



**WAKULLA COUNTY**  
**PLANNING & COMMUNITY DEVELOPMENT**

3093 Crawfordville Highway • Crawfordville, FL 32327 • 850/926-3695  
Fax – 850/926-1528 • email: [wakullaplanning@mywakulla.com](mailto:wakullaplanning@mywakulla.com)

**CHANGE OF ZONING APPLICATION PROCESS**

**GENERAL INFORMATION**

See Specifically Sections 3-20  
Land Development Code

**INFORMAL PRE-APPLICATION CONFERENCE**

An informal pre-application conference with the planning official, on behalf of the Planning Commission, is required of any owner of land in the unincorporated area of Wakulla County who is contemplating rezoning their land. At this conference, the owner (or owner's agent) should present tentative proposals with a view toward learning what would be required to properly evaluate the proposal within the limits of these regulations. No fee or formal application is required for this conference, and no binding determination of the acceptability of the proposal shall be made.

**FORMAL REZONING APPLICATION PROCESS**

An application form to begin the rezoning process may be obtained from Planning & Community Development at the above address.

***ALL PROPERTY OWNERS' SIGNATURES ARE REQUIRED ON THE APPLICATION. IF AN AGENT IS USED, ALL PROPERTY OWNERS' SIGNATURES ARE REQUIRED ON THE AUTHORIZATION FORM.***

**APPLICATION FEE AND LEGAL DESCRIPTION**

The completed application form must be submitted to the Planning Department along with:

1. A rezoning application fee: This check should be made payable to "Wakulla County."
  - One single family residential site - \$710.00
  - Three or less single family residential sites - \$800.00
  - Multiple dwellings (duplex, triplex, etc.) or non-residential - \$940.00
2. Copy of recorded deed and legal description.
3. Copy of flood map (can be obtained in Planning Department).
4. The property location.

5. The reason for the application.
6. List of names and addresses of all adjacent property owners (can be obtained from the Property Appraiser's office).

### **CONDITIONS OF ACCEPTANCE**

No application shall be accepted that does not contain the information listed on the ***Checklist for Rezoning***.

### **APPLICATION DEADLINE**

The deadline for receiving the application in the Planning Department will be the last day of the month in order to be reviewed by the **Technical Review Committee (TRC)** at their next scheduled meeting the following month.

### **PUBLIC NOTIFICATION**

After **TRC** makes a recommendation, a letter of Public Hearing notification is mailed, Certified Mail, by the applicant to all adjacent property owners informing them of date, time and place of the Planning Commission and County Commission public hearings. Certified receipts are required to be presented to the Planning Department prior to the Planning Commission Public Hearing.

### **PLANNING COMMISSION PUBLIC HEARING**

The Planning Commission holds Public Hearings on the second Monday of every month at 7:00 pm in the Board of County Commissioner's Boardroom at 19 Aaron Road, Crawfordville, FL. The Planning Commission reviews and makes a recommendation on the application to approve, deny, or to continue the proposed change of zoning.

### **BOARD OF COUNTY COMMISSIONERS**

The Board of County Commissioners reviews and takes final action to approve, deny or table the application. If the application is for rezoning ten (10) acres or more, a second public hearing is required by the Board.

***This handout is intended for application reference only and does not include all requirements of the Land Development Code. It is the responsibility of the applicant to ensure that all Code requirements are met.***

Revised 8/6/09