



## Application For Small-Scale Amendment to the Future Land Use Map



**Instructions:** Please review the document “Comprehensive Plan Small-Scale Future Land Use Map Amendment Process and Application Information for The City of Tallahassee and Leon County” prior to completing this application.

*A pre-application conference with TLCPD staff must be completed prior to submittal of an application. Applications for small-scale future land use map amendments may be submitted at any time during the calendar year.*

---

### A. APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

E-mail Address \_\_\_\_\_

Property located in: \_\_\_\_\_ City \_\_\_\_\_ Unincorporated County

Tax I.D.(s) #: \_\_\_\_\_

Parcel size (acres): \_\_\_\_\_

Current Future Land Use Map designation: \_\_\_\_\_

Requested Future Land Use Map designation: \_\_\_\_\_

---

### B. REQUIRED ATTACHMENTS

*The items below are required components of a complete application. Information on preparing these items is included in the document “Comprehensive Plan Small-Scale Future Land Use Map Amendment Process and Application Information for The City of Tallahassee and Leon County.” Please include each item as a numbered attachment to your application. Initial each item on this application to indicate that it is complete and attached.*

- \_\_\_\_ Attachment 1: Completed pre-application conference form
- \_\_\_\_ Attachment 2: Completed “Affidavit of Ownership & Designation of Agent” form
- \_\_\_\_ Attachment 3: Copy of legal description or deed (acreage should be estimated at end)
- \_\_\_\_ Attachment 4: Completed Rezoning Application necessary to implement the proposed land use change, available at <https://www.talgov.com/place/pln-luapps.aspx>. The fee for the rezoning application will be collected after the Local Planning Agency Public Hearing.



- \_\_\_\_ Attachment 5: Completed School Impact Analysis Form.  
\_\_\_\_ Attachment 6: Potable Water and Sanitary Sewer capacity and availability letter.  
\_\_\_\_ Attachment 7: Transit service analysis  
\_\_\_\_ Attachment 8: Answers to the questions below regarding the proposed change on a separate page:

1. Why do you want to change the Future Land Use Map?
2. Is your request compatible with adjacent and nearby properties?
3. Are there any existing code violations associated with the subject property?
4. How does your request further the concepts reviewed in the Vision Statement for the Comprehensive Plan? This is an opportunity to explain to citizens and elected officials how the requested change fits into the larger vision provided by the Comprehensive Plan. The Vision Statement is available at the link below.

[https://www.talgov.com/Uploads/Public/Documents/place/comp\\_plan/tlc-cp00-introd.pdf](https://www.talgov.com/Uploads/Public/Documents/place/comp_plan/tlc-cp00-introd.pdf)

---

### C. OPTIONAL ATTACHMENTS

*The Planning Department encourages applicants to address the two optional attachments below. Please initial the attachments included in your application.*

- \_\_\_\_ Attachment 9: Neighborhood Meeting Form  
\_\_\_\_ Attachment 10: Sustainable Development Pattern Survey

---

### D. ADDITIONAL APPLICATION REQUIREMENTS

*Initial each item on this application to indicate that it is complete.*

- \_\_\_\_ An electronic version of the completed application, attachments, and supporting documentation shall be submitted to the Planning Department via e-mail to [planning@talgov.com](mailto:planning@talgov.com).
- \_\_\_\_ Application fee paid to the City of Tallahassee or Leon County Board of County Commissioners.
- \_\_\_\_ Commitment to pay the rezoning application fee after the Local Planning Agency Public Hearing.

---

Applicants' signature below certifies that the applicant understands that the Future Land Use Map Amendments may require a rezoning; environmental analysis and other permit approvals before development activity can begin. Call the Land Use Administration Division of the Planning Department at 850-891-6400 for information on the rezoning process.

**Received by the Tallahassee-Leon County Planning Department**  
**on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_**

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

\_\_\_\_\_  
Signature of Property Owner or Agent





## Pre-Application Conference Form For Small-Scale Amendment of Future Land Use Map Designation



**Instructions:** This form is to be completed during the required pre-application conference. A signed copy of the completed form must be included with your application.

Please contact the Planning Department to schedule a pre-application conference by calling (850) 891-6400 or e-mailing [planning@talgov.com](mailto:planning@talgov.com).

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: (     ) \_\_\_\_\_ E-mail \_\_\_\_\_

Property located in:     \_\_\_\_\_ City     \_\_\_\_\_ Unincorporated County

Tax I.D. #: \_\_\_\_\_ Parcel size (acres): \_\_\_\_\_

Current Future Land Use Map designation: \_\_\_\_\_

Requested Future Land Use Map designation: \_\_\_\_\_

Maximum development (per proposed designation): Residential units: \_\_\_\_\_  
Nonresidential square feet: \_\_\_\_\_

Is the amendment located within a "Neighborhood First" planning area? \_\_\_\_\_

### Conference Review Items

- |  |  |
|--|--|
| <p>_____ Provide application packet</p> <p>_____ Review required attachments</p> <p>_____ Review optional attachments</p> <p>_____ Review additional application requirements</p> <p>_____ Review completeness requirement</p> | <p>_____ Application sufficiency determination (Insufficient information may cause application to be continued to the next cycle)</p> <p>_____ Applicant's responsibility to pay for rezoning after the Local Planning Agency Public Hearing</p> |
|--|--|

Notes:

---

---

---

---

---

---

---

Planner

Applicant





**TALLAHASSEE-LEON COUNTY PLANNING DEPARTMENT**  
Applicant's Affidavit of Ownership & Designation of Agent



**I. OWNERSHIP**

I, \_\_\_\_\_, hereby attest to ownership of the property described below:

Parcel I.D. Number(s) \_\_\_\_\_

Location address: \_\_\_\_\_

\_\_\_\_\_

for which this Application is submitted.

The ownership, as recorded on the deed, is in the name of:

\_\_\_\_\_

Please complete the appropriate section below:

☐ **Individual**

☐ **Corporation**

☐ **Partnership**

Provide Names of Officers:

Provide Names of General Partners:

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

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

Dept. of State Registration No.:

\_\_\_\_\_

Name/Address of Registered Agent:

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

**II. DESIGNATION OF APPLICANT'S AGENT (Leave blank if not applicable)**

As the owner of the above designated property and the applicant for which this affidavit is submitted, I wish to designate the below named party as my agent in all matters pertaining to the location address. In authorizing the agent named above to represent me, or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief.

Applicant's Agent: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Telephone No. and E-Mail: \_\_\_\_\_

**III. NOTICE TO OWNER**

A. All changes in Ownership & Applicant's Agent prior to issuance shall require new affidavit. If ownership changes the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.

B. If the Owner intends the Designation of Applicant's Agent to be limited in any manner, please indicate the limitation below. (i.e., Limited to obtaining a certificate of concurrency for the parcel; limited to obtaining a land use compliance certificate; etc.) \_\_\_\_\_

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



#### IV. ACKNOWLEDGEMENT

☐ **Individual**

\_\_\_\_\_  
*Signature*  
Print  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone No.: \_\_\_\_\_  
E-mail: \_\_\_\_\_

☐ **Corporation**

\_\_\_\_\_  
Print Corporation Name  
By: \_\_\_\_\_  
*Signature*  
Print  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone No.: \_\_\_\_\_  
E-mail: \_\_\_\_\_

☐ **Partnership**

\_\_\_\_\_  
Print Partnership Name  
By: \_\_\_\_\_  
*Signature*  
Print  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone No.: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Please use appropriate notary block.

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

☐ **Individual**

Before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_ who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.

☐ **Corporation**

Before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_ of \_\_\_\_\_, a \_\_\_\_\_ **corporation**, on behalf of the corporation, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

☐ **Partnership**

Before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_, partner/agent on behalf of \_\_\_\_\_, a **partnership**, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

Personally known \_\_\_\_\_; or  
Produced identification \_\_\_\_\_.  
Type of identification produced: \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary  
Print Name: \_\_\_\_\_  
Notary Public

(NOTARY STAMP)

My commission expires:



### **Attachment 3**

Attach a legal description or a copy of the deed for the subject property



## Attachment 4

Include a completed rezoning application (if applicable)

- Rezoning applications for both the City and County are available at <https://www.talgov.com/place/pln-luapps.aspx>.
- For the purpose of applying for a Future Land Use Map change, the Planning Department does not require a Natural Features Inventory to consider your rezoning application complete.
- The application fee for the rezoning is NOT collected at the time of your Application for Amendment of Future Land Use Map Designation. The fee for the rezoning application will be collected after the Local Planning Agency Public Hearing.



# SCHOOL IMPACT ANALYSIS FORM

|  |   |   |                                      |                                    |
|--|---|---|--------------------------------------|------------------------------------|
| <b>Agent Name:</b><br><br><b>Applicant Name:</b><br><br><b>Address:</b>  | <b>Date:</b><br><br><b>Telephone:</b><br><b>Fax:</b><br><b>Email:</b> |   |                                      |                                    |
| <b>① Location of the proposed Comprehensive Plan Amendment or Rezoning:</b><br><br><i>Tax ID #:</i><br><i>Property address:</i><br><i>Related Application(s):</i>  |   |   |                                      |                                    |
| <b>② Type of requested change:</b><br><br><input type="checkbox"/> Comprehensive plan land use amendment that permits residential development.<br><input type="checkbox"/> Rezoning that permits residential development.<br><input type="checkbox"/> Nonresidential land use amendment adjacent to existing residential development.<br><input type="checkbox"/> Nonresidential rezoning adjacent to existing residential development.<br><input type="checkbox"/> None of the above  |   |   |                                      |                                    |
| <b>③ Proposed change in Future Land Use and Zoning classification:</b><br><br><input type="checkbox"/> <i>Comprehensive plan land use</i> From: _____ To: _____<br><br><input type="checkbox"/> <i>Zoning</i> From: _____ To: _____  |   |   |                                      |                                    |
| <b>Planning Department staff use only:</b>   |   |   |                                      |                                    |
| <b>④ Maximum potential number of dwelling units allowed by the request:</b><br><i>Number of acres:</i> _____<br><i>Number of dwelling units allowed per acre:</i> _____<br><i>Maximum number of dwelling units allowed:</i> _____<br><i>Type(s) of dwelling units:</i> _____   |   |   |                                      |                                    |
| <b>Leon County Schools staff use only:</b>   |   |   |                                      |                                    |
| <b>⑤ School concurrency service areas (attendance zones) in which property is located.</b><br><br><table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <b>Elementary:</b><br/>           Present capacity _____ %<br/>           Post Development capacity _____ %         </td> <td style="width: 33%; vertical-align: top;"> <b>Middle:</b><br/>           _____ %<br/>           _____ %         </td> <td style="width: 33%; vertical-align: top;"> <b>High:</b><br/>           _____ %<br/>           _____ %         </td> </tr> </table> |   | <b>Elementary:</b><br>Present capacity _____ %<br>Post Development capacity _____ % | <b>Middle:</b><br>_____ %<br>_____ % | <b>High:</b><br>_____ %<br>_____ % |
| <b>Elementary:</b><br>Present capacity _____ %<br>Post Development capacity _____ %  | <b>Middle:</b><br>_____ %<br>_____ %                                  | <b>High:</b><br>_____ %<br>_____ %  |                                      |                                    |

This form is required by §8.3 of the Public School Concurrency and Facility Planning Interlocal Agreement as adopted on September 1, 2006 by the City of Tallahassee, Leon County, and Leon County School Board. Pursuant to §6.4 of the Agreement, the City or County will transmit the School Impact Analysis Form to a designated employee of the School Board for review at the same time the application is submitted to all departments for review.





## Attachment 6

Attach the potable water and sanitary sewer capacity and availability analysis

- The analysis should be based on the **maximum development potential of the requested category**.
- Contact City of Tallahassee Utilities Department at (850) 891-6102 or Talquin Electric Cooperative at (850) 627-7651 and provide them with a copy of your completed Pre-Application Conference Form indicating the maximum development potential.



# TRANSIT SERVICE ANALYSIS FORM

|  |   |
|--|---|
| <b>Agent Name:</b><br><br><b>Applicant Name:</b><br><br><b>Address:</b>  | <b>Date:</b><br><br><b>Telephone:</b><br><b>Fax:</b><br><b>Email:</b> |
| <b>① Location of the proposed Comprehensive Plan Amendment or Rezoning:</b><br><br><i>Tax ID #:</i><br><i>Property address:</i><br><i>Related Application(s):</i>  |   |
| <b>② The proposed site is located within ¼ mile of a stop for the following bus routes:</b><br><br><b>Weekday Routes</b><br><div style="list-style-type: none; padding-left: 0;"><div><input type="checkbox"/> Azalea</div><div><input type="checkbox"/> Big Bend</div><div><input type="checkbox"/> Dogwood</div><div><input type="checkbox"/> Evergreen</div><div><input type="checkbox"/> Forest</div><div><input type="checkbox"/> Gulf</div><div><input type="checkbox"/> Hartsfield</div><div><input type="checkbox"/> Killearn</div><div><input type="checkbox"/> Live Oak</div><div><input type="checkbox"/> Moss</div><div><input type="checkbox"/> Park</div><div><input type="checkbox"/> Red Hills</div><div><input type="checkbox"/> San Luis</div><div><input type="checkbox"/> Southwood</div><div><input type="checkbox"/> Tall Timbers</div><div><input type="checkbox"/> Trolley</div></div><br><b>Campus Routes</b><br><div style="list-style-type: none; padding-left: 0;"><div><input type="checkbox"/> Seminole Express</div><div><input type="checkbox"/> Venom Express</div></div><br><b>Other Routes</b><br><div style="list-style-type: none; padding-left: 0;"><div><input type="checkbox"/> Other _____</div><div><input type="checkbox"/> None of the above</div></div> |   |
| <i>Maps and route schedules are available on the StarMetro website at<br/><a href="http://www.talgov.com/starmetro/starmetro-routes.aspx">http://www.talgov.com/starmetro/starmetro-routes.aspx</a></i>  |   |



## Attachment 8

Attach the Applicant Statement

**Answer the questions on a separate sheet(s)** - these questions provide the applicant with an opportunity to explain why the requested change is needed, impacts of the change, and consistency with our community's Comprehensive Plan.

1. Why do you want to change the Future Land Use Map?
2. Is your request compatible with adjacent and nearby properties?
3. Are there any existing code violations associated with the subject property?
4. Is the subject area within a "Neighborhood First" Planning area? If so, identify which neighborhood and how the proposed amendment would further the recommendations or objectives of the Neighborhood First Plan.
5. How does your request further the concepts reviewed in the [Vision Statement for the Comprehensive Plan](#)? This is an opportunity to explain to citizens and elected officials how the requested change fits into the larger vision provided by the Comprehensive Plan.



### Neighborhood Meeting Form Land Use Changes and Rezonings

The Planning Department strongly encourages applicants for land use changes, including those with concurrent rezonings, adjacent to single family residential land uses to meet informally with adjacent neighbors or the Neighborhood/Homeowner's Association(s) to provide an early opportunity for dialogue. This attachment, at the applicant's discretion, may be used to indicate the outcome of discussions between the applicant and the adjacent neighbors/Neighborhood(s)/Homeowner's Association(s) prior to the time of amendment application. The applicant may request that neighbors/Neighborhood(s)/Homeowner's Association(s) provide the information below to be included in the application.\*

Application Name and/or Location: \_\_\_\_\_

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

Affiliation (applicant/association/other): \_\_\_\_\_

**1. Did the applicant meet with the affected Neighborhood/ Homeowner's Association(s) or other residents?**

☐ Yes ☐ No

**A. Title of the Association(s):** \_\_\_\_\_

**B. Name of neighborhood(s):** \_\_\_\_\_

**C. Dates of meeting(s):** \_\_\_\_\_

**D. Number of residents/representatives present at each meeting:** \_\_\_\_\_

**3. What benefits and/or initial concerns did the neighborhood or representatives communicate?**

---

---

---

**4. If any concerns, how did the applicant revise plans in to address the above concerns?**

---

---

---

**5. If revisions were made, did they resolve concerns of the neighbors/representatives?**

☐ All concerns were resolved ☐ Some concerns were resolved but not others

☐ No concerns were resolved

**6. If plans were revised, what additional benefits, or continuing or new concerns did the neighborhood communicate?**

---

---

---

**7. Can the continuing or new concerns be alleviated through a *reasonable* revision of plans?**

☐ Yes ☐ No

**8. Is the applicant willing to continue discussions with the neighbors or representatives?**

☐ Yes ☐ No

*\*Additional questions or pages may be used if needed.*



## Optional Sustainable Development Pattern Survey

The City of Tallahassee and Leon County have consistently expressed a commitment to promote more sustainable development patterns. Consistent with this commitment, the Planning Department requests that applicants complete the following survey.

*Is the proposed site in the:* ☐ City or ☐ County

*Is the proposed site in the Urban Services Area:* ☐ Yes or ☐ No

*Is the proposed site in the Multimodal Transportation District:* ☐ Yes or ☐ No

*Is the proposed site near the following existing or approved developments?*

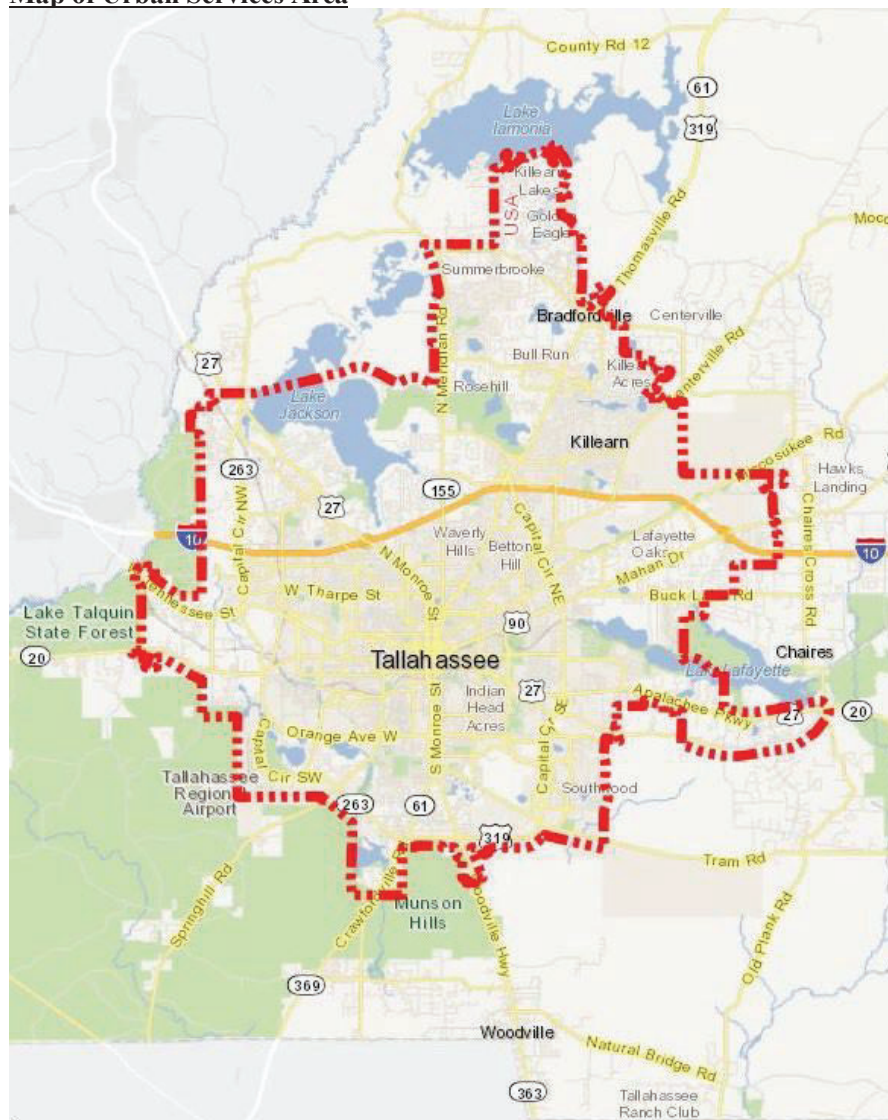
|                            | Within ¼ mile | Within ½ mile | Sidewalks available? (Y/N) | Bike lanes available? (Y/N) | Multiuse Trail available? (Y/N) |
|----------------------------|---------------|---------------|----------------------------|-----------------------------|---------------------------------|
| <b>Elementary School</b>   |               |               |                            |                             |                                 |
| <b>Middle School</b>       |               |               |                            |                             |                                 |
| <b>High School</b>         |               |               |                            |                             |                                 |
| <b>College/ University</b> |               |               |                            |                             |                                 |
| <b>Employment Center</b>   |               |               |                            |                             |                                 |
| <b>Shopping Center</b>     |               |               |                            |                             |                                 |
| <b>Grocery Store</b>       |               |               |                            |                             |                                 |
| <b>Restaurant</b>          |               |               |                            |                             |                                 |
| <b>Bank</b>                |               |               |                            |                             |                                 |
| <b>Pharmacy</b>            |               |               |                            |                             |                                 |
| <b>Convenience Store</b>   |               |               |                            |                             |                                 |
| <b>Bus stop</b>            |               |               |                            |                             |                                 |
| <b>Park or Greenway</b>    |               |               |                            |                             |                                 |
| <b>Other Neighborhood</b>  |               |               |                            |                             |                                 |



**What the Comprehensive Plan says about sustainable development patterns:**

The Comprehensive Plan provides significant direction on the preferred location and type of growth desired by the City and County, in general terms and in relation to specific areas and land use categories. These policies indicate that services, including mass transit, transportation, parks, and utilities, should be available within the Urban Services Area, especially within the Central Core and Southern Strategy Areas. In addition, many policies infer promotion of mixed-use land development patterns, "walk to" commercial, safe pedestrian access, and encourage a reduction of the number and lengths of vehicle trips. For example, the Parks and Recreation Element directs the Commission to include density as a consideration in acquiring a "local" park: specifically, the Commission should consider whether 5,000 people live within 1/2 mile of the proposed park, a density of approximately 4 dwelling units per acre.

**Map of Urban Services Area**





**Map of Multimodal Transportation District**

