



Nassau County Department of Planning &
Economic Opportunity
96161 Nassau Place
Yulee, Florida 32097

Taco E. Pope, AICP
Director

**APPLICATION AND INSTRUCTIONS FOR FUTURE LAND USE MAP
AMENDMENT GREATER THAN TEN (10) ACRES**

NOTICE: Florida Statutes and the Courts of Florida require that all Future Land Use Amendment applications be heard as a Legislative hearing (Non Quasi-Judicial hearing).

1. The Planning and Zoning Board and the Board of County Commissioners will conduct a public hearing for this application.
2. The procedure will require that the public notice of this application be mailed to adjacent property owners, a legal advertisement published in the newspaper and a sign posted on the property.
3. The Department of Planning & Economic Opportunity will prepare a staff report for the Planning and Zoning Board and for the applicant.
4. If you have any questions about procedures or the criteria, please consult with the Department of Planning & Economic Opportunity prior to the Planning and Zoning Board meeting.

INSTRUCTION FOR APPLYING FOR A FUTURE LAND USE MAP AMENDMENT GREATER THAN TEN (10) ACRES

It is essential that all the information provided is accurate. Incorrect information can delay or nullify the application process. Use the Department of Planning & Economic Opportunity forms that are available for download at www.nassaucountyfl.com under Departments, Planning & Economic Opportunity, Downloadable Application forms.

- The **Parcel Identification Number** is an eighteen (18) digit number defining the subject property. This number is located at the Property Appraiser's website at www.nassaufpa.com.
- The legal description of the subject property is shown on the deed and the survey. If the property is in a recorded subdivision, use the lot and block number. If the property is not in a recorded subdivision, use the metes and bounds description as shown on the deed or survey. A reference to the section, township, range, or deed book will not be sufficient. **A .txt file of the metes and bounds description of the boundaries of the property is required.**
- Fill in the street location by indicating the property location by side (north, south, east or west) of the street and the nearest intersecting streets (for example: west side of Amelia Road, between Magnolia Street and Amelia Lane). If a street address has been assigned to this property, include such number. If it is impractical to describe the street location by intersecting streets, indicate the approximate distance to the nearest intersecting street (for example: west side of Blackrock Road, CR 107, 1/2 mile north of A1A).
- Provide the name and address of the property owners. The owner's name should agree with the recorded deed.
- Provide the current future land use designation of the subject property. The official future land use map is available at www.nassaufpa.com under *Map Layers*.
- Provide the proposed future land use designation of the subject property. It is suggested that you discuss the proposed use with the Department of Planning & Economic Opportunity to be sure that the future land use designation requested will permit the type of use desired. Although the Department of Planning & Economic Opportunity will provide assistance, the designation requested in the application is entirely up to the applicant. Failure to request the proper designation will not be the responsibility of Nassau County. If you find later that the designation applied for does not suit your needs, you will not be allowed to change the application after due public notice has been posted.
- An updated survey of the subject property is required. The survey must be prepared by a professional surveyor licensed in the State of Florida.
- The non-refundable application fee for a Future Land Use Amendment is required at the time of application. To confirm the fees, including postage based on the number of property owners within 300 feet, please contact the Department of Planning and Economic Opportunity at (904) 530-6300. Return the completed application, any supporting data and the application fee to the Department of Planning & Economic Opportunity. Please make checks payable to: Nassau County Board of County Commissioners (Nassau County BOCC). **The applicant is responsible for the legal advertisement payment and must be made directly with the newspaper.**

Nassau County requires **due public notice** which includes a legal advertisement published in an approved newspaper of general circulation not less than fifteen (15) days in advance of the public hearing, a sign posted in a conspicuous place on or around the subject property and a public notice mailed to all property owners within 300 feet of the periphery of the subject property. The Department of Planning & Economic Opportunity will prepare the legal advertisement, the public notice and the sign. If the signs are destroyed or rendered illegible, notify the Department of Planning & Economic Opportunity immediately so that a replacement can be erected. **The applicant is responsible for delivering the original Proof of Publication from the newspaper to the Department of Planning & Economic Opportunity. The public hearing cannot be held unless Proof of Publication is received by the Department of Planning & Economic Opportunity before the public hearing.**

The applicant is not required to obtain the signatures or approval of the adjoining property owners. If you choose to present a petition of adjoining property owners favoring your application, attach a legibly printed or typed list of the names and addresses submitted on the petition.

The Department of Planning & Economic Opportunity will make every effort to place your application on the agenda for the Planning and Zoning Board's public hearing within thirty (30) days and for the Board of County Commissioners within thirty (30) days subsequent to a recommendation being made by the Planning and Zoning Board. However, the County reserves the right to allow for sixty (60) days before an application appears before the Planning and Zoning Board, and an additional sixty (60) days before an application appears before the Board of County Commissioners for final approval due to the number of agenda items for any particular public hearing, the complexity and legal review of those applications and allowing sufficient time for citizens, County officials and staff to discuss applications of public importance.

If, for any reason, you wish to withdraw the application, you must notify the Department of Planning & Economic Opportunity, in writing, prior to the date of the public hearing. No refunds.

Persons with disabilities requiring accommodations in order to participate at the public hearing should contact (904) 530-6300 at least twenty-four (24) hours in advance to request such accommodation.

The public is invited to be present and be heard. If a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose may need to ensure that a verbatim record of the proceedings is made.

The Department of Planning & Economic Opportunity can be reached at 96161 Nassau Place, Yulee, FL 32097, and (904) 530-6300, Monday through Friday, 8:00am until 5:00pm.



**APPLICATION FOR
FUTURE LAND USE
AMENDMENT GREATER THAN
TEN (10) ACRES**

Official Use Only
Zoning District: _____
FLUM Designation: _____
Commission District: _____
Date Filed: _____

Parcel Identification Number (18 digit number)

Driving Instructions: _____

1. Legal Description: Lot _____ Block _____ Subdivision _____
Plat Book _____ Page _____
(Please attach a legal description if not located in a subdivision)

2. Location: On the _____ side of _____
(north, south, east, west) (street)

between _____ and _____
(street) (street)

Nearest identifiable landmark (for example: Walmart or I-95) _____

3. Name and Address of the Owner as shown in the public records of Nassau County:

Name and Address of the Applicant / Authorized Agent:

(PLEASE NOTE: If applicant is not the owner, this application must be accompanied by completed *Owner's Authorization for Agent* form.)

4. Current Future Land Use Map Designation: _____

5. Proposed Future Land Use Map Designation: _____

6. Acreage: _____

7. Property Use (list any improvements on the site or uses):

8. Private Well _____ Public Water System _____ or Private treatment plant _____
(name of provider)

9. On-site Sewage Treatment System _____ Public Water System _____
(name of provider)

or Private Sewer Treatment Plant _____

10. Required Attachments:

Exhibit "A" – Location Map

Exhibit "B" – Legal description

Exhibit "C" – Survey

NOTE: Owner, Applicant and Agent is responsible for required response to objections, recommendations and comments from State reviewing Agencies.

In filing this application, the undersigned understands it becomes a part of the official records of the Planning and Zoning Board and does hereby certify that all information contained herein is true to the best of his/her knowledge.

Signature of Owner: _____

Signature of Applicant: _____

(if different than Owner)

Signature of Agent: _____

(if different than Owner)

Owner's mailing address: _____

Telephone: _____

Email: _____

NOTE: If prepared or signed by an agent, a notarized *Owner's Authorization for Agent* form must be provided.

Newspaper for legal advertisement (OFFICIAL USE ONLY):

Fernandina Beach News Leader: _____

Nassau County Record _____

CONSENT FOR INSPECTION

I, _____, the owner or authorized agent for the owner of the premises located at _____ do hereby consent to the inspection of said premises and the posting of public notice by an employee of the Department of Planning & Economic Opportunity, Nassau County, Florida, in conjunction with application _____, without further notice.

Dated this _____ day of _____, 20__.

Signature of Owner or Authorized Agent

Telephone Number

STATE OF FLORIDA:
COUNTY OF NASSAU:

The foregoing instrument was acknowledged before me the _____ day of _____, 20__, by _____ who is personally known to me or who has produced _____ as identification.

Notary Public Signature

Name (typed or printed)

(Seal)

OWNER'S AUTHORIZATION FOR AGENT

_____ is hereby authorized TO ACT ON BEHALF OF

_____, the owner(s) of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, in applying to Nassau County, Florida, for an application pursuant to a:

- | | |
|--|---|
| <input type="checkbox"/> Rezoning/Modification | <input type="checkbox"/> Conditional Use |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Preliminary Binding Site Plan |
| <input type="checkbox"/> Plat | <input checked="" type="checkbox"/> Future Land Use Map Amendment |

BY:

Signature of Owner

Print Name

Signature of Owner

Print Name

Telephone Number

State of Florida
County of _____

Signed and sworn before me on this _____ day of _____, 20_____.

By _____

Identification verified: _____

Oath sworn: _____ Yes _____ No

Notary Signature

My Commission expires: _____