



**CHARLOTTE COUNTY
 COMMUNITY DEVELOPMENT DEPARTMENT**

**APPLICATION for
 CERTIFICATION OF A SENDING ZONE**

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

Have you had a pre-application meeting yet?

If **NO**, call the following number to schedule a meeting - 941-764-4954. A Pre-application Meeting is required prior to submitting this application.

Submit one paper copy of the application and a disc containing a copy of the application in PDF format to the Growth Management Department. (Any changes or additions to the application will require you to resubmit the PDF document)

1) Applicant Information

Name of Property Owner/Applicant: _____

Mailing Address: _____

City:	City:	City:
Phone Number:	Phone Number:	

Name of Agent: _____

Mailing Address: _____

City:	State:	Zip Code:
Phone Number:	Fax Number:	

Email Address: _____

Name of Engineer/Surveyor: _____

Mailing Address: _____

City:	State:	Zip Code:
Phone Number:	Fax Number:	

Email Address: _____

CHECKLIST of Required Application Items

- Notarized affidavits from all owners of the proposed SZ authorizing the petition – use attached affidavit.**
 - The affidavit also provides consent to the modification of the FLUM or zoning district of the proposed SZ to conform with the revised and reduced density applicable to the proposed SZ upon the approval of the CSZ and to Vacation of the Plat, as applicable, at the County’s discretion.
 - Consent is required from the mortgage holder if the property is under mortgage
 - A copy of the most current deed or title to the proposed SZ property**
 - Legal description of the proposed SZ, with acreages**
 - Survey or Copy of Plat**
 - Survey of the proposed SZ, prepared by a professional land surveyor licensed in the State of Florida, illustrating boundaries and all existing easements and land encumbrances.
- OR**
- If the proposed SZ consists of platted lots and the lots are included in their entirety, a copy of the most recent plat with the proposed SZ outlined will suffice; the petitioner must make sure the plat map indicates all easements and land encumbrances that exist on the property.
- Maps indicating the location of the proposed SZ (to scale)**
 - An Ownership and Encumbrance Report or other document of title** issued by an attorney or a title insurance company dated no later than two months prior to the petition submittal date and showing that the signatories who will execute the Covenant constitute the owners of all interests in the proposed SZ. The document shall further indicate that there are no Unacceptable Encumbrances against the proposed SZ. If Unacceptable Encumbrances exist, they shall be fulfilled, removed, satisfied, released, subordinated, or limited to the satisfaction of the County Attorney such that the enforcement of the encumbrances will not impair or otherwise adversely affect the Covenant, whether in whole or in part, or that the Covenant will be prior in dignity to the encumbrances.
 - A draft Covenant***
 - Management Plan, if required (Subsection 3-5-432(c)),
- *The Covenant must be signed and notarized prior to the Board of County Commissioners (BCC) hearing. This is one of the standards for approval of the petition by the BCC. In the event the petition is approved, the petitioner is required to file the Covenant with the Clerk of the Circuit Court. The

petitioner is required to pay the cost of the filing fee. A certified copy must be given to the TDU program administrator for scanning before you will receive your Certificate.

- A narrative indicating the Base Density** (see Section 3-5-427, definitions) of the SZ and describing how the calculation was derived, including an indication of how any Encumbrances as identified per Subsection 3-5-429(b)(2)(iv) affect this Base Density.
- A statement of the number Density Units** requested to be transferred from the property and the number of Density Units requested to be retained.
- If the property is located in the Coastal High Hazard Area, a boundary map of the property illustrating the storm surge zones along with an indication of the acreage of each associated storm surge.** If there are VE and AE flood zones, these shall also be illustrated on the map. Any Encumbrances must be subtracted from the whole.
- Maps and surveys of the proposed SZ illustrating the existing land cover according to Level 3 of the FLUCCS, locations of heritage trees, and listed flora and fauna species.**
- An application fee (\$655),** made out to the Charlotte County Board of County Commissioners
- Pre-application letter**

AFFIDAVIT

I, the undersigned, being first duly sworn, depose and say that I am the

fee owner

part owner (% of ownership -)

of the property described and which is the subject matter of this application; that I request to have Density Units severed from the property; that I consent to the County initiating and taking action to modify the FLUM designation, and/or Zoning District as appropriate to reflect the reduced density permitted on the proposed SZ; that I consent to a Vacation of the Plat, as necessary, and agree to supply a boundary survey and utility easements as required; that all answers to the questions in this application, and all sketches, data and other supplementary matter attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the hearing can be advertised. I acknowledge that all items listed in the application must be submitted concurrent at the time the County accepts the 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 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