

**APPLICATION FOR PRELIMINARY SKETCH PLAN
(Planned Unit Development)
LEVY COUNTY, FLORIDA**

Filing Date: _____
Fee: _____

Petition Number PUD _____
Validation Number: _____

FEE SCHEDULE:

Residential :	\$1,000 plus \$5.00 per Dwelling Unit	Amendment:	\$250 plus \$5.00 per D.U.
Non-Residential:	\$1,000 plus \$5.00 per acre	Amendment:	\$250 plus \$5.00 per acre

TO THE LEVY COUNTY PLANNING COMMISSION:

Application is hereby made to the County Commission of Levy County, Florida pursuant to the provisions of Chapter 163, Florida Statutes, as amended, and the Levy County Code of Ordinances, Section 50-902, petitioning for a Planned Unit Development on the following described property:

I. OWNER/APPLICANT REQUEST INFORMATION: Please print unless otherwise specified

Applicant's Name _____	Owner's Name _____
Address _____	Address _____
Zip Code _____	Zip Code _____
Phone No. (____) _____	Phone No. (____) _____

II. PARCEL INFORMATION:

Parcel Number (s)	Section/Township/Range	Acreage
1. _____	_____	_____
2. _____	_____	_____
Total Acreage:		_____

Legal Description: Provide most current deed. See required attachments.

III. ZONING AND LAND USE INFORMATION:

1. Current Land Use: _____

The proposed PUD must be consistent with the FLUM designation.

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Requested Use and Activities and Development associated with the Proposed PUD:

_____ (* Use additional sheets if needed)

Current Use (Actual) and Improvements on the Property: (i.e. Single-family home, well, septic tank , pole barn etc....) _____

Directions to the Property: (Please start directions from a State or County Road): _____

Note: It is recommended that anyone intending to file an application for a PUD must schedule a pre-submittal conference with the Levy County Development Department & Planning Department prior to filing the petition. Failure to answer all questions will result in application being returned to applicant.

IV. TO BE SUPPLIED AT THE TIME OF SUBMISSION: Attach the items in the order listed below. The application will not be processed without these items. Any information changes must be submitted, in writing, to the Development Department and received one week prior to the Planning Commission Public Hearing.

***** Twenty copies of the completed application and the following attachments must be provided at the time of submission in addition to the original application and attachments.**

Property Description

- Property Deed:** The most recent one pertaining to the proposed amendment property; obtained from the Clerk of the Circuit Court's Office.
- Certified property boundary survey.** Provide a certified boundary survey of the proposed amendment site. The legal description must be signed and sealed by a certified Registered Land Surveyor (RLS), (PLS, PMS) or a Civil Engineer
- Photographs.** Provide at least four (4) photographs showing site views from the site looking north, south, east and west. Identify the photo viewpoint and provide a brief description beneath each view (see Application Photo Directions, attached). Additional photos showing relevant information may also be included.

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Maps: All required maps and information can be obtained at the Levy County Property Appraiser's Office.

Property Appraiser's Parcel Map.

1. Identify the proposed site clearly using a color or pattern.
2. Identify on the map the existing uses within 300 (three hundred) feet of the subject property's boundary using the following descriptive types: Residential, Commercial, Industrial, Recreation, Crops/Farming, Silviculture and Undeveloped. Please indicate all uses on the adjacent property. For example, residence and crops/farm, or Commercial/restaurant and recreational/golf course.
3. Identify the FLUM designation and zoning classifications for those properties identified by question #2.

Sketch Plan: The sketch plan shall be approximately to scale, though it need not be to the precision of finished engineering drawing, and it shall clearly show the information found in **Section 50-905 (1) and (2) of the Land Development Code.**

DOCUMENTATION:

- Existing Conditions and Compatibility on Property adjacent to the proposed amendment site.** Provide a cover letter for this application which documents in writing how you believe the proposed Planned Unit Development will be compatible with the adjoining development and the proposed zoning district where it is to be located.

In order for a PUD to be approved, the Board of County Commissioners must find that the following items are true. Please provide documentation of the following:

1. The proposal conforms to the comprehensive plan.
2. The proposal meets the intent and objectives of planned development as expressed in Sections 50-902 and 50-903.
3. The proposal meets all the general requirements of Section 50-904.
4. The proposal is conceptually sound in that it meets local and area wide needs and it conforms to accepted design principals in the proposed functional roadway and pedestrian system, land use configuration, open space system, drainage system and scale of the elements both absolutely and to one another.
5. There are adequate services and utilities available or proposed to be made available in the development.

VI. COMPREHENSIVE PLAN. The proposed use must be compatible with the Comprehensive Plan and Future Land Use Map. Refer to the adopted Levy County Comprehensive Plan for applicable goals, objectives and policies. For assistance, call the Levy County Planning Department at 352/486-5405.

VII. APPLICATION INSTRUCTIONS

- (a) If the applicant is not the owner of record of the property, the owner must agree to this application either by signing the application form, or by submitting a notarized letter authorizing the applicant to act as an agent. **Owner's authorization is required at the time this application is submitted.**
- (b) All required documentation and submission material is required to accompany the application at the time the request is submitted. Applications are screened for completeness. Depending on the proposed use, additional information may be required. Failure to provide all information and submission material required shall delay the public review of the application until such time as all materials are received.
- (c) The minimum criteria for the applicable zoning district must be met uniformly for every PUD. These standards are not exclusive of any other standards which may be established by the Planning Commission due to particular circumstances which are unique to the property for which the PUD is being requested.
- (d) PUD applications are processed once a month. Applications received and found complete by the first week of the month will **tentatively** be scheduled, advertised and presented at the public hearing the following month. Applications received after the first week of the month will not be scheduled for the following month.
- (e) Any information changes must be submitted, in writing, to the Development Department and received 10 days prior to the Planning Commission Public Hearing.
- (f) Applications may be submitted as follows:
 - In Person: Levy County Development Department, located on Alternate 27 (622 East Hathaway Avenue), within the Levy County Building and Zoning Office.
 - By Mail: Levy County Development Department, Post Office Box 672, Bronson, Florida, 32621.
- (h) With approval by the Development Director, this office will prepare 2 posters (Notice of Land Use Action) and place them on the subject property approximately 2 weeks prior to the public hearing.
- (i) Abutting property owners will be notified by mail of the request. "Abutting property" is any property immediately adjacent or contiguous to the property which is the subject of this request or located within 300 (three hundred) feet of the subject property lines including, immediately across any road or public right-of-way for said property.
- (j) It is highly advised that the applicant or representative be present at the Public Hearing by the Planning Commission and the Board of County Commissioners. The Commission, at its discretion, may defer action, or take decisive action on any application.

Additional Assistance: If you require further information, please contact the Levy County Development Department at (352) 486-5203 or visit the above address in person.

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VIII. CERTIFICATION

The undersigned has read and understands the application, and has received, read and understands the submittal requirements. It is agreed and understood that the undersigned will be held responsible for the accuracy of the application and information submitted. The undersigned hereby attests to the fact that the parcel number (s) and legal description (s) provided is/are the true and proper identification of the area of which the petition is being submitted. Signatures of all owners or their agents are required on this form. Signatures by other than the owner (s) will be accepted only with notarized proof of authorization by the owner (s).

Owner of Record

Name: _____
Address: _____

Phone: _____

Owner of Record

Name: _____
Address: _____

Phone: _____

No person submitting an application may rely upon any comment concerning a proposed amendment, or any expression of any nature about the proposal made by any participant, at the pre-application conference as a representation or implication that the proposal will be ultimately approved or rejected in any form. To meet with staff to discuss the proposal, please call (352) 486-5203 for an appointment.

OWNER VERIFICATION

I hereby certify that the information contained in this application and its supplements are true and correct, and that I am the legal owner of the above described property.

Date

Owner Signature

STATE OF FLORIDA
COUNTY OF _____

Owner Signature

Sworn to and scribed before me this _____ Day of _____ 20 _____, by (name)

Signature - Notary Public

Personally known _____ Or Produced Identification _____ (Type) _____

AGENT VERIFICATION (if applicable)

I hereby certify that the information contained in this application and its supplements are true and correct, and that I am the authorized agent of the above described property.

Date

Authorized Agent Signature (if applicable)

STATE OF FLORIDA
COUNTY OF _____

Sworn to and scribed before me this _____ Day of _____ 20 ____, by (name)

Signature - Notary Public

Personally known _____ Or Produced Identification _____ (Type) _____