



1. Submittal review conference
date _____ C.C. _____

2. Legal Department:
Date _____ Atty _____

3. Planning:
date _____ Plnr _____

COMPREHENSIVE PLAN AMENDMENT PETITION

Date Received:		File No. CPA-200_ - _____
Petitioner:		
Address:		
Telephone:	Fax:	Email:
Agent for Petitioner:		
Address:		
Telephone:	Fax:	Email:
Address/Location of Subject Property:		
STRAP Number of Subject Property:		
Legal Description:		
Total Property Acreage:	Total Acreage of Amendment Request:	Current Use of Property:
Existing Future Land Use Designation:		
Requested Future Land Use Designation:		
Existing Zoning Designation:		

The applicant is of the opinion that the proposed land use designation would be appropriate for the above referenced property and finds that the request is consistent with the following Comprehensive Plan policies (identify the Comprehensive Plan policies and include an explanation as to how the request is consistent with these policies):

Policies:

Signature of Owner:	Signature of Petitioner:
Printed Name	Printed Name
Date:	Date:
Signature of Equitable Owner (if applicable)(attach add'l. sheet if necessary):	
Printed Name	Date:

NOTE: IF THE PETITIONER WISHES TO BE REPRESENTED BY AN AGENT, THE POWER OF ATTORNEY ON THE FOLLOWING PAGE MUST BE PROPERLY EXECUTED. IF DRAWINGS PREPARED BY AN ARCHITECTURAL, ENGINEERING OR OTHER FIRM ARE SUBMITTED, THE FIRM MUST EXECUTE THE ATTACHED PERMISSION TO REPRODUCE.

**CONFIRMATION OF OWNERSHIP BY OWNER; AND
AUTHORIZATION FOR AGENT OR PETITIONER (WHEN A DIFFERENT ENTITY)**

The undersigned do hereby swear or affirm that they are the fee simple title holders and owners of the record of property commonly known as _____ and legally described in Exhibit A attached hereto.

The property described herein is the subject of a Comprehensive Plan Amendment. We hereby designate _____ as the legal representative of the property in the course of seeking approval of this application. This representative will remain the only entity to authorize development activity until such time as anew or amended authorization is delivered to the City.

Owner Signature

Printed Name

Name of owner entity if a corporation, L.L.C., partnership, trust

Representative capacity of person signing: President or Vice President of Corporation, Managing Member of L.L.C., General Partner, Trustee

Address of Owner

STATE OF FLORIDA)

COUNTY OF _____)

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 200__, by _____

(_____) capacity if applicable who is personally known to me or produced _____ as identification.

Notary Public
Notary Public – State of Florida

My commission expires _____

Name typed, stamped or printed

INSTRUCTIONS FOR FILING A COMPREHENSIVE PLAN AMENDMENT PETITION

PROCEDURE:

1. Comprehensive Plan Amendment petitions may be obtained at the City Clerk's office and may be initiated by the owner of the property involved or his legally designated representative. A petition must be completed and submitted to the City Clerk, together with the required fee and supportive materials, at least 30 days prior to the next scheduled City Commission meeting.

Petitioners are required to arrange a submittal-review conference with the City Clerk to take place at the time of submittal. Petitioners may arrange an appointment by calling (863) 675-2872. Petitions received later than 30 days in advance of a meeting or petitions which are determined to be incomplete will be placed on the agenda of the next meeting. Therefore, early submittal and the submittal-review conference with the City Clerk will help ensure consideration of your petition by the City Commission

City Commission meetings are held regularly on the second Thursday of each month, beginning at 6:00 p.m. Local Planning Agency (LPA) are typically also held on the second Thursday of each month, but are scheduled as needed.

2. After reviewing the petition for completeness, the City Clerk will discuss it with other City staff relative to their specific areas of responsibility as they relate to the request.
3. Once the application is deemed complete by the City Clerk it will be forwarded to the City Attorney to determine its legal sufficiency.
4. After, the City Attorney has signed off as to legal sufficiency the application shall be forwarded to the City Planner for review.
5. The City Attorney shall review the application prior to the date of hearing by the City Commission to ensure all statutory requirements have been met.
6. The petitioner or his authorized representative shall appear at the Local Planning Agency and the City Commission meetings. The City Commission will consider the recommendation of the staff, the comments by the petitioner and the public, and the recommendations of the LPA. The City may vote to approve, approve with conditions, deny or continue the hearing of a petition.
7. Action on a Comprehensive Plan Amendment petition is taken by ordinance.

COMPREHENSIVE PLAN AMENDMENT REQUIRED SUPPORTIVE MATERIALS:

1. A check for the applicable application fee amount, made payable to the City of LaBelle (see fee schedule).
2. Ten (10) **SETS** (*one petition, one location map, and one each of other supportive materials should be put together to comprise a set*) of the following:
 - A. Completed petition form (*Original and 9 copies*);
 - B. Proof of ownership (deed, property tax receipt, etc.).
 - C. A location map, provided at a scale that clearly denotes the property to be amended and its relationship to nearby major roadways.
 - D. A Plan Amendment map that includes the following:
 1. Scale
 2. North arrow
 3. Name of owner and agent (if applicable).
 4. Location of existing parcels of land within 500 feet of the subject property (information available at City Hall). This included property that is across road right-of-ways.
 5. The Future Land Use designation, zoning designation and current use of the subject property as well as that of the surrounding properties within 500 feet.

*This map must be at a suitable scale, no smaller in size than 8-1/2" x 11" and no larger in size than 24" x 36". Plans larger than 8-1/2" x 11" **MUST BE FOLDED**. The agent preparing the plans **MUST SIGN** permission to reproduce on Page 3 of the application and have his or her signature notarized.*

6. If the Future Land Use Amendment proposes a designation that allows residential development, a letter from the Hendry County Public School Administration stating the school capacity impacts of the proposed amendment.
7. A Traffic Analysis (Traffic Impact Statement). This applies to properties 20 acres or larger.
8. A letter from the water, and sewer provider (if provider is not the City of LaBelle), stating the availability of providing water and sewer to the project site.
9. Letters from the Fire Department, the Sheriff's Department and from Emergency Services indicating that adequate services to the site can be provided.

PLEASE NOTE: If the petition is continued for any reason, additional folded plans may be required OR, if any changes are made, an additional 10 folded plans will absolutely be required. The City of LaBelle reserves the right to refuse to accept a petition if incomplete on the filing deadline date. The complete petition may be submitted for the following month's Commission meeting.

PROPOSED POLICY GUIDELINES FOR PRESENTATIONS OF PETITIONS TO THE LABELLE CITY COMMISSION

- A. Petitioner's presentation shall occur first and petitioner shall have up to 20 minutes (uninterrupted) to present their petition.
(Followed by questions from Commission of the petitioner.)
If additional time is requested, the Commission will vote on the request for additional time prior to the petitioner's presentation.
- B. Staff will have up to 20 minutes to analyze the petition.
(Followed by questions from Commission of staff.)
- C. Public comment – each speaker will have up to 5 minutes to present their comments on the petition.
(Followed by questions from Commission.)
- D. Petitioner will have up to 5 minutes to present any final summation.
(Followed by questions from Commission for petitioner.)
- E. The Public Hearing will be closed.
- F. Commission discussion/motion/vote.

PLEASE NOTE:

- Commission Members may initiate discussion, or ask questions of any participant, upon conclusion of participant's presentation.
- Questions of an informational nature from the petitioners or public speakers may be asked through the Chair; however, direct questions between witnesses will not be allowed.

TO REQUEST ADDITIONAL TIME TO PRESENT A PETITION

If you believe your petition may require more than 20 minutes to present, please submit your request in writing to the City Clerk estimating the amount of time you anticipate you will need accompanied by a brief explanation of your reason(s) why.

SPECIAL NEEDS FOR EXHIBITS

If you will need special equipment or additional time to set up any exhibits prior to your presentation, please include that information with the submission of your petition.

PLEASE NOTE:

- One copy of each handout distributed or any graphic exhibit(s) used during your presentation must be submitted to the City Clerk for the public record. (In the case of building models or large displays, a color photograph of the model or display is acceptable.)