

APPLICATION MATERIALS CHECKLIST

Plan Amendment # _____ (Staff use only)

This application materials checklist is provided for the applicant's use. The checklist will be used by staff to determine the completeness of the application. If there are incomplete items, a notification will be sent to the applicant with a request to provide the missing materials.

- ___ 1. Application.
- ___ 2. Name and address of the current property owner and documents of authority to act on behalf of the owner.
- ___ 3. Certificate of opinion by an attorney/title company regarding current property ownership.
- ___ 4. Financial Disclosure Affidavit.
- ___ 5. Legal descriptions and parcel control numbers for each parcel proposed to be amended. If the request is for more than one land use designation, the legal description must be formatted to identify each designated land use separately.
- ___ 6. Acreage of subject parcel or parcels per land use type.
- ___ 7. A detailed location map.
- ___ 8. A Soils Survey Map sheet with the subject property outlined in red. Soil Survey map sheets can be obtained from the Soil and Water Conservation Service by calling (772) 221-1303.
- ___ 9. A current Flood Insurance Rate map with the subject property outlined in red. The Flood Insurance Rate Map sheets are available on the County's Web Site. Search for FEMA Flood Insurance Rate Maps.
- ___ 10. Proposed text amendment, if applicable.
- ___ 11. Justification statement for the proposed amendment that cites how the amendment is consistent with the Goals, Objectives and Policies of the CGMP.
- ___ 12. Traffic study, demonstrating the effects of the proposed amendment on the minimum Levels of Service.
- ___ 13. School Impact Worksheet.
- ___ 14. Water & Sewer Availability Worksheet.
- ___ 15. Survey file in CAD format, in the correct coordinate system, that is compatible with the County's GIS system.
- ___ 16. Other relevant data as appropriate.

The following must be provided concurrent with the draft notification letter for staff review prior to the first public hearing.

- ___ 17. Certified list of surrounding property owners.

Reviewed By: _____ (Staff use only)
Growth Management Dept.: (772) 288-5495