



Levy County Board of County Commissioners Planning Department

PO BOX 930, BRONSON FL 32621
Phone: 352-486-5405 | Fax: 352-486-5549
Website: levycounty.org/department/planning_department

Comprehensive Plan Amendment Checklist

It is the burden of the applicant to be familiar with the requirements set forth by Chapter 163 of the Florida Statutes when filing for Comprehensive Plan Amendments. Requirements may change with each legislative session. Please contact the Levy County Planning Department at (352) 486-5405 if you need assistance with locating this information.

Hover form fields for instructions.

Step 1: Create 20 packets containing the following, in order

Create 20 packets each containing the items in the order listed below. The application will not be processed without these items. Any change must be submitted in writing to the Planning Department and received one week prior to the Planning Commission Public Hearing. Please check off the items below as they are completed.

1. Comprehensive Plan Amendment Application

Please print all information in Application legibly

2. This checklist

Please ensure checklist is complete and all items are in the specified order.

3. Property deed

The most recent deed pertaining to the proposed amendment property. This may be obtained from the Clerk of the Circuit Court's Office.

4. Certified property boundary survey, signed and stamped

- Provide a certified legal boundary survey of the proposed amendment site. The legal description must be signed and stamped by a certified Registered Land Surveyor (RLS) or a Civil Engineer.
*Please Note: One additional 11" x 17" copy of the Certified Property Boundary Survey is required separately at the time of your 20-packet submission.
- IN LIEU OF BOUNDARY SURVEY a certified legal description describing only the proposed amendment property, area in acres, and an accompanying sketch drawn to scale with a title, north arrow and date on a sheet measuring 8 ½ by 11. The legal description must be signed and stamped/sealed by a State of Florida certified/registered professional land surveyor or civil engineer. A certified boundary survey is required when the proposed amendment involves a portion of a parcel or more than one land use designation or zoning district.

5. Document existing conditions and compatibility with adjacent property

In a separate attachment, document in writing how the proposed change of land use and zoning will be compatible with the adjoining development and the proposed zoning district where it is to be located.

Step 1: Create 20 packets containing the following, in order (cont'd)

6. Justification statement (when changing to residential use only)

A justification statement addressing Future Land Use Element Policy 9.2 of the Comprehensive Plan, which requires that the County-wide allocation of residential and non-residential land use categories on the Future Land Use Map be based upon the assessments listed below. The justification should be supported by data and analysis that demonstrate the following:

- That there is a need for the requested residential land use category. The need should be based upon circumstances such as projected population, shifts in demographic trends, changes in availability of land, existing development patterns, and development potentials.
- That the requested residential land use category is environmentally suitable for the property.
- That the requested residential land use category can be supported by available public facilities.

7. Land Use Analysis Form

8. Additional supporting documentation

Any additional supporting information provided by the applicant such as: Traffic studies, environmental studies, provision of public facilities, etc.

9. Four or more photographs at the proposed amendment site

Photographs showing site views from the subject property looking north, south, east and west. Identify the photo viewpoint and provide a brief description beneath each view. Additional photos showing relevant information may also be included.

10. Property maps

All required maps and information can be obtained at the Levy County Property Appraiser's Office.

- Identify the subject property clearly using a color or pattern
- Identify all surrounding streets/roads
- Identify all existing uses within 300 feet of the subject property's boundary using the following descriptive types: Residential, Commercial, Industrial, Recreation, Agriculture (livestock/crops), Silviculture (timber harvesting), or Undeveloped.
*For example: Commercial/restaurant or Residential/single-family home
- Identify the Future Land Use Map designation and zoning classifications for adjacent properties

11. Property appraiser's aerial photograph with parcel overlay

Highlight using a color or pattern to identify the subject property clearly, taking care to obscure as little information as possible.

12. Soil characteristics form

13. Comprehensive Plan Amendment Certification page, signed and notarized

Other requirements (determined by Planning Director)

Requirement

Placement

Step 2. Submit all 20 packets

- **20 Completed Application Packets:** All required documentation and submission material is required to accompany the application at the time the request is submitted. Additional information may be required based on the location and site specific characteristics of the property. Applications are screened for completeness. Failure to provide all information and submission material required shall delay the public review of the application until such time as all materials are received.
- **Changes to Your Application:** Any information changes must be submitted in writing to the Planning Department and received a minimum of one week prior to the Planning Commission Public Hearing.
- **Required Fee:** Applications must be accompanied by a fee; a Small Scale Amendment is \$600, and a Large Scale Amendment is \$1250. Please make checks payable to the Levy County Board of County Commissioners.
- **Submission in Person:** Applications should be submitted in person to the Levy County Planning Department, located in the front beige building within the Levy County Road Department Facility at: 660 N Hathaway Ave, Bronson, FL 32621. Mail-in applications must be approved by the Planning Director prior to submission.
- **Meeting Attendance:** It is highly advised the applicant or representative be present at both the Planning Commission and Board of County Commission public hearings. The Commission, at its discretion, may defer action or take decisive action on any application.
- **Timeline:** Amendment applications are processed once a month. Applications received on or by the first of the month will be tentatively scheduled, advertised, and presented to the Planning Commission at a public hearing the following month.
- **Public Notice:** Notice signs will be posted on the property involved approximately two weeks before the scheduled meetings to hear the proposed request. Abutting property owners will be notified by mail of the request. "Abutting property" is any property immediately adjacent or contiguous to the property which is the subject of this request or located within 300 feet of the subject property lines including, immediately across any road or public right-of-way for said property.
- **Effective Date:** If approved, Small Scale FLUM amendments shall not become effective until 31 days after adoption. If challenged within 30 days after adoption, the amendment shall not become effective until the state land planning agency or the Administration Commission, respectively, issues a final order determining the adopted small scale development amendment is in compliance. Large Scale amendments' timing must be discussed with Planning Department.

Owner/agent signature & date

Analysis of Application in Staff Review

Pursuant to Chapter 163, F.S. the following issues will be addressed in staff review.

1. Concurrently & level of service (LOS) impact

The Levy County Comprehensive Plan sets out LOS standards for Public Facilities and infrastructure. LOS calculations are based on adopted LOS standards in the Comprehensive Plan. All development proposals are required to meet the LOS standards at the time of development. Concurrency is reviewed for the maximum potential in relation to: 1) use water, sewer; 2) generation of solid waste; 3) impact to traffic circulation, storm water management systems; 4) demand on recreational facilities; 5) Provision of open space.

2. Environmental suitability

The Levy County Comprehensive Plan sets out guidelines for environmentally sensitive lands and land characteristics suitable for urban and rural land uses and development. Goals, Objectives and Policies in the Future Land Use Element, Conservation Element and other Elements relating to particular land use types, provide standards for development suitability.

3. Land use compatibility

The Levy County Comprehensive Plan sets out guidelines for compatibility for urban and rural land uses. Goals, Objectives and Policies in the Future Land Use Element, Conservation Element and other Elements relating to particular land use types, provide standards for development suitability.

4. Consistency with the Levy County Comprehensive Plan

Proposed FLUM amendments are reviewed for consistency with Plan goals, objectives, and policies that discourage urban sprawl development patterns and encourage the efficiency of land use, the efficient provision of public facilities and services, the separation of urban and rural land uses, and the protection of agriculture and natural resources, per Levy County Comprehensive Plan Chapter 163, F.S.

Additional assistance:
If you require further information, please contact the
Levy County Planning Department at (352) 486-5405



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Comprehensive Plan Amendment Application

Hover form fields for instructions.

To be completed by Planning Department

Filing date

Petition number

Small scale amendment

Large scale amendment

Make checks payable to LBOCC.

It is required that anyone intending to file a petition for amendments to the future land use map is to meet with the Levy County Planning Department prior to filing the petition to discuss the proposed amendment and petition process. Failure to answer all questions herein will result in the application being returned to the applicant.

1. Applicant & Owner Information

Applicant(s) or Agent(s) (if different)

Name

Phone

Email

Mailing address

Street

City

State

ZIP Code

Owner of Record

Name

Phone

Email

Mailing address

Street

City

State

ZIP Code

Owner of Record

Name

Phone

Email

Mailing address

Street

City

State

ZIP Code

1. Applicant & Owner Information

Owner of Record

Name Phone Email

Mailing address Street City State ZIP Code

Owner of Record

Name Phone Email

Mailing address Street City State ZIP Code

2. Request Land Use Change

Indicate the present AND requested Future Land Use Map (FLUM) designation

Current FLUM designation Current zoning classification Requested FLUM designation

3. Parcel Information

Parcel number(s)	Section/township/range	Acreage
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total acreage	_____

Physical location Street City State ZIP Code

Subdivision name (if applicable)

3. Parcel Information (cont'd)

Current (actual) use

Improvements on the property (e.g., single family home, well and septic, pole barn, etc.)

Directions to the property (start from a County or State road)



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Land Use Analysis Form

Hover form fields for instructions.

1. Land Use Information

NOTE: All development associated with a land use change must meet adopted level of service standards and is subject to applicable concurrency requirements

A. Indicate the current land uses of the surrounding property

North _____

South _____

East _____

West _____

B. Will the proposed use of the property have an impact on adjacent property or any impact on creeks, lakes, wetlands, native vegetation, greenways, floodplains, or other environmental factors? Yes No

If so, explain

C. Explain how the proposed change will contribute to the community

D. What are the potential long-term economic benefits of the proposed change (e.g., wages, jobs, tax base, etc.)?

1. Land Use Information (cont'd)

E. What impact will the proposed change have on level of service standards?

Roadways _____

Recreation _____

Waste and wastewater _____

Solid waste _____

F. Indicate the closest distance by road (in miles) from the proposed amendment site to the following public facilities. If not applicable, select "N/A."

Fire protection _____ N/A Police protection _____ N/A

Emergency medical service _____ N/A Centralized sewer service _____ N/A

Centralized water service _____ N/A Nearest school _____ N/A

2. Urban Sprawl Analysis

Provide an Urban Sprawl Analysis which evaluates whether the proposed amendment incorporates a development pattern or urban form that achieves four or more of the following criteria

- Directs growth and development to areas of the community in a manner that does not adversely impact natural resources;
- Promotes the efficient and cost effective provision or extension of public infrastructure and services;
- Promotes walkable and connected communities and provides for compact development and a mix of uses at densities and intensities that support a range of housing choices and a multimodal transportation system;
- Promotes conservation of water and energy;
- Preserves agricultural areas and activities;
- Preserves open space and natural lands and provides for public open space and recreation needs;
- Creates a balance of land uses based on demands of residential population with the non-residential needs of an area;
- Provides uses, densities, and intensities of use and urban form that would remediate an existing or planned sprawl development pattern or provides for an innovative development pattern such as transit-oriented development or new towns.

Owner/agent signature & date

No person submitting an application may rely upon any comment concerning a proposed amendment, or any expression of any nature about the proposal made by any participant, at the pre-application conference as a representation or implication that the proposal will be ultimately approved or rejected in any form. To meet with staff to discuss the proposal, please call the Levy County Planning Department at (352) 486-5405 for an appointment.



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Soil Characteristics Form

Hover form fields for instructions.

Information to complete this form can be gathered from either of the following:

[USDA-NRCS Web Soil Survey](http://websoilsurvey.nrcs.usda.gov/app) (<http://websoilsurvey.nrcs.usda.gov/app>)

*NOTE: For help using the USDA-NRCS Web Soil Survey, please refer to last page of this form.

[Levy County Soil Survey](http://ufdc.ufl.edu/UF00025720/00001) (<http://ufdc.ufl.edu/UF00025720/00001>)

1. Soil Association & Component Soils

Map unit	Soil type	Acreage	% of area
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Potential for Wildlife Habitat

Openland wildlife _____ Woodland wildlife _____ Wetland wildlife _____

3. Suitability for Major Land Uses

Cropland _____ Pasture _____ Woodland potential productivity _____

4. Building Site and Sanitary Facilities Limitation

Septic tank _____ Septic tank absorption field _____ Building without basement _____

Local roads and streets _____ Small commercial building _____ Shallow excavation _____

5. Additional Land Characteristics or Comments

Using the NCSS Web Soil Survey

The following directions were adapted from the NCSS website. Four basic steps make WSS a simple, yet powerful, way to access and use soil data.

- 1. Define** Use the Area of Interest tab to define your area of interest. You can navigate to an area by zooming in on a map or by selecting from a Quick Navigation choice list. After you find the area, define it as the Area of Interest (AOI) by drawing a box around it using a map tool. You must complete this step before you can go on to the next two steps.
- 2. View** Click the Soil Map tab to view or print a map of the soils in your area and view a description of the soils, or click the Soil Data Explorer tab to access soil data for your area and determine the suitability of the soils for a particular use. The items you want saved in a report can be added to your shopping cart.
- 3. Explore** Click the Soil Data Explorer tab to access soil data for your area and determine the suitability of the soils for a particular use. The items you want saved in a report can be added to your shopping cart.
- 4. Check out** Use the Shopping Cart tab to get your FREE report immediately or download it later.

You can access context-sensitive online help throughout the application by clicking the question-mark icon in a specific panel or dialog.

When you are done, always click the Logout link next to the Help link. Clicking the Logout link allows the application to release the resources used by your session immediately, instead of having to wait 40 minutes for your session to time out.



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Comprehensive Plan Amendment Certification

Hover form fields for instructions.

The undersigned has read and understands the application, and has received, read, and understands the Instructions & Submission requirements. It is agreed and understood that the undersigned will be held responsible for the accuracy of the application and information submitted. The undersigned hereby attests to the fact that the parcel number(s) and legal description(s) provided is/are the true and proper identification of the area for which the petition is being submitted. Signatures of all owners or their agent are required on this form. Signatures by other than the owner(s) will be accepted only with notarized proof of authorization by the owner(s).

1. Certification

Owner(s) of Record

Name(s) Phone Email

Mailing address Street City State ZIP Code

2. Owner Verification

I hereby certify that the information contained in this application and its supplements are true and correct, and that I am the legal owner of the above described property.

Owner signature & date

STATE OF FLORIDA, COUNTY OF LEVY

Sworn to (or affirmed) and subscribed before me this day, _____

by _____ who is personally known ___ or produced _____

Notary seal

Notary public signature

3. Agent Verification (if applicable)

I hereby certify that the information contained in this application and its supplements are true and correct, and that I am the authorized agent of the above described property.

Authorized agent signature & date

STATE OF FLORIDA, COUNTY OF LEVY

Sworn to (or affirmed) and subscribed before me this day, _____

by _____ who is personally known ___ or produced _____

Notary seal

Notary public signature