

Small-Scale Land Use Amendment Information (10 Acres or less)

- **Apply:** <http://maps.coj.net/luzap/>
- **Timeline:** Can take 3-4 months* (from submittal to final hearing)
- **Costs:**
 - \$3,548 for application fee
 - Plus \$25/acre (or portion thereof)
 - Plus \$7/notice of property owners within 350 feet radius of property
 - Plus \$4.50/sign (posted every 200 feet of road frontage)

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.aspx>

- **Hearings:**
 - Citizen's Information Meeting (CIM), 1st or 3rd Monday of each month at 4PM
 - Planning Commission, 1st and 3rd Thursday of each month at 1PM
 - Land Use and Zoning Sub-Committee, 1st and 3rd Tuesday of each month at 5PM
 - City Council, 2nd and 4th 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)
- Wetland Survey (if applicable)

Additional information may be required upon request

*Notes: Applications with companion zonings (required to be submitted concurrently) have a separate application fee and may take additional time
Information Card Dated June 2019



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

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Process:

1. Submit application online
2. Planner is assigned for review
3. Application is reviewed for sufficiency
 - 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 legislation
8. Citizen's Information Meeting (CIM)
9. Staff Report issued
10. Hearings

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

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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 legislation
8. Notices mailed to property owners within 350 feet
9. Citizen's Information Meeting (CIM)
10. Staff Report issued
11. Hearings

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