



Planning & Development Department
Comprehensive Plan Amendment Application
Including Future Land Use Map Amendments

ALL APPLICATIONS ARE TO BE FILLED OUT COMPLETELY AND CORRECTLY, AND SUBMITTED IN PERSON (NO FAX OR DELIVERIES) TO THE PLANNING & DEVELOPMENT DEPARTMENT BY NOON ON THE SCHEDULED DEADLINE DATE.

ONE (1) COMPLETE SET OF APPLICATION MATERIALS AS REQUIRED WITHIN IS TO BE SUBMITTED DIGITALLY (COMBINED INTO A SINGLE PDF FILE ONTO A CD/DVD/USB DRIVE) FOR REVIEW BY THE DEVELOPMENT REVIEW COMMITTEE. SUBSEQUENT SUBMITTAL FOR THE COMMUNITY DEVELOPMENT BOARD WILL REQUIRE 11 COMPLETE SETS OF APPLICATION MATERIALS PRINTED (1 ORIGINAL AND 10 COPIES) AND ONE (1) COMBINED DIGITAL COPY IN A MANNER CONSISTENT WITH THE ORIGINAL SUBMITTAL. PLANS AND APPLICATIONS ARE REQUIRED TO BE COLLATED, STAPLED AND FOLDED INTO SETS.

IT IS INCUMBENT UPON THE APPLICANT TO SUBMIT COMPLETE AND CORRECT INFORMATION. ANY MISLEADING, DECEPTIVE, INCOMPLETE OR INCORRECT INFORMATION MAY INVALIDATE YOUR APPLICATION.

THE APPLICANT, BY FILING THIS APPLICATION, AGREES TO COMPLY WITH ALL APPLICABLE REQUIREMENTS OF THE COMMUNITY DEVELOPMENT CODE.

APPLICATION FEE:	\$885	Future Land Use Map Amendment only, includes Zoning Atlas Amendment
	\$0	Comprehensive Plan Text Amendment

APPLICATION TO AMEND: _____ FUTURE LAND USE MAP
(select one) _____ COMPREHENSIVE PLAN (TEXT)

PROPERTY OWNER (PER DEED): _____
MAILING ADDRESS: _____
PHONE NUMBER: _____
EMAIL: _____

AGENT OR REPRESENTATIVE: _____
MAILING ADDRESS: _____
PHONE NUMBER: _____
EMAIL: _____

ADDRESS OF SUBJECT
PROPERTY (if applicable): _____
PARCEL NUMBER(S): _____
LEGAL DESCRIPTION: _____

DESCRIPTION OF TEXT
AMENDMENT (if applicable): _____
*Specifically identify the
requested amendment to the
Comprehensive Plan* _____



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PLEASE ENSURE THAT THE FOLLOWING INFORMATION IS FILLED OUT, IN ITS ENTIRETY. FAILURE TO COMPLETE THIS FORM WILL RESULT IN YOUR APPLICATION BEING FOUND INCOMPLETE AND POSSIBLY DEFERRED UNTIL THE FOLLOWING APPLICATION CYCLE.

FUTURE LAND USE PLAN DESIGNATION

PRESENT: _____

REQUESTED: _____

COUNTYWIDE PLAN MAP CATEGORY

PRESENT: _____

REQUESTED: _____

ZONING DISTRICT

PRESENT: _____

REQUESTED: _____

SITE AREA: _____ sq. ft. _____ acres

MAXIMUM ALLOWABLE DENSITY/INTENSITY(S) :

Current/Existing

Future Land Use(s): _____

Proposed Future

Land Use(s): _____

(units, rooms or beds per acre or non-residential square footage)

USE(S):

Existing (currently on site or previous use if vacant): _____

Proposed (new use, if any; plus existing if to remain): _____

FUTURE LAND USE PLAN DESIGNATIONS FOR ALL ADJACENT PROPERTY:

North: _____

South: _____

East: _____

West: _____

STATE OF FLORIDA, COUNTY OF PINELLAS

I, the undersigned, acknowledge that all representations made in this application are true and accurate to the best of my knowledge and authorize City representatives to visit and photograph the property described in this application.

Sworn to and subscribed before me this _____ day of

_____, _____, to me and/or by

_____, who is personally known has

produced _____ as identification.

Signature of property owner or representative

Notary public,

My commission expires: _____



Planning & Development Department

Comprehensive Plan Amendment Application Submittal Package Checklist

IN ADDITION TO THE COMPLETED COMPREHENSIVE PLAN AMENDMENT APPLICATION, ALL COMPREHENSIVE PLAN AMENDMENT APPLICATIONS SHALL INCLUDE A SUBMITTAL PACKAGE THAT INCLUDES THE FOLLOWING:

- ☐ ***If the application is for an amendment to the Comprehensive Plan Future Land Use Map (LUP), in addition to the application, the applicant must also provide the following:***
 - ☐ Proof of ownership (e.g., copy of deed, title insurance policy, or other instrument demonstrating ownership)
 - ☐ Legal description of the property. If the property is not a platted lot of record, a current boundary survey prepared, signed and sealed by a land surveyor currently registered in the State of Florida is required.
 - ☐ Information demonstrating that the proposed amendment complies with the criteria set forth in Section 4-603.F. The attached Comprehensive Plan Amendment Standards for Review sheet shall be used to provide these responses.
 - ☐ An assessment of the impact of the proposed change on the adequacy of public facilities, the environment, community character, and the fiscal condition of the city.

- ☐ ***If the application is for an amendment to the Comprehensive Plan text (CPA), and does not affect an individual parcel of land, in addition to the application, the applicant must also provide the following:***
 - ☐ Data and analysis to support such an amendment under Florida Statutes.
 - ☐ Information demonstrating that the proposed amendment complies with the criteria set forth in Section 4-603.F. The attached Comprehensive Plan Amendment Standards for Review sheet shall be used to provide these responses.

- ☐ A Traffic Impact Study is not required as part of the application for an amendment to the Comprehensive Plan Future Land Use Map (LUP). A Traffic Impact Study may be provided at the applicant's discretion to supplement the assessment of the impact of the proposed change on the adequacy of public facilities (existing roadways). A Traffic Impact Study may be required at the time a site plan is submitted for development review if the total generated net new trips generated by the proposed development meet one or more conditions outlined on the appropriate application.

- ☐ **PUBLIC HEARING ATTENDANCE:** The applicant or applicant's agent is advised to attend all public hearings scheduled for the proposed amendment including public hearings before the Community Development Board and City Council.



Planning & Development Department
**Comprehensive Plan Amendment
Standards for Review**

PROVIDE COMPLETE RESPONSES TO EACH OF THE SIX (6) STANDARDS FOR REVIEW EXPLAINING HOW, IN DETAIL, THE CRITERION IS BEING COMPLIED WITH PER THIS COMPREHENSIVE PLAN AMENDMENT.

1. The amendment will further implementation of the comprehensive plan consistent with the goals, policies and objectives contained in the plan.

2. The amendment is not inconsistent with other provisions of the comprehensive plan.

3. The available uses, if applicable, to which the property may be put are appropriate to the property in question and compatible with existing and planned uses in the area.

4. Sufficient public facilities are available to serve the property.

5. The amendment will not adversely affect the natural environment.

6. The amendment will not adversely impact the use of property in the immediate area.



Planning & Development Department
Comprehensive Plan Amendment
Affidavit to Authorize
Agent/Representative

1. Provide names of all property owners on deed – PRINT full names:

2. That (I am/we are) the owner(s) and record title holder(s) of the following described property:

3. That this property constitutes the property for which a request for (describe request):

4. That the undersigned (has/have) appointed and (does/do) appoint:

_____ as (his/their) agent(s) to execute any petitions or other documents necessary to affect such petition;

5. That this affidavit has been executed to induce the City of Clearwater, Florida to consider and act on the above described property;

6. That site visits to the property are necessary by City representatives in order to process this application and the owner authorizes City representatives to visit and photograph the property described in this application;

7. That (I/we), the undersigned authority, hereby certify that the foregoing is true and correct.

Property Owner

Property Owner

Property Owner

Property Owner

STATE OF FLORIDA, COUNTY OF PINELLAS

BEFORE ME THE UNDERSIGNED, AN OFFICER DULY COMMISSIONED BY THE LAWS OF THE STATE OF FLORIDA, ON

THIS _____ DAY OF _____, _____, PERSONALLY APPEARED

_____ WHO HAVING BEEN FIRST DULY SWORN

DEPOSED AND SAYS THAT HE/SHE FULLY UNDERSTANDS THE CONTENTS OF THE AFFIDAVIT THAT HE/SHE SIGNED.

Notary Seal/Stamp

Notary Public Signature
My Commission
Expires: _____