



**CHARLOTTE COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT**

**LARGE SCALE PLAN AMENDMENT (TEXT)
Application Information**

Application Submittal Requirements

- **Supply one unbound copy of the Application Materials (see checklist below).** Staff will have up to 5 working days following the application deadline day to review the application for completeness. If incomplete, the application will be returned with a description of the reasons why the application is incomplete. The applicant may resubmit the application any time prior to the next application deadline day.
- **Once deemed complete, the applicant will be notified that the application has been logged-in. The applicant is then required to supply one electronic copy, in PDF format, of all documents.** Additional copies of certain items will be required prior to the public hearing dates. *Do not* submit the additional copies to the Building and Growth Management Department until requested by a staff member of the department.
- **If deemed complete, the application will be logged in and assigned to a P&Z and BCC hearing cycle (see attached Application Schedule).** Staff will commence review.
 - The applicant is responsible for promptly providing any information that needs to be updated, modified, or newly submitted as part of the review; otherwise the petition may be continued to a later cycle or a recommendation of denial will be necessary.
- **No additional changes may be made to any information in an application subsequent to one week before the hearing packet is due to be compiled for the Planning and Zoning Board members or the NOVUS Agenda item deadline for the Board of County Commissioners.** The planner in charge of the petition will be able to inform the applicant of the drop-dead date.
- The filing fee is **\$2,640.00**, with check made payable to the Charlotte County Board of County Commissioners or CCBCC

Additional Copies for Hearing Packet

10 copies each of the following when requested by department staff:

- any bound items
- any maps or other graphics sized larger than 11 X 17 (except surveys)
- any items in color.

APPLICATION SCHEDULE for Rezoning and Plan Amendment Petitions

Application Deadline 3 rd Monday of Month	Planning and Zoning Board hearing date 2 nd Monday of Month	Board of County Commissioners hearing date 3 rd Tuesday of Month
July 18, 2011	September 12, 2011	October 18, 2011
August 15, 2011	October 10, 2011	November 15, 2011
September 19, 2011	November 14, 2011	December 20, 2011
October 17, 2011	December 12, 2011	January 17, 2012
November 21, 2011	January 9, 2012	February 21, 2012
December 19, 2011	February 13, 2012	March 20, 2012
*January 16, 2012	March 12, 2012	April 17, 2012
*February 20, 2012	April 9, 2012	May 8, 2012
March 19, 2012	May 14, 2012	June 12, 2012
April 16, 2012	June 11, 2012	July 10, 2012
May 21, 2012	July 9, 2012	August 14, 2012
June 18, 2012	August 13, 2012	September 11, 2012
July 16, 2012	September 10, 2012	October 9, 2012
August 20, 2012	October 8, 2012	November 13, 2012
September 17, 2012	**November 12, 2012	December 11, 2012

BCC hearing date changes in May from the third Tuesday to the second Tuesday and from 9 AM to 2 PM.

***Exception: Holidays, rescheduled to the next available working date.**

****Holiday: new hearing date to be determined**

TIME: 1:30 P.M. – Planning and Zoning Board

2:00 P.M. – Board of County Commissioners

**PLACE: Charlotte County Administration Center, Building A, Room 119
 18500 Murdock Circle, Port Charlotte, Florida**

UNLESS OTHERWISE ADVERTISED IN THE NEWSPAPER OR CHANGED AT A PUBLIC HEARING FOR THE BOARD OF COUNTY COMMISSIONERS

The applicant will receive written notification of the hearing date. The applicant and/or a representative/agent must be present at both the Planning and Zoning Board and the Board of County Commissioners Meetings. **Charlotte County reserves the right to schedule petitions at times and dates other than those depicted above.**



CHARLOTTE COUNTY
 COMMUNITY DEVELOPMENT DEPARTMENT

APPLICATION for
 LARGE SCALE PLAN AMENDMENT (TEXT)

Date Received:	Time Received:
Date of Log-in:	Petition #: Accela #:
Receipt #:	Amount Paid:

1. PARTIES TO THE APPLICATION

Name of Applicant:

Mailing Address:

City:

State:

Zip Code:

Phone Number:

Fax Number:

Email Address:

Name of Agent:

Mailing Address:

City:

State:

Zip Code:

Phone Number:

Fax Number:

Email Address:

2. APPLICANT'S ATTACHMENTS

- a. Submit a strikethrough/underline version of the proposed changes.
- b. Describe the purpose of/reason for the proposed change.

3. ADDITIONAL REQUIREMENTS

- a. *Traffic Impact Study*: If the proposed change could influence traffic patterns, supply a study that identifies the impacts that could occur through adoption of the proposed change.
- b. *Environmental Impact Assessment*: If the proposed change could have an impact on environmental resources, supply a narrative discussing what those impacts could be and how they will be mitigated.
- c. *Public Infrastructure and Service Impact Assessment*: If the proposed change could have an impact on infrastructure or services, supply a narrative discussing what those impacts could be and how they will be mitigated or addressed.

APPLICANT AUTHORIZATION TO AGENT

I, the undersigned, being first duly sworn, depose and say that I am the applicant for this PLAN AMENDMENT.

I give authorization for _____ to be my agent for this application.

STATE OF _____, COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by

who is personally known to me or has/have produced

as identification and who did/did not take an oath.

_____ Notary Public Signature	_____ Signature of Applicant
_____ Notary Printed Signature	_____ Printed Signature of Applicant
_____ Title	_____ Address
_____ Commission Code	_____ City, State, Zip
	_____ Telephone Number

Community Development Department
Comprehensive Planning Section
Room 205
18500 Murdock Circle
Port Charlotte, FL, 33948

AFFIDAVIT

I, the undersigned, being first duly sworn, depose and say that all data and other supplementary matter attached to and made a part of the application and staff report are honest and true to the best of my knowledge and belief.

STATE OF _____, COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by
who is personally known to me or has/have produced
as identification and who did/did not take an oath.

_____ Notary Public Signature	_____ Signature of Applicant or Agent
_____ Notary Printed Signature	_____ Printed Signature of Applicant or Agent
_____ Title	_____ Address
_____ Commission Code	_____ City, State, Zip
	_____ Telephone Number