



Tallahassee-Leon County  
Planning Department

# Leon County APPLICATION FOR PUD REZONING REVIEW

The undersigned, owner of the hereinafter-described property, hereby petitions Leon County for the following amendment to the Official Zoning Map:

**Change in Zoning District** Write in the name of the current zoning district(s) in which the property is currently located.

**From:** \_\_\_\_\_

**To:** PUD (Planned Unit Development)

**Location:** The property is designated by the following Leon County Property Tax identification number(s): \_\_\_\_\_

\_\_\_\_\_

**Legal Description:** Attach a legal description of the property requested to be rezoned.

**Disclaimer:** Granting of requested zoning district does not grant the applicant all development rights prescribed within the zoning district. Subsequent permitting, preliminary site plan and plat review, and final plat review may limit the ability to construct allowable land uses as well as construct allowable land uses to the maximum intensity and/or density of the approved zoning district. All proposed development shall be subject to the applicable land development regulations including, but not limited to the *Tallahassee Land Development Code*, *Environmental Management Ordinance*, and the *Concurrency Management System Policy and Procedures Manual*.

**Note:** An electronic version of this application and all supporting documentation shall be submitted on a CD or DVD. Also, an original signed copy of the complete application and supporting documentation shall be submitted to the Planning Department.

The required file format for all text documents is Microsoft Word, WordPerfect or Adobe Acrobat PDF.

The required file format for all maps and drawings is either Adobe Acrobat PDF or TIFF.

**NOTE:** In accordance with Leon County Policy 02-08, beginning January 1, 2003, all paid lobbyists intending to engage in any lobbying activities before the Leon County Board of County Commissioners on behalf of any person or entity must register with the Clerk of Court, Finance Department by filing a completed Leon County Lobbyist Registration form and paying an annual registration fee of \$25.

**Submitted By:**

<u>Owners' Name(s)</u>	<u>Phone #</u>	<u>Address</u>
_____	_____	_____
_____	_____	_____

<u>Agent' s Name(s)</u>	<u>Phone #</u>	<u>Address</u>
_____	_____	_____
_____	_____	_____

<u>Optionee' s Name(s)</u>	<u>Phone #</u>	<u>Address</u>
_____	_____	_____
_____	_____	_____

Please provide identification of any individual, neighborhood association, or business association with which you have voluntarily met prior to submission of this application.



### 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 Rezoning Review to be submitted to the Leon County Department of Development Support and Environmental Management.
- \_\_\_\_\_      \_\_\_\_\_ 2. Applicant' s Affidavit of Ownership and Designation of Agent indicating agent if application is not submitted by the property owner.
- \_\_\_\_\_      \_\_\_\_\_ 3. An environmental analysis approved by the Leon County Department of Development Support and Environmental Management as required pursuant to the Environmental Management Act. Contact the Leon County Department of Development Support and Environmental Management at 606-1300 for more information.
- \_\_\_\_\_      \_\_\_\_\_ 4. A preliminary concurrency or appropriate documentation issued by the Leon County Department of Development Support and Environmental Management. Contact the Leon County Department of Development Support and Environmental Management at 606-1300 for more information.
- \_\_\_\_\_      \_\_\_\_\_ 5. Identification of any individual, neighborhood association, or business association with which you have **voluntarily** met prior to submission of this application.
- \_\_\_\_\_      \_\_\_\_\_ 6. Letter of Understanding.
- \_\_\_\_\_      \_\_\_\_\_ 7. A general plan for the use of all lands within the proposed PUD. Such plans shall indicate the general location of residential areas (including density and unit types), open space, parks, passive or scenic areas, and commercial areas (including building square footage and height).
- \_\_\_\_\_      \_\_\_\_\_ 8. A plan of vehicular and pedestrian circulation showing the general locations and right-of-way widths of roads, sidewalks, the capacity of the system and access points to the external and internal thoroughfare network.

**Quantitative summary of land uses (maximum acres, maximum non-residential building square feet, maximum number of residential dwelling units). A report shall be submitted to the County that includes a statement indicating how the proposed development complies with the Comprehensive Plan and a general description of the proposed development including:**

- \_\_\_\_\_      \_\_\_\_\_ 9. The total acreage of the project.
- \_\_\_\_\_      \_\_\_\_\_ 10. The number of acres proposed to be developed in the various categories of land shown on the Concept Plan; the percentage of total acreage represented by each category of use and each component of development; and an itemized list of uses proposed for each of the components which shall be the range of uses permitted for that section of the PUD.

- \_\_\_\_\_ 11. The number and type of dwelling units proposed for the overall site and for its components, including dwelling unit per acre calculations and population projections for each or for nonresidential projects, gross square footage devoted for each land use.
- \_\_\_\_\_ 12. The establishment of minimum development standards which shall govern the site and development such as lot shape and size, internal streets and pedestrian ways, open space provision, off-street parking, buffers, and landscape areas.
- \_\_\_\_\_ 13. A binding commitment to develop the property in accordance with the approved Concept Plan and conditions of approval. The commitment shall bind all subsequent owners.

**A site conditions map which includes:**

- \_\_\_\_\_ 14. Legal description and boundary survey signed and sealed by a registered Florida land surveyor or a deed description. **NOTE: An electronic version of the legal description shall be included with the application on a CD or diskette. Failure to provide an electronic version may delay your approval schedule.**
- \_\_\_\_\_ 15. Name of the PUD; owner; subdivider/lessee/optionee (if applicable), and address and phone number of each; surveyor and engineer of record; and date of drawing.
- \_\_\_\_\_ 16. Scale, date, north arrow, and general location map showing relationship of the site to external uses, structures, and features.
- \_\_\_\_\_ 17. Boundaries of the subject property, all existing streets, buildings, water courses, easements, section lines, and other important physical features.
- \_\_\_\_\_ 18. Existing topography (latest U.S. Department of the Interior Geological Survey).
- \_\_\_\_\_ 19. The location and size of all existing drainage facilities and a utility concept plan.
- \_\_\_\_\_ 20. Information about the existing vegetation cover and general soil types, and their appropriateness for the proposed project.
- \_\_\_\_\_ 21. The location and function of all other existing public facilities which would serve the residents of the site including but not limited to schools, parks, and fire stations. The requirements to provide this information may be waived for small projects. If required, notation of this information on a scaled map is acceptable.
- \_\_\_\_\_ 22. Completed School Impact Analysis Form

**Submittal Review Fees and Copies:**

- \_\_\_\_\_ 23. Submittal review fees payable to the Leon County Board of County Commissioners.
- \_\_\_\_\_ 24. Provide nineteen (19) sets of the application and accompanying materials. Additional sets may be requested for the Planning and/or City Commission meetings.

## INFORMATION PACKET

### Leon County Application for PUD 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 Building, 435 N. 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 for more information on the Comprehensive Plan amendment process or to receive an application.

#### PUD REVIEW APPLICATION PROCESS

##### Pre-application Submittal

Prior to submittal of an Application for Rezoning Review to a PUD district, the applicant shall attend a pre-application conference. **The applicant is strongly encouraged to include information addressing Section 10-915(a)(1) - (7) of the *Leon County Land Development Code* in the pre-application submittal package.** Please contact the Leon County Growth and Environmental Management Department at 606-1300 for pre-application meeting dates, fees and requirements.

##### Technical Review Committee

Prior to submittal of an Application for Rezoning Review to a PUD district and after the pre-application review requirements are met, the applicant shall attend a Technical Review Committee. The purpose of this review is to identify deficiencies in the proposed application in order to submit for formal review by the Development Review Committee. Please contact the Leon County Department of Development Support and Environmental Management at 606-1300 for meeting times, places and dates. You are encouraged to provide all submittal material required for formal PUD Rezoning Review Applications. Please provide twelve (12) copies of all material subject to review.

##### Application Submittal

Upon completion of review by the Technical Review Committee, the applicant will be required to submit an application for rezoning review to the Leon County Department of Development Support and Environmental Management. Applications for rezoning to a PUD zoning district must provide information in accordance with Section 10-915(a)(1) - (7) of the *Leon County Land Development Code*. The application must be submitted to the Leon County Department of Development Support and Environmental Management in accordance with the most current review schedule provided by the Leon County Growth and Environmental Management Department. The filing fees for rezoning are included on page 9 of this packet. The appropriate fee must be paid at the time of application submittal.

Final PUD site and development plans may be submitted and reviewed concurrently with PUD rezoning. Please contact the Leon County Department of Development Support and Environmental Management at 606-1300 prior to application submittal if you are interested in simultaneous review of PUD rezoning and final site and development plans.

### **Development Review Committee (DRC) Review**

Rezoning to the PUD district are subject to review by the Development Review Committee (DRC). The DRC may continue the application to a specific time for further review, or may vote to recommend approval with conditions or denial. The DRC recommendation will be forwarded to the Planning Commission for further review.

### **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 with conditions or denial. The Planning Commission recommendation will be forwarded to the County Commission for final action.

It is the practice of the Planning Commission to conduct hearings under informal administrative review procedures unless a quasi-judicial hearing (formal proceedings) has been requested. Persons with standing under Article XI, Division 9 of the Leon County Land Development Code and the Planning Commission bylaws may request formal proceedings before the Planning Commission by filing a petition for formal proceedings. If a petition for formal proceedings satisfying the requirements of the Planning Commission bylaws is filed, the scheduled public hearing may be postponed and held at the time the formal hearing is conducted. To be valid, a petition for formal proceedings must satisfy the requirements of the Planning Commission bylaws. Copies of the bylaws and petition for formal proceedings forms are available from the Planning Department at a reasonable cost. A petition for formal proceedings together with the \$150 filing fee must be filed with the Planning Department and the Planning Commission Attorney within fifteen (15) days from date of publication of the proposed rezoning in the Tallahassee Democrat. Additional information pertaining to the formal proceedings procedure is available from the Current Planning Division at (850) 891-8600 and in the by-laws of the Planning Commission.

## **County Commission Public Hearing**

The County Commission conducts its public hearings to consider applications to amend the Official Zoning Map for areas located outside the incorporated limits of the City. The County Commission may vote at those public hearings to approve, approve with conditions, deny or continue the request to a date and time certain. Decisions made by the County Commission are final.

The County Commission public hearing is conducted at 6:00 p.m. in the County Commission Chambers, 5<sup>th</sup> floor, County Court House. County Commission agenda items are required to be submitted no later than 8 days prior to the scheduled Commission public hearing. Interested parties may contact the Tallahassee-Leon County Planning Department for information regarding the County Commission public hearing schedule.

There are no time restrictions for resubmittal of new PUD Rezoning Review Applications should the proposed amendment to the Official Zoning Map be denied by the County Commission.

### **Standards To Be Applied**

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

1. **Consistency with the Comprehensive Plan.** The proposed PUD district shall be consistent with the Comprehensive Plan.
2. **Consistency with Other Ordinances.** The proposed PUD district shall be consistent with all other ordinances adopted by the County, including but not limited to the applicable environmental and concurrency management ordinances.
3. **Consistency with Purpose and Intent of the PUD District.** An application for a PUD district shall indicate how the proposed PUD district meets the purpose and intent of the PUD district, as set forth in Section 10-915(a)(1) - (7) of the *Leon County Land Development Code*.
4. **School Considerations.** A completed School Impact Analysis Form for projects proposing residential land use or projects located adjacent to residential development.

### **Amendment of PUD Rezoning Applications**

Amendments to PUD rezoning review applications, which will result in a more intensive use and/or density will require a resubmittal of the PUD application. Such changes to the application after publication (in the Tallahassee Democrat) of notice for the County Commission public hearing are not allowed. The County Commission must act on the rezoning as advertised. Resubmittals, which will result in a more intensive use and/or density, are required to pay the applicable application fees identified on page 4.

Any and all amendments to an Application for PUD 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 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 (1000) 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 1000 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 County Commission public hearings.

**LEON COUNTY PUD REZONING FEES:**

**A. Planned Unit Development (PUD):**

- |   |  |
|---|--|
| 1. Residential Concept Plan or Non-Residential Concept Plan     | \$3,000.00 plus \$2.00 per dwelling unit or \$12.00 per acre with a max. of \$6,000 plus \$2,640 direct notice fee |
| 2. Density or Concept Revisions to an approved PUD Concept Plan | \$4,800.00 plus \$2,640 direct notice fee  |
| 3. Other Minor Revisions (PUD)                                  | \$ 1,500.00 plus \$660 direct notice fee   |
| 4. Type " D" Review (PUD)                                       | Please contact the Leon County Department of Development Support and Environmental Management at 606-1300.         |

All PUD Concept Plan – Rezoning fees are included in the Type D Site Plan review fees and shall be submitted to the Leon County Department of Development Support and Environmental Management.

# 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-4 Urban 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 Urban Residential

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

R-1 Single Family Detached Residential  
R-2 Single Family Detached Residential  
R-3 Single Family Detached, Attached Two-Family Residential  
R-4 Urban Residential  
R-5 Manufactured Home and Single Family Detached  
MH Manufactured Home Park  
MR Medium Density Residential District  
MR-1 Medium Density Residential

## **Downtown (City Only)**

ASN-A All Saints Neighborhood-A  
ASN-B All Saints-B  
ASN-C All Saints-C  
ASN-D All Saints-D  
DI Downtown Institutional/Cultural/University Transition Areas  
RO Targeted Retail / Office Growth Area  
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-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 Central Urban  
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

**RC Residential Corridor**

Mahan Residential Corridor

**RCN Residential Corridor Node**

Mahan Residential 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

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



TALLAHASSEE - LEON COUNTY PLANNING DEPARTMENT

APPLICANT'S AFFIDAVIT OF OWNERSHIP & DESIGNATION OF AGENT



I. Ownership.

I, \_\_\_\_\_, hereby attest to ownership of the property described below:

Parcel I.D. Number(s) \_\_\_\_\_

Location address: \_\_\_\_\_

\_\_\_\_\_ for which this Application is submitted.

The ownership, as recorded on the deed, is in the name of:

\_\_\_\_\_ Please complete the appropriate section below:

Individual

Corporation

Partnership

Provide Names of Officers:

Provide Names of General Partners:

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

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

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

Dept. of State Registration No.:

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

Name/Address of Registered Agent:

II. Designation of Applicant's Agent. (Leave blank if not applicable)

As the owner of the above designated property and the applicant for which this affidavit is submitted, I wish to designate the below named party as my agent in all matters pertaining to the location address. In authorizing the agent named above to represent me, or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief.

Applicant's Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

III. Notice to Owner.

A. All changes in Ownership & Applicant's Agent prior to issuance shall require new affidavit. If ownership changes the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.

B. If the Owner intends the Designation of Applicant's Agent to be limited in any manner, please indicate the limitation below. (i.e., Limited to obtaining a certificate of concurrency for the parcel; limited to obtaining a land use compliance certificate; etc.) \_\_\_\_\_

**IV. Acknowledgement.**

**Individual**

\_\_\_\_\_  
*Signature*  
Print  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone No.: \_\_\_\_\_

**Corporation**

\_\_\_\_\_  
Print Corporation Name  
By: \_\_\_\_\_  
*Signature*  
Print  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone No.: \_\_\_\_\_

**Partnership**

\_\_\_\_\_  
Print Partnership Name  
By: \_\_\_\_\_  
*Signature*  
Print  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone No. : \_\_\_\_\_

**Please use appropriate notary block.**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

**Individual**

Before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_ who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.

**Corporation**

Before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_ of \_\_\_\_\_, a \_\_\_\_\_ **corporation**, on behalf of the corporation, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

**Partnership**

Before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_, partner/agent on behalf of \_\_\_\_\_, a **partnership**, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

Personally known \_\_\_\_\_; or  
Produced identification \_\_\_\_\_.  
Type of identification produced:  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Notary

Print Name: \_\_\_\_\_  
Notary Public

(NOTARY STAMP)

My commission expires: