

CITY OF PINELLAS PARK, FLORIDA
PROCEDURES FOR SUBMITTING AND PROCESSING APPLICATIONS
FOR LAND USE PLAN MAP AMENDMENTS

(Please retain this sheet for reference)

1. Applications for a land use plan map amendment must be completed in full and submitted to the Zoning Division with filing fee and affidavit of ownership. Attach copy of survey if available. Applications will be processed and scheduled for the next available meeting.

NON-REFUNDABLE FILING FEE

\$500.00 plus \$100.00 companion Rezoning - for large scale amendments which can only be processed twice a year

\$500.00 plus \$100.00 companion Rezoning - for a small scale amendments not running concurrent with twice a year amendment process for large scale development

City Council action on Land Use Plan Map amendments are limited to two (2) times during any calendar year for property over ten (10) units per acre or ten (10) acres non-residential.

2. Public Hearing by Planning and Zoning Commission: Applications must be submitted a minimum of thirty-five (35) days prior to a regularly scheduled meeting of the Planning and Zoning Commission. This period allows for the processing of applications, including legal notification and notice to property owners. The Planning and Zoning Commission meets on the first Thursday of each month, with a workshop meeting scheduled for the prior Tuesday. Property owners within 300 feet of the subject property will be notified by the City by mail and the subject property will be posted with a sign stating the date of the public hearing. Two legal advertisements will appear in a local newspaper prior to the meeting. The Planning and Zoning Commission will **recommend** to City Council an action on the application (approve or deny).

3. City Council Action (for large scale amendments):

- a. An Ordinance will be drafted and submitted to the City Clerk for assignment on a City Council agenda.
- b. Surrounding property owners will be re-notified.
- c. Legal advertisement will appear in a local newspaper of county-wide circulation before each public hearing.
- d. City Council action on any land use plan map amendment will require two (2) public hearings.

The First Reading and First Public Hearing gives the authorization to transmit to the Pinellas Planning Council (PPC) (review and recommendation) and the Florida Department of Community Affairs (DCA) (review 90-110 days) who issues a notice of compliance or non-compliance). The City Council meets on the second and fourth Thursday of each month. (Should City Council deny the application at the First Public Hearing, no further Council action is required and the request is not transmitted to the PPC and DCA.) After PPC and DCA review, a Second Reading and Second Public Hearing will be held by City Council for action on the application (approve or deny).

4. City Council Action (for small scale amendments):

- a. An Ordinance will be drafted and submitted to the City Clerk for assignment on a City Council agenda for a first reading and public hearing. The City Council meets on the second and fourth Thursday of each month.
- b. Surrounding property owners will be re-notified.
- c. Legal advertisement will appear in a local newspaper before each public hearing.
- d. If approved, the amendment is sent to the Florida Department of Community Affairs for approval, and to the Pinellas Planning Council and Countywide Planning Agency for an amendment to the Countywide Future Land Use Plan map.
- e. The second public hearing is held.

5. The applicant and/or agent **MUST** be present at **ALL** Public Hearings before the Planning and Zoning Commission **AND** City Council.
6. If the application is **denied** by City Council, an application for the same or any other land use category, on all or any part of the same property, cannot be resubmitted for one (1) year from the date of City Council action. If the application is **approved** by City Council, an application for any land use category on all or any part of the same property cannot be considered by the Planning and Zoning Commission for one (1) year from the date of City Council action.
7. Applications for Land Use Plan Map amendments must be submitted to the Zoning Division:

Zoning Division
Technical Services Building
6051 78th Avenue North
Pinellas Park, FL 34665
(813)541-0756

The applicant understands that this application must be complete and accurate before a public hearing will be scheduled or advertised. Proof of ownership from a title company or licensed Florida attorney, or a deed, may be required upon request.

MINIMUM REQUIREMENTS FOR APPLICATION

1. Complete Application Form
2. Affidavit of Ownership
3. Application Fee (cash, check or money order payable to the City of Pinellas Park) **NON-REFUNDABLE**
4. Projected Advertising Costs (see Zoning Division staff member for projected cost)
NOTE: If costs exceeds amount obtained, applicant is required to submit difference prior to hearing date. If a refund is due, City will provide refund.)

**CITY OF PINELLAS PARK, FLORIDA
APPLICATION FOR LAND USE PLAN MAP AMENDMENT**

FOR OFFICE USE ONLY

CASE # **LUPA** _____ PZ MEETING: _____ CC/CRA MEETING: _____

PLAT SHEET: _____ RELATED CASES: _____ RECEIPT NUMBER: _____

ZONING DISTRICT: _____ LAND USE DESIGNATION: _____ DATE RECEIVED: _____

REQUEST AND PROPERTY INFORMATION

SPECIFIC REQUEST: _____

GENERAL LOCATION OF PROPERTY OR ADDRESS: _____

PROPERTY SIZE (Acreage / Square Feet): _____

CURRENT USE (Number and Type of Buildings): _____

PARCEL NUMBER(S): _____

LEGAL DESCRIPTION: LOT _____, BLOCK _____, SUBDIVISION _____

OR METES AND BOUNDS DESCRIPTION (attach if lengthy):

OWNER/APPLICANT INFORMATION

PROPERTY OWNER: _____ PHONE: (____) _____

ADDRESS/CITY/ZIP: _____

AUTHORIZED AGENT: _____ PHONE: (____) _____

ADDRESS/CITY/ZIP: _____

OTHER REPRESENTATIVE: _____ PHONE: (____) _____

ADDRESS/CITY/ZIP: _____

AFFIDAVIT OF OWNERSHIP

STATE OF FLORIDA - COUNTY OF PINELLAS:

NAME OF ALL PROPERTY OWNERS, being first duly sworn, depose(s) and say(s):

1. That (I am/we are) the owner(s) and record title holder(s) of the following described property, to wit:

ADDRESS OR GENERAL LOCATION:

LEGAL DESCRIPTION OF PROPERTY. Type legal directly on this sheet. If too lengthy, type on separate sheet titled "Exhibit A" and attach:

2. That this property constitutes the property for which an application is being made to the City of Pinellas Park, Florida (NATURE OF REQUEST):

3. That the undersigned (has/have) appointed and (does/do) appoint _____ as (his/their) agent(s) to execute any petitions or other documents necessary to affect such application.

4. That this affidavit has been executed to induce the City of Pinellas Park, Florida, to consider and act on the above described property; to include City representatives to enter upon property to make inspections as are necessary to visualize site conditions and/or determine compatibility.

SIGNED (PROPERTY OWNER)

SIGNED (PROPERTY OWNER)

STATE OF FLORIDA
COUNTY OF

The foregoing instrument was acknowledged before me this _____
(Date)

By _____,
(Name of person acknowledging and title of position)

who is personally known to me or who has produced _____
(Type of identification)

as identification and who did (did not) take an oath.

Notary Public, Commission No. _____

(SEAL ABOVE)

Name of Notary typed, printed or stamped)