



# City of Longwood Comprehensive Plan Amendment

Project Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Property Address: \_\_\_\_\_

Tax ID Number(s): \_\_\_\_\_  
(Available from the Property Appraiser's Office at <http://scpaweb.scpafl.org/v3/>)

Property Acres: \_\_\_\_\_ Gross Floor Area \_\_\_\_\_

**Current:**  
Future Land Use \_\_\_\_\_ Planning District \_\_\_\_\_

**Proposed:**  
Future Land Use \_\_\_\_\_ Planning District \_\_\_\_\_

Existing Use \_\_\_\_\_

Proposed Use \_\_\_\_\_

	Property Owner	Applicant
Name		
Address		
Phone		
E-Mail		
Fax		

**Pre-Application Meeting required.**

**Before submitting this completed application**, you will need to schedule a pre-application meeting with Department staff. In this meeting, a tentative timeline will be established for your project including the schedule for public hearings, variances, and any other potential requirements. This meeting has a fee of \$50.

**Public Notice**

The subject property must have notice posted in at least one conspicuous place on the subject site not less than 10 days prior to the LPA public hearing. Additional mailings may be required, and will be determined as part of the Pre-Application Meeting.

**Citizen Awareness and Participation Plan Meeting**

Prior to your pre-application meeting, you will receive an e-mail with the Citizen Awareness and Participation Plan (CAPP) Program booklet that discusses the public notification procedures related to site plans. Some applications will require a CAPP meeting, which will be discussed at your pre-application meeting.

I hereby certify that I have read this application and that the information supplied herein is true and correct to the best of my knowledge. I agree to comply with the current City Codes and Ordinances and County, State and Federal laws regarding land development. I am the property owner, or authorized agent, of the subject property that this petition applies to.

Applicant/Authorized Agent \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Project Number (Completed By Staff)**

**Intake Staff Person (Completed By Staff)**

**Project Manager (Completed By Staff)**

**Application Fee**  
(With Review & Advertising Fee, if applicable)

\$  
**Fees**

<input type="checkbox"/>	Small scale comprehensive plan amendment	\$800 application \$1,000 review \$576 advertising Public Hearing (2)
<input type="checkbox"/>	Large scale comprehensive plan amendment	\$1,500 application \$1,000 review \$864 advertising Public Hearing (3)
<input type="checkbox"/>	Comprehensive plan text amendment	\$800 application
<input type="checkbox"/>	Map Amendment (Rezoning)	\$800 application

**Pre-Application Meeting**

**Date Held:**

**Submittal Requirements**

- Completed, legible application
- Copy of complete existing and proposed language and/or maps, with strikethrough and underline where applicable, in the form of an Ordinance that may be legally adopted by the City Commission of Longwood
- Signature of Owner(s) or Authorized Agent Letter
- Report Detailing Proposed Changes (See Second Page)
- The Community Development Services Department may request additional information as necessary if deemed necessary to complete the review of this application.

**Meetings**

- Land Planning Agency (LPA)**  
*LPA Meetings are held on the 2<sup>nd</sup> Wednesday of each month.*
- City Commission First Reading**
- City Commission Second Reading and Public Hearing**  
*City Commission Hearings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of each month.*

I understand and agree to the cost recovery requirements in Chapter 59 of Longwood City Code and as described on page 2 of this application.

Initials: \_\_\_\_\_

## **Cost Recovery Agreement**

By signing this application, the applicant understands and agrees that, pursuant to Longwood City Code Chapter 59, all direct costs, expenses and fees incurred by the city relating directly to the review, processing, inspection, or regulation of an application, including but not limited to the time of city consultants, as well as those relating directly to advertising, surveying, legal and engineering for an application or project shall be assessed to the applicant and reimbursed to the City.

For projects in the Historic District, the department may seek the input of a licensed architect with specialization in historic structures to evaluate submittals, the cost of which would be the responsibility of the applicant.

To cover these costs, many applications require a review retainer. The review retainer will be held during the course of review, and returned to the applicant once project review has been completed or the application has been formally withdrawn and after all outstanding invoices are paid. The review retainer is not to be used to pay invoices during the course of review, those will be sent separately to the applicant.

Full payment of all fees is a requirement for City's final approval of the Application. Following the approval of a permit and the payment of all required fees, or following a written letter from the applicant requesting the application be withdrawn and voided, any remaining balance will be refunded to the applicant, typically within 60 days."

**APPLICANT INITIALS:** \_\_\_\_\_

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## **APPLICATION PROCESS**

The applicant shall prepare a report to be submitted with this application that thoroughly addresses the following items. These items will be considered as part of the City Commission's decision and staff's recommendation for this proposed change.

1. In no event shall an amendment be approved which will result in an adverse community change of the planning area in which the proposed development is located. Describe how the amendment would not result in an adverse community change.
2. Provide a justification for the proposed amendment
3. Section(s) of the Comprehensive Plan to be Amended and proposed language or map changes
4. Provide an analysis as to how the proposed amendment is internally consistent with the Longwood Comprehensive Plan
5. A CAPP meeting may be required depending on the number of affected properties.
6. Please describe how the following factors contributed to this request (if not applicable to this request, put N/A):
  - Changed projections (e.g. regarding public service needs from those on which the text or boundary was based)
  - Changed assumptions (e.g. regarding demographic trends)
  - Data errors, including errors in maps
  - New issues
  - Recognition of a need for additional detail or comprehensiveness
  - Data Updates