



COMPREHENSIVE PLAN AMENDMENT APPLICATION

GENERAL INFORMATION (BY APPLICANT/ AGENT)

Applicant/Agent: _____ Contact Person: _____

Address: _____ Phone: (_____) _____ - _____

Email address: _____

SUBJECT PROPERTY DESCRIPTION

Property Owner: _____ Property Address: _____

City: _____ State: _____ Zip: _____ Phone: (_____) _____ - _____

Tax Parcel #: _____ - _____ - _____ Section: _____ Township: _____ Range: _____ Grant: _____

Total Acreage: _____ Zoning: _____ Land Use: _____

TYPE OF REQUEST

☐ Small-Scale Map Amendment From: _____ To: _____

☐ Large-Scale Map Amendment From: _____ To: _____

☐ Text Amendment For: _____

CERTIFICATION

I, the undersigned applicant, hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief. I hereby grant the appropriate County personnel permission to enter the subject property during reasonable hours so that they may investigate and review this zoning request.

Signature of Applicant/Agent: _____ Date: _____

Applications shall be submitted no later than 4:00 PM on the submittal deadline date



REQUIRED ATTACHMENTS

The following items must accompany your application at the time of submittal. No applications will be accepted without these attachments. Please submit the application fee, check made payable to Alachua County Board of County Commissioners, one paper copy and one digital copy of the following:

Small-Scale Map Amendments

- ☐ Proof of neighborhood workshop
- ☐ Legal description
- ☐ Property Owner's Affidavit, notarized
- ☐ Proof of payment of taxes on all parcels
- ☐ Detailed directions to the site
- ☐ Detailed description of request and an explanation of the reason for the requested amendment
- ☐ Survey or scaled drawing of property showing boundaries of property and adjacent properties, roads, easements, and all structures on site
- ☐ Written analysis of consistency with the relevant policies of the Comprehensive Plan, including the activity center policies, where applicable
- ☐ Market Study, where applicable. The market study shall identify a market area for the location of the proposed amendment. It shall document the need for the uses allowed by the proposed amendment through an analysis of factors in the market area, including population projections, existing uses, and zoning and future land use designation of undeveloped areas.
- ☐ Environmental Resources Checklist, conducted by a qualified professional (certain requests may require a more extensive natural resources assessment)

Large-Scale Map Amendments

In addition to the above requirements for a small-scale map amendment, the following:

- ☐ Facilities Impact Study, describing the impact of the proposed amendment on public facilities and services. All service areas shall be noted as well as current availability, capacity, demand, and level of service. The effect of the amendment on the demand and level of service shall be indicated based on professionally accepted and documented methodologies. All improvements or new facilities planned by the County or other entities that may have an impact on the amendment shall be discussed.

Text Amendments

- ☐ Detailed description of request and an explanation of the reason for the requested amendment., including any proposed new text or changes to existing text.