

RULE 9J-11, F.A.C., SUBMITTAL REQUIREMENTS FOR
PROPOSED COMPREHENSIVE PLAN AMENDMENTS

October 2005

NUMBER OF COPIES TO BE SUBMITTED: Please submit three copies of all comprehensive plan materials, of which one copy shall be paper and the other two copies may be on CD ROM in Portable Document Format (PDF), to the Florida Department of Community Affairs and one copy each to the Florida Department of Environmental Protection (DEP), appropriate Florida Department of Transportation (DOT) district office, Department of State (DOS), appropriate Regional Planning Council (RPC), the appropriate Water Management District (WMD), Office of Educational Facilities of Commissioner of Education (if related to public educational facilities element pursuant to 163.31776, F.S.), the commanding officer or designee of each military installation located within, adjacent or proximate to the local government (if the amendment would affect the intensity, density, or use of the land adjacent to or in close proximity to the military installation), Office of Tourism, Trade, and Economic Development (OTTED) (if the amendment is related to a rural area of critical economic concern pursuant to Section 163.3187(1)(o), F.S.), appropriate County, the Florida Fish and Wildlife Conservation Commission (FFWCC) (county plans only), and the Florida Department of Agriculture and Consumer Services (DOACS), Division of Planning and Budgeting (county plans only).

SUBMITTAL LETTER REQUIREMENTS: Please include the following information in the cover letter transmitting the proposed amendment (Rule 9J-11.006(1)(a), F.A.C.):

_____ The date(s) the local planning agency and the city commission held public hearings (Rules 9J-11.006(1)(a)1 and 9J-11.006(1)(a)2, F.A.C.);

_____ A statement certifying that the proposed amendment(s) have been submitted to DEP, DOT, DOS, the RPC and the WMD, County, Education (PEFE related amendment only), Military Base Commanding Officer (if amendment would affect the intensity, density, or use of the land adjacent to or in close proximity to the military installation), OTTED (if the amendment is related to a rural area of critical economic concern pursuant to Section 163.3187(1)(o), F.S.), FFWCC (county only), and Agriculture (county only) . Certification means that the letter must state that a copy of each item specified under 9J-11.006(1)(a)(b) and (c), F.A.C., has been mailed to these agencies and the date the amendment package was mailed (Rule 9J-11.006(1), F.A.C.);

_____ A statement certifying that a copy of the adopted plan, including amendments, associated data and analysis and all support documents, has been submitted to the review agencies listed in Rule 9J-11.009(6), F.A.C. If amendment is based on the EAR, must certify that adopted EAR has been sent to agencies listed in Rule 9J-11.009(6), F.A.C.; (Rules 9J-11.006(1)(a)8, F.A.C.);

_____ A copy of letters submitted to each review agency providing them with a copy of the complete adopted plan or EAR, if applicable. Note: this is not required if copies of the elements being amended are included in the amendment submittal package (Rule 9J-11.006(1)(a)8., F.A.C.);

_____ A summary of the plan amendment(s) content and effect (Rule 9J-11.006(1)(a)3, F.A.C.);

_____ A statement indicating whether to have DCA review the proposed amendment as provided in 163.3184(3)(a), F.S., (Rule 9J-11.006(1)(a)3., F.A.C.);

_____ The month the local government anticipates the amendment will be adopted (Rule 9J-11.006(1)(a)4., F.A.C.);

_____ The name, title, address, telephone, FAX number, and e-mail of the local contact person (Rule 9J-11.006(1)(a)10, F.A.C.);

_____ A statement indicating whether the amendment is applicable to an area of critical state concern (Rule 9J-11.006(1)(a)5., F.A.C.)

_____ A statement indicating whether the amendment(s) is located within Orange, Lake or Seminole Counties and subject to the Wekiva River Protection Area, pursuant to Chapter 369, Part III, F.S. (Rule 9J-11.006(1)(a)6., F.A.C.);

_____ A statement indicating whether the amendment is subject to a joint planning agreement and, if so, a list of the local government(s) that are party to the agreement. If the amendment is subject to a joint planning agreement, the transmittal letter shall be signed by the chief elected official (or designee) of each local government (Rule 9J-11.006(1)(a)9., F.A.C.).

EXEMPTIONS: A comprehensive plan is exempt from the limit of two amendments per year if it meets any of the following criteria (Rule 9J-11.006(1)(a)7., F.A.C.):

_____ The amendment is directly related to a proposed development of regional impact (Rule 9J-11.006(1)(a)7a, F.A.C.);

_____ The amendment is directly related to small scale development activities (Rule 9J-11.006(1)(a)7b, F.A.C.);

_____ The amendment meets the definition of emergency (Rule 9J-11.006(1)(a)7c, F.A.C.);

_____ The amendment is submitted pursuant to a compliance agreement (Rule 9J-11.006(1)(a)7d, F.A.C.);

_____ The amendment is directly related to the intergovernmental coordination element (Rule 9J-11.006(1)(a)7e, F.A.C.);

_____ The amendment is related to the location of a state correctional facility (Rule 9J-11.006(1)(a)7f, F.A.C.);

_____ The amendment identifies the land use categories in which public schools are allowed (Rule 9J-11.006(1)(a)7g, F.A.C.);

_____ The amendment updates the five-year schedule of Capital Improvements pursuant to Section 163.3187(1)(f), F.S.; (Rule 9J-11.006(1)(a)7h, F.A.C.);

_____ The amendment is associated with an economic development project (Rule 9J-11.006(1)(a)7i, F.A.C.);

_____ The amendment is directly related to the redevelopment of a brownfield area (Rule 9J-11.006(1)(a)7j, F.A.C.).

_____ The amendment is directly related to Port Transportation Facility (Rule 9J-11.006(1)(a)7k, F.A.C.);

_____The amendment is directly related to Urban Infill Areas (Rule 9J-11.006(1)(a)7l, F.A.C.);

_____The amendment is directly related to Transportation Improvements (Rule 9J-11.006(1)(a)7m, F.A.C.);

_____The amendment is directly related to Public Schools Facilities Element (Rule 9J-11.006(1)(a)7n, F.A.C.);

_____The amendment is directly related to FLUM school sites in Public Schools Facilities Element (Rule 9J-11.006(1)(a)7o, F.A.C.);

_____The amendment is directly ICE related pursuant to Section 163.3177(6)(h)4b, F.S.; (Rule 9J-11.006(1)(a)7p, F.A.C.);

_____The amendment is directly related to Boat Facility Siting Plan/Policy pursuant to Section 380.06(24)(k)1, F.S. (Rule 9J-11.006(1)(a)7q, F.A.C.)

_____The amendment directly addresses criteria or compatibility of land uses adjacent to or in close proximity to military installations pursuant to Sections 163.3187(1)(m), F.S.; (Rule 9J-11.006(1)(a)7r, F.A.C.)

_____The amendment directly establishes or implements a rural land stewardship area pursuant to Section 163.3177(11)(d), F.S.; (Rule 9J-11.006(1)(a)7s, F.A.C.)

_____The amendment directly incorporates the regional water supply work plan approved pursuant to Sections 373.0361 and 163.3177(6)(c), F.S.; (Rule 9J-11.006(1)(a)7t, F.A.C.)

_____The amendment directly implements the Wekiva Study Area plan pursuant to Section 369.321, F.S.; (Rule 9J-11.006(1)(a)7u, F.A.C.)

_____The amendment updates the capital improvements element to update the schedule of capital improvements on an annual basis pursuant to Section 163.3177(3)(b)1, F.S.; (Rule 9J-11.006(1)(a)7v, F.A.C.)

_____The amendment is to the capital improvements element other than an update to the schedule of capital improvements pursuant to Section 163.3177(3)(b)2, F.S.; (Rule 9J-11.006(1)(a)7w, F.A.C.)

_____The amendment directly incorporates a community vision meeting the criteria of Section 163.3177(13), F.S., as a component to the comprehensive plan pursuant to Section 163.3177(13)(f), F.S.; (Rule 9J-11.006(1)(a)7x, F.A.C.)

_____The amendment directly designates an urban service boundary meeting the criteria of Section 163.3177(14), F.S., pursuant to Section 163.3177(14)(b), F.S.; (Rule 9J-11.006(1)(a)7y, F.A.C.)

_____The map amendment is consistent with Section 163.3184(17), F.S., within the urban service boundary for those local governments that have adopted a community vision and urban service boundary pursuant to Sections 163.3177(13) and (14), F.S.; (Rule 9J-11.006(1)(a)7z, F.A.C.)

_____The map amendment is consistent with Section 163.3184(18), F.S., within the urban infill and redevelopment area for those local governments that have adopted an urban infill and

redevelopment area pursuant to Section 163.2517, F.S.; (Rule 9J-11.006(1)(a)7aa, F.A.C.)

_____The amendment is submitted pursuant to Section 163.3187(1)(o), F.S., within an area designated by the Governor as a rural area of critical economic concern under Section 288.0656(7), F.S.; (Rule 9J-11.006(1)(a)7bb, F.A.C.)

_____The amendment is necessary to carry out the approved recommendation of a special magistrate under Section 70.051, F.S. (Rule 9J-11.006(1)(a)7cc, F.A.C.)

PROPOSED AMENDMENT PACKAGE: Please include the following information in the proposed amendment package (Rule 9J-11.006(1)(b), and (c), F.A.C.):

_____ All proposed text, maps and support documents (including data and analysis) reflected on new pages of the affected amendment in a strike-through/underline format (or similar easily identifiable format);

_____ Identify the plan amendment number of each page affected (Rule 9J-11.006(1)(b), F.A.C.);

_____ Staff, local planning agency and local governing body recommendations (Rule 9J-11.006(1)(c), F.A.C.);

_____ Support documents or summaries of the support documents on which the recommendations regarding the proposed plan amendment(s) are based (Rule 9J-11.006(1)(c), F.A.C.);

_____ Copies of the entire elements being amended if the local government did not certify that it submitted copies of its adopted plan to review agencies (Rule 9J-11.006(1)(a)8., F.A.C.).

_____For Future Land Use Map amendments, please include a future land use map depicting:

_____The proposed future land use designation of the subject property (9J-11.006(1)(b)1.a., F.A.C.)

_____ The boundary of the subject property and its location in relation to the surrounding street and thoroughfare network (9J-11.006(1)(b)1.a., F.A.C.);

_____ The present future land use map designations of the subject properties and abutting properties (9J-11.006(1)(b)1.b., F.A.C.).

_____An Existing Land Use Map depicting:

_____The existing land use(s) of the subject property and abutting properties (Rule 9J-11.006(1)(b)2, F.A.C.);

_____ In addition:

_____The size of the subject property in acres or fractions thereof (Rule 9J-11.006(1)(b)3., F.A.C.)

_____ A description of the availability of and the demand on sanitary sewer, solid waste, drainage, potable water, traffic circulation, schools and recreation, as appropriate (Rule 9J-11.006(1)(b)4., F.A.C.);

_____ Information regarding the compatibility of the proposed land use amendments with the Future Land Use Element goals, objectives and policies, and those of other affected elements (Rule 9J-11.006(1)(b)5., F.A.C.).

_____ If a local government relies on original data, or data and analysis from a previous amendment, it shall provide to DCA, at the time of submittal, a reference to the specific portions of the previously submitted data and analysis on which the local government relies to support the amendment (Rule 9J-11.007(2), F.A.C.);

_____ If previous data and analysis is no longer the best available existing data or no longer supports the plan, then copies of updated and reanalyzed data and analysis must be submitted to support the proposed amendment (Rule 9J-11.007(1), F.A.C.). Note: Remember 9J-11.006(1) states that applicable data and analysis must accompany the amendment packages submitted to DEP, DOT, DOS, the RPC and the WMD, County, Education (PEFE related amendment only), Military Base Commanding Officer (if amendment would affect the intensity, density, or use of the land adjacent to or in close proximity to the military installation), OTTED (if the amendment is related to an area of rural critical economic concern pursuant to Section 163.3187(1)(o), F.S.), (FFWCC (county only), and Agriculture (county only).

_____ All plan amendments must meet the requirements of Rule 9J-5, F.A.C. (Rule 9J-11.007(3), F.A.C.).