

PETITION/ORDINANCE CHECKLIST

Petition No.: _____ eSCRIBE No. _____

Name of Petitioner: _____

Size of Parcel(s) Affected: _____

Special Notes or if priority request, please explain: _____

Assigned Planner: _____

Manager Approval by (signature): Brittany McMullen

TYPE OF PETITION (check one)

- _____ Rezoning, other than PD or PS
- _____ PD or PS Rezoning, *complete PS checklist or PD checklist*
- _____ Small Scale Land Use Change, *complete small scale LUC checklist*
- _____ Large Scale Land Use Change, *indicate desired transmittal hearing date* _____
- _____ Text Amendment to Comp Plan, *indicate desired transmittal hearing date* _____
- _____ Text Amendment to Land Development Code
- _____ Subdivision Plat, *complete plats checklist*
- _____ Street Vacation, *attach copy of original plat and if conditions and reverter are proposed, prepare draft street vacation agreement*
- _____ Other: _____

FOLLOWING MUST BE COMPLETED

	Yes	No	Date(s)
Petition advertised and noticed per Sec. 30-351			
Staff report recommended approval			
CPB approved as submitted () or with revisions (O)			
CCOM approved as submitted () or with revisions ()			

FOLLOWING MUST BE ATTACHED

- _____ Petition Application _____ staff report to CPB/DRB Agenda Text
- _____ CPB/DRB meeting minutes _____ CCOM PowerPoint
- _____ Petition Text that clearly incorporates final revisions made/appvd by CPB & CCOM
- _____ Legal Description _____ Final version of exhibits

FOR CITY ATTORNEY'S OFFICE USE

Date Received: _____, Complete () or Incomplete ()
 If incomplete, reason for return to Planning: _____

Date Planning appvd draft Ordinance _____, verbal () or written ()

Date Petitioner appvd draft Ordinance _____, verbal () or written ()

Date Ordinance Scheduled for first hearing _____

Type of Ad required: _____

Other notice required: _____

Date Advertising Memo sent to Clerk: _____

Legal proofed advertisement: _____

Date Ad appeared in paper (place copy in file): _____

Eleven Copies of Petition/backup for City Commission meeting: _____

If CPA, provide public Sign-In Sheet at both hearings: _____

CHECKLIST FOR PLANNED DEVELOPMENT

- _____ Application completed in full
- _____ List of names of all owners of record and nature of interest
- _____ Legal Description
- _____ Development Plan Map
- _____ Development Plan Report
- _____ Existing Conditions Map
- _____ Minutes of Plan Board meeting
- _____ Any memorandum from Planning Division Staff summarizing any special conditions or requirements of the Plan Board to be included in the ordinance (**please also include any amendments made at the city commission meeting**)
- _____ Any information which you feel may be of assistance in the preparation of this ordinance
- _____ TCEA Agreement signed (prior to second reading of Ordinance)

CHECKLIST FOR PUBLIC SERVICE ZONING

_____ **Recommend approval with a preliminary development plan if yes, please attach**

_____ **Recommend approval without a preliminary development plan**

_____ **Legal Description to be attached to the ordinance**

The specific use(s) permitted is _____

SMALL SCALE LAND USE CHANGE (LUC) CHECKLIST

In order to qualify as a “small scale” land use change, you must be able to answer YES to each of the questions 1- 6 below, and 7 (if it applies.) If you cannot answer yes, then process as a “large scale” land use change or call Legal for further guidance.

	Yes	No	
1			Does this LUC involve 10 acres or less?
2			<p><i>If (a) does not apply, then answer (b)</i></p> <p>(a) If this LUC is located outside of the following areas designated in the comp plan (urban infill area, urban redevelopment area, downtown revitalization area, transportation concurrency exception area, regional activity centers or urban central business districts), then does the acreage of this LUC, when added with the acreage of all other small scale LUC’s located outside of those designated areas, equal 60 acres or less?</p> <p>(b) Does the acreage of this LUC, when added with the acreage of all other small scale LUC’s adopted by the City this year, equal 120 acres or less?</p>
3			This LUC does not involve the same property granted a LUC within the prior 12 months
4			This LUC does not involve property within 200 feet of other property owned by the Petitioner that was granted a LUC within the prior 12 months.
5			This LUC proposes only a change to the future land use map and does not involve a text change to the comp plan
6			This LUC is not located within an area of critical state concern (NOTE: if it is, but involves construction of affordable housing, then may be OK, call Legal for further guidance)
7			<p><i>If this LUC involves a residential land use, then answer (a) and (b) if applicable</i></p> <p>(a) Is the residential land use located within one of the following areas designated in the comp plan (urban infill area, urban redevelopment area, downtown revitalization area, transportation concurrency exception area, regional activity centers or urban central business districts)? If yes, then skip question (b).</p> <p>(b) Does the residential land use have a density of 10 units or less per acre OR does the proposed LUC allow a maximum residential density that is equal to or less than the existing maximum residential density? (NOTE: if it does have a density of 10 units or greater or is an increase over the existing maximum density, but involves construction of affordable housing, then may be OK, call legal for further guidance.)</p>

PLATS CHECKLIST

NOTICE: ALL CONDITIONAL AND FINAL PLATS MUST COMPLY WITH FLORIDA STATUTES, Chapter 177, Part I. Plat submittals that do not meet the requirements of this statute will be returned to the developer/property owner/agent and/or forwarded to the Florida Board of Professional Engineers and Board of Professional Surveyors and Mappers for their information. All information given to the agent or updates on the plat process will also be copied to the property owner/developer.

CONDITIONAL PLAT	FINAL PLAT	SINGLE LOT REPLAT
<p><input type="checkbox"/> Plat Complies with F.S. Chap. 177, Part I, and Chapter 30, Land Development Code</p> <p><input type="checkbox"/> Application</p> <p><input type="checkbox"/> Property owners names must match names on plat with correct signature block (i.e., corporate or individuals)</p> <p><input type="checkbox"/> CCOM minutes (if applicable)</p> <p><input type="checkbox"/> Title Opinion (dated within 90 days of receipt, also must include legal that matches plat legal)</p> <p><input type="checkbox"/> Articles of Inc./Cov.</p> <p><input type="checkbox"/> If L.L.C., provide information on who may sign for L.L.C.</p> <p>Does Dedication paragraph include all items intended to be dedicated to the public/City (e.g. streets, easements, common areas) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Note: Dedication cannot convey property to third parties; if common areas, please indicate what entity maintains these areas.)</p> <p><input type="checkbox"/> Taxes Paid Receipt</p>	<p><input type="checkbox"/> Plat Complies with F.S. Chap. 177, Part I, and Chapter 30, Land Development Code</p> <p><input type="checkbox"/> Application</p> <p><input type="checkbox"/> Property owners names must match names on plat with correct signature block (i.e., corporate or individuals)</p> <p><input type="checkbox"/> CCOM minutes (if applicable)</p> <p><input type="checkbox"/> Title Opinion (dated within 90 days of receipt, also must include legal that matches plat legal)</p> <p><input type="checkbox"/> Articles of Inc./Cov.</p> <p><input type="checkbox"/> If L.L.C., provide information on who may sign for L.L.C.</p> <p>Does Dedication paragraph include all items intended to be dedicated to the public/City (e.g. streets, easements, common areas) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Note: Dedication cannot convey property to third parties; if common areas, please indicate what entity maintains these areas.)</p> <p><input type="checkbox"/> Taxes Paid Receipt</p> <p><input type="checkbox"/> Construction Contract for Public Imp. – Please check one:</p> <p><input type="checkbox"/> Tri-Party Agr. (w/ correct amount)</p> <p><input type="checkbox"/> Letter of Credit</p> <p><input type="checkbox"/> Surety Agreement</p>	<p><input type="checkbox"/> Plat</p> <p><input type="checkbox"/> Application</p> <p><input type="checkbox"/> Property owners names must match names on plat with correct signature block (i.e., corporate or individuals)</p> <p><input type="checkbox"/> Title Opinion (dated within 90 days of receipt, also must include legal that matches plat legal)</p> <p><input type="checkbox"/> Opinion from an attorney that the homeown. assoc./ req. no. of prop. owners have properly executed consent</p> <p>Does Dedication paragraph include all items intended to be dedicated to the public/ City (e.g. streets, easements, common areas) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><input type="checkbox"/> Taxes Paid Receipt</p>