



## COMPREHENSIVE PLAN AMENDMENT APPLICATION

### Application Checklist:

The following information is required to be submitted when applying for COMPREHENSIVE PLAN AMENDMENT:

1.  Filing fee: (Please make check payable to CITY OF LEESBURG)  
 Small-Scale Amendment (10.00 acres or less)..... \$1,200.00  
 Large-Scale Amendment (10.01 acres or more)..... \$2,100.00  
 Text Amendment..... \$1,000.00
2.  General application form (page 3 & 4).
3.  Authorization for property owner/agent representation (page 5).
4.  Copy of recorded Warranty Deed showing who the current fee simple titleholders (property owners) are, or Property Record Card.
5.  Legal description on 8 ½ X 11 size paper and **electronic version** in PDF format (disk or CD).

### Office Use Only

Pre Application Meeting Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Notes:

## Application Checklist (continued):

6. \_\_\_\_\_ For Large Scale Amendments, the following maps are required  
(See page 6 for information on Small Scale Amendments):

Eleven (11) sets of color copies, size 8 ½ X 11 or 11 X 17, are required of all maps, along with an electronic version (disk or CD) for back up. Please order and label maps as indicated below. If supplemental information such as environmental or transportation reports are included, please label as “Attachment A, B, etc.” If necessary, a table of contents can be included. **Failure to follow these instructions will significantly delay the application processing time.**

- Figure 1: General Location Map
- Figure 2: Aerial Photos (include date of aerial)
- Figure 3: Topography
- Figure 4: Soils
- Figure 5: Land Use (Florida Land Use Cover & Forms Classification System Map)
- Figure 6: Wetlands
- Figure 7: Flood plain
- Figure 8: Surface Water Basins
- Figure 9: S.J.W.R.M.D. RECHARGE
- Figure 10: Strategic Habitat
- Figure 11: Listed Species
- Figure 12: Zoning
- Figure 13. Proposed Comp. Plan Designation
- Figure 14: Conceptual Site Plan (if available)

# COMPREHENSIVE PLAN AMENDMENT APPLICATION

The applicant must complete the following information for an application to be accepted for review (Please type or print all information). A pre-application conference with *the Leesburg Planning Staff* is required before an application will be accepted for review. Please type or print legibly (use blue or black ink). All blanks must be complete. Use N/A where not applicable.

Date: \_\_\_\_\_

1. **Project Name:** \_\_\_\_\_
2. Property Address and/or General Location:  
\_\_\_\_\_
3. Alternate Key and/or Tax ID number(s): \_\_\_\_\_
4. **Property Owner's Name:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_
5. **Petitioner's Name:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_
6. **Agent's Name:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_
7. The size of the property is: \_\_\_\_\_ +/- square feet; \_\_\_\_\_ +/- acres
8. The number of existing structures on the property and their present use is:  
\_\_\_\_\_  
\_\_\_\_\_
9. Existing Future Land Use Designation: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_
10. Requested Future Land Use Designation: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_
11. Justification/Reason for Amendment (Attach Additional Pages if Necessary): \_\_\_\_\_  
\_\_\_\_\_
12. Proposed use: \_\_\_\_\_
13. Total Number and Type of Units proposed: \_\_\_\_\_
14. Square footage of units: \_\_\_\_\_
15. Development by phase (if applicable): \_\_\_\_\_

16. Has a Rezoning Application or Other Development Permit been submitted to the City for the Subject Property?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, what type and date submitted? \_\_\_\_\_

17. Has the project/property been subject to any City action, including a Comprehensive Plan Amendment, within the last five (5) years? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, what type and date submitted? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PROPERTY OWNER & AGENT AFFIDAVIT\***

DATE: \_\_\_\_\_

Before me, the undersigned authority personally appeared \_\_\_\_\_ (property owner's name), who being by me duly sworn on oath, deposes and says:

- 1. That said authority is the fee-simple owner of the property legally described in this application.
- 2. The said authority desires a COMPREHENSIVE PLAN AMENDMENT from \_\_\_\_\_ to \_\_\_\_\_.
- 3. That said authority (property owner) has appointed \_\_\_\_\_ (agent's name) to act in his behalf to accomplish the above, and before me the undersigned authorized agent personally appeared and being by me duly sworn on oath, deposes and says:
  - A. That he/she affirms and certifies that he/she understands and will comply with all ordinances, regulations, and provisions of the City of Leesburg, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his/her knowledge and belief, and further, that this application and attachments shall become part of the Official Records of the City of Leesburg, Florida, and are not returnable.
  - B. That the submittal requirements for the application have been completed and attached hereto as part of that application.

\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE

\_\_\_\_\_  
AGENT'S SIGNATURE

STATE OF FLORIDA  
COUNTY OF LAKE

STATE OF FLORIDA  
COUNTY OF LAKE

Subscribed and sworn to (or affirmed) before me on \_\_\_\_\_ (date) by

Subscribed and sworn to (or affirmed) before me on \_\_\_\_\_ (date) by

\_\_\_\_\_  
(name of affiant, deponent, or other signer).  
He/she is personally known to me or has presented \_\_\_\_\_ as identification.

\_\_\_\_\_  
(name of affiant, deponent, or other signer).  
He/she is personally known to me or has presented \_\_\_\_\_ as identification.

\_\_\_\_\_  
NOTARY PUBLIC  
SEAL:

\_\_\_\_\_  
NOTARY PUBLIC  
SEAL:

**\*NOTE: PROPERTY OWNER MUST SIGN AFFIDAVIT. WHEN AGENT IS REPRESENTING CASE, BOTH AGENT AND PROPERTY OWNER MUST SIGN AFFIDAVIT.**

## Comprehensive Plan Requirements For Small Scale Amendments

### Chapter 163.3187.....

c) Any local government comprehensive plan amendments directly related to proposed small scale development activities may be approved without regard to statutory limits on the frequency of consideration of amendments to the local comprehensive plan. A small scale development amendment may be adopted only under the following conditions:

1. The proposed amendment involves a use of 10 acres or fewer and:

a. The cumulative annual effect of the acreage for all small scale development amendments adopted by the local government shall not exceed:

(I) A maximum of 120 acres in a local government that contains areas specifically designated in the local comprehensive plan for urban infill, urban redevelopment, or downtown revitalization as defined in s. 163.3164, urban infill and redevelopment areas designated under s. 163.2517, transportation concurrency exception areas approved pursuant to s. 163.3180(5), or regional activity centers and urban central business districts approved pursuant to s. 380.06(2)(e); however, amendments under this paragraph may be applied to no more than 60 acres annually of property outside the designated areas listed in this sub-sub-paragraph. Amendments adopted pursuant to paragraph (k) shall not be counted toward the acreage limitations for small scale amendments under this paragraph.

(II) A maximum of 80 acres in a local government that does not contain any of the designated areas set forth in sub-sub-paragraph (I).

(III) A maximum of 120 acres in a county established pursuant to s. 9, Art. VIII of the State Constitution.

b. The proposed amendment does not involve the same property granted a change within the prior 12 months.

c. The proposed amendment does not involve the same owner's property within 200 feet of property granted a change within the prior 12 months.

d. The proposed amendment does not involve a text change to the goals, policies, and objectives of the local government's comprehensive plan, but only proposes a land use change to the future land use map for a site-specific small scale development activity.

e. The property that is the subject of the proposed amendment is not located within an area of critical state concern, unless the project subject to the proposed amendment involves the construction of affordable housing units meeting the criteria of s. 420.0004(3), and is located within an area of critical state concern designated by s. 380.0552 or by the Administration Commission pursuant to s. 380.05(1). Such amendment is not subject to the density limitations of sub-subparagraph f., and shall be reviewed by the state land planning agency for consistency with the principles for guiding development applicable to the area of critical state concern where the amendment is located and shall not become effective until a final order is issued under s. 380.05(6).

f. If the proposed amendment involves a residential land use, the residential land use has a density of 10 units or less per acre, except that this limitation does not apply to small scale amendments described in sub-sub-paragraph a.(I) that are designated in the local comprehensive plan for urban infill, urban redevelopment, or downtown revitalization as defined in s. 163.3164, urban infill and redevelopment areas designated under s. 163.2517, transportation concurrency exception areas approved pursuant to s. 163.3180(5), or regional activity centers and urban central business districts approved pursuant to s. 380.06(2)(e).