

**GADSDEN COUNTY  
BUILDING AND PLANNING DEPARTMENT**

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**COMPREHESIVE PLAN - FUTURE LAND USE MAP AMENDMENT**  
**APPLICATION**

<input type="checkbox"/> Small Scale Future Land Use Map	<input type="checkbox"/> Large Scale Future Land Use Map
<input type="checkbox"/> Small scale amendment in Rural Area of Opportunity as set forth in §. <u>288.0656(7)</u> F.S.	
Change From: _____	To: _____
Existing future land use designation	Proposed future land use designation

<b>APPLICANT INFORMATION</b> (If the applicant differs from the owner, a signed affidavit to represent is required authorizing a representative to act on the property owner's behalf)	
Owner: _____	Contact Person: _____
Address: _____	
Telephone: _____	Mobile: _____
E-Mail Address: _____	
Authorized Representative: _____	
Address: _____	
Telephone: _____	Mobile: _____
E-Mail Address: _____	

<b>PROPERTY INFORMATION</b>
Property Address: _____
Tax Parcel ID#: _____
Legal Description: _____
<i>(A legal description is needed for adoption of the ordinance. A legal description may be found on the title certificate or warranty deed. Please attach a copy as required with application.)</i>
Total Acreage Proposed for Amendment: _____
Current Use of Property: _____
Describe reason for the Future Land Use Map amendment (include proposed use of the property): _____
_____
_____
_____

**SUBMITTAL REQUIREMENTS** - The following items must accompany the completed Comprehensive Plan Future Land Use Map amendment application at time of submittal:

- a. Fee, \$1250.00 for large scale amendment; \$500.00 for small scale amendment.
- b. Two (2) copies of the signed and notarized application and submittal documents.
- c. An electronic copy (in .pdf format) of the submittal package.
- d. A vicinity map showing the location of the subject property (8.5" by 11").
- e. A copy of a certificate of title or a copy of the recorded deed, title insurance policy or other instrument demonstrating ownership and bearing a legal description of the property.
- f. Authorization to Represent, if applicable.
- g. Verification of a Citizen's Bill of Rights Public Meeting, if required. (Copy of mailed notice and newspaper ad, postage receipt, written meeting summary.)
- h. For small scale (map) amendments as defined under s. 288.0656(2)(d) F.S. to increase the site area to a maximum of 20 acres within a rural area of opportunity, provide a written confirmation from the Planning Division indicating that the plan amendment furthers the economic objectives set forth in the executive order issued under s. 288.0656(7) F.S.
- i. Two aerial photographs obtained from the Gadsden County Planning Division or County Property Appraisers Office which identifies the subject property and all property within 500 foot radius of the subject property. Provide an 8.5" X 11" copy.
- j. An 8.5" by 11" signed and sealed survey containing a legal description indicating acreage. The legal description must be submitted in a format that can be copied and pasted into an ordinance (e.g. in Word format or in an email).
- k. A scaled drawing of the property showing all boundaries, adjacent properties, adjacent land use designation, existing use of adjacent property, roads, easements, flood zones, size of the parcel in square feet or acres, dimensions in linear feet, wetlands, and other environmental sensitive lands, as applicable. Provide an 11" X 17" copy.
- l. Copy of Letter to Division of Historical Resources, Dept. of State, to determine whether or not there are any historical resources recorded on the site as listed on the Florida Master Site File (Policy 6.4.8).
- m. A written analysis of consistency with the relevant policies of the Comprehensive Plan. Specifically, the analysis shall address at minimum, and as applicable, the following policies. This list is **not** all inclusive and each applicant shall address relevant policies to the request.
  - Policy 1.2.4
  - Policy 1.2.5
  - Policy 1.2.9 (Level of service analysis/concurrency)
  - Policy 1.2.13
  - Policy 1.2.16
  - Policy 1.2.19
  - Policy 1.4.1
  - Policy 1.4.2
  - Policy 1.4.5 (Compatibility Analysis)
  - Policy 4.5.2
  - Policies 5.3.2, 5.33 & 5.3.4
  - Policy 5.4.4

\_\_\_\_\_ I AM THE OWNER

\_\_\_\_\_ I AM THE LEGAL REPRESENTATION OF THE OWNER (See attached Authorization to Represent) of the property described by this Comprehensive Plan Future Land Use Map application. I declare that I have read said application and all sketches, data and matter attached to and made a part of said application are honest and true to the best of my knowledge and belief. I understand that by signing this document, I am giving the County or agent thereof the authority to duplicate, disseminate, and reproduce any and all items submitted as part of this request, whether copyrighted or not. And that, upon submission said application and documents, as well as all correspondence, become a matter of public record.

\_\_\_\_\_  
*Signature of Property Owner or Authorized Representative*

\_\_\_\_\_  
*Date*

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, State of \_\_\_\_\_, County of \_\_\_\_\_, by \_\_\_\_\_ who is personally known to me, or who has produced as identification and who did (did not) take an oath.

**NOTARY PUBLIC:**

**SEAL:**

\_\_\_\_\_  
*Notary Signature*

\_\_\_\_\_  
*Notary Printed Name*

COMMISSION NUMBER: \_\_\_\_\_