



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**  
**LAND DEVELOPMENT REGULATION 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 attached notarized letter of authorization to application. All names on deed must sign letter of authorization or application.
- ❖ The NON-REFUNDABLE fee for filing for a Rezoning is \$1700.00
- ❖ The Zoning Director shall post sign(s) on the property for Rezoning. 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.
- ❖ 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  
LAND DEVELOPMENT REGULATIONS 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 Official Zoning Atlas. For amendments to the text of the Land Development Regulations, which do not require an Official Zoning Atlas, 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: \_\_\_\_\_

Zoning District: 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.

**SEE ATTACHMENT A**

**PAGE 1 OF 2**

A previous application for amendment to the Land Development Regulations.

\_\_\_\_\_ 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 OF 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

**RE-ZONING 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: \_\_\_\_\_

BRADFORD COUNTY TELEGRAPH

Date Notice of Enactment of Ordinance published: \_\_\_\_\_

Newspaper \_\_\_\_\_

BRADFORD COUNTY TELEGRAPH

Board of County Commissioner Decision: \_\_\_\_\_

(Granted/Denied)