

Step 3 – FORMAL APPLICATION INSTRUCTIONS

LAND USE CHANGE FOR REZONE (RZ) AND SPECIAL EXCEPTION (SE)

A **Rezone (RZ)** is required to request a change of a property's Zoning District. This is also referred to as a Zoning Map Amendment. The procedures are described in the Unified Development Code Section 124-39.

A **Special Exception (SE)** is required to request a use that would not be appropriate generally or without restriction throughout a zoning division or district. The procedures are described in the Unified Development Code Section 124-43.

There are three general steps for either a RZ or SE application:

- Step 1** [Pre-Application](#)
- Step 2** [Neighborhood Workshop](#)
- Step 3** [Formal Application](#)

Each Step has its own Application Form, which can be acquired by following the hyperlinks above, or:

- Planning and Development Services, 1660 Ringling Blvd., 1st Floor, Sarasota, Florida, 34236, or
- Email planner@scgov.net

Step 3 – FORMAL APPLICATION

There is a \$7,500.00 Formal Application Fee. The Formal Application for a Land Use Change for a Rezone or a Special Exception can be submitted after the Pre-Application (Step 1) and Neighborhood Workshop (Step 2) have been completed. The Formal Application will include:

There are two parts to the Pre-Application Process:

Part A – Formal Application General Information Form

The *Formal Application General Information Form* is to be completed by the Agent. The Formal Application Form provides the information about a proposed project, the applicant team and the site.

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Part B – Information from DRC Checklist

The Agent will use the completed *DRC Checklist Form* (from the Pre-Application) to ensure that the Formal Application contains all the requested information. At a minimum, Part B will include:

- i. Pre-Application Summary letter from Staff
- ii. Narrative describing application request
- iii. Development Concept Plan (see DCP requirements)
- iv. Aerial (most recent)
- v. Other necessary Maps (color recommended)
- vi. Consistency Review with Comprehensive Plan
- vii. Modifications requested with justification for requests
- viii. Other information requested from DRC

Part C - Other Required Documents

- i. Disclosure of Ownership Form (per Sarasota County Charter Section 3.8)
- ii. Billable Fee Form
- iii. Application Fee (\$7,500) (A valid phone number must be on all checks)
- iv. Legal Description (digital MS Word format)
- v. Neighborhood Workshop Materials

Formal Application Process Description:

1. The Formal Application Packet will include the following.
 - a. Part A – Formal Application General Information Form, and
 - b. Part B – Information from DRC Checklist, and
 - c. Part C – Other required documents.
2. Provide the Formal Application Packet in the following format:
 - a. Digital (CD), and
 - b. Two paper copies, unless noted otherwise in Part B (i.e., Transportation).
 - Paper copies should be 3-hole punched or bound.
 - Colored maps and aerials are recommended.
3. Request an application submittal meeting, at least 24 hours before the requested time, with P&DS to submit the Formal Application Packet. A meeting may be requested via:
 - a. Phone: Planner of the Day at 941-861-5244; or
 - b. E-Mail: planner@scgov.net.
4. P&DS staff will examine the Packet to determine whether it contains all the required information and can be accepted. This is not a substitution for the Application Sufficiency Review described in the Unified Development Code Section 124-36(c)(3).
5. The request for a Land Use Change for a Rezone or a Special Exception will be processed per the procedures described in Unified Development Code Section 124-36.