



# Office of Planning and Zoning

## Comprehensive Plan Amendment Application and Submittal Checklist

Date: \_\_\_\_\_ Project Name: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_

Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_

Relationship to Owner: \_\_\_\_\_

Alternate Key(s) of Subject Property: \_\_\_\_\_

Type of Amendment:      Map Amendment: \_\_\_\_\_      Text Amendment: \_\_\_\_\_

The size of the subject property in acres or fractions thereof:

Upland: \_\_\_\_\_ Wetland: \_\_\_\_\_ Water: \_\_\_\_\_ Total: \_\_\_\_\_

Has a decision or recommendation denying a proposed amendment to the Comprehensive Plan been considered by the Board of County Commissioners or the Planning & Zoning Board within a one (1) year period from the date of the application? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain below.

\_\_\_\_\_

Will an application for rezoning or other development permit be submitted to the County in conjunction with this project? \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, please explain below.

\_\_\_\_\_

Is the proposed amendment applicable to the Green Swamp ACSC?      Yes \_\_\_\_\_ No \_\_\_\_\_  
Does the proposed amendment apply to the Wekiva River Protection Area?      Yes \_\_\_\_\_ No \_\_\_\_\_  
Is the subject property under a joint planning agreement or ISBA?      Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which jurisdiction? \_\_\_\_\_

Please demonstrate that facilities and services are **or will be** available within the adopted levels of service throughout the Comprehensive Plan (or the levels of service adopted by the municipality in whose utility area the proposed amendment is located and as adopted in the Capital Improvements Element or by joint agreement with the County), including, but not limited to, water supplies (including permitted quantities) facilities, sewer services, solid waste, transportation, parks and recreational facilities and schools:

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Describe and demonstrate and describe how the amendment will not fiscally burden County services:

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Describe and demonstrate that historic and cultural resources will not be affected by unnecessary and unmitigated negative impacts:

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**Please be Aware of the Following Policies**

**CP Policy I-7.13.4 Alternative Future Land Use Designation**

The Board of County Commissioners may determine that a Future Land Use Category other than the designation requested by the applicant is appropriate, provided that the approved Future Land Use Category does not exceed the density or intensity of the Future Land Use Category or use that was publicly advertised for consideration.

**LDR 14.00.09 Res Judicata.**

Once a final decision denying an application has been made by the Board of County Commissioners or the Board of Adjustment, the matter shall not be considered again for a period of one (1) year from the date the application was denied. The applicant may re-apply prior to the one (1) year, but the matter will not be presented to the Lake County Planning and Zoning Board, Board of County Commissioners or Board of Adjustment until after one (1) year has elapsed. However, the Board of County Commissioners and the Board of Adjustment shall refuse to hear subsequent applications based upon a determination that a substantial change in circumstances has not occurred between the original denied application and the subsequent application, even where the subsequent application has been filed after the one (1) year has elapsed. Notwithstanding the foregoing, if the Board of County Commissioners denies an application without prejudice, the applicant may re-apply within ninety (90) days of the denial so long as a substantial change in circumstances has occurred between the time of the original denied application and the subsequent application.

## Submittal Checklist

\_\_\_\_\_ **Completed application for Comprehensive Plan Amendment.**

\_\_\_\_\_ **Application fee.** (Large Scale / Text \$5,500.00) (Small Scale \$1,600.00). Please be advised the applicant is responsible for paying the legal advertisement and notification fees. Once the fees have been assessed, the applicant will be notified and all applicable fees will be due prior to the public hearing.

\_\_\_\_\_ **Summary of the proposed amendment.** Describe the intent of the amendment and the proposed use of the amendment. If applying for a text amendment, please provide a strikethrough and underlined version of the affected policies.

### Additional Criteria for Future Land Use Map Amendments

\_\_\_\_\_ **Property record card and recorded deed for the subject property.**

\_\_\_\_\_ **Owner's Affidavit.** Each property owner listed on the provided deed must complete an Owner's Affidavit. If the property is owned by a corporation, documentation certifying the signing individual's authority is required.

\_\_\_\_\_ **Applicant's Affidavit.**

\_\_\_\_\_ **Certified Survey or Map** identifying the current and proposed Future Land Use Category of the subject property, the boundary of the subject property and its location in relation to the surrounding street and thoroughfare network. Show the size of the property being proposed for a Future Land Use change (in square feet and acres).

\_\_\_\_\_ **Conceptual site plan** depicting important features, including but not limited to, the location of major roads, structures, significant limitations (wetlands, karst features, steep slopes, etc.), environmentally sensitive areas and required open space.

\_\_\_\_\_ **Legal Description.** The complete legal description of the property or the portion of the property for which the amendment is being requested, typed on a separate sheet of paper with the Tax ID Number. Please include the document in Word format with the digital submittal.

\_\_\_\_\_ **Wetlands Determination/Environmental Assessment.** The applicant must demonstrate that the amendment would not cause unnecessary and unmitigated negative impacts on natural resources, including, but not limited to, wetlands, uplands, habitat, wildlife corridors, wildlife, groundwater and surface water, recharge, karst features and further demonstration that the integrity of interconnected ecosystems of local, state, regional and federal significance will be preserved.

If there are wetlands on the property, a preliminary environmental assessment is required, including a narrative describing the wetlands, a table indicating the acreage, and an aerial photograph or map indicating the approximate location and extent of wetlands on the site.

\_\_\_\_\_ **Transportation Demand Impact Analysis.**

\_\_\_\_\_ **Demand Analysis.**

**Residential Justification Statement.** If the amendment will increase the density, provide

documentation demonstrating that additional lands for residential use are needed to accommodate population projections consistent with the Comprehensive Plan. Also describe how the lands are in the most appropriate location with respect to the most efficient use of public facilities and services for the increased density and with respect to all other policies of the Comprehensive Plan.

**Nonresidential/Commercial/Industrial Justification Statement.** Provide documentation that demonstrates the need for any additional non-residential and commercial/industrial lands based upon population and employment projections within the service area, vacancy rates for similar uses and ability reduce overall future transportation demands on the road network (reduction of vehicle miles travelled).

\_\_\_\_\_ **Land Use Compatibility Analysis.** Provide documentation that demonstrates that the proposed Future Land Use Map amendment provides an appropriate transition of land uses adjacent to the rural area, and that the amendment shall create a transition area between the rural area and existing urban development to reduce future intrusion into the rural area. Adequate land transition shall be required to maintain compatibility with adjacent, existing communities and may require flexible lot sizes, provision of open space or variable buffers.

**Additional Criteria for Amendments from the Rural to the Urban Future Land Use Series.**

\_\_\_\_\_ Demonstration that the proposed FLUM amendment is contiguous to existing urban development in the Urban Future Land Use Series to discourage urban sprawl.

\_\_\_\_\_ Demonstration that utilities (central water and sewer) are, or will be, available concurrent with the proposed development.

**NOTE: A determination of completeness/sufficiency does not suggest support or denial of a proposal.**

**OWNER'S AFFIDAVIT**

STATE OF FLORIDA  
COUNTY OF LAKE

Before me, the undersigned authority personally appeared \_\_\_\_\_, who being by me first duly sworn on oath, deposes and says:

1. That (he) (she) is the fee-simple owner of the property legally described in this Application.
2. That (he) (she) desires a Future Land Use Map Amendment from \_\_\_\_\_ to \_\_\_\_\_, for the property legally described in this Application.
3. That the owner of said property has appointed \_\_\_\_\_ to act as agent in their behalf to accomplish the above.

The Owner is required to complete the APPLICANT'S AFFIDAVIT of this application if no agent is appointed to act in his stead.

\_\_\_\_\_ Affiant (Owner's Signature)

**STATE OF FLORIDA**  
**COUNTY OF LAKE**

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 \_\_\_\_\_ or did not \_\_\_\_\_ take an oath.

\_\_\_\_\_  
Notary Public (Signature)

(SEAL)

\_\_\_\_\_  
My Commission Expires:

**APPLICANT'S AFFIDAVIT**

STATE OF FLORIDA  
COUNTY OF LAKE

Before me, the undersigned authority personally appeared \_\_\_\_\_, who being by me first duly sworn on oath, deposes and says:

1. That (he) (she) affirms and certifies that they understand and will comply with all Ordinances, regulations and policies of Lake County, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of (his) (her) knowledge and belief, and further, that this application and attachments shall become part of the Official Records of Lake County, Florida, and are **NOT RETURNABLE**.
2. That (he) (she) is the applicant for the owner who desires a Future Land Use Map Amendment from \_\_\_\_\_ to \_\_\_\_\_, for the property legally described in this Application.
3. That the submittal requirements for the application have been completed and attached hereto as part of the application.

\_\_\_\_\_ Affiant (Applicant's Signature)

**STATE OF FLORIDA**  
**COUNTY OF LAKE**

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 \_\_\_\_\_ or did not \_\_\_\_\_ take an oath.

\_\_\_\_\_  
Notary Public (Signature)

(SEAL)

\_\_\_\_\_  
My Commission Expires: