



**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  
Fax: 904-966-6220



**INSTRUCTIONS FOR FILING**  
**LAND DEVELOPMENT REGULATION 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 at 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 owners 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 the deed, must sign authorization letter or the application.
- ❖ The NON-REFUNDABLE fee for filing for a Rezoning is \$1,950.00
- ❖ The applicant/agent shall post sign(s) on the property for Rezoning. Sign(s) shall be posted not less than 10 days prior to the scheduled hearing by the Zoning Board. 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 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 heard by the City of Starke Zoning Board also serving as the Local Planning Agency will hear the request and make a recommendation to the City Commission.(The Zoning Boards also serving as the Local Planning Agency 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.
- ❖ 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 Zoning Office will also notify by mail the property owners within 300 ft of the request 10 days prior to the hearings.
- ❖ 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:
  - ❖ List of property owners within 300 ft of property (obtain from Property Appraisers Office):

**CITY OF STARKE  
LAND DEVELOPMENT CODE 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 **Official Zoning Map**. For amendments to the text of the Land Development Code, which do not require an Official Zoning Map amendment, please omit responses to Part I and complete Part II of this Application.

**PART I**

**Legal description: ( see attached deed or survey)**

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: \_\_\_\_\_

Zoning District:  
Present: \_\_\_\_\_

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

**PART II**

For amendments to the **text** of the Land Development Code, 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 Land Development Code:

\_\_\_\_\_ 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

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

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

Re-Zoning 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 (3rd Tuesday): \_\_\_\_\_

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

Date of Enactment (3rd Tuesday): \_\_\_\_\_

Date notice published: \_\_\_\_\_

Newspaper: \_\_\_\_\_

B.C. TELEGRAPH

City Commissioner Decision: \_\_\_\_\_

(Granted / Denied)