

## Comprehensive Plan Amendment Process

### ***Application Process***

An application form for a Comprehensive Plan map amendment may be obtained from Wakulla County Planning and Community Development, 3093 Crawfordville Highway, Crawfordville, Florida 32327, (850) 926-3695. Information requested on the application form must be completed by the applicant and includes the following:

- 1. Application information (name, address, telephone number)
- 2. Map Amendment Information
- 3. Signature of the Applicant and Date of Application
- 4. Notarized Affidavit (if property owner is being represented by an agent)
- 5. Application Filing Fee (for map amendments)
- 6. Transportation Concurrency Review Application (separate fee applies)

### ***Application Fee***

There is a \$3065.00 fee for Small Scale Comprehensive Plan Amendments (parcels less than 10 acres) and a \$5,155.00 fee for all other Comprehensive Plan Amendments. Checks should be made payable to Wakulla County.

### ***Map Amendments***

Future Land Use map amendments will be accepted only for those parcels owned by the applicant. Property owners may have represented them by providing a notarized affidavit. Other than the property owner, only the Planning and Zoning Commission or the Board of County Commissioners may initiate a map amendment.

**Applicants for amendments to the Future Land Use Map are hereby notified that Future Land Use Map amendments may also require rezoning. If this is the case, the applicant will be notified of this requirement. It is the responsibility of the applicant to provide any additional information that may be required for rezoning. Information on the rezoning process may be obtained by contacting the Planning and Zoning Division at (850) 926-3695. Applicants are further notified that approval of a Future Land Use Map amendment does not relieve the applicant from compliance with any other land development regulation permitting requirements that may be applicable to a particular land parcel. This may include, for example, further addressing stormwater requirements, environmental constraints found on the site, proper subdivision of land, central water and sewer requirements, zoning site plan review, and other ordinance requirements under local government jurisdiction.**

### ***Amendment Schedule***

Amendments to the plan may be considered twice per calendar year, with the second cycle of plan amendments restricted to map amendments only. The actual dates of meetings will be publicized.

The process will consist of the following:

1. Newspaper advertisement, notifying the public of the process and of the next application deadline.
2. Local Planning Agency (LPA) public hearing and due public notice, resulting in recommendations to the County Commission.
3. County Commission public hearing, with due public notice, resulting in transmittal of proposed Amendments to State and Regional agencies for review and comment.
4. Estimated 60-day review and comment period by reviewing agencies.
5. Within 60 days of receipt of DCA comments, County Commission public hearings, with due public notice; amendments adopted, but not effective until Notice of Compliance by the Florida Department of Community Affairs (DCA) and completion of a citizens appeal period.

Application Period		LPA Review/ Recommendation		State/Regional Review	
30 Days	60 Days	30 Days*	60 Days*	60 Days	60 Days*
Staff Analysis		County Commission Review		County Commission Review	

\*Indicates a Public Hearing

*Local Planning Agency*

The Local Planning Agency (LPA) is a recommending body. The Wakulla County Planning and Zoning Commission have been designated by the County Commission to serve as the LPA.

**Public Notification**

Plan amendment public hearings of the LPA and County Commission are advertised in a newspaper of general circulation. In addition, notices of meetings are submitted to the County public information office for inclusion in periodic community service listings and announcements of meetings. Signs are also posted on properties that are the subject of Future Land Use Maps amendments.

**LPA Pubic Hearing and Recommendations**

The LPA will conduct an advertised public hearing on the plan amendments. Based on public comments and technical information, the LPA will issue written recommendations for plan amendments to the County Commission.

### ***County Commission***

Upon receipt of the LPA recommendations, the County Commission will schedule an advertised public hearing. Based on testimony and information available to them, the Commission will transmit the proposed amendments to State and Regional agencies for review and comment, as required by State law.

### ***State Review and Comments***

The Florida Department of Community Affairs (DCA) coordinates State and Regional reviews of the proposed amendments to the local plan. An “Objections and Recommendation and Comments Report” (ORC Report) will be returned to local government within 60-90 days.

### ***Adoption Public Hearing***

The County Commission will conduct an advertised adoption public hearing within 60 days of receipt of the ORC report. Adoption of amendments will occur at that time, but amendments only become effective after a Determination of Compliance is issued by DCA, and after a citizens’ appeals period.

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Section 163.3184, Florida Statutes

