



Bradford County
Building, Zoning & Planning
945-F North Temple Ave.
Starke, FL 32091
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INSTRUCTIONS FOR FILING
COMPREHENSIVE PLAN AMENDMENTS
BRADFORD COUNTY

- ❖ Application may be filed by the property owner or his/her authorized agent at the Bradford County Zoning Office, North Wing of the Bradford County Courthouse, Starke Florida, at least 30 days prior to the public hearing by the Zoning Board. The application must be filed in the name of the property owner(s). If more than one name is on the deed and the owners are not being represented by an agent each person on the deed needs to sign the application.
- ❖ The applicant/agent shall fill out the application. If agent represents owner(s) please attach notarized letter of authorization to complete the application. All names on deed, must sign authorization letter or application.
- ❖ The NON-REFUNDABLE fee for filing for a Regular Amendment (over 10 acres) \$2,100.00, Small Amendment (10 acres or less) \$1,700.00. For Regular Amendments the County can submit requests to the Department of Community Affairs only twice each year. Deadlines for filing are June 30 and December 31 of each year. For Small Development amendments applications may be filed at any time.
- ❖ The applicant shall post sign(s) on the property for Amendment. Sign(s) shall be posted not less than 12 days prior to the scheduled hearing by the Zoning Board. The sign(s) shall be erected on each street side of property. Sign(s) will be given to applicant/agent at time application is made. Once hearing is over the sign(s) needs to be removed.
- ❖ On site investigations of the sign(s) will be made by the Zoning Office and pictures taken. Failure to post Sign(s) in a timely manner will prohibit application from being heard at the meeting.
- ❖ The first public hearing is by the Zoning Board serving also as the Local Planning Agency. The Zoning Board will hear the request and make a recommendation to the Board of County Commission (The Zoning Boards recommendation will not be binding upon the Board of County Commission). The Board of County Commission will then hold a public hearing and decide to approve or deny the request. If approved by the Board of County Commission the request will be forwarded to the Florida Department of Community Affairs to approve or deny before permits can be issued.
- ❖ Any citizen will have the opportunity to be heard at the hearings, and are normally allowed five (5) minutes to speak. If you think you may want to appeal the decision of the Board, you will need a record of the proceedings, and for such purpose you should ensure that verbatim record of the proceedings is made at your expense, which record includes the testimony and evidence upon which the appeal is based.
- ❖ The Zoning office will place a legal notice of the time and place of the public hearing in the Bradford County Telegraph at least 10 days prior to the hearing.
- ❖ The following information is required to be submitted along with the application:
 - ❖ Copy of Deed
 - ❖ 2 copies of aerial with overlay of property at 600 scale on 11x17 from Property Appraiser's Office showing entire section.