

**FOR OFFICE USE ONLY**

P Z File # \_\_\_\_\_

Application Fee: \_\_\_\_\_

Filing Date: \_\_\_\_\_ Acceptance Date: \_\_\_\_\_

Review Date: SRDT \_\_\_\_\_ P &amp; Z \_\_\_\_\_ CC \_\_\_\_\_

## Comprehensive Plan Amendment Application

**A. PROJECT**

1. Project Name: \_\_\_\_\_
2. Address of Subject Property: \_\_\_\_\_
3. Parcel ID Number(s): \_\_\_\_\_
4. Existing Use of Property: \_\_\_\_\_
5. Future Land Use Map Designation : \_\_\_\_\_
6. Existing Zoning Designation: \_\_\_\_\_
7. Proposed Future Land Use Map Designation: \_\_\_\_\_
8. Acreage: \_\_\_\_\_

**B. APPLICANT**

1. Applicant's Status  Owner (title holder)  Agent
2. Name of Applicant(s) or Contact Person(s): \_\_\_\_\_ Title: \_\_\_\_\_  
Company (if applicable): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ e-mail: \_\_\_\_\_
3. If the applicant is agent for the property owner\*  
Name of Owner (title holder): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ e-mail: \_\_\_\_\_

\* Must provide executed Property Owner Affidavit authorizing the agent to act on behalf of the property owner.

**C. ADDITIONAL INFORMATION**

1. Is there any additional contact for sale of, or options to purchase, the subject property?  
 Yes  No If yes, list names of all parties involved:

If yes, is the contract/option contingent or absolute?  
 Contingent

Absolute

**D. ATTACHMENTS (One copy reduced to no greater than 11 x 17, plus one copy in PDF format.)**

1. Statement of proposed change, including a map showing the proposed Future Land Use Map change and Future Land Use Map designations on surrounding properties
2. Concurrency Impact Analysis which considers the impact on public facilities, including potable water, sanitary sewer, transportation, solid waste, recreation, stormwater, and public schools.
3. Needs Analysis which demonstrates the necessity of the proposed change. This analysis may consist, in whole or part, of a market impact study or real estate needs analysis.
4. Analysis of Consistency with the City of Green Cove Springs Comprehensive Plan (analysis must identify specific Goals, Objectives, and Policies and describe in detail how the application complies with the noted Goal, Objective, or Policy.)
5. A current aerial map (Maybe obtained from the Clay County Property Appraiser.)
6. Legal description with tax parcel number.
7. Boundary survey
8. Vicinity Map
9. Warranty Deed or the other proof of ownership
10. Fee.
  - a. Future Land Use Map Amendments - \$1,500 plus \$20 per acre
  - b. Text Amendment to Comprehensive Plan - \$1,500 per element
  - c. All applications are subject 10% administrative fee and must pay the cost of postage, signs, advertisements, and the fee for any outside consultants.

No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any fees necessary for technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity. The invoice shall be paid in full prior to any action of any kind on the development application.

**All 10 attachments are required for a complete application. A completeness review of the application will be conducted within five (5) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.**

**I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge:**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-applicant

\_\_\_\_\_  
Typed or printed name and title of applicant

\_\_\_\_\_  
Typed or printed name of co-applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing application is acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_

\_\_\_\_\_, who is/are personally known to me, or who has/have produced \_\_\_\_\_  
as identification.

NOTARY SEAL  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public, State of \_\_\_\_\_