition  
UV University Urban Village

**NB Neighborhood Boundary**

NBO Neighborhood Boundary Office

**MGN Mahan Gateway Node**

MCR Mahan Corridor Ring  
MCN Mahan Corridor Node

**WRC Woodville Rural Community (County only)**

WC Woodville Commercial District  
RA Residential Acre  
R-1 Single Family Detached Residential  
R-5 Manufactured Home and Single Family Detached  
MH Manufactured Home Park  
C-1 Neighborhood Commercial  
C-2 General Commercial  
OS Open Space

**Districts Requiring Special Applications**

*(refer to a Land Use Planner)*

PD Planned Development  
DRI Development of Regional Impact

**Districts Requiring Special Applications (Continued)**

PUD Planned Unit Development  
UPUD Urban Planned Unit Development

Each Bold heading represents a Future Land Use Category in the Comprehensive Plan. The districts underneath each heading are the different zoning categories that implement the Future Land Use

**\*\*\*\*CHANGES FROM ONE DISTRICT TO ANOTHER WHERE BOTH DISTRICTS ARE UNDER THE SAME BOLD HEADING ARE STRAIGHT REZONINGS AND SHOULD BE DIRECTED TO THE LAND USE DIVISION.**

**\*\*\*\*CHANGES FROM A DISTRICT UNDER ONE BOLD HEADING TO A DISTRICT UNDER ANOTHER BOLD HEADING ARE COMPREHENSIVE PLAN CHANGES AND SHOULD BE DIRECTED TO THE COMPREHENSIVE PLANNING DIVISION.**

Examples:

C-1 to C-2 – straight rezoning  
C-1 to CU – comprehensive plan change  
RP-1 to RP-2 – straight rezoning  
RP-1 to OR-2 – comprehensive plan change

### Application Submittal Checklist

The application of the owner for a change or amendment to the Official Zoning Map shall include the following:

**Applicant  
Verification**

**Staff Verification**

- \_\_\_\_\_ 1. Completed Application for Zoning Review to be submitted to the Planning Department.
- \_\_\_\_\_ 2. Proof of ownership.
- \_\_\_\_\_ 3. Applicant's Affidavit of Ownership and Designation of Agent indicating agent if the property owner does not submit application.
- \_\_\_\_\_ 4. A legal description or deed description of the property involved prepared by a Florida-registered land surveyor.
- \_\_\_\_\_ 5. A map of the property at a scale of one (1) inch equals two hundred (200) feet, or such other scale as may be required by the Planning Department.
- \_\_\_\_\_ 6. A Natural Features Inventory (NFI) is required by Section 5.61 of the City's Environmental Management Ordinance (EMO) for rezoning from a less intense zoning district to a more intense zoning district, unless otherwise exempted by the Growth Management Department. The NFI, if required, must be approved prior to the acceptance of the rezoning application. For more information, please contact the Land Use and Environmental Services Division of the Growth Management Department at (850) 891-7100.
- \_\_\_\_\_ 7. Either a preliminary concurrency certificate or affidavit waiving concurrency is required as prescribed in the Concurrency Regulations. Contact the Concurrency Management Division of the Growth Management Department at 891-7100 for more information.
- \_\_\_\_\_ 8. Photograph of Posted Rezoning Notification sign along with the completed Sign Posting Affidavit
- \_\_\_\_\_ 9. Identification of any individual, neighborhood association, or business association with which you have **voluntarily** met prior to submission of this application.  
Name of Entity(ies) \_\_\_\_\_ Date Met \_\_\_\_\_  
Name of Entity(ies) \_\_\_\_\_ Date Met \_\_\_\_\_  
If more space is needed, attach additional documentation.
- \_\_\_\_\_ 10. Submittal review fees payable to the City of Tallahassee.
- \_\_\_\_\_ 11. Letter of Understanding.
- \_\_\_\_\_ 12. Completed School Impact Analysis Form.
- \_\_\_\_\_ 13. Provide one paper set of the application and accompanying materials.