



Gateway to Nature & Space



APPLICATION FOR COMPREHENSIVE PLAN AMENDMENT

Please submit electronically a completed application including required submittals to the Planning Department for payment and meeting scheduling. Chapter 34 of the Titusville Land Development Regulations contains the instructions for filing and the required exhibits. **INCOMPLETE APPLICATIONS SHALL NOT BE ACCEPTED.**

1. Annexation	Does the request include an annexation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Regular or Small Scale Amendment	Regular Amendment (CPA) Property 10 acres or greater <input type="checkbox"/>	Small Scale Amendment (SSA) Property less than 10 acres <input type="checkbox"/>	
3. Project Information	Project Name	Property Address/Location Description	
4. Applicant / Owner	Name of Applicant/Contact	Name of Owner	
	Street Address	Street Address	
	City State Zip	City State Zip	
	Telephone #	Telephone #	
	Fax #	Fax #	
	E-Mail Address	E-Mail Address	
5. Applicant Status	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Agent <input type="checkbox"/> Other		
6. Parcel ID		Tax Acct.	
7. Site Size (Attach Legal Description)	Acres:	Square Feet:	
8. Current Land Uses	Identify the land uses located on-site and adjacent to the subject site (identify "all" uses that touch property on each boundary), such as grocery store, citrus farm, office, single family residential, etc.:		
	SUBJECT SITE: _____		
	NORTH: _____		
	SOUTH: _____		
	EAST: _____		
WEST: _____			

9. Current Designation	Future Land Use:	Zoning:		
10. Proposed Designations	Future Land Use:	Zoning:		
11. Subject Property	Current Use:	Proposed Use:		
12. Note any previous amendments on the site				
13. Check other applications submitted	Conditional Use <input type="checkbox"/>	Vacation of Easement <input type="checkbox"/>	Master Plan Approval <input type="checkbox"/>	Rezoning <input type="checkbox"/>
	Vacation of Right of Way <input type="checkbox"/>	Site Plan <input type="checkbox"/>	Subdivision/Plat <input type="checkbox"/>	Other:
14. Narrative	Please provide a brief description of the request and the proposed project: (Attach separate narrative page if necessary)			

- **All applications shall require Community Development Staff review prior to submittal.**
- All applications shall be submitted to the Planning Department electronically and officially logged in by **end of business day.**
- Tentative hearing dates are scheduled approximately 4 months from the time a completed application is submitted.
- Incomplete applications will not be accepted and will not be considered to be officially submitted until the appropriate information and fees are submitted. Meeting dates for incomplete applications will not be set until all required information and fees are submitted.
- Petitions requiring review from other boards or commissions prior to being forwarded to the Planning and Zoning Commission and City Council are not guaranteed placement on the schedule noted above.
- All meeting agendas will be posted on the City's web site and staff reports for the request can be obtained by contacting the Planning Department at 321-567-3782.

ACKNOWLEDGEMENT

1. I am the owner and/or legal representative of the owner of the property described, which is the subject of this application.
2. All answers to the questions in said application and all surveys and/or site plans and data attached to and made a part of this application are honest and true to the best of my knowledge and belief. By my signature below, I acknowledge that I have complied with all submittal requirements and that this request package is complete. I further understand that an incomplete application submittal may cause my application to be deferred.
3. Should this application be granted, I understand that any condition(s) imposed upon the granting of this request shall be binding to the owner, his heirs, and successors in title to possession of the subject property.
4. I understand that I must attend all applicable meetings and have been informed of the meeting date(s) and time(s). I understand that if I fail to appear at an applicable meeting, the appropriate Board or Commission may either table or deny the request.
5. I understand that my request if approved does not encumber provision of utility, road or other City infrastructure capacity. The analysis provided by staff of existing levels of service for public facilities and services in the vicinity of the parcel identified in this application is a non-binding analysis, and does not guarantee capacity will be available in the future or encumber/reserve capacity for any period of time.
6. I understand that as the Applicant, I must hold a public meeting prior to the scheduling of any public hearings before the Planning and Zoning Commission or City Council for this item. Notices for this meeting must be sent to all property owners within 500 feet of the subject property.

This matter is subject to quasi-judicial rules of procedure. Interested parties should limit contact with the City Council, Board of Adjustment & Appeals, and Planning & Zoning Commission on this topic to properly noticed public hearings or to written communication to the City Clerk's Office, City of Titusville, P.O. Box 2806, Titusville, FL 32781

/s/ _____ (Signature*)
 _____ (Date)

** By entering your name in the "Signature" box above, you are signing this Application electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Application. By entering your name in the "Signature" box above, you consent to be legally bound by this Application's terms and conditions.*

FOR OFFICE USE ONLY

DATE RECEIVED: _____	PRE-APPLICATION MEETING DATE: _____
ACCEPTED BY: _____	
PLANNING AND ZONING COMMISSION DATE & TIME: _____	CITY COUNCIL PUBLIC HEARING DATE & TIME: _____
CASE NUMBER: _____	



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SUBMITTAL CHECKLIST

(Development Review Procedures Manual Section 4)

Please fill out the following and submit the documents to the Planning Department electronically. Payment of fees does not ensure a favorable decision. Additional information may include documents initially waived at the pre-application meeting but subsequently determined necessary by staff.

1.	Complete Application and Fees	<input type="checkbox"/>
2.	Warranty Deed	<input type="checkbox"/>
3.	Notarized Owner Authorization Form (If applicable)	<input type="checkbox"/>
4.	Legal Description (from a certified survey in Microsoft Word format)	<input type="checkbox"/>
5.	Certified Survey (sealed and containing permanent reference points as described by Chapter 177, Florida Statutes, with bearings, distances and closures) in electronic PDF format.	<input type="checkbox"/>
6.	Names, addresses and address labels for all property owners within 500 feet of the subject property. <i>Note: This listing is available from either the Brevard County Property Appraiser's Office or the City of Titusville Planning Department. Current charge for this service is \$35.00.</i>	<input type="checkbox"/>
7.	Additional site-specific data as necessary to describe any impacts to conservation / wetland areas, and other environmentally sensitive resources, including any mitigation efforts to be proposed or required by these regulations.	<input type="checkbox"/>
8.	Traffic counts and Level of Service (LOS) on streets providing access to subject property may be required by the City. A determination of the needed information will be provided by the City prior to submittal of the request.	<input type="checkbox"/>
9.	Pre-Application Meeting Held – Date: Staff in Attendance:	<input type="checkbox"/>
10.	Preliminary School Concurrency Determination Submitted. Contact Brevard County Public Schools, David Lindemann to receive this application for completion. Lindemann.David@BrevardSchools.org	<input type="checkbox"/>
11.	Community Meeting per Ordinance 26-2019 – Tentative meeting date _____	<input type="checkbox"/>

Conceptual Site Plan Checklist

(Development Review Procedures Manual Section 4)

In order to illustrate the proposed use of the property to be rezoned, the applicant is encouraged to submit a conceptual site plan in support of the proposal. If a conceptual site plan or developer's agreement is not provided with the application, the City shall review the application based on the most intensive land use and the maximum intensity and/or density within the zoning district requested within the application. If a conceptual site plan is submitted, the following information shall be provided:

1.	A vicinity map indicating the general location of the abutting streets and utilities.	<input type="checkbox"/>
2.	General information regarding the existing site conditions and physical characteristics, adjacent community facilities and public utilities, and surrounding property conditions.	<input type="checkbox"/>
3.	General description of the proposed development including the total acreage, the proposed number of buildings, or the number of units.	<input type="checkbox"/>
4.	The location of existing buildings and structures including the dimensions.	<input type="checkbox"/>
5.	The means of ingress and egress to the project.	<input type="checkbox"/>
6.	General location and dimension of all existing and proposed parking and/or loading areas.	<input type="checkbox"/>
7.	Information showing approximate location of all structures and major features, setbacks, distance between structures and property lines, floor areas, width of driveways, parking spaces, property or lot lines, percent of property or lot lines, percent of property coverage.	<input type="checkbox"/>