

INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR A LAND USE AMENDMENT TO THE 2030 COMPREHENSIVE PLAN

Before you begin the online application process, please note that you will need access to a scanner in addition to the information listed below. If you do not have access to a scanner or if you require assistance completing the online application process, please call 904-255-7888 or email us at CommunityPlanning@coj.net to make an appointment to see a planner. Planning Department staff will assist those without computers and those needing assistance filling out the application.

I. GENERAL INFORMATION

A. Applicant Information

Name	Address	Phone #	Fax #	E-mail
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- The Applicant is the individual who will be the contact person for all business relative to this application.
- The Applicant may be the owner or a representative/agent for the owner(s) of the property.
- The agent/representative may be a person, firm or agency that is specifically designated by the owner(s).

B. Property Owner's Information

Name	Address	Phone #	Fax #
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- The Property Owner may be a person, firm, agency, trust, corporation, or an organization.
- If there are more than three owners, attach a separate Property Ownership Exhibit* (Exhibit 3) that lists all Real Estate (RE) numbers in one column and all corresponding property owners and their addresses in another column.

II. DESCRIPTION OF THE PROPERTY

A. Property Acreage: The total land area (to the nearest 1/100th of an acre) of the subject property.

B. Property Location:

1. **Property Appraiser's RE #(s):** list all of the real estate (RE) numbers for all of the parcels or portions of parcels included in this application. RE numbers are located in the Duval County's Property Appraiser's records.
2. **General Location:** i.e. "at 123 Main Street" or "on the north side of Dunn Avenue and east of Lem Turner Road".
3. **Property Address:** Indicate the street address of the property (if applicable).
4. **Between Streets:** Indicate the names of nearest streets (or major physical landmark such as a power line easement or a creek or river) paralleling on both sides of the subject property. Do not include the street on which the property is located.
5. **Planning District(s):** Indicate the City of Jacksonville's designated planning district number(s) in which the subject site is located.
6. **Council District(s):** Indicate the City Council District number(s) in which the subject property is located.

C. Utilities serving the site for potable water and sanitary sewer: Enter the name of the utility/utilities serving the site for potable water and sanitary sewer (i.e. JEA, United

Water, etc). If the property is not currently served by any water supply and/or sewage disposal system(s), indicate how the service will be provided to the site (i.e. well, septic).

III. LAND USE AMENDMENT/REZONING REQUEST INFORMATION

- A. **Current utilization of the property:** i.e. retail store, office, vacant land, vacant commercial building, convenience store, gas station, single-family residence, dairy farm, etc.
- B. **Current Land Use Category:** Indicate the current land use category(s) for the subject property.
- C. **Requested Land Use Category:** Indicate the land use category that is being requested for the property. **If there is more than one land use category on the site, please indicate each land use category's acreage amount to nearest 1/100th of an acre.**
- D. **Surrounding 2030 Comp Plan FLUM Designation(s):** Indicate the land use categories that surround the entire subject property. (These categories must be from the land use classifications included in the Future Land Use Element (FLUE) of the *2030 Comprehensive Plan*.)
- E. **Reason/Justification for the Amendment:** Explain the basis for your request.
- F. **Current Zoning District(s):** State the existing zoning for the subject property.
- G. **Requested Zoning District Designation(s):** Indicate the zoning district desired for the property under the requested land use. **If there is more than one zoning district on the site, please indicate each zoning district's acreage amount to nearest 1/100th of an acre.**

IV. REQUIRED ATTACHMENTS

- **EXHIBIT 1* - Legal Description:** Accurate legal description (may be either lot and block or metes and bounds) of specific property requested for land use change.
- **EXHIBIT A* - Property Ownership Affidavit:** Signed, Notarized Letter(s). If the owner is a firm, agency, trust, corporation, or an organization the Exhibit must be signed by an officer, executor, or other authorized representative. Please note that you may be asked to provide proof of the aforementioned relationship. (One copy of the Warranty Deeds must be submitted separately as supplemental information.)
- **EXHIBIT B* - Agent Authorization:** Signed, Notarized letter(s) designating the agent.

V. SUPPLEMENTARY INFORMATION

The applicant may furnish any additional information in support of his request. This may include information, including maps, relating to:

- A. Natural Vegetation/Wildlife
- B. Wetlands (type, location and amount of acreage to the nearest one-hundredth acre)
- C. Other Support Data Required By Staff (i.e. Signed Certification Page, Warranty Deeds, Property Ownership Exhibit*, etc)
- D. Exhibit 3 List of Owners

* All required Exhibit forms are provided on the main page of the land use and zoning applications.