

Bay County Application to Amend the Future Land Use Map of the Comprehensive Plan

A) Applicant Information

File Number _____

Date Received: _____

Owners name:		Authorized agent:	
Mailing address:		Mailing address:	
E-mail:		E-mail:	
Telephone:		Telephone:	
FAX:		FAX:	

Attach a letter from the property owner granting authorization if agent is submitting application.

B) Requested Amendment

Change From: _____
Existing land use designation

To: _____
Proposed land use designation

C) Property Information

Address/location of proposed amendment site:	
Property ID number(s):	
Acreeage of site:	

A legal description must be attached in order for the application to be considered complete. Please include a survey if available. Provide an 8.5 X 11 copy.

A copy of signed deed or other instrument documenting legal interest in the property to be amended must be attached for the application to be considered complete. Provide an 8.5 X 11 copy.

Two aerial photographs obtained from the Bay County Property Appraisers Office which identifies the subject property and all property within a 500 foot radius of the subject property must be attached to this amendment application. Provide an 8.5 X 11 copy.

An Environmental Analysis may be required for amendments currently designated "Conservation" on the FLUM.

D) Review Fee Attached:

- | | |
|---|---------|
| 1. Large Scale Amendment (greater than 50 acres) | \$2,720 |
| 2. Small Scale Amendment (less than or equal to 50 acres) | \$1,450 |

E) Site Information

Please provide the following items along with your completed application.

- A vicinity map showing the location of the subject property (8 1/2" by 11" sheet).
- A site plan or drawing, drawn to scale deemed acceptable by the Planning Official, which describes or shows the following. If possible, please include all on one map. (8 1/2" by 11" sheet).
 - Location in relation to surrounding physical features such as streets, railroads, water bodies, etc. Names of adjacent streets and other physical features must be shown.
 - North direction arrow.
 - Township, Range, and Section
 - Dimensions of the site (length, width, etc.) in linear feet.
 - Size of the site in square feet or acres.
 - The plan for development. The type of development proposed for the site; the general location of such development on the site, general parking and stormwater requirements, and the size (square feet) of the proposed development.

F) Justification and Consistency with the Comprehensive Plan

Explain the reasons for requesting the amendment which support why the proposed Future Land Use Map is necessary and consistent with the Comprehensive Plan. Cite specific policies furthered by the proposed amendment, and attach additional pages as needed.

G) Proposed Development

Describe the type of development proposed for the site. For residential amendments include the type and number of residential units.

H) Facility Capacity Analysis

Applicants must provide information as to how the site will have access to potable water, sewage disposal, solid waste disposal, roads, and stormwater control.

1. Water and Sewer Service:

a. Potable Water Service

Provider	Permitted capacity (gallons per day – gpd)	Current demand - gpd	Available capacity – gpd
Private well (s)____			

Current potable water demand of site under existing designation: _____ gpd

Anticipated potable water demand if amendment is approved: _____ gpd

b. Sanitary Sewer Service/Wastewater Treatment

Provider [*]	Permitted capacity - gpd	Current demand - gpd	Available capacity - gpd
Septic tanks or other individual on-site systems ____			

* If wastewater is to be treated using a package system, please fill-in "Package Plant" in the provider column and state the capacity of the proposed system in the second column.

Current wastewater demand of site under existing designation: _____ gpd

Anticipated wastewater demand if amendment is approved: _____ gpd

Note: If potable water and sewage disposal is to be through a provider other than Bay County, then the applicant must attach a letter from the proposed provider certifying that adequate capacity and immediate hookups are available to the site.

2. Stormwater: Describe how stormwater will be controlled and treated:

3. Transportation: Use professionally acceptable methodology to determine the impacts of the proposed development on transportation infrastructure. A traffic study shall be required if the proposed development will impact a facility at or near its maximum acceptable level of service, and/or if the proposed development will generate 100 or more trips in the peak hour (Land Development Regulations Section 2008.6 and 7). The Traffic Impact Analysis (TIA) must be performed using a traffic micro-simulation model such as Synchro or HCS2000. The Bay County Transportation Planning Organization Congestion Management System must be used to determine whether or not a facility is at or near its maximum capacity for the road segment's AADT. For roads where counts do not exist for AADT, counts must be collected by applicant.

ITE code	Land use	Units/sq. footage	Daily trips	Peak trips

Road segment	Existing LOS	Projected LOS	Acceptable LOS

In which hurricane evacuation zone(s) does the subject property occur:

Tropical storm
 Category 1 hurricane
 Category 2 hurricane
 Category 3 hurricane
 Category 4-5 hurricane
 N/A

I) Natural Resources

Identify any of the following natural resources or features present on or adjacent to the subject property. An Environmental Analysis and/or Habitat Management Plan may be required for subject properties which are located within currently designated "Conservation Zones" or "Ecosystem Management Areas" by the Comprehensive Plan.

Natural Resources	Yes	No
Flood zones present:		
Type and Map #		
Rivers, creeks, streams:		
Identify:		
Bays, bayous, lakes:		
Identify:		
Wetlands:		
Identify:		
Gulf Beach/Dunes		
Deer Point Lake Protection Zone		
Setbacks or control lines		
Attach a list of soil types present and their suitability for dwellings, roads, septic tanks, crops, and pasture (Soil Survey of Bay County, Florida)		

Describe actions or measures that will be taken to protect natural resources from the impact of development (attach additional pages if necessary).

J) Historic/Archaeological Resources

The State of Florida Master Site File, as published by the Florida Department of State, Division of Historical Resources, must be utilized to identify the possibility of such resources occurring on the subject property. To obtain a letter from the Department, call (850) 487-2333

K) Compatibility with Surrounding Land Uses

Adjacent zoning districts		Adjacent Future Land Use Map designations	
North		North	
South		South	
East		East	
West		West	

Discuss how the proposed use is compatible with surrounding land uses:

L) School Concurrency

1. Which public schools serve the site of the proposed amendment:

Name of school	Recommended capacity ¹	Current year enrollment ¹	Surplus or deficit capacity
Elementary:			
Middle:			
High:			

¹ Information available from the Bay County Public School District

2. Will development resulting from the proposed amendment increase or decrease the potential number of students attending the public schools that serve the subject property? By how many?

3. If development resulting from the proposed amendment will result in an anticipated student population at any public school serving the subject property in excess of that schools recommended capacity, how will this deficit be corrected?

4. If proposed solution requires an amendment to the Bay County Public Schools capital improvements program, please provide written verification that the School District agrees to the proposed amendment.

M) Compatibility with Military Installations

Does the Future Land Use Map designation sought through the proposed amendment allow types of development which could be considered potentially incompatible with nearby military installations? If so, how will compatibility issues be resolved (attach additional sheets, including any correspondence with military personnel, as necessary)?

N) Capital Improvements

Will development resulting from the proposed Future Land Use Map amendment require capital improvements to public infrastructure (water or sewer service, roads, etc) in order to support the resultant growth? If so, please specify which infrastructure will be impacted, to what extent, and how will such improvements be funded (attach additional sheets if necessary):

O) Certification and Authorization

- (1) By my signature, I certify that the information contained in this application is true and correct and understand that deliberate misrepresentation of such information will be grounds for denial and reversal of this application and or revocation of any approval based on this application.
- (2) I authorize County staff to enter upon my property at any reasonable time for the purpose of site inspection.
- (3) I authorize the placement of a public notice sign on my property at a location to be determined by County staff.
- (4) I _____ (print name) as the property owner or authorized property owner representative have read and understand the attached Information concerning Application for Amendment to the Bay County Comprehensive Plan Future Land Use Map.

Applicant Name (Type or Print)

Applicant Signature

Title and Company (if applicable)

Date

FUTURE LAND USE MAP AMENDMENT APPLICATION COMPLETENESS CHECKLIST

Planning and Zoning Staff will only accept complete applications.

Requirements	Check if Complete
Complete Application Form	
\$2,720.00 Fee – Large Scale \$1,450 Fee – Small Scale	
Letter of Authorization (If Necessary)	
Legal Description (8.5 X 11 copy)	
Signed Deed to Property (8.5 X 11 copy)	
Aerial Photograph of Property (8.5 X 11 copy)	
Survey/Map of Property (8.5 X 11 copy)	
Justification	
When submitting an application, please submit COPIES of any original documents – the documents may get folded, hole-punched, or stapled.	



BAY COUNTY COMMUNITY DEVELOPMENT DEPARTMENT
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