



# CITY OF VENICE

Planning and Zoning Department  
 401 W. Venice Avenue, Venice, FL 34285  
 (941)486-2626 ext. 7434 [www.venicegov.com](http://www.venicegov.com)

## COMPREHENSIVE PLAN AMENDMENT APPLICATION

Submit a complete application package to the Planning and Zoning Department. All information must be legible and will become a permanent part of the public record. Incomplete applications will be returned to the applicant/agent. Refer to the City of Venice Code of Ordinances Section 86-33 for complete comprehensive plan amendment submittal requirements.

<b>PROJECT NAME:</b>	
<b>Brief Project Description:</b>	
Address/Location:	
Parcel Identification No.(s):	Parcel Size:
Non-Residential	Residential (Requires School Concurrency)
Zoning Designation(s):	FLUM Designation(s):
<i>Fees: The Zoning Administrator will determine if a project is a minor or major revision, then select correct fee and review fee below. A review fee shall be deposited to be drawn upon by the city as payment for costs, including but not limited to advertising and mailing expenses, professional services and reviews, and legal fees. If review fee funds fall below 25%, additional funds may be required for expenses. See Section 86-586 (b-d) for complete code. *Extended technical review fee of \$1400 charged at third resubmittal.</i>	
Application Fee (Small Scale Amendment) \$5,492.14	Review Fee \$2,153.78 OR
Application Fee (Expedited State Review) \$6,855.49	Review Fee \$1,615.34
<b>Applicant/Property Owner Name (will be used for billing):</b>	
Address:	
Email:	Phone:
<b>Design Professional or Attorney:</b>	
Address:	
Email:	Phone:
<b>Authorized Agent (project point of contact):</b>	
Address:	
Email:	Phone:



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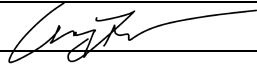
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## COMPREHENSIVE PLAN AMENDMENT Checklist

Application package is reviewed for completeness by Planning staff. If a document is not being submitted, please indicate N/A and the reason why it is not being submitted.

<b>Application:</b> Signed by agent and applicant.
<b>Narrative:</b> Provide a document describing in detail the proposed changes, in addition to the short description on page one of the application.
<b>Agent Authorization Letter:</b> A signed letter from the property owner, authorizing one individual to submit an application and represent the owner throughout the application process. Authorization should not be for a corporation or similar entity. This individual will be the single point of contact for staff.
<b>Statement of Ownership and Control:</b> Documentation of ownership and control of the subject property (deed). Sarasota County Property Appraiser or Tax Collector records will not suffice. Corporations or similar entities must provide documents recognizing a person authorized to act on behalf of the entity. For multiple parcels collate by parcel the deeds, agent authorizations, and Sunbiz information.
<b>Legal Description:</b> Must indicate the PID with each respective description in Word format.
<b>Public Workshop Requirements:</b> (Section 86-41) 1. Newspaper advertisement 2. Notice to property owners 3. Meeting sign-in sheet 4. Summary of public workshop 5. Mailing List of Notified Parties (must include registered neighborhood associations)
<b>Location Map:</b> A map or aerial that delineates every parcel included in the application and indicate each parcel's current and proposed FLUM on the map in callouts.
<b>Survey of the Property:</b> Signed and sealed survey that accurately reflects the current state of the property. Each parcel must have its own legal description listed separately on the survey, correctly labeled by parcel id. <b>Date of survey:</b>
<b>Land Use Map:</b> A map or aerial that may include existing conditions, aerial photographs, natural communities and transportation network.
<b>Comprehensive Plan Compliant Report:</b> Justification for the proposed amendment including a statement of consistency with the Comprehensive Plan.
<b>Strikethrough/Underline Revisions:</b> Prepare a report listing individually each proposed Map, Section, Table, or Figure change of the Comprehensive Plan in strikethrough/underline format.
<b>Base Analysis:</b> may include Comprehensive Plan policy evaluation, site data and land use information (demographics, housing, public service and utilities, transportation, environmental, recreation, and open space), special studies, etc. in support of proposed amendment.
<b>School Concurrency (Residential Only):</b> School Impact Analysis Receipt from Sarasota County dated within 10 days of petition submittal
<b>Electronic Files submitted:</b> Provide PDF's of ALL documents, appropriately identified by name. Submit each document as one pdf (not each sheet in an individual pdf). Please title all documents with a clear and concise title (e.g. Application, Narrative, Agent Authorization Letter, Statement of Ownership, Legal Description, etc.).

**Technical compliance must be confirmed 30 days before a public hearing will be scheduled. The applicant or agent MUST be present at the public hearing and will be contacted by staff regarding availability.** By submitting this application the owner(s) of the subject property does hereby grant his/her consent to the Zoning Official and his/her designee, to enter upon the subject property for the purposes of making any examinations, surveys, measurements, and inspections deemed necessary to evaluate the subject property for the duration of the petition.

Authorized Agent Name:	Applicant Name:
Authorized Agent Signature: 	Applicant Signature:
Date:	Date: