



# CITY OF VENICE

## PLANNING AND ZONING DIVISION

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 Division. All information must be legible and will become a permanent part of the public record. Incomplete applications will not be reviewed and will be returned to the applicant/agent. Refer to the City of Venice Code of Ordinances Section 86-33 for submittal requirements.

<b>Project Name:</b> City of Venice 2017-2017 Comprehensive Plan Development Data Update	
<b>Brief Project Description:</b> Consistent with Comprehensive Plan Strategy LU 1.2.18, an update of development data within the mixed use designated land use areas in each of the seven identified neighborhoods.	
<b>Address/Location:</b> City of Venice	
<b>Parcel Identification No.(s):</b>	<b>Parcel Size:</b> <input type="checkbox"/> Gated Community <input type="checkbox"/> Height <input type="checkbox"/> Density
<input type="checkbox"/> Residential <input type="checkbox"/> Non-Residential <b>Zoning Designation(s):</b> <b>FLUM Designation(s):</b>	
<b>Fees:</b> The Zoning Administrator will determine if a project is a small scale or expedited state review, 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. <i>*Extended technical review fee of \$1400 charged at third resubmittal.</i>	
<input type="checkbox"/> Application Fee (Small Scale Amendment) \$5,227.50	<input type="checkbox"/> Review Fee \$2,050.00 OR
<input type="checkbox"/> Application Fee (Expedited State Review) \$6,525.15	<input type="checkbox"/> Review Fee \$1,537.50
<b>Applicant/Property Owner Name:</b> City of Venice	
<b>Address:</b> 401 W. Venice Ave. Venice, FL. 34285	
<b>Email:</b> rclark@venicegov.com	<b>Phone:</b> 941-882-7432
<b>Design Professional or Attorney:</b>	
<b>Address:</b>	
<b>Email:</b>	<b>Phone:</b>
<b>Authorized Agent (1 person to be the point of contact):</b>	
<b>Address:</b>	
<b>Email:</b>	<b>Phone:</b>

Staff Use Only

Petition No.

Fee:

Application packages are reviewed for completeness. Collate all copies into three sets. Packages must be submitted via hard & electronic copies, and additional copies may be requested. Large plans should be collated and folded to allow the bottom right corner visible. Concurrently filed applications must be packaged separately. Please indicate N/A if the document is not being submitted, and why it is not being submitted.

☒ **Application:** (1 copy) Pre-Application Date:

☒ **Narrative:** Provide A statement describing in detail the proposed changes, in addition to the short description on page one of the application (1 copy).

☒ **Comprehensive Plan Compliance Report:** Justification for the proposed amendment including a statement of consistency with the Comprehensive Plan (1 copy).

☒ **Strikethrough/Underline Revisions:** Prepare a report listing individually each proposed Map, Section, Table, or Figure change of the Comprehensive Plan in strikethrough/underline format (1 copy).

☐ **Location Map:** A map or aerial that delineates every parcel included in the application and indicate each parcel's current & proposed FLUM on the map in callouts (1 copy).

☐ **Land Use Map:** A map or aerial that may include existing conditions, aerial photographs, natural communities and transportation network (1 copy).

☐ **Base Analysis:** 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. (1 copy).

☐ **School Concurrency (RESIDENTIAL ONLY):** School Impact Analysis Receipt from Sarasota County dated within 10 days of petition submittal (1 copy).

☐ **Agent Authorization Letter(s):** A signed letter from *each* property owner, authorizing one individual, a single point of contact for staff (not a business) to submit an application and represent the owner throughout the application process. Clearly indicate the property parcel identification number(s) on each letter (1 copy for each property owner).

☐ **Statement of Ownership and Control:** Documentation of ownership and control of the subject property (deed). Sarasota County Property Appraiser summaries 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. Clearly indicate the property parcel identification number(s) on each deed (1 copy).

☐ **Public Workshop Requirements:** (Section 86-41) ☐ Newspaper advertisement ☐ Notice to property owners ☐ Sign-in sheet ☐ Written summary of public workshop ☐ Mailing List of Notified Parties (1 copy)

☐ **Survey of the Property:** 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. (1 copy) **Date of Survey:**

☐ **CD with Electronic Files:** Provide PDF's of ALL documents, appropriately identified by name on one CD/ thumb drive. All PDF's of site & development plans need to be signed and sealed. Submit each document or set of plans as one pdf- not each sheet in individual pdf's. **Provide a separate document with the legal description.**

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/Date/Signature:

Applicant Name/Date/Signature:

*[Signature]* (CITY OF VENICE) 11/1/2020