



Board of County Commissioners
Department of Growth Management

Land Development Division
3600 W. Sovereign Path, Suite 140, Lecanto, FL 34461-8070

Telephone (352) 527-5239 TTY Dial 711

Web Address: www.citrusbocc.com

CITRUS COUNTY COMPREHENSIVE PLAN AND
LAND DEVELOPMENT CODE AMENDMENT APPLICATION

Application No.: _____ Date: _____

* Written Authorization is required if Applicant is different than Owner.

Applicant*

Property Owner

Name: _____ Address: _____ City: _____ State: _____ Zip: _____
Home No.: _____ Cell No.: _____ Work No.: _____ Fax No.: _____
Email: _____

Property Description: Section: _____ Township: _____ South Range: _____ East

Legal Description: _____

Subdivision: _____ Lot(s): _____ Block/Parcel: _____

Alternate Key #: _____ Parcel ID: _____

Acreage: _____

_____ New Planned Unit Development (PUD)

_____ Amendment to Previously Approved PUD/PD

Previous Application No.: _____

Land Development Code Atlas Designation From: _____ To: _____

Generalized Future Land Use Map Designation From: _____ To: _____

Is this hearing being requested as a result of a Code Violation Notice? Yes _____ No _____

If "Yes", explain on a separate sheet and attach a copy of the Notice of Violation.

Applicant Request(s): _____

Directions to Property: _____

The Applicant is: Owner of Tract _____ Agent for Property Owner

One-Owner Among Several _____ Other (specify)

I am aware that if the property cannot be located using information from the submitted application, this application may be rescheduled to a later hearing date. I also understand that a sign must be placed (and marking flags may be placed) on the property by the Land Development Division at least seven days prior to the scheduled meeting. I understand that approval for the proposed use shown hereon does not in any way relieve me of the responsibility of observing and complying with any deed restrictions applicable to the subject property. I hereby authorize Citrus County or its agents to enter upon the property, which is the subject of this application and the date of the hearing thereon, at any time between the hours of 8:00 AM and 5:00 PM for the purpose of gathering any information relevant to this application.

I DO HEREBY SWEAR THAT THE INFORMATION CONTAINED HEREIN AND THE ATTACHMENTS HERETO ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature: _____

STATE OF FLORIDA
COUNTY OF CITRUS

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State and County aforesaid to take acknowledgements, personally appeared _____, who is personally known to me or provided _____ as identification and who did not take an oath. WITNESS my hand and official seal this _____ day of _____, _____

Seal

Printed Name _____

Notary Public - State of Florida

Date: _____
Time: _____
Initials: _____

For Staff Use Only

ATF: _____
QTR: _____
LUD: _____

GFLUM Des: _____
FZ: _____



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INSTRUCTIONS FOR COMPLETING THE REQUIRED INFORMATION PAGES

The following are the descriptions for the respectively numbered items from the pages titled "Required Information for a Comprehensive Plan Amendment."

1. The application form is provided as part of this packet. Complete all areas before submitting back to the County. The signature must be notarized and this can be done in the offices of the Department of Growth Management.
2. Legal descriptions are necessary to locate the property on the County's maps. This information is contained within property deeds and surveys. Either can be used to satisfy other information requirements to follow.
3. Proof of ownership is necessary to insure that the correct property is being changed and that the person requesting the change is authorized to submit the application. This can be a deed, copy of tax bill, or other document that legally identifies the owner of the property.
4. A survey will provide an accurate legal description to locate the property on the maps, plus, it provides the dimensions to calculate and confirm the total acreage under application. Wetlands and other special features are affected by specific Federal, State, and local regulations and are therefore needed on the survey to insure that all of these regulations are met.
5. Text amendments are generally proposed due to changes in other laws or individual circumstances that result in a possible conflict with the existing text of the Comprehensive Plan. New draft language must be provided.
6. The comprehensive plan and state regulations require that changes to the County's map(s) must be reviewed to determine what method will be used to provide the services (i.e., water, sewer, roads, etc.) necessary to develop or use the property under application. Provide discussion for each of these facilities listed on how this property will be serviced. If these facilities exist and are proposed to be utilized by the property, discuss all impacts on the capacity of each facility type.
7. The County has guidelines that were set up to insure that there would be no negative impacts on affordable housing within the County. The impacts would include additions to, or the removal from, the total amount of dwelling units that are used for affordable housing. Check the appropriate space and describe the impacts in the space provided if 'YES' is checked.
8. The objectives and policies of the Comprehensive Plan provide the guidelines for growth and development within the County. All amendments must be compatible with these objectives and policies. Check the space that fits this application. In the spaces provided, fill in the number of the objective(s) and policy(ies) that apply to the proposed amendment. Then describe how this change will or will not affect each objective and policy that was listed.
9. There are times when certain changes and projects are required to satisfy special regulations and rules (i.e. landfills must satisfy special environmental rules.) In the space provided, describe any special rules that apply to the request and where possible, attach copies of that information.

NOTE: More detailed and technical descriptions of these guidelines can be found in Chapter 163, Florida Statutes, the Florida Administrative Codes and the Citrus County Comprehensive Plan.



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**REQUIRED
INFORMATION
FOR A COMPREHENSIVE PLAN
AMENDMENT**

Applicants are encouraged to schedule a pre-application conference before submitting an application. Assistance and information on the following can be obtained at that time.

ALL applications for amendment to the Citrus County Comprehensive Plan are required to include the following information. Failure to do so will result in a delay of processing the application.

1. A completed Comprehensive Plan application form. (Included in this packet.)
2. If this application is for an amendment to the County's FLUM map(s), a complete legal description must be attached.
3. If this application is for an amendment to the County's map(s), proof of ownership shall be provided.
4. If this application is for an amendment to the County's map(s), a certified boundary survey must be submitted. The survey must show all areas that have been identified as wetlands by Southwest Florida Water Management District (SWFWMD), Department of Environmental Protection (DEP), or US Army Corp of Engineers.
5. If this application is for an amendment to the **text** of the County's Comprehensive Plan, the proposed new text must be submitted. Attach the proposed text on a separate page(s).
6. If this application is for an amendment to the County's maps(s), what is the proposed new land use designation for the property? (i.e. GNC, MDR, IND, etc.).

Designation: _____

7. A map shall be submitted that shows all of the following:
 - a. The boundary of the property plus all surrounding streets and roads.
 - b. The existing use of the property and the surround properties.
 - c. The designation of the existing property and the surrounding properties as it appears on the Future Land Use Map (FLUM).
 - d. The designation of the existing property and the surrounding properties as it appears on the Land Development Code Atlas.
8. Letters from public facilities to the property and how much of a demand on those facilities this proposed change would create shall be submitted. Provide letters from the following public facilities:

Sanitary Sewer: _____

Potable Water: _____



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Drainage: _____

Solid Waste: _____

9. _____ Are there any anticipated impacts on Affordable Housing in Citrus County? _____ Yes _____ No
If YES, describe what the impacts are anticipated to be and how you plan to address them.

10. _____ Is this amendment compatible with the objectives and policies of the Future Land Use Element and other elements that may be affected by this proposed change? _____ Yes _____ No

11. Briefly describe those objectives and policies that pertain to this application and how this proposal is compatible or is not compatible with them.

Objective: _____

Policy: _____

Policy: _____

Objective: _____

Policy: _____

Policy: _____

11. Any additional information that may apply to this application. _____