



Bradford County
Building, Zoning & Planning
945-F North Temple Ave.
Starke, FL 32091
Phone: 904-966-6213 / 904-966-6223
Fax: 904-966-6220



**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 Zoning Director shall post sign(s) on the property for Amendment. Sign(s) shall be posted not less than 10 days prior to the scheduled hearing by the Zoning Board. The sign(s) shall be erected on each street side of property. 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.

**BRADFORD COUNTY
COMPREHENSIVE PLAN AMENDMENT
APPLICATION**

Name of Property Owner: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____

Title Holder's Representative (Agent), if applicable: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____

Please complete the following for proposed amendments to the Future Land Use Plan Map. For amendments to the text of the Comprehensive Plan, which do not require a Future Plan Use Map amendments, please omit responses to Part I and complete Part II of this Application.

PART I

Legal Description:(attach exact legal of property to be changed)

Parcel Number: _____

Section: _____ Township: _____ Range: _____

Total acreage of land to be considered under this amendment: _____

Present Use of Land: _____

(Commercial, Industrial, Residential, Agricultural, Vacant, etc.)

Future Land Use Plan Map Category:

Present: _____

Requested: _____

PART II

For amendments to the text of the Comprehensive Plan, please provide on separate pages to be attached and made a part herewith to the text of the proposed amendment.

A previous application for amendment to the Comprehensive Plan.

_____ was made with respect to these premises, Application No. _____

_____ was not made with respect to these premises.

I HEREBY CERTIFY THAT ALL OF THE ABOVE STATEMENTS CONTAINED IN ANY DOCUMENTS OR PLANS SUBMITTED HERewith ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

If an agent represents title holder(s), a letter of designation from the title holder(s) addressed to the Land Development Regulation Administrator must be attached.

If titleholders are signing the application all names on the deed need to sign application.

Applicant/Agent Name (Type or Print) _____

Applicant/Agent Name (Type or Print) _____

Applicant/Agent Signature _____

Applicant/Agent Signature _____

Date _____

Date _____

LAND USE APPLICATION FEE IS NON-REFUNDABLE

FOR OFFICE USE ONLY-PLEASE DO NOT WRITE BELOW THIS LINE:

Date Filed: _____

Application No: _____

Fee Amount: _____

Receipt No: _____

Date of Planning & Zoning Board Public Hearing: _____

Date Notice Published: _____

Newspaper: _____

Date of Local Planning Agency Public Hearing: _____

Date Notice Published: _____

Newspaper: _____

Date(s) of Board of County Commissioners Public Hearing(s):

1ST _____

2ND _____

Date(s) notice published:

1ST _____

2ND _____

Newspaper: _____ B.C. TELEGRAPH _____

Date Notice of Enactment of Ordinance published: _____

Newspaper: _____ BRADFORD COUNTY TELEGRAPH _____

Board of County Commissioner Decision: _____

(Granted/Denied)