

Summary of Comprehensive Plan Amendment Process

Application Process: An application form for a Comprehensive Plan map amendment may be obtained from the Jefferson County Planning and Building Department at 445 West Palmer Mill Road, Monticello , FL 32344, (850) 342-0223. 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)

Application Fee: There is a \$1500.00 fee for Small Scale Comprehensive Plan Map Amendments (parcels less than 20 acres) and other Comprehensive Plan Amendments. Checks should be made payable to Jefferson County.

Map Amendments: Future Land Use map amendments will be accepted only for those parcels owned by the applicant. Property owners may have agents represent 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 are 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, site plan review, and other ordinance requirements under local government jurisdiction.

Amendment Schedule: The local government may consider general comprehensive plan amendments twice per calendar year. The actual dates of meetings will be publicized. **Current filing date deadlines are January 1 and June 1 of each calendar year.**

The comprehensive plan amendment process consists of the following:

1. Newspaper advertisement, notifying the public of the process and 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 state reviewing agencies.
5. Within 60 days of receipt of State Department of Community Affairs comments, County Commission public hearing, with due public notice; amendments may be adopted, but are not effective until Notice of Intent Determination of Compliance by the Florida Department of Community Affairs (DCA) and completion of a citizens appeal period.

Approximate time frames below:

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

*Indicates a Public Hearing

Local Planning Agency: The Local Planning Agency (LPA) is a recommending body. The Jefferson County Planning Commission has 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, signs are posted on properties that are the subject of Future Land Use Map amendments, and notices are mailed to nearby property owners.

LPA Public 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 Recommendations and Comments Report" (ORC Report) will be returned to the 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 Notice of Intent Determination of Compliance is issued by DCA, and after a citizens' appeals period.