



FOR OFFICE USE ONLY	
File #	_____
Application Fee:	_____
Filing Date:	_____
Acceptance Date:	_____

Comprehensive Plan Amendment Application (50+ Acres and/or Text Amendment)

A. PROJECT

1. Project Name: _____
2. Address/Location of Subject Property: _____
3. Parcel ID Number(s): _____
4. Existing Use of Property: _____
5. Future Land Use Map Designation: _____
6. Existing Zoning Designation: _____
7. Proposed Future Land Use Map Designation: _____
8. Acreage: _____

B. APPLICANT

1. Applicant's Status Owner (title holder) Agent
2. Name of Applicant(s) or Contact Person(s): _____ Title: _____
Company (if applicable): _____
Mailing address: _____
City: _____ State: _____ ZIP: _____
Telephone: (____) _____ FAX: (____) _____ e-mail: _____
3. If the applicant is agent for the property owner*
Name of Owner (title holder): _____
Mailing address: _____
City: _____ State: _____ ZIP: _____
Telephone: (____) _____ FAX: (____) _____ e-mail: _____

* Must provide executed Property Owner Affidavit authorizing the agent to act on behalf of the property owner.

C. ATTACHMENTS (One copy reduced to no greater than 11 x 17, plus one copy in PDF format.)

1. Statement of proposed change
2. Map showing the proposed Future Land Use Map amendment and Future Land Use Map designations on surrounding properties.
3. Infrastructure Impact Analysis - Address the impact on the following public facilities:
 - a. Potable water
 - b. Sanitary sewer
 - c. Transportation, a traffic study may be required
 - d. Solid waste
 - e. Recreation
 - f. Stormwater
 - g. Public schools.
4. Analysis of Consistency with the Town of Hilliard Comprehensive Plan (identify specific Goals, Objectives, and Policies and describe in detail how the application complies with the noted Goal, Objective, or Policy.)
5. A current aerial map (Maybe obtained from the Nassau County Property Appraiser.)
6. Legal description with tax parcel number.
7. Boundary survey
8. Vicinity Map
9. Warranty Deed or the other proof of ownership
10. Application Fee.
 - a. Future Land Use Map Amendments - \$1,500 plus \$20 per acre
 - b. Text Amendment to Comprehensive Plan - \$1,500 per element
 - c. All applications must pay the cost of postage, signs, advertisements, and the fee for any outside consultants.

No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any fees necessary for technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity. The invoice shall be paid in full prior to any action of any kind on the development application.

All 10 attachments are required for a complete application. A completeness review of the application will be conducted within fourteen (14) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.

I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge:

Signature of Applicant

Signature of Co-applicant

Typed or printed name and title of applicant

Typed or printed name of co-applicant

Date

Date

State of _____ County of _____

The foregoing application is acknowledged before me this _____ day of _____, 20__, by _____

_____, who is/are personally known to me, or who has/have produced _____
as identification.

NOTARY SEAL

Signature of Notary Public, State of _____