

COMPREHENSIVE PLAN AMENDMENT (“CPA”) INTAKE CHECKLIST

Intake Items Required	Staff Intake		
	Yes	No	N/A
Application / Fee			
Complete application (1 hard copy and 1 on CD) with page numbers			
Description of subject area with P.I.D. # in Word (format) on CD			
Completed billable fee form			
\$5,000 Application fee for small-scale, large-scale, and text amendments			
A valid phone number must appear on all checks.			
Identification of all changes to the Comprehensive Plan			
Acreage of area affected (e.g., proposed area to be directly affected)			
Justification for the proposed amendment including a statement of consistency with associated Comprehensive Plan goals, objectives and policies.			
Agreed upon materials from the pre-application meeting. (Changes on a case-by-case basis.)			
Is the proposed amendment a large-scale amendment?			
Is the proposed amendment a small-scale amendment?			
Is the proposed amendment a text amendment?			
Future land use designation and designation on adjoining properties			
Disclosure of ownership or other interest, including affidavit of ownership			
Out of Cycle Comprehensive Plan Amendments			
Applicant must submit letter to Planning Director for BCC authorization to proceed			
BCC authorizes process to consider CPA out-of-cycle (Consent Item)			
In Cycle Comprehensive Plan Amendments			
Applicant must submit (complete) application by May 15 th .			
A description of the proposed amendment and reason for the amendment shall be included in the DCR request to the Planning Director. Requests shall be submitted prior to April 1.			
Neighborhood Workshop Information			
Legal Proof of ad publication (Verify that it ran 7 days prior to the date of workshop)			
Verify Neighborhood Workshop was held prior to submission of proposed amendment.			
Copy of the mailing list and buffer map			
Copy of the letter or postcard mailed to surrounding property owners (verify that it was mailed at least 10 days prior to the date of the workshop)			
Copy of all supplemental materials mailed out or handed out at the workshop			
Sign-in sheet			
Minutes of workshop (e.g., summary of issues discussed, concerns, responses, etc.)			
Audio recording of meeting (on CD)			
Associated land use documents (CAPs, DRIs, previous submittals, rezones, and other ancillary documents)			
Does the proposed amendment fall under the preview of a Critical Area Plan (or other similarly designated overlay district)?			
Is the proposed amendment associated with a DRI? If yes, it may be submitted at any time.			
Is the proposed amendment associated with a rezone/special exception?			
Have there been previously approved/denied CPAs on the subject parcel?			
Other relevant information			
All applications should be date stamped “received month/date/year” at the front desk. If there is any additional information that affects this request, please explain.			

***Applicant must comply with requirements of the Sarasota County Code, Section 94. Effective June 4, 2013**