

City of Melbourne



Community Development Department
City Hall • 900 E. Strawbridge Avenue, Melbourne, FL 32901
(321) 608-7500 • Fax (321) 608-7519 • E-Mail p&z@melbourneflorida.org

APPLICATION FOR ZONING, REZONING

Date Received: _____ Rezoning No.: _____

This application must be completed and returned to the Community Development Department of the City of Melbourne, Florida, along with all required documents. The application will then be reviewed by staff and referred to the Melbourne Planning and Zoning Board for study and recommendation to the City Council. A change in zoning usually takes about 16 weeks.

1. APPLICANT NAME: (Print) _____
CONTACT PERSON: (If Corporation) _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: () _____ FAX: () _____
E-MAIL ADDRESS: _____

2. OWNER OF PROPERTY: (Print) _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: () _____ FAX: () _____
E-MAIL ADDRESS: _____

3. If Applicant or Owner cannot attend the Planning and Zoning Board and/or City Council meetings, please list the name of the Representative who will make the presentation, answer questions, or make decisions for the Applicant or Owner. **(Authorization to Represent Required)**

REPRESENTATIVE NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: () _____ FAX: () _____
E-MAIL ADDRESS: _____

4. Parcel ID Number (Property ID Number):
TWP: _____ RNG: _____ SEC: _____ SUBD: _____
BLK: _____ PARCEL/LOT: (if applicable) _____
Tax Account Number(s): _____
Total Acreage: _____

5. Future Land Use:
 City: _____ County: _____

6. Zoning:
Existing City _____ County _____

Proposed: _____

7. Highway and Street Boundaries: _____

8. Number of Units: _____ Density: _____

9. Intended use of the property: _____

10. Is the project proposed as an affordable housing development: Yes _____ No _____
(If yes, submit Notice of Affordable Housing Project)

11. Are you also requesting a Conditional Use? _____ If yes, for what use? _____

12. What, if any, structures are currently located on the property: _____

13. The following items are needed to complete this application for Public Hearing:

- a. _____ Two signed and Sealed Certified Surveys of the specific area in question, if not a recorded Plat, including a metes and bounds legal description with exact acreage.
- b. _____ \$794.00 Plus \$25.00 per acre for fraction thereof. (Round up)
- c. _____ \$210.00 Legal Advertisement Fee
- d. _____ Proof of Ownership - Warranty Deed Preferred **(if a Corporation, Partnership, LLC or Trust, provide proof of authority to authorize request)**
- e. _____ Two (2) copies of the Environmental Impact Assessment per Appendix D, Chapter 9, Article IV, City Code, when submitted with a site plan. If the site is already developed, please submit an official request for exemption pursuant to City Code, Appendix D, Chapter 9, Article IV.
- f. _____ Completed Facility Planning and (School) Concurrency Application and appropriate fee ****if applicable****

Signed and sealed
in the presence of:

OWNER(S):

Signature of Witness #1

Owner 1 Printed Name

Name Printed/Typed

Owner 1 Signature

Signature of Witness #2

Name Printed/Typed

STATE OF _____

COUNTY OF _____

The foregoing Owner Consent was acknowledged before me this ____ day of _____, 20____, by _____, who is personally known to me OR who has produced _____ as identification.

My commission expires:

Notary Public

Signature of Witness #1

Owner 2 Printed Name

Name Printed/Typed

Owner 2 Signature

Signature of Witness #2

Name Printed/Typed

STATE OF _____

COUNTY OF _____

The foregoing Owner Consent was acknowledged before me this ____ day of _____, 20____, by _____, who is personally known to me OR who has produced _____ as identification.

My commission expires:

Notary Public

This application must be completed and returned to the Community Development Department with all the required exhibits. The Community Development staff and other applicable City Departments will then review it. Following staff review, your request will be sent to the Planning and Zoning Board for public hearing, consideration, and recommendation. The petition and the Planning and Zoning Board's recommendation will then be forwarded to City Council for action. This will also be a public hearing. If the request is approved and an ordinance is required to implement the action (zoning, rezoning, conditional use, comprehensive plan amendment) the request will appear before the Council twice more, once as a first reading of the ordinance and once as a second reading and public hearing of the ordinance. The applicant as identified on the petition, will be advised of all of the dates and times of the public hearings by mail, and will receive an agenda and staff recommendation. The applicant will receive a letter from the City Clerk notifying the applicant of the final action by the City Council.

The applicant, the applicant's representative as stated on the application, or the applicant's attorney should appear at the public hearings. If photographs, documents, maps or other materials are provided to the Board or the Council as evidence at the public hearing, you will need to leave those instruments with the Board Secretary or the City Clerk. By law those instruments become public record and cannot be returned to you.

The public hearings before the Planning and Zoning Board and City Council regarding land development are considered quasi-judicial in nature. This means that the Board or Council is sitting as a judge would sit in a courtroom and that the decision made should be a result of the evidence presented at the hearings. All evidence should be presented at the public hearings. Appeals to the court are based on the evidence presented at the public hearings. Applicants or interested individuals may **contact, in person, by phone, or in writing, any of the Planning and Zoning Board members and/or City Council members who will be making decision on the action. However, such board member or council member is required to publicly disclose such contact, conversation, or letters received.**

If you wish to appeal any determination of the City Council, you will need a verbatim transcript of the record and copies of all the evidence presented. It will be your responsibility to make arrangements for the preparation of that verbatim record at your expense.

Attachment to all land development applications: Zoning, rezoning, conditional use, site plan approval, plat approvals, parking lot in a residential district, vested rights, and comprehensive plan amendment.

**PLANNING AND ZONING BOARD / CITY COUNCIL
AUTHORIZATION TO REPRESENT**

I, _____, owner of the following described property:

PROPERTY ADDRESS: _____, hereby authorize the following named individual to appear on my behalf before the Planning and Zoning Board / City Council public hearing for _____.

AUTHORIZED REPRESENTATIVE: _____

BY: _____
PROPERTY OWNER

STATE OF FLORIDA
COUNTY OF BREVARD

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____ who is personally known to me, or who has produced _____ as identification and who did (did not) take an oath.

NOTARY PUBLIC

NAME: _____

TITLE: _____

COMMISSION NUMBER: _____