



# Bradford County ~ City of Starke

## Building, Zoning & Planning

P.O. Box 1148 ~ 945-F North Temple Ave.

Starke, FL 32091

Phone: 904-966-6213 / 904-966-6223

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### INSTRUCTIONS FOR FILING

#### COMPREHENSIVE PLAN AMENDMENTS CITY OF STARKE

- ❖ Application may be filed by the property owner or his/her authorized agent at the Bradford County Zoning Office, North Wing of the Bradford County Courthouse, Starke Florida, at least 30 days prior to the public hearing by the Zoning Board which meets the 4<sup>th</sup> Thursday of each month. The application must be filed in the name of the property owner(s). If more than one name is on the deed and the owner(s) are not being represented by an agent each person on the deed will need to sign the application.
- ❖ The applicant/agent shall fill out the application. If agent represents owner(s) please attached notarized letter of authorization to application. All names listed on deed, must sign a letter of authorization or the application.
- ❖ The NON-REFUNDABLE fee for filing for a Regular Amendment (over 10 acres or applying to go to Residential High Density, or 8 to 20 units) \$2,100.00: Small Amendment (less than 10 acres) \$1,700.00. For Regular Amendments the City can submit requests to the Department of Community Affairs only twice each year.
- ❖ The applicant/agent shall post sign(s) on the property for Amendment. Sign(s) shall be posted not less than 10 days prior to the scheduled hearing by the Zoning Board also serving as the Local Planning Agency. The sign(s) shall be erected on each street side of property. Sign(s) will be given to applicant/agent at time application is made. Once the hearing is over the sign(s) needs to be removed.
- ❖ On site investigations of the sign(s) will be made by the Zoning Office and pictures taken. Failure to post sign(s) in a timely manner will prohibit application from being heard at the meeting.
- ❖ The first public hearing will be presented to the City of Starke Zoning Board also serving as the Local Planning Agency at which time a recommendation will be made to the City Commission. (The Zoning Board also serving as the Local Planning Agency's recommendation will not be binding upon the City Commission). The City Commission will then hold two public hearings at their regular scheduled meetings and decide to approve or deny the request. If approved by the City Commission, the request will be forwarded to the Florida Department of Community Affairs to approve or deny before permits can be issued.
- ❖ Any citizen will have the opportunity to be heard at the hearings, and are normally allowed five (5) minutes to speak. If you think you may want to appeal the decision of the Board, you will need a record of the proceedings, and for such purpose you should ensure that verbatim record of the proceedings is made at your expense, which record includes the testimony and evidence upon which the appeal is based.
- ❖ The Zoning office will place a legal notice of the time and place of the public hearing in the Bradford County Telegraph at least 10 days prior to the hearing.
- ❖ The following information is required to be submitted along with the application:
  - ❖ Copy of Deed: Exact Legal description of portion of parcel requested to change:
  - ❖ 2 copies of aerial with overlay of property at 600 scale from Property Appraiser's Office showing section lines:

**CITY OF STARKE  
COMPREHENSIVE PLAN AMENDMENT  
APPLICATION**

Name of Applicant (s): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Title Holder's Representative (Agent), if applicable: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Please complete the following for proposed amendments to the **Future Land Use Plan Map**.  
For amendments to the **text** of the Comprehensive plan, which do not require a Future Land Use Map amendment, please omit responses to Part I and complete Part II of this Application.

**PART I**

**Legal Description: (attach exact legal of property to be changed)**

Parcel Number: \_\_\_\_\_

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Total acreage of land to be considered under this amendment: \_\_\_\_\_

Present use of land: \_\_\_\_\_  
Commercial, Industrial, Residential, Agricultural. Vacant, etc.

Future Land Use Plan Map Category:

Present: \_\_\_\_\_

Requested: \_\_\_\_\_

**PART II**

For amendments to the **text** of the Comprehensive Plan, please provide on separate pages to be attached and made a part herewith to the text of the proposed amendment.

A previous application for amendment to the Comprehensive Plan:

\_\_\_\_\_ was made with respect to these premises,      Application Number \_\_\_\_\_

\_\_\_\_\_ was not made with respect to these premises.

**I DO HEREBY CERTIFY THAT ALL OF THE ABOVE STATEMENTS AND STATEMENTS CONTAINED IN ANY DOCUMENTS OR PLANS SUBMITTED HERewith ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

\_\_\_\_\_  
Applicant/Agent Name (Type or Print)

\_\_\_\_\_  
Applicant/Agent Name (Type or Print)

\_\_\_\_\_  
Applicant/Agent Signature

\_\_\_\_\_  
Applicant/Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**LAND USE APPLICATION FEE IS NON-REFUNDABLE  
FOR OFFICE USE ONLY - PLEASE DO NOT WRITE BELOW THIS LINE:**

Date Filed: \_\_\_\_\_

Comp Plan Application No: \_\_\_\_\_

Fee Amount: \_\_\_\_\_

Receipt No: \_\_\_\_\_

Date of Planning & Zoning Board Public Hearing: \_\_\_\_\_

Date notice published: \_\_\_\_\_ Newspaper: \_\_\_\_\_ B.C. TELEGRAPH

Date of Local Planning Agency Public Hearing: \_\_\_\_\_

Date notice published: \_\_\_\_\_ Newspaper: \_\_\_\_\_ B.C. TELEGRAPH

Date(s) of City Commissioners Public Hearing(s): \_\_\_\_\_

First Reading: \_\_\_\_\_ Date notice published (if applicable): \_\_\_\_\_

Date of Enactment: \_\_\_\_\_ Date notice published: \_\_\_\_\_

Newspaper: \_\_\_\_\_ B.C. TELEGRAPH

City Commissioner Decision: \_\_\_\_\_  
(Granted / Denied)