



REZONING WITH SMALL-SCALE FUTURE LAND USE MAP (FLUM) AMENDMENT APPLICATION

City of Milton Planning & Development Department
6738 Dixon Street
Milton, Florida 32570

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**** FOR OFFICIAL USE ONLY ****

Application # _____	Date Received: _____
Fee: _____	Received by: _____
FLUM Destination: _____	Receipt #: _____
Zoning District: _____	Proposed
FLUM Destination: _____	Proposed Zoning District: _____

All items on the application must be completed to prevent a delay of your request. Please make checks payable to the City of Milton.

APPLICANTS ARE RESPONSIBLE FOR THE ADVERTISEMENT: ADVERTISING COSTS FOR THE PUBLIC WORKSHOP AND PUBLIC HEARING; COST OF LABELS• CERTIFIED RETURN RECEIPT REQUESTED MAILINGS: CONSULTANT FEE: POSTING OF PROPERTY: PREPARATION OF ORDINANCES: PREPARATION OF COMPREHENSIVE PLAN AMENDMENT DOCUMENT AND REPRODUCTION OF DOCUMENTS

To BE COMPLETED BY THE APPLICANT:

- I. **Owner's Name and Home Address:** (Please attach proof of ownership)

Name: _____

Address: _____

City: _____ State: _____

Zip Code: _____

Telephone: _____ Email (optional): _____

II. **Authorized Agent's Name and Home Address:** (If different than Applicant)

Name: _____

Address: _____

City: _____ State: _____

Zip Code: _____

Telephone: _____ Email (optional): _____

(Signature of Property Owner Required See Part VIII, D. of this Application)

III. **Legal Description of Property** (Attach legal description including most recent survey. NOTE: If only a portion of a parcel is requested for a Rezoning/FLUM change, include a legal description with the survey of the specific portion of the property requested for change.)

Street Address: _____

Subdivision: _____

Provide driving directions to the property from the nearest major intersection. Side streets, landmarks, etc. should be included. .

Property Reference Number (i.e., Parcel I.D. Number) —example: 34-21\1-28-3250-00500-0010 (Include all applicable*):

(*May be obtained from tax papers, homestead exemption papers, or the Property Appraiser's Office at 850-983-1880)

Existing Zoning: _____ Proposed Zoning: _____

Existing FLUM Category: _____ Proposed FLUM Category: _____

Size of Property (acres) requested for Rezoning: _____

Size of Property (acres) requested for FLUM Amendment: _____

If the amendment is granted, the property will be used for: _____

Current use of property:

Explain why this property cannot be used under the present zoning classification:

Explain why the rezoning is necessary to permit the reasonable use of this property:

Explain why this zoning change is not detrimental to the public welfare nor to the property rights of other persons in the vicinity:

What changed or changing conditions make this zoning amendment necessary:

What other conditions justify the property zoning change:

IV. **Facility Capacity Analysis**

Applicant must provide a water/sewer survey to confirm potable water and sewage disposal from the City of Milton's Public Works Department. (Solid Waste is a mandatory service provided by the City of Milton)

Existing water at site Yes No
Size of meter if existing or proposed _____
Existing sewer at site Yes No

A. Stormwater Control

Describe how Stormwater will be controlled and treated.

B. Traffic Capacity

Describe the potential impacts to affected roadways.

C. Parking

If the site requires parking compliance with the City of Milton's Land & Development Regulations describe how requirements will be accomplished:

NOTE: An Application is not considered complete until **ALL** required information is received.

V. Rezoning Needing a Small-Scale Amendment Must Meet the Following Criteria:

- A. Small-Scale Amendment involves 10 acres of land or less and:
 - a. does not involve the same property granted a change within the prior 12 months;
 - b. the proposed amendment does not involve the same owner's property within 200 feet of property granted a change within the prior 12 months;
 - c. only proposes a land use change to the Future Land Use Map for a site-specific small-scale development activity;
 - d. the property is not located within an Area of Critical State Concern; and,
 - e. if the proposed amendment involves a residential land use, the proposed residential land use has a density of 10 units or less per acre.

The City of Milton may only amend up to 60 acres per calendar year under the Small-Scale Amendment provisions.

VI. Notice Requirements:

The owner/agent will have the "Notice of Public Workshop and Public Hearing" notice posted on the property fifteen (15) days prior to the public workshop and public hearing. A photo and affidavit of the posting are to be provided to the City of Milton's Planning & Development Department fifteen (15) days prior the public workshop. Letters stating the requested action(s) to be considered at the Milton Planning Board and City Council meetings will be sent via certified return receipt requested to the applicant and all property owners within 500 feet of the subject property fifteen (15) days prior to the Public Workshop. The applicant is responsible for obtaining a printout and mailing labels from the Property Appraiser's Office (6495 Caroline Street, Suite K in Milton (983. 1880), indicating all property owners within 500 feet of the property.

Certification from the Santa Rosa County Property Appraiser's Office must be provided to the City of Milton's Planning & Development Department that the labels have been provided to the property owners within the 500' radius. Please note that the Property Appraiser's Office only provides this information; other questions about the application or the process must be directed to the Planning and Development Department.

VII. Review Procedure:

- A. Within ten (10) working days prior to the Public Workshop the applicant must provide all documentations to the City of Milton's Planning & Development Department for completeness.
- B. City staff will review the application for consistency with the Comprehensive Plan and Land Development Regulations.
- C. The Milton Planning Board will consider the request at a public workshop and make a recommendation to the City Council. The City Council will consider the Planning Board's recommendation at a subsequent public hearing. If the City Council concurs with the proposed amendment an ordinance will be read at two (2) consecutive meetings. The owner/agent is responsible for preparation of all required ordinances. The applicant will be notified as to the date of the meetings. The applicant or his/her representative must attend these meetings.
- D. If approved by the City Council, it is the owners/agents responsibility to submit the amendment to the Florida Department of Community Affairs (DCA), the West Florida Regional Planning Council (WFRPC) and the Santa Rosa County's Planning & Zoning Department for review and comments, If no appeal is filed within 30 days of submittal, the amendment and rezoning become effective 31 days following adoption by City Council.
- E. Depending upon the specific proposed use, the applicant may be required to obtain Conditional Use Approval prior to submitting for development approval. If Conditional Use approval is given or is not required, the applicant must apply for development approval prior to obtaining any building permits.
- F. The following affidavits and certifications must be provided to the City of Milton's Planning & Development Department on or before ten (10) working days prior to the Public Workshop:
 - a. Certified Return Receipt Requested Mailings
 - b. Publication of appropriate notices
 - c. Proper posting of the subject site(s)

G. One (1) day prior to the public workshop the return receipts of mailing(s) shall be provided to the City of Milton's Planning & Development Department.

VIII. Certification and Authorization

- A. By my signature hereto, I do hereby certify that the information contained in this application is true and correct, and understand that deliberate misrepresentation of such information will be grounds for denial or reversal of this application and/or revocation of any approval based upon this application.

- B. I do hereby authorize City staff to enter upon my property at any reasonable time for purposes of site inspection.

- C. I do hereby authorize the placement of a public notice sign(s) on my property at a location(s) to be determined by owner/agent.

- D. If applicable, I do hereby authorize the agent described in Part II of this application to act on my behalf in all matters pertaining to this Rezoning with Future Land Use Map amendment petition.

Applicant Name (Type or Print)

Applicant Signature

Title (If applicable)

Date

APPLICATION CHECKLIST
REZONING WITH SMALL-SCALE FLUM AMENDMENT

1. ____ Owner(s) Name, Home Address and Telephone Number
2. ____ Proof of Ownership
3. ____ Authorized Agent(s) Name, Address, and Telephone Number
4. ____ Agent Authorization
5. ____ Legal Description of Property (for parcel and/or specific portion thereof requested for change):

Legal Description Attached	_____
Street Address	_____
Parcel ID Number	_____
Intended Use of Property	_____
Existing Use of Property	_____
6. ____ Certified boundary survey of all property to be rezoned/amended (optional)
7. ____ Preliminary site plan of proposed property (optional)
8. ____ Copy of covenants and restrictions (if property is located in a platted subdivision)
9. ____ Signature of owner(s) and agent(s) (if applicable)
10. ____ A completed application and application fees must be paid thirty (30) days prior to public workshop.
11. ____ Certified list of property owners within 500 ft. radius
12. ____ If applicable availability letters from water and sewer provider
13. ____ Proposed Ordinances
14. ____ Proof of Publication(s), Affidavit of posting and photo must be submitted fifteen (15) days prior to the Public Workshop
15. ____ Fifteen (15) copies of the Data and Analysis must be provided to the City of Milton's Planning & Development Department at least ten (10) working days prior to the Public Workshop.
16. ____ Required Certifications
17. ____ Fifteen (15) copies of all documents