



City of Destin

Community Development Department

Planning Division

City of Destin Annex
4100 Indian Bayou Trail

Destin, Florida 32541

Phone (850) 837-4242 • Fax (850) 460-2171

www.cityofdestin.com

COMPREHENSIVE PLAN AMENDMENT - TEXT

PLEASE READ THE REVIEW CRITERIA ON PAGE 6 OF THIS APPLICATION.

All applications must be emailed or shared with planning@cityofdestin.com.

Note: Application will be voided if changes to this application are found.

1. CONTACT INFORMATION:

A. **Applicant:** _____

Mailing Address: _____

Business Phone: _____ Cell: _____

Email: _____

B. **Authorized Agent (if applicable):** _____

Mailing Address: _____

Business Phone: _____ Cell: _____

Email: _____

*Note: Owner must complete the attached Agent Affidavit.
If there is more than one owner, each owner must complete an Agent Affidavit.*

2. COMPREHENSIVE PLAN SECTION(S) PROPOSED FOR AMENDMENT:

Please list: Include the number and name of the specific goals, objectives, or policies and show the proposed changes in ~~strike through~~ and underline. This may be submitted as a separate attached document.

3. AMENDMENT REQUEST

A. Please provide a general description of the purpose of the proposed text amendment(s), explaining why it is necessary and/or appropriate.

B. Please explain the impact that the proposed change has on other elements of the Comprehensive Plan and applicable ordinances of the City. Specifically, would the proposed amendment(s) create any internal inconsistencies? (*Applicant may need to refer to the Comprehensive Plan, to the Land Development Code, and/or the Code of Ordinances.*)

4. SUBMITTAL REQUIREMENTS FOR COMPREHENSIVE PLAN TEXT AMENDMENT:

1. _____ Completed application - All applicable areas of the application shall be filled in and emailed or shared with planning@cityofdestin.com.
2. _____ Application Fee: Fee Schedule
(FY2019 Schedule of Fees, Resolution 19-11, adopted 08/05/19, effective 08/06/19)

Application fee includes first reviews only. Subsequent Submittal Reviews and all mailing costs will be invoiced to the Applicant; invoices must be paid prior to submittal of additional Submittal Review Packages.

Accepted Payments are Cash, Check, MasterCard or Visa. Checks shall be made payable to the City of Destin and submitted to the Planning Division, Community Development Department, City Hall Annex, 4100 Indian Bayou Trail, Destin, Florida 32541

NOTE: This application must be filled out completely and must be signed by the owner or his designated agent. If the applicant is different than the owner of the subject property, then an agent affidavit is required from the owner of the property. The agent affidavit must be completely filled out and submitted with this application. If the property has multiple owners, then all owners or their designated agents must sign this application.

I HAVE READ THE INFORMATION IN THIS APPLICATION AND HAVE FILLED IN ALL ANSWERS CORRECTLY TO THE BEST OF MY ABILITY.

APPLICANT:

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

**AGENT AFFIDAVIT
SPECIAL POWER OF ATTORNEY**

KNOWN ALL MEN BY THESE PRESENTS, THAT I, _____
am presently the owner and/or leaseholder at _____
and desiring to execute a Special Power of Attorney, have made, constituted and appointed, and by these presents
do make, constitute and appoint _____
whose address is _____, County of _____, State of _____,
my Attorney-in-Fact to act as follows, GIVING AND GRANTING unto said attorney full power to act as my
agent in any and all matters pertaining to: _____.

FURTHER, I do authorize the aforesaid Attorney-in-Fact to perform all necessary acts in the execution of the
aforesaid authorization with the same validity as I could effect if personally present. Any act or thing lawfully
done hereunder by the said attorney shall be binding on myself and my heirs, legal and personal representative,
and assigns.

PROVIDED; however, that any and all transactions conducted hereunder for me or for my account shall be
transacted in my name, and that all endorsements and instruments executed by the said attorney for the purpose of
caring out the foregoing powers shall contain my name, followed by that of my said attorney and the designation
“Attorney-in-Fact.”

OWNER

Signature

Printed Name

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence ___ or online
notarization __, this ___ day of _____, 20___,

By: _____
(Print name)

Personally known _____ OR Produced Identification _____

Notary Signature Seal:

DO NOT SUBMIT INFORMATION BELOW WITH APPLICATION

APPLICATION AND HEARING INFORMATION

Comprehensive Plan Text Amendment

A. What Information Do I Need to Submit with My Application?

The following items **must** be submitted with your application packet:

1. Must have had scheduled and completed a pre-application meeting with the Community Development Director or Planning Manager prior to submitting your application;
2. A complete Comprehensive Plan Text Amendment application;
3. Application Fee
4. A complete and notarized Agent Affidavit (if the applicant is not the owner). Agent Affidavit's must be provided from all owners of the subject property;

B. Hearing and Application Submittal Dates

1. The Local Planning Agency meets the third Thursday of each month at 5:30 PM in the City Hall Boardroom, 4200 Indian Bayou Trail, Destin, FL 32541.
2. Application submittal deadlines are the third Thursday of each month, 30 days prior to the desired meeting date. Submittal by this deadline does not guarantee placement on a specific meeting date. Submit applications to the Community Development Department at the City of Destin Annex, 4100 Indian Bayou Trail, Destin FL 32541.

C. Preparing for Your Public Hearing

A public hearing before the Local Planning Agency is required for any proposed amendment to the City's Comprehensive Plan. The Local Planning Agency will forward the proposed amendment to the Destin City Council with a recommendation of approval or denial for a first reading.

Upon reaching the Council, the amendment must be approved in order for it to be transmitted to the Florida Department of Economic Opportunity (DEO). DEO will review the Comprehensive Plan Amendment and may 1) accept the amendment without changes; 2) require changes, or 3) deny approval of the amendment. If the amendment is approved by DEO with or without changes, the City Council must adopt the amendment by ordinance at a second reading. You will be advised of the date and time of the all hearings by mail. If the Council denies the amendment, then you have thirty (30) days to file an appeal with Circuit Court of Okaloosa County.

You must appear at the public hearings or be represented by an authorized agent or attorney in order for action to take place on your application. Any representative you designate must have completed Agent Affidavit form, which is available at the Community Development Department. If the owner or representative fails to appear at the hearing(s), without first providing a written notice to the City, the application will be tabled until the next available hearing date.

It is your responsibility to fully research and know any and all laws that may be applicable and affect the outcome of any decision on your application request. The City assumes no responsibility or liability relating to your failure to research and know all applicable laws including, but not limited to state, federal, and city laws including the city code, land development regulations, and the comprehensive plan. The City recommends that all applicants consider consulting an attorney regarding their application. Furthermore, you are encouraged to review, or copy, the Quasi-Judicial rules and procedures used by the Land Planning Agency prior to the public hearing.

D. Additional Information

Applicants are encouraged to seek a pre-application conference with the Community Development Director to discuss the content and format of the Comprehensive Plan Text Amendment application. Acceptance of the application for amendment to the Comprehensive Plan should not be construed as staff support for the amendment request. Please contact the Planning Manager at the phone number listed on the front page to schedule an appointment.

Approval of a Comprehensive Plan Text Amendment does not guarantee and/or entitle the applicant/owner to any type of development permit.

Criteria for Review. In considering petitions to amend the Comprehensive Plan, the Community Development Director, the Local Planning Agency, and the City Council shall consider the following criteria:

1. **Criteria for Reviewing Proposed Text Amendments.** Any decision regarding a Comprehensive Plan amendment shall be based on the following:
 - a. **Changed Conditions.** Whether, and the extent to which, land use and development conditions have changed since the effective date of the Comprehensive Plan. Decisions shall be supported by identified changed conditions that support approval of the proposed amendment; or analyses concluding that present conditions do not evidence sufficient change to support the proposed Plan amendment.
 - b. **Internal Consistency.** Regardless of whether the proposed amendment is consistent with the other elements of the Comprehensive Plan, any such amendment must be consistent with goals, objectives, and policies within the Comprehensive Plan. If inconsistencies are generated by the proposed amendment, the applicant must identify all revisions in the Comprehensive Plan that must be included in the proposed amendment in order to maintain internal consistency among all elements of the Comprehensive Plan.
 - c. **Conformance with Ordinances Required.** Whether the proposal is in conformance with any applicable substantive requirements of the Code of Ordinances and/or whether the proposed amendment will require amendments to any ordinances of the City.