



DEPARTMENT OF COMMUNITY DEVELOPMENT

Application for Rezoning

Before completing this application form, applicants are advised to carefully read the instructions accompanying this application. If space provided is not adequate, provide the information on a separate page, number and reference it,

FOR OFFICIAL COMMUNITY DEVELOPMENT DEPARTMENT USE ONLY

Date Submitted: _____ **Application Number:** _____

Land Use Ordinance No.: _____ **Rezoning Ordinance No.:** _____

1st City Council Public Hearing: _____ **Planning Commission's LPA Public Hearing:** _____

2nd City Council Public Hearing: _____

and attach it with application. Two (2) COMPLETE applications must be typed or printed legibly in black ink and submitted unstapled to: City of Inverness, Community Development Department 212 W. Main Street, Inverness, FL 34450. Phone (352) 726-3401

I. GENERAL INFORMATION ON APPLICANT/AGENT

A. Applicant's Name: _____

Applicant's Company Name: _____

Applicant's Mailing Address: _____

Applicant's City: _____ State: _____ Zip Code: _____ - _____

Daytime Phone Number: (_____) _____ - _____ Fax Number: (_____) _____ - _____

Applicant's Email Address: _____

B. Property Owner Name(s): _____

Property Owner(s) Mailing Address: _____

Property Owner(s) City: _____ State: _____ Zip Code: _____ - _____

Daytime Phone Number: (_____) _____ - _____ Fax Number: (_____) _____ - _____

II. DESCRIPTION OF PROPERTY

A. Amount of Acreage for Amendment (rounded to the nearest hundredth of an acre): _____

B. Property Location

1) Property Appraiser's RE #s (in ascending order): _____

2) General Location: _____

3) Property Address (If known): _____

4) Subdivision, Block and Lot (If known): _____

5) Between Streets/Major Features _____ and _____

III. UTILITIES

Indicate utilities to serve the site for potable water: _____ and sanitary sewer: _____

IV. LAND USE AMENDMENT / REZONING REQUEST INFORMATION

A. Current Utilization of Property (See Instructions): _____

B. Site's Current 2026 Comp Plan FLUM Current Land Use Category: _____ Acreage: _____

C. Requested 2026 Comp Plan FLUM Designation: _____

D. Surrounding 2026 Comp Plan FLUM Designation(s): _____

E. Reason / Justification for Land Use Amendment: _____

F. Current Zoning District(s) Acreage: _____ Current Zoning District: _____ Acreage: _____

G. Requested Zoning District: _____ Acreage: _____

V. REQUIRED ATTACHMENTS FOR COMPLETE APPLICATION

- Exhibit 1: Legal Description - Accurate legal description (may be either lot and block or metes and bounds) of specific property being requested for land use change.
- Exhibit A: Property Ownership Affidavit - Notarized Letter(s). (One copy of the Warranty Deeds must be submitted separately as supplemental information.)
- Exhibit B: Agent Authorization - Notarized letter(s) designating the agent.

VI. SUPPLEMENTARY INFORMATION THAT MAY BE REQUIRED WITH APPLICATION

The applicant may be required to furnish additional information about the property relative to the following factors, where applicable:

- A. Soils.
- B. Natural Vegetation/Wildlife.
- C. Wetlands (type, location and amount of acreage to the nearest one-hundredth acre).
- D. Topography/Flood Prone Areas.
- E. Historic Resources/Sites and Significant Archaeological Sites.
- F. Aquifer Recharge Area.
- G. School Impact Analysis
- H. Traffic Impact Analysis
- I. Other Support Data Required By Staff: _____

VII. APPLICATION CERTIFICATION (Must be signed & dated)

I, hereby, certify that I am the owner or the authorized agent of the owner(s) of the property described herein, that all answers to the questions in this application and all information contained in the material attached to and made a part of this application, are accurate and true to the best of my knowledge and belief.

(Signature of Applicant/Agent)

(Date)

SMALL-SCALE LAND USE APPLICATION CHECKLIST **And CERTIFICATION For SUFFICIENCY**

The following listing below reflects the basic application package required for submission of a Small-Scale Land Use Amendment application. Please check each box below for assurance of inclusion and attach this signed and dated checklist to the land use application. The applicant is required to file the companion rezoning application at the same time that the Small-Scale land use amendment is filed. Please note that a companion PUD rezoning application must be reviewed, initialed and dated for sufficiency by the Community Development Department.

Two (2) complete Sets of the Small-Scale Land Use Application and Rezoning Application must be filed. The application form and required exhibits must be submitted on 8½ X 11 sized paper and clamped/paper-clipped (not stapled) in the following order:

- Fully completed application form filled out. In accordance with formatting procedures indicated in the application instruction manual, "**Page_of_**" must be placed in the lower left corner of each and all pages of the application. The Community Development Department will number all application page.
- Exhibit 1** - A very clear, accurate and legible legal description of the property (**Exhibit 1**). (The legal description should not be a faint or distorted copy that is difficult to read or duplicate.) **The entire legal description must be on these Exhibit 1 pages. Do not number Exhibit 1 Pages.**
- Exhibit A** – A notarized letter from each property owner(s) that involves a request for a land use change. One copy of the warranty deed(s) (reduced down to 8½ X 11 pages) must be submitted as supplemental information, but not attached to the formal application.
- Exhibit B** – A notarized letter signed by the property owner(s) that provides authorization for the application's agent to represent owner(s) (if applicant is not the owner).
- Wetland map (if site contains wetlands) indicating exact location, acreage size, and types of wetlands found on site.
- Additional information found by Community Development Department to be required during the Pre-Application Meeting.

I attest by my signature that all required information for this Small-Scale Land Use Amendment Application and companion Rezoning Application are completed and duly attached in the above-prescribed order. If the package is found to be lacking the above requirements, I understand that the application will be returned for correct resubmission. I further acknowledge that if my applications are found insufficient due to inaccurate or inadequate information past the sufficiency review deadline, my applications would be deferred to a future application series once my application is found sufficient.

(Signature of Applicant/Agent)

(Date)

ORDINANCE _____

Legal Description

EXHIBIT A

Property Ownership Affidavit

Date: _____

City of Inverness

Community Development Department
212 W. Main Street, Inverness, Florida 34450

Re: Ownership Certification

I, _____ hereby certify that I am the Owner of the property described in the attached legal description, **Exhibit 1** in connection with filing application(s) for _____, submitted to the Inverness Community Development Department.

(Owner's Signature)

STATE OF FLORIDA
COUNTY OF CITRUS

The foregoing affidavit was sworn and subscribed before me this _____ day of _____ (month), _____ (year) by _____ who is personally known to me or has produced _____ as identification.

(Notary Signature)

EXHIBIT B

Agent Authorization

Date: _____

City of Inverness

Community Development Department
212 W. Main Street, Inverness, Florida 34450

Re: Agent Authorization for the following site location:

You are hereby advised that the undersigned is the owner of the property described in **Exhibit 1** attached hereto. Said owner hereby authorizes and empowers _____ to act as agent to file application(s) for _____ for the above referenced property and in connection with such authorization to file such applications, papers, documents, requests and other matters necessary for such requested change.

(Owner's Signature)

STATE OF FLORIDA
COUNTY OF CITRUS

The foregoing affidavit was sworn and subscribed before me this _____ day of _____ (month), _____ (year) by _____, who is personally known to me or has produced _____ as identification.

(Notary Signature)

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR REQUESTING A SMALL-SCALE LAND USE AMENDMENT TO THE 2026 COMPREHENSIVE PLAN

I. GENERAL INFORMATION

- A. **Applicant's Name, etc:** Give the name, address, daytime phone number, fax number and e-mail address of the applicant. The applicant is an individual who will be the contact person for all business relative to this application.
- B. **Owner's Name, etc:** Enter the name, address, daytime phone number and fax number of the property owner. (The owner may be a person, firm, agency or an organization). If the application for the property includes more than one name, attach a separate sheet listing all of the property owner's names, addresses and daytime telephone numbers.

II. DESCRIPTION OF THE PROPERTY

- A. **Property Acreage:** Indicate the total land area (to the nearest 1/100th of an acre) of the subject property.

NOTE: If an application indicates the existing land use category to be more than one category, then the applicant in Section IV-B of this application must provide the acreage breakdown for each of the site's existing land use categories within the proposed site requested for change.

- B. **Property Location:**
- 1) **Property Appraiser's 'RE' Number:** From Citrus County's Property Appraiser's records, indicate all of the real estate (RE) numbers for all of the parcels included in this application for land use change. (Provide the RE number also if only a portion of a parcel is being changed.) **Please list the RE numbers on the form in ascending numerical order.**
 - 2) **General location:** Give the generalized description of the subject property's location in the City. (Examples: "on the north side of W Main Street and east of Hendrix Ave" or "on the east side of US 41 and 500 feet of Withlacoochee State trail").
 - 3) **Property Address:** Indicate the street address of the property.

- 4) **Subdivision, Block and Lot:** If subject property is part of one or more subdivisions indicate the subdivision name, block number(s) or letter(s) and the lot number(s).
 - 5) **Between Streets:** Indicate the names of nearest streets (or major physical landmark such as a power line easement, state trail, or a creek or river) paralleling on both sides of the subject property.
- C. **Utilities serving the site for potable water and sanitary sewer:** Enter the name of the utility/utilities serving the site for potable water and sanitary sewer. If the property is not currently served by any water supply and/or sewage disposal system(s), indicate how the service will be provided to the site. **If the provider for water or sewer is a private utility, please provide the utility's name and mailing address.**

III. LAND USE AMENDMENT/REZONING REQUEST INFORMATION

- A. **Current utilization of the property:** Indicate how all of the subject property is presently being utilized, i.e.; retail store, office, vacant land, vacant commercial building, convenience store, gas station, single-family residence, dairy farm, etc.
- B. **Current 2026 Comprehensive Plan Land Use Designation(s):** Indicate the functional land use category(s) for the subject property on the adopted Future Land Use Map series (FLUMs) of the 2026 Comprehensive Plan. **If there is more than one land use category on the site, please indicate each land use category's acreage amount as well as the total site's acreage to nearest 1/100th of an acre (II. A. of application on page 1).**
- C. **Requested Land Use Designation:** Indicate the land use category that is being requested for the property. (This category must be from the land use classifications included in the Future Land Use Element (FLUE) of the *2026 Comprehensive Plan*.)
- D. **Surrounding Land Use Designations:** Indicate the land use categories that surround the entire subject property. (These categories must be from the land use classifications included in the Future Land Use Element (FLUE) of the *2026 Comprehensive Plan*.)
- E. **Reason/Justification for the Amendment:** Explain the basis for your request. Give solid and convincing reason(s) as to why the current designation is not appropriate for the property, and why the requested use is more suitable.

Chapter 9J-5, *FAC* requires adequate data and analysis to justify any change(s) in an adopted plan. Accordingly, any relevant information, which will support the request, should be included. This may include:

1. Compatibility of the requested use(s) with the existing and proposed land uses depicted on the FLUMs for the area adjacent to the subject property.
 2. Relationship of the property to the surrounding road network.
 3. Availability and demand for sanitary sewer, solid waste, drainage, potable water, traffic circulation, recreation, schools, and fire and rescue services.
 4. Compatibility of the proposed land use amendment with the objectives and policies of the FLUE and other *2026 Comprehensive Plan* elements.
 5. Availability of, and demand for, land in the land use category requested.
- F. **Current Zoning District Designation(s):** State the existing zoning for the subject property. If the property has more than one zoning district, include a map showing the zoning district boundaries. **If there is more than one zoning district on the site, please indicate the amount of acreage for each zoning district within in the proposed site's companion rezoning application.**
- G. **Requested Zoning District Designation:** Indicate the zoning district desired for the property under the requested land use.

IV. REQUIRED ATTACHMENTS

EXHIBIT 1 Legal Description: Attach a copy of the legal description of the property, which is one of the documents included in the package when the property is purchased. The legal for the land area of the requested land use amendment only should be placed on a separate page titled. **Please use the current LEGAL DESCRIPTION (Exhibit 1) forms provided by the Community Development Department. Please do not create your own legal description pages!** The legal must be clearly legible.

EXHIBIT A Property Ownership Affidavit: The application must include this form that provides a notarized affidavit from each property owner that has property included within the boundaries of the proposed land use amendment application. If the property or properties are corporately owned, then an officer of the corporation may be designated to sign this Exhibit for the corporation. One copy of the Warranty Deeds will also be required for submission, but should not be included with the formal application. The warranty deeds should be submitted under separate cover for the staff's use in verifying ownership.

EXHIBIT B Agent Authorization: This notarized letter(s) designates the agent: If the applicant is a representative or an agent of the property owner(s), attach letter(s) signed by owner(s) designating the representative/agent. The letter(s) must be duly notarized. If the owner is a firm or corporation, the letter may be signed by the official who is authorized to sign such documents on behalf of the firm.

V. SUPPLEMENTARY INFORMATION

The applicant may furnish any additional information in support of his request. This may include information, including maps, relating to:

A., B., C., D. and F. Natural features - such as soils, vegetation, wetlands, topography, flood prone areas, groundwater aquifer recharge areas etc.

E. Historic Resources: Indicate if there are any known historic or archaeological resources on the site.

G, H, I. Other Support Data: Socio-economic data, market studies, traffic analysis, specially designated district(s), i.e.; Wellhead Protection Zone etc.

GENERAL COMMENTS AND REQUIREMENTS

Proof of payment of filing fees:

For Small-Scale land use amendment applications, the zoning application must be filed and paid at the same time as the land use amendment is filed and paid.

Page Numbering: All documents introduced to the City Council must be appropriately labeled and numbered. Thus provision must be made in the land use amendment and rezoning applications for every single page to be appropriately numbered by the staff...this includes titles pages. Applicants are requested to **NOT NUMBER THE PAGES** but, are requested to provide the appropriate “**Page _____ of _____**” on every page so that the JPDD staff can then number the pages after adding the appropriate maps to your submitted application. The staff, after adding maps and the 350-radius information to the application will number the pages prior to the applications being forwarded to the General Counsel’s office and the City Council’s Legislative Services Division.

FORMAT for complete application Page Numbering: “**Page _____ of _____**” ...The margin for a footnote should be set at 3/10ths of an inch from the bottom of the page on the left side of each page. The font style being utilized on the forms provided with the application is **ARIAL**. The font size being utilized is 10 point and **should be bold**.

All maps, site plans and attachments included in the applications must be 8 1/2" x 11" in size. Every map must include the title, legend, scale and the north arrow. The maps should be black and white

and the patterns, where used, should be clearly distinguishable from each other. All lettering and printing must be clearly legible, including the names of streets and any other significant features.

Only two sets of the application are now required to be submitted, but these two applications must be submitted either paper-clipped or clamped, **NOT STAPLED.**

Only one copy of the appropriate deeds will be required for an application. The deeds are not to be included with the formal application, but submitted separately for staff review.