



Planning Department of  
Nassau County  
96161 Nassau Place  
Yulee, Florida 32097

## **APPLICATION AND INSTRUCTIONS FOR FUTURE LAND USE MAP AMENDMENT (SMALL-SCALE- LESS THAN FIFTY (50) ACRES)**

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

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1. Future Land Use Map amendments under 50 acres in area are considered “Small Scale” and do not require for review by state reviewing agencies pursuant Sec. 163.3187, Florida Statutes to Ch. 163, Florida Statutes.
2. The Planning and Zoning Board and the Board of County Commissioners will conduct public hearings for this application.
3. The public hearings will require due public notice of this application. A legal advertisement must be published in the newspaper; notices are to be mailed to adjacent property owners within 300 feet of the subject property, and a sign will be posted on the property.
4. The Planning Department of Nassau County will prepare a staff report for the Planning and Zoning Board and for the applicant. This report will be available when the agenda for the Planning & Zoning Board meeting is published on the County’s website: [www.nassaucountyfl.com](http://www.nassaucountyfl.com) .
5. If you have any questions about procedures or the review criteria for this application, please consult with the Planning Department of Nassau County at (904) 530-6300 or [planninginfo@nassaucountyfl.com](mailto:planninginfo@nassaucountyfl.com) prior to the Planning and Zoning Board meeting.

## **INSTRUCTIONS FOR COMPLETING THE APPLICATION:**

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](http://www.nassaucountyfl.com) under Departments, Planning Department of Nassau County, Downloadable Application forms.

- (1) **Name and Address of the Owner:** Provide the name and address of the property owners. The owner's name should agree with the recorded deed in the public records of Nassau County.
- (2) **Name and Address of the Applicant / Authorized Agent:** Provide the name and address of the applicant or authorized agent for this application, if applicable. Please note that if the applicant is not the owner, this application must be accompanied by completed Owner's Authorization for Agent form.
- (3) **Location:** 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).
- (4) **Parcel Identification Numbers:** 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](http://www.nassaufpa.com).
- (5) **Current Future Land Use Map (FLUM) Designation:** Provide the current future land use designation of the subject property. The official future land use map is available at [www.nassaufpa.com](http://www.nassaufpa.com) under *Map Layers*. Names and abbreviations of FLUM designations are included in the table following these instructions.
- (6) **Proposed Future Land Use Map (FLUM) Designation:** 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. Amending the application after due public notice has been posted will require re-advertising of the application at the applicant's expense. Names and abbreviations of FLUM designations are included in the table following these instructions.
- (7) **Area (acres):** Provide the area, to the nearest tenth of an acre, of the subject property.
- (8) **Current Use:** List any improvements or uses currently on the site of the subject property.
- (9) **Water Supply:** Indicate whether the subject property is to be served by private or public water systems.
- (10) **Wastewater Treatment:** Indicate whether the subject property is to be served by private or public water systems.
- (11) **Review Criteria for Future Land Use Map Amendments:** All amendments to the Future Land Use Map (FLUM) shall provide justification for the need for the proposed amendment. In evaluating proposed amendments, the County shall consider each of the criteria listed in this section pursuant to Policy FL.01.04 of the County's Comprehensive Plan. Please attach a response to all of the criteria using 8½" x 11" size paper with the answers typed or printed legibly and identifying the question on the application. If you have any questions about the review criteria for this application, please consult with the Planning Department of Nassau County prior to submitting the application.

## **INSTRUCTIONS FOR COMPLETING THE APPLICATION:**

**(12) Other Required Attachments:** The following forms and other attachments are required to be submitted with this application:

- **Location Map:** Provide a location map of the subject property. Location and parcel maps are available at [www.nassauflpa.com](http://www.nassauflpa.com).
- **Legal Description:** Provide a Microsoft Word or other text file of the metes and bounds description of the boundaries of the property is required. This will be incorporated into the adopted ordinance if the application is approved. 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 is not sufficient. For this requirement.
- **Survey:** An updated survey of the subject property is required. The survey must be prepared by a professional surveyor licensed in the State of Florida.
- **Environmental Assessment.** The assessment may employ aerial photographs; land use and cover classifications per Florida Land Use Classification Codes (FNAI.org/gisdata.cfm); wetlands identified by the National Wetlands Inventory, SJRWMD (SJRWMD.com/gisdevelopment) or ground truthing; wildlife corridors and strategic habitat conservation areas identified by the Florida Fish and Wildlife Conservation Commission's Florida Natural Areas Inventory and Florida Department of Environmental Protection supplemented, as appropriate, by field surveys.
- **Transportation Impact Analysis** A Transportation Impact Analysis (i.e. Traffic study) to assess the adequacy of existing and proposed transportation facilities and impact to the mobility network. The Transportation Impact Analysis (traffic study) should be prepared according to the adopted Nassau County Transportation Impact Analysis Guidelines and submitted with the application.
  - The TIA should be prepared, signed and sealed by a qualified engineering or transportation planning professional.
  - The TIA should evaluate the impacts of the specific uses proposed in the application or based on the highest density or intensity of the use allowed in the proposed FLUM designation.
  - The TIA should include conclusions and recommendations for on-site or off-site transportation improvements based on analysis of the existing mobility network, future traffic projections, project trip generation, project trip distribution and peak-hour Level of Service (LOS) analysis as specified in the adopted Nassau County Transportation Impact Analysis Guidelines.
- **Owners Authorization for Agent Form:** If the applicant is not the owner, this application must be accompanied by completed Owner's Authorization for Agent form. A copy of this form is attached to this application. Please ensure it is filled out completely, signed and notarized.
- **Consent for Inspection Form:** This form is necessary for the County to obtain consent for the inspection of the subject property and the posting of public notice by the Planning Department of Nassau County in conjunction with the application. A copy of this form is attached to this application. Please ensure it is filled out completely, signed and notarized.

**(13) Signatures:** Please ensure the application is filled out completely. The application should be signed by the owner(s) and authorized agent(s), and notarized.

## **DUE PUBLIC NOTICE REQUIREMENTS:**

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 Planning Department of Nassau County will prepare the legal advertisement, the public notice and the sign.

**IMPORTANT: The applicant is responsible for the payments for publication of legal advertisements. Payments must be made directly with the newspaper by the established deadline. The applicant is responsible for contacting the newspaper to obtain an invoice and payment information for advertisements submitted (This payment is separate from and is not included in the calculation of the County's application fee- see below).**

**IMPORTANT: The applicant should ensure that an original or scanned copy of the affidavit of proof of publication from the newspaper is received by the Planning Department of Nassau County. The public hearing cannot be held unless proof of publication is received by the Planning Department of Nassau County prior to the public hearing.**

If the signs are destroyed or rendered illegible, notify the Planning Department of Nassau County immediately so that a replacement can be erected.

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.

## **APPLICATION FEES:**

An invoice for the non-refundable application fee for a Future Land Use Amendment will be sent to the applicant following submittal and review of the application. To inquire about or to confirm the fee for an application, including postage based on the number of property owners within 300 feet, please contact the Planning Department of Nassau County at (904) 530-6300 or [planninginfo@nassaucountyfl.com](mailto:planninginfo@nassaucountyfl.com).

Please make checks payable to: Nassau County Board of County Commissioners (Nassau County BOCC).

## **SUBMITTING THE APPLICATION:**

Return the completed application and attachments to the Planning Department of Nassau County.

### **In person or by mail to:**

Planning Department of Nassau County  
96161 Nassau Place  
Yulee, FL 32097  
*(offices open Monday through Friday, 8:00am until 5:00pm)*

### **By e-mail to:**

[planninginfo@nassaucountyfl.com](mailto:planninginfo@nassaucountyfl.com)

If, for any reason, you wish to withdraw the application, you must notify the Planning Department of Nassau County, in writing, prior to the date of the public hearing.

**FUTURE LAND USE MAP DESIGNATIONS: NAMES AND ABBREVIATIONS**

**Future Land Use Map Designations (Countywide):**

<b>Agriculture</b>	<b>AGR</b>
<b>Low Density Residential</b>	<b>LDR</b>
<b>Medium Density Residential</b>	<b>MDR</b>
<b>High Density Residential</b>	<b>HDR</b>
<b>Commercial</b>	<b>COM</b>
<b>Industrial</b>	<b>IND</b>
<b>Recreation</b>	<b>REC</b>
<b>Public Buildings and Facilities</b>	<b>PBF</b>
<b>Conservation I</b>	<b>CSV I</b>
<b>Conservation II</b>	<b>CSV II</b>
<b>Multi-Use</b>	<b>MU</b>

**\*William Burgess Mixed Use Activity Center Overlay District Transects:**

<b>Natural Zone</b>	<b>T-1</b>
<b>Agriculture &amp; Open Space Zone</b>	<b>T-1.5</b>
<b>Rural Zone</b>	<b>T-2</b>
<b>Rural Transitional Zone</b>	<b>T-2.5</b>
<b>Sub-urban Zone</b>	<b>T-3</b>
<b>Urban Transitional Zone</b>	<b>T-3.5</b>
<b>Urban Edge/Urban General Zone</b>	<b>T-4</b>
<b>Urban Corridor Zone</b>	<b>T-4.5</b>
<b>Urban Center Zone</b>	<b>T-5</b>
<b>Special District Zone</b>	<b>T-7SD</b>

**\*These designations are only available to properties within the adopted *William Burgess Mixed Use Activity Center Overlay District* (Policy FL.02.05). Please contact the Planning Department for more details at (904) 530-6300 or [planninginfo@nassaucountyfl.com](mailto:planninginfo@nassaucountyfl.com)**



**APPLICATION FOR  
FUTURE LAND USE MAP (FLUM)  
AMENDMENT  
SMALL-SCALE (<50 ACRES)**

(OFFICIAL USE ONLY)  
Application #: \_\_\_\_\_  
Date Filed: \_\_\_\_\_

**(1) Name and Address of the Owner:**

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**(2) Name and Address of the Applicant / Authorized Agent:**

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

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

**(3) Location:**

On the \_\_\_\_\_ side of \_\_\_\_\_  
(north, south, east, west) (street)

between \_\_\_\_\_ and \_\_\_\_\_  
(street) (street)

**(4) Parcel Identification Numbers:**

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-  
\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-

Please attach additional Parcel Identification numbers using 8½" x 11" size paper with the answers typed or printed legibly

(OFFICIAL USE ONLY)  
Legal Advertisement deadline: \_\_\_/\_\_\_/\_\_\_  
Newspaper for legal advertisement: \_\_\_Fernandina Beach News Leader \_\_\_Nassau County Record  
PZB Hearing Date: \_\_\_/\_\_\_/\_\_\_ BOCC Hearing Date: \_\_\_/\_\_\_/\_\_\_

(5) **Current Future Land Use Map Designation:** \_\_\_\_\_

(6) **Proposed Future Land Use Map Designation:** \_\_\_\_\_

(7) **Area (acres):** \_\_\_\_\_

(8) **Current Use (list any improvements or uses on the site):**

\_\_\_\_\_

\_\_\_\_\_

(9) **Water Supply:**

- Private Well
- Private treatment plant
- Public Water System \_\_\_\_\_ (name of provider)

(10) **Wastewater Treatment:**

- On-site Sewage Treatment System
- Private Sewer Treatment Plant
- Public Water System \_\_\_\_\_ (name of provider)

(11) **Review Criteria for Future Land Use Map Amendments:**

All amendments to the Future Land Use Map (FLUM) shall provide justification for the need for the proposed amendment. In evaluating proposed amendments, the County shall consider each of the following. Please attach a response to the following using 8½" x 11" size paper with the answers typed or printed legibly and identifying the question on the application.

(A) Demonstrate the extent to which the proposed amendment discourages urban sprawl per F.S. 163.3177(6)(a)(9), of which indicators are:

- i. Promotes, allows, or designates for development substantial areas of the jurisdiction to develop as low-intensity, low-density, or single-use development or uses.*
- ii. Promotes, allows, or designates significant amounts of urban development to occur in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development.*
- iii. Promotes, allows, or designates urban development in radial, strip, isolated, or ribbon patterns generally emanating from existing urban developments.*
- iv. Fails to adequately protect and conserve natural resources, such as wetlands, floodplains, native vegetation, environmentally sensitive areas, natural groundwater aquifer recharge areas, lakes, rivers, shorelines, beaches, bays, estuarine systems, and other significant natural systems.*

- v. *Fails to adequately protect adjacent agricultural areas and activities, including silviculture, active agricultural and silvicultural activities, passive agricultural activities, and dormant, unique, and prime farmlands and soils.*
- vi. *Fails to maximize use of existing public facilities and services.*
- vii. *Fails to maximize use of future public facilities and services.*
- viii. *Allows for land use patterns or timing which disproportionately increase the cost in time, money, and energy of providing and maintaining facilities and services, including roads, potable water, sanitary sewer, stormwater management, law enforcement, education, health care, fire and emergency response, and general government.*
- ix. *Fails to provide a clear separation between rural and urban uses.*
- x. *Discourages or inhibits infill development or the redevelopment of existing neighborhoods and communities.*
- xi. *Fails to encourage a functional mix of uses.*
- xii. *Results in poor accessibility among linked or related land uses.*
- xiii. *Results in the loss of significant amounts of functional open space.*

(B) Demonstrate the extent to which the proposed amendment is contiguous to an existing urban or urban transitioning area served by public infrastructure;

(C) Demonstrate the extent to which population growth and development trends warrant an amendment, including an analysis of vested and approved but unbuilt development;



- (D) Demonstrate the extent to which adequate infrastructure to accommodate the proposed amendment exists, or is programmed and funded through an adopted Capital Improvement Schedule, such as the County's Capital Improvement Plan, the Florida Department of Transportation Five-Year Work Program, the North Florida Transportation Planning Organization (TPO) Transportation Improvement Program, or privately financed through a binding executed agreement, or will otherwise be provided at the time of development impacts as required by law;
- (E) Demonstrate the extent to which the amendment will result in a fiscally and environmentally sustainable development pattern through a balance of land uses that is internally interrelated; demonstrates a context sensitive use of land; ensures compatible development adjacent to agriculture and environmentally sensitive lands; protects environmental and cultural assets and resources; provides interconnectivity of roadways; supports the use of non-automobile modes of transportation; and appropriately addresses the infrastructure needs of the community.
- (F) Demonstrate the extent to which the amendment results in a compact development form that fosters emergence of vibrant, walkable communities; makes active, healthier lifestyles easier to enjoy; conserves land; supports transportation alternatives; reduces automobile traffic congestion; lowers infrastructure costs; reduce vehicular miles traveled and costs related to household transportation and energy; and puts destinations in closer proximity. Successful compact development is illustrated through the use of:
1. Clustered population and/or employment centers;
  2. Medium to high densities appropriate to context;
  3. A mix of land uses;
  4. Interconnected street networks;
  5. Innovative and flexible approaches to parking;
  6. Multi-modal transportation design including pedestrian, bicycle, and transit-friendly options;
  7. And proximity to transit.
- (G) Demonstrate the extent to which the amendment does not propose environmental impacts that would significantly alter the natural landscape and topography such that it would exacerbate or lead to increased drainage, flooding, and stormwater issues.

**(12) Other Required Attachments:**

- (a) Location Map (see instructions)
- (b) Legal description (see instructions)
- (c) Survey (see instructions)
- (d) Environmental Assessment (see instructions)
- (e) Transportation Impact Analysis (see instructions)
- (f) Owners Authorization for Agent\* (form is attached to this application)
- (g) Consent for Inspection Form (form is attached to this application)

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

**(13) Signatures:**

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/Agent:** \_\_\_\_\_  
(if different than Owner)

State of Florida  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of \_\_\_ physical presence or \_\_\_ online notarization, this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By \_\_\_\_\_

Identification verified: \_\_\_\_\_

Oath sworn: \_\_\_\_\_ Yes \_\_\_\_\_ No

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

My Commission expires: \_\_\_\_\_



Planning Department of  
 Nassau County  
 96161 Nassau Place  
 Yulee, Florida 32097

**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 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 type="checkbox"/> Future Land Use Map Amendment |

without further notice.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 Signature of Owner or Authorized Agent

\_\_\_\_\_  
 Telephone Number

**State of Florida**  
**County of \_\_\_\_\_**

The foregoing instrument was acknowledged before me by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By \_\_\_\_\_

Identification verified: \_\_\_\_\_

Oath sworn: \_\_\_\_\_ Yes \_\_\_\_\_ No

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

My Commission expires: \_\_\_\_\_



Planning Department of  
 Nassau County  
 96161 Nassau Place  
 Yulee, Florida 32097

**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 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 \_\_\_\_\_**

The foregoing instrument was acknowledged before me by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By \_\_\_\_\_

Identification verified: \_\_\_\_\_

Oath sworn: \_\_\_\_\_ Yes \_\_\_\_\_ No

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

**My Commission expires:** \_\_\_\_\_