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| pbclogosmall | 2020 COMPREHENSIVE PLAN TEXT AND MAP SERIES AMENDMENT APPLICATION and INSTRUCTIONS |
| Palm Beach County Planning Division2300 North Jog Road, WPB, FL 33411, (561) 233-5300 |

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| INTRODUCTION |

The Palm Beach County Comprehensive Plan’s Future Land Use Atlas (FLUA) identifies the future land use (FLU) designation for every parcel in unincorporated County. Pursuant to Board of County Commissioner (BCC) direction on July 15, 2008 and reaffirmed on October 11, 2011, proposed FLUA amendments that are violation of in violation of a clearly prohibitive (shall/shall not) policy identified pursuant to the Prohibitive Policy Directive of the FLUA Amendment application will not be processed. Pursuant to BCC direction on February 23, 2012, property owners may submit an application to request a Text Amendment to the Comprehensive Plan. These requests must be made in conjunction with a site specific FLUA Amendment or Development Order and requested in order to alleviate an inconsistency with a prohibitive policy of the Comprehensive Plan. Amendments are legislative; submittal of an application and the payment of the required processing fees does not convey any entitlements to the subject parcel(s), and does not imply that the BCC will ultimately approve amendment.

**INITIATION**

Privately proposed text amendments to the Comprehensive Plan require a review and recommendation by the Planning Commission and Initiation by the Board of County Commissioners. Any privately proposed text amendment that requires an amendment to the ULDC for implementation requires that the applications for the text and ULDC applications be considered by the Board of initiation concurrently.

**INSTRUCTIONS**

The following guidelines provide instructions for the completion of the application. This application is available via the Planning website (<http://www.pbcgov.com/pzb/Planning/> ).

**1. Pre-Application Meetings:** A Pre-Application Meeting is required to be held prior to the Text Amendment Application intake date to identify the scope of the amendment request. Proposed text amendments that will have ULDC implications require a pre-application meeting with both Planning and Zoning Division staff.

**2. Application Fee:** The Text Amendment application requires the submittal of fees as established by the BCC as detailed below (see <http://www.pbcgov.com/pzb/Fees.pdf>)

a. **Text Amendment Initiation Fee.** This fee is due with the submittal of the Text Amendment Request Application.

b. **Text Amendment Processing Fee.** This fee is due with the submittal of the associated FLUA Amendment Application is for the processing.

**3. Text Amendment Application Intake:** In order to be accepted for processing, a proposed text amendment must be structured to meet the following parameters:

a. The affected Policies and proposed changes must be identified. Proposed changes may be provided in strike out and underline. The changes must directly related to and required in order to process the FLUA amendment; broad policy implications shall not be processed.

b. Following the submittal of the Text Amendment Application, staff will identify whether the text amendment is sufficient for processing and will identify any additional data and analysis that will be required as part of the FLUA intake.

c. Any identified sufficiency issues must be resolved prior to the FLUA intake or the FLUA application will not be accepted for processing.

**4. Amendment Submittal:** Applications must be filed by appointment with the Planning Division, 2300 N. Jog Road, 2nd Floor, WPB, FL 33411, before 4:00 p.m. on the intake date. The following items are required as part of the application submittal, and the application will **not be accepted** unless all of the items are submitted on the intake date.

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| **Text Initiation Application Intake** | **FLUA Application Intake** |
| Submit to Planning Division by appointment | Submit to Planning Division by appointment |
| **Fee paid to PZB Cashier:**Text Fee 04100 (if text amendment included) | **Fee paid to PZB Cashier:**SCA Fee 05480 **or** LGA Fee 05470Advertising/ Admin. Fee 05400Large Scale Only:Text Fee 04120 (if text amendment included)DRI & Tier Change Fees (if included) |
| **FLUA Application Part 1 & Part 2****Text Application Table****Attachments:**A. PCNs, Legal Description, Warranty DeedB. Agent Consent FormC. Applicant’s Ownership AffidavitE. Disclosure | **FLUA Application – All Parts** **Text Application Table as Attachment Q****All Attachments**Within 3 ring binder with tabs  |
| --- | Copy of Traffic Study |
| Flash drive or CD with Application * Microsoft Word document files of the application, justification statement, and legal description.
* Adobe PDF files of the application and all attachments, including the survey; and
* JPEG files of the disclosure of ownership interests form(s).
 | Flash drive or CD with Application * Microsoft Word document files of the application, justification statement, and legal description.
* Adobe PDF files of the application and all attachments, including the survey; and
* JPEG files of the disclosure of ownership interests form(s).
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| --- | Envelopes for Property Notice with Postage |
| --- | 3.5-d Traffic Compliance Letter  |

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## 2020 FUTURE LAND USE ATLAS AMENDMENT APPLICATION

## Part 7. Text Amendment Application

*Instructions are provided in italics. Applicants are required to replace any italicized instructions with non-italicized information. Provide information as indicated in the table, or summarize in the table and provide details within an Attachment.*

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| **A. Proposed Text Amendment Summary** |
| **Elements & Policies to be revised** | *Indicate the Elements and policy numbers to be revised* |
| **Purpose** | *Explain the purpose of the amendment and how the current Plan language is hindering the associated FLUA amendment from being processed. A relationship between the proposed FLUA amendment & text change must be specific.* |
| **Justification** | *Provide a justification statement and supporting data and analysis for the amendment. During the initial review phase, the Planning Division will review the adequacy of the data provided and may require additional data at the time of the submittal of the FLUA Amendment. Do NOT include the strike out and underline in Justification.* |
| **Consistency** | *Identify how the proposed amendment furthers other Goals, Objectives or Policies within the Comprehensive Plan. The supporting data and analysis must provide an analysis of the implications of the amendment and demonstrate consistency with other aspects of the Plan.* |
| **Text Changes** | *Provide a description of the proposed amendments. The changes must directly related to and required in order to process the FLUA amendment; broad policy implications shall not be processed. Following the submittal of the Text Amendment Application, staff will identify whether the text amendment is sufficient for processing and will identify any additional data and analysis that will be required as part of the FLUA intake. Any text amendment sufficiency issues must be resolved prior to the FLUA intake or the FLUA application will not be accepted for processing. Optional – provide the actual Plan language with changes shown with added text underlined and deleted text struck out.*  |
| **ULDC Changes** | *Provide a description of associated ULDC amendments required by this amendment. Optional – show changes with added text underlined and deleted text struck out.* |