

**SECTION 2.0 COMPREHENSIVE PLAN AMENDMENTS
LAND USE POLICY DECISIONS LAND DEVELOPMENT CODE PARTS
9.04.00 and 9.05.00**

Section 2.01 Introduction

The Text or Future Land Use Map of the **St. Johns County Comprehensive Plan** may be amended in accordance with the provisions of Chapter 163 of the Florida Statutes (F.S.), Policy A.1.2.5, and Objective A.1.15 and related policies of the St. Johns County Comprehensive Plan and Part 9.04.00 and Part 9.05.00 of the Land Development Code. Applications to amend the Future Land Use Map (FLUM) may be submitted by the owner or agent for the owner of property proposed for re-designation or by the County. Applications to amend other portions of the Comprehensive Plan may be submitted by any interested party or by the County.

The Planning and Zoning Agency (PZA) reviews Comprehensive Plan Amendments and makes recommendations to the Board of County Commissioners (BCC). The Growth Management Department coordinates the processing and review of all Comprehensive Plan Amendment applications and related activities.

Location – Mailing Address: 4040 Lewis Speedway, St. Augustine, Florida 32084.

Phone Numbers – Facsimile Number:
904-209-0675 – GENERAL INFORMATION
904-209-0576 – FACSIMILE

[Growth Management Schedule of Fees](#)
[Fee Calculator](#)

Section 2.02 Types of Amendments

The Land Development Code (LDC) provides a process whereby the BCC may approve a proposed amendment following the review and recommendation of the PZA, although the BCC is not bound by the recommendation of the PZA. The legislative procedures for Comprehensive Plan Amendment Applications will vary depending on the following conditions:

- A. **Regular Cycle (Large Scale) Amendment to the Comprehensive Plan:** Applications to amend the Comprehensive Plan shall be processed throughout the year. Applications require Transmittal and Adoption public hearings and become effective according to Florida Statutes.
- B. **Development of Regional Impact (DRI) based Amendment:** DRIs which are contingent upon FLUM amendments and text amendments may be proposed in conjunction with a DRI. The DRI application and related Comprehensive Plan amendment application shall apply to the DRI related amendment. Applications follow the same general review process prescribed for the “Regular” Amendment, except the amendment will track along with the DRI application.

- C. **Small-Scale Land Use Map Amendment:** A Small-Scale Amendment involves ten (10) acres or less of land, as provided in Section 163.3187(1)(c)., F.S. Small-Scale Amendments do not require separate Transmittal Hearings. Small Scale Amendment applications may include changes to the Future Land Use Map and related Text amendments.. Applications are accepted anytime during the year and follow the same general review process prescribed for *Rezoning Requests*. Applications require Adoption public hearings and become effective according to Florida Statutes.

Section 2.03 Legal Descriptions

Legal descriptions must be approved by the County before applications are scheduled for hearings. Applicants who fail to respond to staff comments regarding legal descriptions may have their projects delayed until the problem is corrected and staff signs off on these comments due to the following reasons:

Legal descriptions are required to be included with all adopted ordinances for land use amendments, rezonings, PUDs and Major Modifications to PUDs and with all approved concurrency certificates. Correct and accurate legal descriptions are critical for County staff to create accurate maps for public hearing ads and creation of all other project maps (location maps, road maps, aerials, Zoning maps and Future Land Use maps). Accurate legal descriptions are necessary for staff to correctly analyze applications and develop recommendations. Correct and accurate legal descriptions are required for the County GIS Department to properly query all adjacent property owners within 300 feet of the parcel for notification of hearings. And finally, the Land Development Code and the Comprehensive Plan have different criteria for different sized parcels therefore accurate legal descriptions and identification of parcel size on applications is also critical (example: 5 acres, 10 acres, 17.5 acres, 39 acres, 40 acres, 50 acres, 100 acres).

Section 2.04 Procedures for Amendments to the Comprehensive Plan

- A. Applications for Regular Cycle (Large Scale) Amendments: Proposals are evaluated pursuant to applicable goals, objectives and policies of the Comprehensive Plan. The Comprehensive Plan Amendment Optional Pre-Application and Application Forms are available from the Growth Management Department and are included in this Development Review Manual
1. **Optional Pre-Application Process:** Submit to the Growth Management Department, a Pre-Application Package with the information contained within these procedures. The Pre-application package will be reviewed at least ten (10) working days after submittal and a pre-application meeting will be scheduled. At a minimum, submit one (1) copy of copy a signed original Comprehensive Plan Amendment Pre-Application Form and package. The package must include the following and staff may request additional information or materials as necessary:
 - a. Owner and Applicant contact Information: Name(s), mailing address(es), telephone, fax numbers and e-mail addresses.

- b. Type of Request: For an amendment to the Future Land Use Map, identify existing and proposed Future Land Use Map Designations and Zoning Districts. For a Comprehensive Plan Text Change, identify the affected Comprehensive Plan Goals, Objectives or Policies.
- c. Location/Description: Identify the Street Address. General Location of the subject property, and list the following information:
 - 1) Property Appraiser's Parcel Identification Number or Numbers.
 - 2) Total acreage and overall dimension.
 - 3) Future Land Use Map designation (FLUM) and Zoning of the subject property.
 - 4) The FLUM designations of adjacent properties located to the North, South, East and west of the subject property.
 - 5) The Zoning Districts of adjacent properties located to the North, South, East and West of the subject property.
 - 6) Flood Zone.
 - 7) The type and acres of wetlands.
 - 8) Soil associations.
- d. Property Information: A brief description of the existing property to include existing land cover and uses, any existing structures, and infrastructure.
- e. General Description of proposed Development: Include uses by acre and estimates of the number and type of dwelling units, square feet and type of commercial, industrial, office and other similar non-residential uses; open space; recreational areas; buffers; wetlands; drainage and infrastructure areas; other uses and sizes. Generally account for all acres. Provide estimated phasing dates and anticipated buildout.
- f. Public or Private Utilities: Provide if the proposed project will connect to public central water and sewer and provide utility provider or will the proposed project use wells and/or septic tanks.
- g. Required Exhibits: Supporting materials required with the Pre-Application Form include:
 - 1) Completed Applicant Certification Form or Owner Authorization for Agent Form.
 - 2) Proof of Ownership (copy of deed or purchase agreement, corporation documentation, title opinion or other acceptable proof of ownership as determined by the County).
 - 3) Legal description and tax identification number.
 - 4) Property Appraiser Map: Identify subject property, zoning, and Future Land Use Map depicting designations within 300 feet of the property.
 - 5) Future Land Use Map with subject property clearly identified and Future Land Use Map designations clearly identified.
 - 6) Most recent aerial photograph of site showing property boundaries.
 - 7) Copy of soils map showing property boundaries.

- 8) Copy of Florida Land Use, Cover, and Forms Classification System (FLUCFCS) Map depicting the subject property.
- 9) Generalized site plan with uses and phases as described in Question "e."
- 10) Any additional information or material to support the request, such as pictures, professional reports or drawings, etc.
- 11) One (1) copy and the signed original Pre-Application Form and exhibits.

Optional Pre-Application Meeting: The Staff will meet with the Applicant at an established time. Staff will consider the general nature of the proposed Amendment as it pertains to the Goals, Objectives and Policies of the Comprehensive Plan, justification of the amendment and the compatibility and consistency with the surrounding area and will discuss with the Applicant. In addition, the Growth Management staff will provide guidance to the Applicant on preparing the standard Application Form and related materials.

2. **Standard Application Process:** Submit the signed original Comprehensive Plan Amendment Application Form, supporting materials and appropriate fee to the Growth Management Department. The following information and supporting materials shall be included:
 - a. Completed Applicant Certification Form or Owner Authorization for Agent Form. Proof of Ownership (copy of deed or purchase agreement, corporation documentation, title opinion or other acceptable proof of ownership as determined by the County).
 - b. Legal description and tax identification number.
 - c. Property Appraiser Map: Identify subject property, zoning, and Future Land Use Map depicting designations within 300 feet of the property.
 - d. Most recent aerial photograph of site showing property boundaries.
 - e. Copy of soils map showing property boundaries.
 - f. Copy of Florida Land Use, Cover, and Forms Classification System (FLUCFCS) Map depicting the subject property.
 - g. Generalized site plan with uses and phases as described in Question "e".
 - h. Any additional information or material to support the request, such as pictures, professional reports or drawings, etc.
 - i. Justification/Reasoning: Provide a rational basis for not developing in designated Development Areas as shown on the Future Land Use Map. Address Policy A.1.2.5, Objective A.1.15 and its related policies. Include economic reasons, if appropriate and, market and economic feasibility studies justifying these economic reasons. Provide how the amendment addresses and is consistent with the each Comprehensive Plan Goal, Objective and Policy as applicable to the Amendment, justify compatibility and benefit with and to the surrounding area.
 - j. Consistency with the Future Land Use Element: Provide information regarding the consistency of the proposed land use amendment with the adopted Future Land Use Element objectives and policies and any other relevant sections of the Comprehensive Plan. Address consistency with the Strategic Regional Policy Plan.

- k. Urban Sprawl Analysis: Provide an urban sprawl analysis, consistent with Florida Statutes.
- l. Estimated Impact on and Availability of Public Facilities: Provide the estimated impact upon public facilities and services. Public facilities and services include roads, water, sewer, drainage, recreation, solid waste facilities, police/sheriff, fire, schools and mass transit (Demand Response Service).
 - 1) Describe how the property is to be developed. Account for all acres within the amendment and include phasing, uses and estimates of:
 - a) number and type of dwelling units
 - b) square feet and type of commercial, office, office, industrial and other non-residential uses
 - c) open space and recreational areas
 - d) buffers
 - e) wetlands
 - f) drainage and infrastructure areas
 - g) other uses and sizes
 - h) provide phasing dates and anticipated buildout
 - 2) Provide if the proposed project will connect to public central water and sewer and provide utility provider or will the propose project use sells and/or septic tanks. Provide a letter of availability from the utility company stating whether the utility anticipates capacity to service the project through buildout.
 - 3) Estimated Water and Sewer Demand: Discuss phasing, use, gallons per day (GPD) and Peak usage as it relates to the proposed development.
 - 4) Describe the anticipated drainage system. Discuss how the drainage system relates to the applicable flood zone.
 - 5) Estimated Solid Waste Demand: Apply formula in the application form.
 - 6) Mass Transit (Demand Response Service): Apply formula in the application form.
 - 7) Recreation/Open Space: Apply formula in the application form.
 - 8) Traffic: Complete a traffic analysis to determine transportation impacts associated from the proposed change.
 - 9) Schools: contact St. Johns County School District for student generation rates and availability of school capacity.

3. **Noticing Requirements:** noticed in the same manner as provided in Section 9.06.04 of the Land Development Code and as required by Florida Statutes.

B. **Applications for DRI-Based Comprehensive Plan Amendment:** There are no filing restrictions for DRI-based Comprehensive Plan amendment applications. Applications are accepted during any month of the year and otherwise follow the same review process prescribed for Regular Cycle (Large Scale) Amendments, unless otherwise prescribed in Florida Statutes.

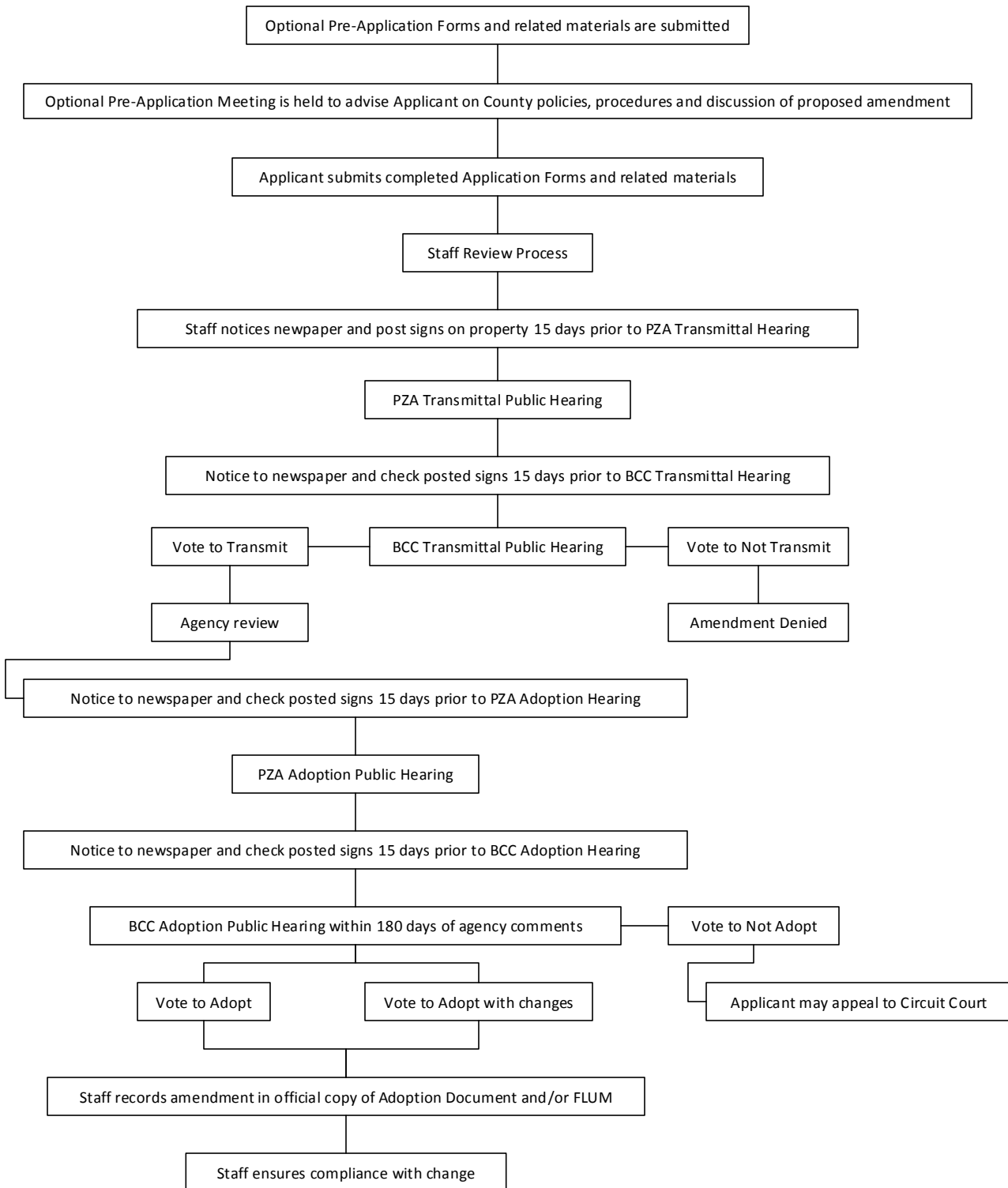
C. **Applications for Small-Scale Land Use Map Amendment:** A Small-Scale Amendment involves ten (10) acres or less of land, as provided in Section

163.3187(1)(c) of the Florida Statutes. Small-Scale Amendments do not require separate Transmittal Public Hearings. Applications are accepted anytime during the year and follow the same general review process prescribed for *Rezoning Requests*.

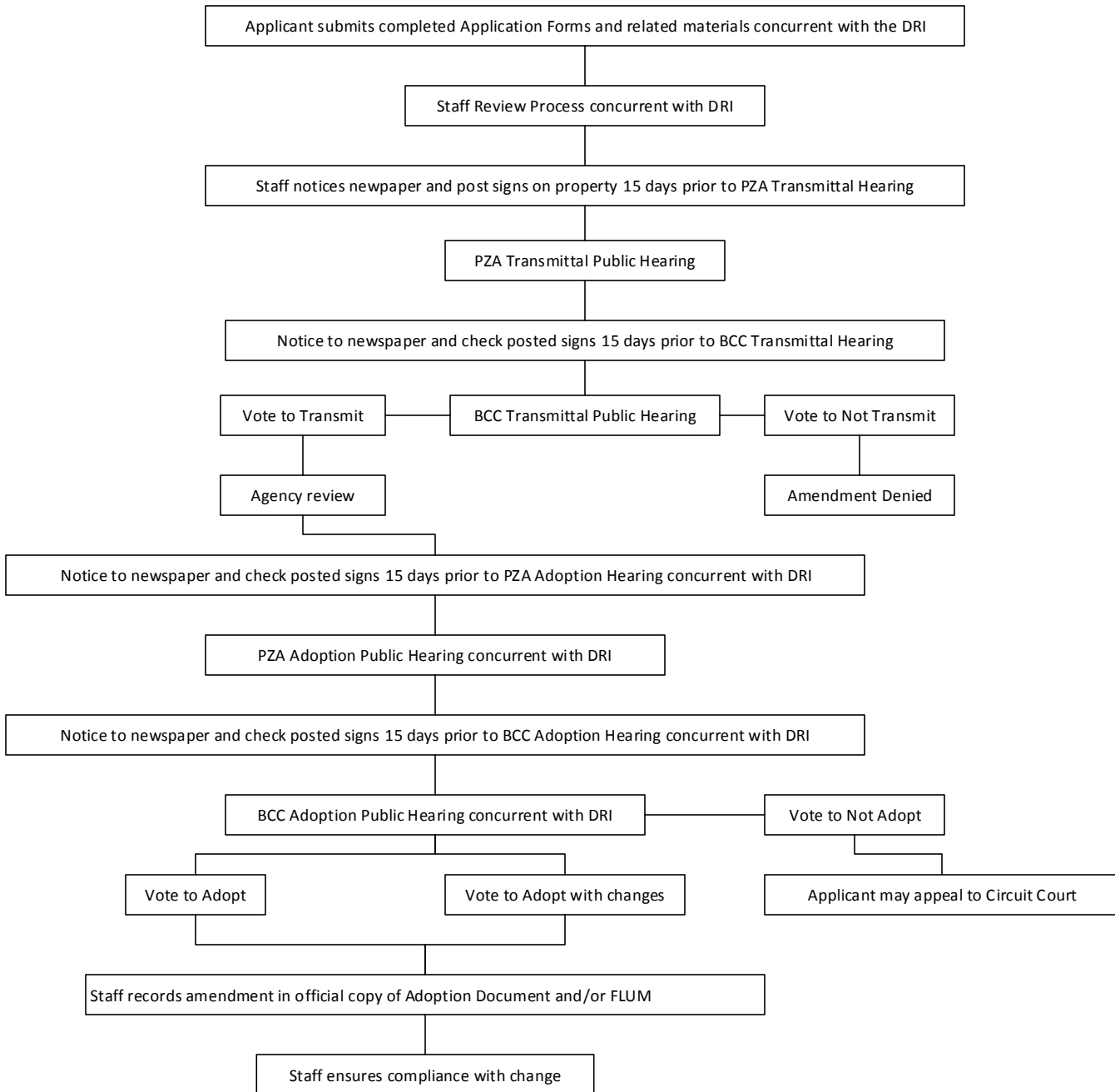
1. Procedures for Small Scale Land Use Map Amendment: An Optional Pre-application meeting may be held at least ten working days before the submittal of the application. At the optional pre-application meeting, the applicant shall provide to Staff the Small Scale Future Land Use Map change, the number of acres (10 acres or less), the name of property owner and his/her authorization for the applicant to proceed (if the applicant is not the property owner) owners authorization must be provided for all persons listed on the deed, purchase agreement, corporation papers, title opinion, or other acceptable proof of ownership, the Tax ID/Parcel ID Number of the property, the address of the property, water and sewer provider, and a parcel map of the property.
2. Optional Pre-application Meeting: Staff will meet with the Applicant at the established time. Staff will consider the general nature of the proposed Amendment as it pertains to the Goals, Objectives and Policies of the Comprehensive Plan, and will discuss any concerns with the Applicant. Staff shall also provide guidance on preparing the Amendment Application.
3. Application Process: The applicant shall submit one (1) copy and the original of a completed Comprehensive Plan Amendment Application Form, required Exhibits as provided on the Application Form and the following information and supporting materials as appropriate:
 - a. Provide details of the amendment, including but not limited to, the estimated number of acres of development area, types of uses, number of dwelling units, type of dwelling units, square footage of non-residential uses, number of acres of open space and recreational uses, number of acres of wetlands, drainage and other infrastructure areas. Provide phasing.
 - b. Provide a rational basis for not developing under the allowed Future Land Use Map designation.
 - c. Provide information to justify the amendment consistency with applicable Goals, Objectives and Policies of the St. Johns County Comprehensive Plan, Strategic Regional Policy Plan and the State Comprehensive Plan.
 - d. Provide the amendment's impact upon public facilities and services, (transportation, water, sewer, drainage, recreation, solid waste, and mass transit), the natural environment, and its compatibility with the surrounding area.
 - e. Provide the service provider for water and sewer. Provide a letter of availability from the provider.
 - f. Compliance with or impact upon applicable Comprehensive Plan Goals, Objectives and Policies.

4. Staff Review process: Staff shall review the application for compliance with the Goals, Objectives and Policies of the Comprehensive Plan and request additional data and analysis to address concerns. Insufficient information may delay processing of the application. Additional meetings with the applicant and re-submittals may be required. Once all Staff concerns and comments are addressed, the application shall be scheduled for the next available public hearing. If after the second re-submittal, the applicant and staff cannot resolve the comments, the applicant may request the public hearing be scheduled.
5. Noticing Requirements: Noticing for both the Planning and Zoning Agency and Board of County Commissioners shall be pursuant to Part 9.05.00 and 9.06.00 of the Land Development Code. Additional advertising may be placed in newspapers within the general area of the amendment.
6. Public Hearing Process: The Planning and Zoning Agency and the Board of County Commissioners shall conduct a public hearing. Both public hearings are legislative. The decision of the Board of County Commissioners shall constitute final action for the County and may, thereafter, be appealed in accordance with applicable law.
7. An approved change to the Future Land Use Map designation of a given property shall be recorded by the Growth Management Director on the official Future Land Use Map (FLUM) of St. Johns County.

ST. JOHNS COUNTY PROCEDURES FOR "REGULAR" (LARGE SCALE) COMPREHENSIVE PLAN AMENDMENT



ST. JOHNS COUNTY PROCEDURES FOR DRI-BASED COMPREHENSIVE PLAN AMENDMENT



ST. JOHNS COUNTY PROCEDURES FOR SMALL-SCALE LAND USE MAP AMENDMENT

