



Future Land Use Map (FLUM) Amendment Packet

Washington County Planning Office
1331 South Boulevard, Chipley FL 32428
Phone: (850) 415-5093
Email: scramer@washingtonfl.com

Procedure

1. **Schedule Pre-Application Conference with the Development Administrator.**
2. **Submit “FLUM Amendment Application” and the applicable application fee:**
 - Small-Scale FLUM Amendments (20 Acres or Less): \$250
 - Large-Scale FLUM Amendments (More than 20 Acres): \$1,000
 - Industrial, Mining and Landfill: \$3,000
3. **Allow up to twenty (20) business days for application processing and review.** If the application is deemed incomplete, the Development Administrator shall send a written statement specifying the deficiencies to the applicant by mail. No further action shall be taken until the deficiencies are corrected.
4. **Upon a finding that the application is complete, the applicant must proceed with public noticing in accordance with LDC Section 10.02.08, as follows:**
 - a. Coordinate the date, time and location of a Neighborhood Information Meeting (NIM), to be held by the applicant, and the dates, times and locations of the required Planning Commission and Board of County Commissioners (BCC) meetings.
 - b. Submit draft copies of the property owner notification letter, public advertisement and required on-site signage proof and affidavit to the Planning Office for review and approval, and obtain the required mailing list. See “Public Notification Templates” for templates and required deliverables to the Planning Office.
 - c. Upon approval of all documentation, the applicant must:
 - Send property owner notification letters via certified mail to all recipients contained on the mailing list. (Certified mail return receipts (green cards) must be provided to the Planning Office prior to the NIM.)
 - Secure the newspaper advertisement and submit proof of publication to the Planning Office.
 - Post signs every 500’ along roadway frontage at least ten (10) days prior to the NIM.
 - d. Hold the NIM at the approved date, time and location. The Development Administrator will facilitate the meeting, however, the applicant is responsible for conducting a presentation on his/her proposal, and providing a digital audio or video recording of the meeting to the Planning Office.
5. **Attend a Planning Commission meeting.** Meetings are typically held on the first Tuesday of each month, but are subject to change. Confirm all dates with the Planning Office. Applicant will be required to make a presentation on his/her proposed amendment during the Planning Commission meeting. The Planning Commission will consider the “Standards for Review” in accordance with LDC Section 10.07.03 (See “Standards for Review” below), and make a recommendation to the Board of County Commissioners (BCC).
6. **Attend a Board of County Commissioners meeting.** Meetings are typically held on the last Thursday of each month, but are subject to change. Confirm all dates with the Planning Office. The BCC will consider the “Standards for Review” in accordance with LDC Section 10.07.03 (See “Standards for Review”), and take action concerning the proposed amendment.
7. **State Transmittal (20+ Acre Amendments Only).** Allow thirty (30) to sixty (60) days for state agency transmittal, review and comment.
8. **Attend a second (2nd) Board of County Commissioners (BCC) meeting.** BCC will review state agency comments and consider FLUM Amendment for adoption.
9. **State Adoption – Adopted Amendment Package.** Within thirty (30) days from the date of BCC adoption and/or receipt of a completed adopted plan amendment package by the State of Florida, the State or an affected person may file a challenge to the amendment. If no challenge is filed, the amendment becomes effective thirty-one (31) days after the State of Florida notifies the Planning Office that the amendment package is complete. Allow sixty (60) to ninety (90) days for FLUM Amendment to become effective.

Standards for Review

In reviewing the application of a proposed amendment the BCC and the Planning Commission shall consider:

- A. Whether the proposed amendment is in conflict with any applicable provisions of this Code;
- B. Whether the proposed amendment is consistent with all elements of the Washington County Comprehensive Plan;
- C. Whether and the extent to which the proposed amendment is inconsistent with existing and proposed land uses;
- D. Whether there have been changed conditions that require an amendment;
- E. Whether and the extent to which the proposed amendment would result in demands on public facilities, and whether or to the extent to which the proposed amendment would exceed the capacity of such public facilities, including, but not limited to roads, sewage facilities, water supply, drainage, solid waste, parks and recreation, schools, and emergency medical facilities;

- F. Whether and the extent to which the proposed amendment would result in significant adverse impacts on the natural environment;
- G. Whether and the extent to which the proposed amendment would adversely affect the property values in the area;
- H. Whether and the extent to which the proposed amendment would result in an orderly and logical development pattern, specifically identifying any negative effects on such pattern;
- I. Whether the proposed amendment would be in conflict with the public interest, and in harmony with the purpose and interest of this Code; and
- J. Any other matters that may be deemed appropriate by the Planning Commission or the Board of County Commissioners.

Public Notification Templates

Property Owner Notification Letters

NOTICE OF PUBLIC HEARING REGARDING PROPOSED AMENDMENT

In accordance with the Washington County Land Development Code Section 10.02.03, notification is hereby provided to all real property owners which are located within 300 feet of the affected property for which an amendment to the Washington County [FUTURE LAND USE MAP or LAND DEVELOPMENT CODE] is sought.

An amendment is proposed as follows:

[FOR FLUM AMENDMENTS INDICATE PARCEL NUMBER(S), ADDRESS(S), LEGAL DESCRIPTION(S) AND ACREAGE OF AFFECTED PROPERTY/PROPERTIES, INDICATE CURRENT AND PROPOSED LAND USE DESIGNATIONS AND ENCLOSE PROPERTY LOCATION MAP]

[FOR TEXT AMENDMENTS INDICATE SECTION(S) TO BE AMENDED AND CURRENT AND PROPOSED LANGUAGE]

Public Meetings/ Hearings are tentatively scheduled to be held as follows. In the event of a cancellation, additional notifications will be issued.

A Neighborhood Information Meeting will be held by the applicant on [INSERT NIM DATE] at [INSERT NIM TIME] Central Standard Time (CST) at [INSERT NIM LOCATION].

The Washington County Planning Commission will hold a Public Hearing regarding the abovementioned proposed amendment on [INSERT PLANNING COMMISSION DATE] at 5:00 p.m. CST in the Washington County Board of County Commissioners Board Room located at 1331 South Boulevard, Chipley, Florida 32428.

The Board of County Commissioners will hold a second hearing will be held regarding the abovementioned proposed amendment on [INSERT BOARD OF COUNTY COMMISSIONERS MEETING DATE] at 9:00 a.m. CST in the Board of County Commissioners Board Room located at 1331 South Boulevard, Chipley, Florida 32428.

Records pertaining the abovementioned request are available for public review at the Washington County Planning Department located at 1331 South Boulevard, Chipley, Florida 32428. For additional information, contact the Planning Department at (850) 415-5093 or scramer@washingtonfl.com.

Required Deliverables to Planning Department:

1. Draft copy of notification letter – Submit to Planning Office for review and approval with application prior to distribution.
2. List of property owners within 300 feet of subject property (Planning Office will provide).
3. Certified mail receipts (green cards) – To be submitted to Planning Office prior to Neighborhood Information Meeting.

Newspaper Display Advertisement

NOTICE OF PUBLIC HEARING

In accordance with the Washington County Land Development Code Section 10.02.03, public notification is hereby provided in regards to an amendment to the Washington County [FUTURE LAND USE MAP or LAND DEVELOPMENT CODE].

An amendment is proposed as follows:

[FOR FLUM AMENDMENTS INDICATE PARCEL NUMBER(S), ADDRESS(S), LEGAL DESCRIPTION(S) AND ACREAGE OF AFFECTED PROPERTY/PROPERTIES, INDICATE CURRENT AND PROPOSED LAND USE DESIGNATIONS AND INCLUDE PROPERTY LOCATION MAP]

[FOR TEXT AMENDMENTS INDICATE SECTION(S) TO BE AMENDMENT AND CURRENT AND PROPOSED LANGUAGE]

Public Meetings/Hearings are tentatively scheduled to be held as follows. In the event of a cancellation, additional notifications will be issued.

A Neighborhood Information Meeting will be held by the applicant on [INSERT NIM DATE] at [INSERT NIM TIME] Central Standard Time (CST) at [INSERT NIM LOCATION].

The Washington County Planning Commission will hold a Public Hearing regarding the abovementioned proposed amendment on [INSERT PLANNING COMMISSION DATE] at 5:00 p.m. CST in the Washington County Board of County Commissioners Board Room located at 1331 South Boulevard, Chipley, Florida 32428.

A second hearing the Board of County Commissioners will hold regarding the abovementioned proposed amendment on [INSERT BOARD OF COUNTY COMMISSIONERS MEETING DATE] at 9:00 a.m. CST in the Board of County Commissioners Board Room located at 1331 South Boulevard, Chipley, Florida 32428.

Records pertaining the abovementioned request are available for public review at the Washington County Planning Department located at 1331 South Boulevard, Chipley, Florida 32428. For additional information, contact the Planning Department at (850) 415-5093 or scramer@washingtonfl.com.

Required Deliverables to Planning Department:

1. Draft copy of newspaper advertisement for review and approval – Submit with application.
2. Proof of Publication of Newspaper Advertisement – Submit prior to Neighborhood Information Meeting.

Public Notice Signs

“ In accordance with Washington County Land Development Code Section 10.02.03, public notification is hereby provided for public hearings related to an amendment to the Washington County Future Land Use Map (FLUM) as described:

[INSERT PARCEL NUMBER AND/OR ADDRESS, IF APPLICABLE], Change from [INSERT CURRENT LAND USE DESIGNATION] to [INSERT PROPOSED LAND USE DESIGNATION]

Upcoming Public Meetings/ Hearing:

Neighborhood Information Meeting: [INSERT DATE, TIME LOCATION]

Planning Commission: [INSERT DATE, TIME LOCATION]

Board of County Commissioners Meeting: [INSERT DATE, TIME LOCATION]”

Required Deliverables to Planning Department:

1. Affidavit stating that sign will be posted at least 10 days prior to public meetings/ hearings.
2. Sign mock-ups or proofs – Submit with application for approval prior to display.



AFFDAVIT TO POST SIGN

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*****IN THE EVENT OF CANCELLATION, THE APPLICANT IS RESPONSIBLE FOR REISSUING NOTIFICATIONS, AS NECESSARY, TO ENSURE PROPER PUBLIC NOTIFICATION WHICH ADHERES TO THE REQUIREMENTS OF THE WASHINGTON COUNTY LDC.**

Applicant Affidavit

I hereby certify that I will post the required on-site sign in accordance with the Washington County Land Development Code 10.02.03. I understand that knowingly providing a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty shall be subject to a misdemeanor of the second degree pursuant to Section 837.06, Florida Statutes.

Applicant Signature

Date

Printed Name: _____

STATE OF _____ COUNTY OF _____

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

Notary Signature

Personally Known OR Produced Identification
Type of Identification Produced _____



FUTURE LAND USE MAP AMENDMENT APPLICATION

Washington County Planning Office
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Section 1: Applicant Contact Information

Applicant Name:

Address:

Phone:

Email:

Section 2: Future Land Use Map Amendments

(Attach documentation if additional space is needed).

Property Information

(For multiple parcels attach spreadsheets containing the required information for each).

Street Address:

City:

Legal Description(s):

Property Owner:

Owner Address:

Acreage/Parcel Size:

FLUM Amendment Designations

(If multiple, attach extra sheets).

Current Future Land Use Designation:

Proposed Future Land Use Designation:

Section 4: Amendment Justification

Attach documentation if additional space is needed.

Describe any changed conditions that would justify an amendment.

Describe the need for the proposed amendment.

Describe whether and how the proposed amendment is consistent with the Washington County Comprehensive Plan.

Other Documentation Requested by Development Administrator

Attach documentation.

1.

2.

3.

4.

5.

Applicant Certification

I certify that the information provided on this application is true and accurate to the best of my knowledge and belief. I understand that knowingly providing a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty shall be subject to a misdemeanor of the second degree pursuant to Section 837.06, Florida Statutes.

Applicant Signature

Date

Printed Name: _____

STATE OF _____ COUNTY OF _____

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

_____.

Personally Known OR Produced Identification
Type of Identification Produced _____

Notary Signature