



Planning, Zoning & Building Department
501 Bay Isles Road
Longboat Key, Florida 34228
Fax Number: (941) 316-1970
Web: <http://www.longboatkey.org>

(941) 316-1966

APPLICATION FOR COMPREHENSIVE PLAN AMENDMENT

Date Filed: _____

Receipt # (\$3,000.00 deposit): _____

THE APPLICANT IS REQUIRED TO SUBMIT SEVENTEEN (17) (ORIGINAL PLUS SIXTEEN COPIES) INDIVIDUAL, COLLATED SETS OF THIS APPLICATION, SUPPORTING PLANS AND DOCUMENTS.

(I) (We) _____ of _____
(name) (mailing address)

_____ request a comprehensive plan amendment.

Subject property is located at _____
(street number location)

The legal description is as follows: _____, _____, _____
(Lot[s]) (Block) (Subdivision or Plat)

or _____
(if otherwise legally described)

TOTAL ACREAGE/SQUARE FOOTAGE OF SUBJECT PROPERTY: _____

BRIEF DESCRIPTION OF THE PROPOSED AMENDMENT (INCLUDING WHETHER THE PROPOSED AMENDMENT IS A TEXT OR MAP OR TEXT/MAP AMENDMENT).

Is this amendment being filed as a proposed "small scale" development activity, pursuant to Section 163-3187(1)(c), Florida Statutes? Yes _____ No _____

ATTACHMENTS CHECKLIST

- A. A proposed amendment involving text changes should include a copy of the currently adopted text with proposed additions underlined and proposed deletions ~~struck through~~.
- B. Verified statement, including a certificate of ownership, showing each and every individual person having a legal ownership, interest in the subject property except publicly held corporations whose stock is traded on a nationally recognized stock exchange, in which case the name and address of the corporation and principal executive officers will be sufficient. If applicant is a contract purchaser, provide a copy of contract.
- C. Current land survey with a complete legal description prepared and certified by a registered surveyor, provided at a readable scale.
- D. Map or maps showing: (Map/s must be at a readable scale, be legible, show a North arrow and include a scale.)
1. Proposed Future Land Use Map designation of the subject parcel.
 2. Current Future Land Use Map designation of the subject property and all abutting properties.
 3. Existing land use (e.g. house, commercial, vacant) of subject parcel and all abutting properties within 500' radius of subject parcel.
 4. Existing Zoning Districts for the subject parcel and all abutting properties.
 5. Proposed Zoning District for the subject parcel.
 6. Relation of the subject property to the surrounding area. Indicate a 500' radius from property boundary out. Label all roads, streets, alleys, neighborhoods, and other identifiable landmarks.
 7. Show all existing and proposed curb cuts (driveways).
 8. Most recent aerial photograph of the site showing boundaries, adjacent existing land uses, roads, streets, alleys, neighborhoods, and other identifiable landmarks.
- E. Tabulations by acreage and percentage as to the amount of the site that is uplands and wetlands, indicating those wetlands landward and seaward of the mean high-water line. Additional related information should include the extent and type of wetlands in accordance with the town's Comprehensive Plan.
- F. Describe the property and its characteristics.
- G. Does the subject parcel contain any plant or animal species with special status, or rare, threatened or endangered spaces of special concern? (e.g. Mangrove, Gopher Tortoise, Scrub Jay, Indigo Snake, Bald Eagle, Florida Coontie.)
- H. Environment. Please check ALL habitats found on the property.
- | | |
|--|--|
| <input type="checkbox"/> Canal (fresh water) | <input type="checkbox"/> Mangrove Swamp |
| <input type="checkbox"/> Canal (salt water) | <input type="checkbox"/> Marshes and Sloughs |
| <input type="checkbox"/> Coastal Hammock | <input type="checkbox"/> Coastal Streams |
| <input type="checkbox"/> Scrubby Flatwoods | <input type="checkbox"/> Other (explain) |
| <input type="checkbox"/> Indian Mounds | |

How will species (G above) or habitats (H above) be protected or managed?

- I. Concurrency. An analysis of all applicable Level of Service (LOS) elements in the Town's Comprehensive Plan. Analysis shall indicate how the proposed development will impact the Town's infrastructure. Analysis shall include, but not be limited to: Transportation, Potable Water, Sanitary Sewer, Solid Waste, Recreation and Open Space and Drainage.
- J. Identification of any capital improvements necessary to maintain the adopted LOS.

- K. Utilities.
1. Provide a letter from the Town's Public Works Department stating that there is adequate potable water capacity to serve the proposed development or describe how adequate capacity will be provided.
 2. Provide a letter from the Town's Public Works Department stating that there is adequate sanitary sewer service capacity to serve the proposed development or describe how adequate capacity will be provided.
 3. Fire hydrant _____ feet
- L. Are there any known Historical or Archaeological sites on the property?
- M. In which FEMA flood zone is the property located?
- N. Is the property subject to localized flooding or standing water? If so, please describe the on-site and off-site impacts.
- O. What is the Hurricane Storm Surge Category?
- P. Hurricane evacuation information based on the proposed amendment, considering the number of persons requiring evacuation, availability of hurricane shelter spaces and evacuation routes.
- Q. Demonstrate why the changed is needed or warranted.
- R. Demonstrate consistency with the all applicable policies of the Town's Comprehensive Plan goals, objectives and policies elements and sub-elements.
- S. Demonstrate consistency with Section 22, Town Charter.
- T. Attach any supporting documents not included in the requirements, but contribute to making the request clear.

REVIEW CRITERIA FOR COMPREHENSIVE PLAN AMENDMENTS

The Planning and Zoning Board may recommend to the Town Commission an amendment to any provision of the comprehensive plan, in accordance with the following standards.

- a. Whether the proposed amendment maintains the unique island character of the Town;
- b. Whether the proposed amendment protects, promotes and improves public health, safety, comfort, order, appearance, convenience, morals, and general welfare of the people;
- c. Whether the proposed amendment strengthens the Town's role in establishing and implementing the comprehensive planning process in order to protect natural and man-made resources;
- d. Whether the proposed amendment maintains, through orderly growth and development, the character and stability of present and future land use and community development.
- e. Whether the proposed amendment is in harmony with the Town's Codes, including, but not limited to Article II Section 22, *Comprehensive Plan. For Town.*

CERTIFICATION

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing the subject type of development will be complied with whether specified herein or not. Furthermore, I acknowledge that the Town of Longboat Key has the right to inspect the subject property in conjunction with this Comprehensive Land Use Plan amendment application. (Please advise the Town of any restrictions or limitations on the inspections.)

(I) (WE) understand that this Petition becomes a part of the permanent records of the Planning, Zoning and Building Department. (I) (WE) hereby certify that the above statements and the statements or showings made in any paper or plans submitted herein are true to the best of (my) (our) knowledge and belief.

(Signature of Owner)

(Please print or type Owner's Name)

Mailing address you wish information sent to and telephone number:

Phone () _____

Fax () _____

E-Mail (Optional) _____

The Owner has hereby designated the above signed person to act as his agent in regard to this Petition. (To be executed when Owner designates another to act on his behalf.)

Print or type Agent Name

Agent Address

Phone () _____

Fax () _____

E-Mail (Optional) _____

CONTRACTOR PURCHASER'S CERTIFICATION

Notarization of Agent's Signature:

State of _____

County of _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____

by _____

as _____ for _____
(type of authority) (name of party acting on behalf of)

Notary Public

Name of Notary (print, typed or stamped)

Personally know ____ OR produced identification ____ Type of Identification _____

At the conclusion of your plan review by the Town, you will be billed for additional staff time, Town Attorney cost, cost of advertising, and any other miscellaneous costs incurred with the processing of your application(s). Applicants will be invoiced within 30 days of final determination.

**Town of Longboat Key
Small Scale Comprehensive Plan Amendment Process**

DRC Meeting	Language similar to site plan pre-application purpose but expand for community-wide interest
Neighborhood Meeting	The Town will provide a list of names and addresses of <u>all</u> owners of property within a distance of 500 ft. from the outside edges of the property and will provide a list of all community and resident associations whose address the Town has. The petitioner will mail notices to each address inviting neighboring residents to a meeting. Information to be included in the invitation must include: Date, time, location and a brief description of the proposed comprehensive plan amendment(s). The purpose of the neighborhood meeting is to review proposed plans with the neighborhood and to make adjustments suggested by neighbors prior to formal submittal.
Staff Review	A staff report will include recommendations and conditions as appropriate for PZB discussion.
Notification of PZB Public Hearing	The applicant will mail notices to the names and addresses of all owners of property within a distance of 500 ft. from the outside edges of the subject property. The costs of the mailing shall be the responsibility of the petitioner.
PZB Public Hearing	The PZB will consider the data, analysis, staff recommendations and public input during the adoption public hearing.
Notification of Town Commission Public Hearing	The applicant will mail notices to the names and addresses of all owners of property within a distance of 500 ft. from the outside edges of the subject property. The costs of the mailing shall be the responsibility of the petitioner.
TC Public Hearing	The TC will consider the data, analysis, PZB recommendations and public input during the adoption public hearing.
Transmittal	If approved, the Town will transmit the adopted comprehensive plan amendments to DCA and other required agencies.
Effective Date	The adopted comprehensive plans are effective 30 days after adoption.

**Town of Longboat Key
Small Scale Comprehensive Plan Amendment Timeline**

Action	Status	Cumulative Days
DRC Meeting	Required	0 Days
Neighborhood Meeting	Required for all Land Use Changes To be scheduled at least 7 days prior to Filing	Variable
Petition Filed	Required	Variable
Application Completeness	21 days	21 Days
PZB Adoption Public Hearing	Next regularly scheduled meeting if Application is complete	42 days (approx.)
TC Adoption Public Hearing	Next regularly scheduled meeting after Adoption by PZB (approx. 30 days)	70 days (approx.)
Transmit adopted amendments to DCA ¹	Transmit adopted amendments w/in 5 days	75 days
Affected persons challenge window	30 days after adoption	105 days
Effective date	31 days after adoption if no Challenges are filed	136 days

¹ DCA does not review small scale development amendments