

## **Large-Scale Land Use Amendment (greater than 10 acres)**

- **Apply:** <http://maps.coj.net/luzap/>
- **Timeline:** Can take up to 5-6 months\* (from submittal to final adoption hearing)
- **Costs:**
  - \$5,696 for application fee
  - Plus \$20/acre
  - Plus \$7/notice sent to property owners within a 350 foot radius
  - Plus \$4.50/sign (posted every 200 feet of road frontage)

*Maximum acreage and base fee cost of \$15,000*

*Fees are subject to change on an annual basis.*

*Find the most up to date fees here: <http://www.coj.net/departments/planning-and-development.>*

- **Hearings:**
  - Citizen's Information Meeting (CIM), 1<sup>st</sup> or 3<sup>rd</sup> Monday of each month at 4PM
  - Planning Commission, 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month at 1PM
  - Land Use and Zoning Sub-Committee, 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 5PM
  - City Council, 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month at 5PM
- Applicant/Agent should attend all meetings
- City Council makes the final determination

### **What you need:**

- Legal Description
  - Ownership Affidavit
  - Agent Authorization (if applicable)
  - Wildlife and Wetland Surveys (if over 50 acres)
- Additional information may be required upon request*

\*Note: Applications with companion Zoning Applications have a separate application fee and may take additional time

\*\*Land Use Amendments over 10 acres are required to go to the State for review

Information Card Dated June 2019



Scan the QR Code above using your smartphone to find the application portal

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  - A pre-application meeting may be required
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  - Plus \$7/notice of property owners within 350 feet radius
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## **Process:**

1. Submit application online
2. Planner is assigned for review
3. Application is reviewed
  - Additional information, applications, or corrections may be required
4. Sufficient for invoicing
5. Pay application fee
6. Land Use sign pick-up (signs must be posted prior to CIM)
7. Application sent to Office of General Counsel for ordinance number and dates of Transmittal Round public hearings
8. Notices mailed to property owners within 350 feet
9. Citizen's Information Meeting (CIM)
10. Staff Report issued
11. Hearings
12. State Departments review and provide comments
13. Second round of public hearings scheduled with the companion rezoning application

***Questions? Call (904) 255-7800 or (904) 255-7888 and ask for a Land Use Planner***

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