

## Rezoning to Planned Unit Development (PUD) Information

- **Apply:** <http://maps.coj.net/luzap/>
  - A pre-application meeting may be required
- **Timeline:** Can take 4-5 months\* (from submittal to final hearing)
- **Costs:**
  - \$2,269 for application fee
  - Plus \$10/acre
  - Plus \$7/notice of property owners within 350 feet radius
  - Daily Record advertisement fee, invoiced by the Daily Record separately
  - Fees are non-refundable
- **Hearings:**
  - Planning Commission, 1<sup>st</sup> and 3<sup>rd</sup> Thursday at 1PM
  - Land Use and Zoning Sub-Committee, typically 2<sup>nd</sup> and 4<sup>th</sup> Tuesday at 5PM
  - City Council, typically 1<sup>st</sup> and 3<sup>rd</sup> Thursday at 5PM
- Applicant must attend all meetings
- City Council makes the final decision



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

### What you need:

- Legal Description
- Ownership Affidavit
- Agent Authorization (if not the owner of the property)
- Deed
- Binding Letter
- Written Description
- Site Plan
- Listed species report (if over 50 acres)
- Land Use Table
- JEA services availability letter

\*Note: Applications with companion Land Use Amendments\*\* 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

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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. Application sent to Office of General Counsel for ordinance number and hearing dates
7. Notice of Rezoning sign pick-up
8. Staff Report issued
9. Advertising fee must be paid prior to first hearing
10. Hearings

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