



PLANNED DEVELOPMENT AMENDMENT APPLICATION

DATE RECEIVED:	FILE # PD- Application Fee: \$1,500.00
ORIGINAL DATE OF PD:	ORDINANCE #:
Application and all pertinent required data (listed below) MUST be submitted with this application	
<input type="checkbox"/> ORIGINAL application with Signed & Notarized Planned Development Application and/or Affidavit Authorization for Agent (if applicable) <input type="checkbox"/> A copy of the deed or other evidence of ownership <input type="checkbox"/> Detailed explanation of the purpose of this request <input type="checkbox"/> Map showing the zoning of ALL the property contiguous with the subject property <input type="checkbox"/> SCADL (School Concurrency Approval Determination Letter) attain by School Department <input type="checkbox"/> Digital Text file of metes and bounds description of Property <input type="checkbox"/> Plot Plan: Should show existing buildings, uses of each, dimensions, spacing between and setbacks from property lines; off-street parking showing spaces marked off. (if applicable) <input type="checkbox"/> Signed and sealed boundary survey, completed no more than 12 months prior to the application that accurately shows the current condition of the property to include all existing streets, watercourses, natural feature, vegetation and topography and exact location of all buildings and structures. <input type="checkbox"/> Survey MUST show ALL Easements, Dedications & Improvements <input type="checkbox"/> Survey must have a metes and bounds description of the property showing water and sewer main locations and fire hydrant locations <input type="checkbox"/> Date of Survey: _____ <input type="checkbox"/> Total Acreage of Property _____ <input type="checkbox"/> Square Footage _____	<input type="checkbox"/> 3 copies, of a concept plan, drawn to a scale of 1 inch = 100 feet, or a scale agreed to by the City, containing the following information: a. Boundaries of the entire property; b. Total area of the property in square feet and acres; c. Location of all existing and proposed structures, including but not limited to lighting, signs and buildings; d. Location and distance of all off-site structures within 50 feet of the property, including but not limited to lighting, signs and buildings; e. All required minimum yards and the distances of all existing and proposed structures to the lot lines; f. Public rights of way, indicating names, route numbers, and width; g. Proposed means of ingress and egress to the property from a public street; h. Parking spaces, existing and/or proposed, indicating minimum distance from the nearest property lines; i. Where applicable, seating capacity; usable outdoor recreation area, emergency access, fencing, limits of clearing, landscaping and screening, outside lighting, loudspeakers and required and/or proposed improvements to public rights-of-way; and j. Existing zoning designation and use of subject and adjacent properties.
<i>In addition to the original application a CD/DVD of all supporting documentation needs to be submitted in a separate PDF, appropriately identified by name.</i>	
Preface - This request for a change to the Zoning Atlas (zoning) must be consistent with all elements of the adopted Comprehensive Plan of the City of Punta Gorda. Should there exist a conflict between the proposal contained herein and the Comprehensive Plan, an amendment to the Comprehensive Plan will have to be made prior to final action on this zoning request.	
Information to Be Submitted with Application - In order that this application be processed in a timely fashion, the correct and complete information is necessary. It is suggested that the applicant bring the application to the Zoning & Code Compliance Division, 126 Harvey St., Punta Gorda, Florida 33950, where it can be reviewed by the staff prior to filing. The Zoning & Code Compliance Division accepts no responsibility for the completeness or accuracy of the	

application. Errors in the filed application may result in delays with respect to required public hearings. All data and exhibits submitted in connection with the filing of this application become a permanent part of the public record
IMPORTANT: The applicant or his representative **MUST** be present at the hearing. There will be a fee of \$500.00 for a Voluntary Continuance (a request by the applicant to continue a petition before the appropriate board or council, or by the failure of the applicant to attend or be represented at the appropriate meeting).

1. Applicant

Name					
Address		City		State	Zip
Phone			Email address		

2. Owner(s) of Record

Name					
Address		City		State	Zip
Phone			Email address		

3. Authorized Agent – (if applicable – Property Owner must sign AGENT Affidavit below)

Name					
Address		City		State	Zip
Phone			Email address		

4. Property Address / Street Name

Address		City		State	Zip
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5. Legal Description of Property (Attach separate sheet if necessary)

Parcel ID /Account #	Lot #	Block#	Section	Total Sq. Feet	Total Acres

6. Please explain in detail the purpose of this request; the compatibility with the Comprehensive Plan; and reasons why the request should be approved (attach additional sheets if necessary).

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7. Complete the Analysis of the Plan Amendment on the Elements: (use additional sheets if necessary)

<p>Transportation:</p> <p>A. Provide a Traffic Impact Study indicating:</p> <ul style="list-style-type: none"> • the relative intensity of the proposed change • functional classification of adjacent roadways • Routing of non-residential traffic onto residential streets • availability of collector and arterial roads and any other pertinent traffic circulation concerns 	
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B. Roads – List all rights-of-way, Developed & Undeveloped:			
C. Lists the number of trips that could be generated by the proposed change in FLUM and/or Zoning and explore the impacts that this would have on the roadway system serving the subject site			
D. <u>Infrastructure</u> ***must also provide letter from utility company stating the availability of Utilities service on this property***			
a. Sanitary Sewer			
b. Solid Waste			
c. Drainage			
d. Portable Water			
E. <u>Housing:</u>			
F. <u>Conservation:</u>			
G. <u>Costal Management:</u>			
H. <u>Recreation & Open Space:</u>			
I. <u>Intergovernmental Coordination:</u>			
J. <u>Capital Improvement:</u>			
K. <u>Public School Facilities Element</u>			
L. <u>Historic Element (if applicable)</u>			
8. Existing & Proposed Map Designations			
Existing Land Use Map (FLUM) Classification	Proposed Land Use Map (FLUM) Classification	Existing Zoning District	Proposed Zoning District
9. Neighboring Land Uses			
North	South	East	West

10. Are there any other local hearings pending or anticipated for this property?					<input type="checkbox"/> Yes <input type="checkbox"/> No	
11. Has a public hearing been held on this property within the last 6 months?					<input type="checkbox"/> Yes <input type="checkbox"/> No	
12. Is this request the result of a Code Enforcement Violation?					<input type="checkbox"/> Yes <input type="checkbox"/> No	
If "yes" whose name was the violation served?						
Name _____						
Address _____		City _____	State _____		Zip _____	_____
13. Are there any existing structures on the property?					<input type="checkbox"/> Yes <input type="checkbox"/> No	
If "yes" what type of construction are they, and what is the current use of the structures						
I, the undersigned, being first duly sworn, testify and say that I am the owner, attorney, attorney-in-fact, agent, lessee or representative of the owner(s) of all of the property described and which is the subject matter of the proposed hearing; that all answers to the questions in this application, and all sketches, data and other supplementary material 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, and that I am authorized to sign the application by the owner or owners.						

NOTARIAL CERTIFICATE - ACKNOWLEDGEMENT

Signature of Owner or Authorized Agent	Print Name & Title	Date
STATE OF _____)		
COUNTY OF _____)		
The foregoing instrument was acknowledged before me by means of [<input type="checkbox"/>] physical presence or [<input type="checkbox"/>] online notarization this day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification.		
Notary Public, State of Florida	My commission Expires	(Seal)

AGENT AFFIDAVIT (Property Owner to complete ONLY if applicable)

I/We _____, property owner(s), hereby authorize _____ to act as **Agent** on our behalf regarding a **PLANNED DEVELOPMENT APPLICATION** on the property commonly known as _____ in Punta Gorda, Florida.

Signature of Property Owner	Print Name of Property Owner	Date
STATE OF _____)		
COUNTY OF _____)		
The foregoing instrument was acknowledged before me by means of [<input type="checkbox"/>] physical presence or [<input type="checkbox"/>] online notarization this day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification.		
Notary Public, State of Florida	My commission Expires	(Seal)