



## LAND USE (COMPRHENSIVE PLAN) AMENDMENT APPLICATION

<b>Application Fee: ___ \$1,000 - Properties 10 Acres or less ___ \$2,000.00 - Properties over 10 Acres</b> <b>Application Fee if done in conjunction with ANNEXATION:</b> ___ Properties 10 Acres or less – Actual cost of Legal Advertising* ___ Properties over 10 Acres – Actual cost of Legal Advertisement and Review Services* (*NOTE: invoice will be provided to applicant and must be paid prior to final adoption)	
<b>Application and all pertinent required data (listed below) MUST be submitted with this application</b>	
<input type="checkbox"/> ORIGINAL application with Signed & Notarized Land Use (Comprehensive Plan) Amendment Application and/or Affidavit Authorization for Agent (if applicable) <input type="checkbox"/> Date applicant met with a representative of the Urban Design Staff prior to the submission of application? _____ <input type="checkbox"/> Digital Text file of metes and bounds description of Property <input type="checkbox"/> Map showing the zoning and FLU of ALL the property contiguous with the subject property <input type="checkbox"/> A copy of the deed or other evidence of ownership <input type="checkbox"/> Annexation Application <input type="checkbox"/> Rezoning Application (if applicable) <input type="checkbox"/> SCADL (School Concurrency Approval Determination Letter) attain by School Department (if applicable) <input type="checkbox"/> Letter of availability of utility services from utility companies	<input type="checkbox"/> Signed and sealed boundary survey, completed no more than 12 months prior to the application that accurately shows the current condition of the property to include all existing streets, watercourses, natural feature, vegetation and topography and exact location of all buildings and structures.  <input type="checkbox"/> Survey MUST show ALL Easements, Dedications & Improvements  <input type="checkbox"/> Survey must have a metes and bounds description of the property showing water and sewer main locations and fire hydrant locations  <input type="checkbox"/> Date of Survey: _____ <input type="checkbox"/> Total Acreage of Property _____ <input type="checkbox"/> Square Footage _____
<input type="checkbox"/> Narrative with the requested change; An explanation of the proposed project, site plan showing building footprints, parking and traffic circulation areas, water and sewer connection locations, and landscaping (if applicable); referencing all components of the comprehensive plan documents for which a change is being requested, the reason for the proposed change, and why change should be approved	
<b><i>In addition to the original application a CD/DVD of all supporting documentation MUST to be submitted in a separate PDF, appropriately identified by name.</i></b>	
<b><u>Preface</u></b> - This request may require a change to the Zoning Atlas (zoning) must be consistent with all elements of the adopted Comprehensive Plan of the City of Punta Gorda. Should there exist a conflict between the proposal contained herein and the Comprehensive Plan, a rezoning application will be required.	
<b><u>Information to Be Submitted with Application</u></b> - In order that this application be processed in a timely fashion, the correct and complete information is necessary. It is suggested that the applicant bring the application to the Zoning & Code Compliance Division, 126 Harvey St., Punta Gorda, Florida 33950, where it can be reviewed by the staff prior to filing. The Zoning & Code Compliance Division accepts no responsibility for the completeness or accuracy of the application. Errors in the filed application may result in delays with respect to required public hearings. All data and exhibits submitted in connection with the filing of this application become a permanent part of the public record	
<b>IMPORTANT:</b> The applicant or his representative <b>MUST</b> be present at the hearing. There will be a fee of \$500.00 for a Voluntary Continuance (a request by the applicant to continue a petition before the appropriate board or council, or by the failure of the applicant to attend or be represented at the appropriate meeting).	

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<b>Date Received</b>		<b>File Number</b>	<b>CP-</b>
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**1. Applicant**

Name						
Address		City		State		Zip
Phone			Email address			

**2. Owner(s) of Record**

Name						
Address		City		State		Zip
Phone			Email address			

**3. Authorized Agent – (if applicable – Property Owner must sign AGENT Affidavit below)**

Name						
Address		City		State		Zip
Phone			Email address			

**4. Total Number of Parcels included in this application:**

**5. Property Address / Street Name (if applicable – attach separate sheet if necessary)**

Address		City		State		Zip
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**6. Legal Description of Property (Attach separate sheet if necessary)**  
**\*\*Note: A digital TEXT file of metes and bounds description of property MUST be submitted on a CD/DVD\*\***

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Parcel ID /Account #	Lot #	Block#	Section	Total Sq. Feet	Total Acres

**7. Precisely describe the requested change; make clear reference to all components of the comprehensive plan documents for which a change is being requested. If the application is for a change to one of the Land Use Plan Maps, include a copy of that map indicating the specific area to be changed. Include reasons why the requested change to the Plan should be approved. Reasons for proposed amendment may include statements relating to any or all of**

**the following:**

- Need to correct an error; Need to reflect changing circumstances or conditions in the City; Need to improve the ability of the Plan to fulfill the basic intent, purposes or goals of the Plan.
- Since Plan Amendment requests will be evaluated in part on the extent to which they would be in the public interest and enhance the ability of the Plan to serve the public benefit, the applicant should include statements addressing these considerations. (use additional sheets as necessary)

**8. 13. Please explain in detail the compatibility with the City’s Comprehensive Plan:**  
(use additional sheets if necessary)

<p><b>A. <u>Transportation Element:</u></b></p> <ul style="list-style-type: none"> <li>• Provide a Traffic Impact Study indicating:</li> <li>• the relative intensity of the proposed change</li> <li>• functional classification of adjacent roadways</li> <li>• Routing of non-residential traffic onto residential streets</li> <li>• availability of collector and arterial roads and any other pertinent traffic circulation concerns</li> </ul>	
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<p>Roads – List all rights-of-way, Developed &amp; Undeveloped:</p>	
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<p>Lists the number of trips that could be generated by the proposed change in FLUM and/or Zoning and explore the impacts that this would have on the roadway system serving the subject site</p>	
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**B. Housing Element:**

**C. Infrastructure Element:** \*\*must also provide letter from utility company stating the availability of Utilities service on this property\*\*

a. Sanitary Sewer	
b. Solid Waste	
c. Drainage	
d. Portable Water	

**D. Conservation Element:**

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**E. Costal Management Element:**

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**F. Recreation & Open Space Element:**

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**G. Intergovernmental Coordination Element:**

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**H. Capital Improvement Element:**

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**I. Public School Facilities Element:**

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**J. Historic Element: (if applicable)**

**9. Existing & Proposed Map Designations (attach additional sheet if necessary)**

Parcel ID	Existing (FLUM) Classification	Proposed (FLUM) Classification	Existing Zoning District	Proposed Zoning District

**10. Neighboring FLUM Designations – Please include Map (use additional sheet if necessary)**

Parcel ID	North	South	East	West

**11. Neighboring Zoning Designations – Please include Map (use additional sheet if necessary)**

Parcel ID	North	South	East	West

**12. Are there any existing structures on the property?** \_\_\_ Yes \_\_\_ No

If “yes” what type of construction are they, and what is the current use of the structures. In addition include a site plan showing location of structures on property.

I, the undersigned, being first duly sworn, testify and say that I am the owner, attorney, attorney-in-fact, agent, lessee or representative of the owner(s) of all of the property described and which is the subject matter of the proposed hearing; that all answers to the questions in this application, and all sketches, data and other supplementary material attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the hearing can be advertised, and that I am authorized to sign the application by the owner or owners.

**AFFIDAVIT**

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Date

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

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_, 20\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did not take an oath.

\_\_\_\_\_  
Notary Public, State of Florida

\_\_\_\_\_  
My commission Expires

(Seal)

**AGENT AFFIDAVIT (Property Owner to complete ONLY if applicable)**

I/We \_\_\_\_\_, property owner(s), hereby authorize \_\_\_\_\_ to act as **Agent** on our behalf regarding a LAND USE (COMPREHENSIVE PLAN) AMENDMENT APPLICATION on the property commonly known as \_\_\_\_\_ in Punta Gorda, Florida.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Date

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

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_, 20\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did not take an oath.

\_\_\_\_\_  
Notary Public, State of Florida

\_\_\_\_\_  
My commission Expires

(Seal)