

APPLICATION GUIDE/INSTRUCTION SHEET
Comprehensive Plan Amendment / Land Use Amendment

Comprehensive Plan Amendment

Applications to amend the City of Port Orange Comprehensive Plan may be initiated by any person, Board, or agency. To amend this plan, a pre-application meeting with the Planning and Development Division is required and must occur on or before ten working days prior to the application deadline. At this meeting, staff will explain the review process and the applicant is given the opportunity to discuss the proposed amendment.

The Comprehensive Plan

The City of Port Orange has adopted a Comprehensive Plan which is used to guide growth and development. The City's Comprehensive Plan outlines goals, objectives and policies for:

<i>Future Land Use</i>	<i>Coastal Zone Management</i>
<i>Transportation</i>	<i>Conservation</i>
<i>Housing</i>	<i>Recreation and Open Space</i>
<i>Sanitary Sewer</i>	<i>Intergovernmental Coordination</i>
<i>Solid Waste</i>	<i>Capital Improvements</i>
<i>Drainage</i>	<i>Concurrency Management</i>
<i>Potable Water</i>	<i>Public School Facilities</i>
<i>Aquifer Recharge</i>	

Through goals, objectives, and policies on these issues, the Comprehensive Plan ensures:

- The encouragement of the most appropriate use of land, water, and other resources consistent with the public interest;
- The promotion and protection of the public health, safety, and welfare;
- The provision of adequate and efficient transportation, water, sewage, drainage, fire protection, parks, recreational facilities, public schools, housing, and other services, facilities, and resources; and
- Conservation and protection of natural resources in the City while protecting private property rights.

Plan Maps

Maps illustrating locations of existing and proposed features such as land use designations, roadway improvements, bikepaths, utility service areas, parks, and wetlands are also included in the Plan. One of these maps, the Future Land use Map, is especially relevant to development activity in the City since this map specifies where various types of activity can occur.

Consistency with the Comprehensive Plan

Under the Florida Growth Management legislation, all development activities, including rezonings, must be consistent with the community's adopted comprehensive plan. If you wish to change the land use designation assigned to your property or any goals,

objectives, policies, or supporting text in the Comprehensive Plan which affects your property, you may apply for an amendment to the Comprehensive Plan.

Applying for a Plan Amendment

Your request to amend the Future Land Use map or the text of the Comprehensive Plan may be initiated by completing a Comprehensive Plan Amendment Application form. This form is available from the Community Development Department, which is located on the second floor of City Hall, 1000 City Center Circle, and is also available on-line at:

<https://www.port-orange.org/DocumentCenter/View/2173>

Applications for Comprehensive Plan Amendments may be made at any time, but Large-scale Comprehensive Plan Amendments shall only be adopted twice per year, except as authorized by City Council for economic development or other special projects. The twice per year Large-scale Comprehensive Plan Amendments are considered by the Planning Commission as set forth on the Public Hearing Critical Dates Calendar. Please note, in order for a Large-scale Comprehensive Plan Amendment application to be reviewed within the upcoming amendment cycle, the application must be received by the deadline set forth in the Public Hearing Critical Dates Calendar. The application must be completely filled out, all required attachments provided and the applicable fees submitted. If the application is found to be incomplete, then the applicant will have ten working days thereafter to submit any missing information. (Applications withdrawn within three working days following the application deadline are eligible for a full refund.)

Small-scale Comprehensive Plan Amendments, as defined in Section 163.3187, Florida Statutes, are exempted from this adoption frequency limitation and may be considered throughout the year.

In addition to submitting a completed application form, you will also need to provide the following for review of a Land Use Amendment:

- Proof of ownership (deed);
- Authorization from the owner if represented by an agent or contract purchaser;
- Accurate property survey;
- Property legal description;
- Completed Volusia County School Board-School Planning and Concurrency Application;
- Processing and review fee;
- Impact Analysis Studies; and
- Other information necessary to determine the impact of the proposed amendment on City facilities and services, as requested by the Department.

Small Scale Amendments

If your proposal qualifies as a small-scale Future Land Use Map amendment, it may be considered at any time throughout the year. Small-scale Future Land Use Map amendments include a request to change the land use on a property that is 10 acres or less in size to a non-residential land use designation or to a residential land use designation with an allowable density of 10 units per acre or less. There is an annual limit

of 80 acres established for the cumulative effect of these types of amendments. There are also limits on amendments to the same properties or adjoining properties within a 12-month period.

Review of Amendment Requests

Proposed amendments to the Comprehensive Plan are subject to review by the Planning Commission. After the Planning Commission's review, the amendments are transmitted to the City Council. Amendments which are favorably received by the City Council will, in turn, be transmitted to the State Department of Community Affairs (DCA), Volusia Growth Management Commission (VGMC), and other review agencies for review and response.

A favorable response on an amendment from the State and VGMC will allow the city Council to adopt an ordinance amendment the comprehensive Plan according to the request. All ordinances prepared for this purpose will go through two readings before the City Council at separate public hearings.

Amendment Process Time Frame

If you are planning to go through the Comprehensive Plan amendment process, you should allow for a minimum of nine months to complete this process.

Impact Analysis Studies

1. Transportation Impact Analysis: A future land use map amendment requires a Multi-model Transportation Impact Analysis (TIA) for any change of use when trip ends generated by the proposed amendment equal or exceed fifty (50) A.M. or P.M. peak hour trips per day, or when deemed necessary by the Administrative Official. The analysis shall be performed for the most trip intensive use as defined by the latest edition of the ITE Trip Generation Manual within the proposed land use category. The area covered by the analysis must be large enough to account for the majority of the trips, including impacts to State and County facilities. The TIA methodology must be coordinated with the City Transportation Planner and approved prior to the commencement of the analysis.
2. Environmental Impact Analysis: The analysis must be conducted by a qualified biologist and dated less than one year old. The analysis must document the types of habitat found on site; identify vegetation types, soils types, wetlands, floodplain; and must identify the presence of any threatened or endangered species and/or species of special concern.
3. Water and Sewer Demand: Identify the potable water and sanitary sewer demand for the amendment based on the current and proposed future land use designations.

The **City of Port Orange Department of Community Development** maintains a professional staff to assist with your specific development needs. Please feel free to contact our staff by telephone or appointment at:

City of Port Orange
Department of Community Development
1000 City Center Circle
Port Orange, FL 32129
Telephone (386) 506-5600
Fax (386) 506-5699
www.port-orange.org