



# WASHINGTON COUNTY PLANNING OFFICE

1331 South Boulevard  
Chipley, Florida 32428  
Phone (850) 415-5093

E-Mail : [dmcDonald@washingtonfl.com](mailto:dmcDonald@washingtonfl.com)

## FUTURE LAND USE MAP (FLUM) PACKET

### PROCEDURE

- **Schedule a meeting with the county planning department staff.**
- **Submit “FLUM Amendment Application” and the applicable application fee:**
  - a. Small-Scale FLUM Amendments (100 Acres or Fewer): \$250
  - b. Large-Scale FLUM Amendments (101 Acres or more): \$1,000
  - c. Industrial, Mining and Landfill: \$3,000
- **Allow up to twenty (20) business days for application processing and review.** If the application is deemed incomplete, the Development Administrator shall send a written statement specifying the deficiencies to the applicant by mail. No further action shall be taken until the deficiencies are corrected.
- **Upon a finding that the application is complete, the planning department must proceed with public noticing in accordance with LDC Section 10.02.08, as follows:**
  - Send property owner notification letters via certified mail to all recipients within 500 feet of the property.
  - Secure the newspaper advertisement and submit proof of publication.
  - Post signs every 500’ along roadway frontage at least ten (10) days prior to the neighborhood information meeting (NIM).
  - Hold the NIM at the approved date, time and location. The Planning Department will facilitate the meeting; however, the applicant is responsible for attending and assisting.
- **Attend a Planning Commission meeting.** Meetings are typically held on the first Monday of each month, but are subject to change. Confirm all dates with the Planning Department. Applicant will be required to make a presentation on his/her proposed amendment during the Planning Commission meeting. The Planning Commission will consider the "Standards for Review" in accordance with LDC Section 10.07.03 (See "Standards for Review" below), and make a recommendation to the Board of County Commissioners (BOCC).

- **Attend a Board of County Commissioners meeting.** Meetings are typically held on the 3rd Thursday of each month, but are subject to change. Confirm all dates with the Planning Department. The BOCC will consider the "Standards for Review" in accordance with LDC Section 10.07.03 (See "Standards for Review"), and take action concerning the proposed amendment.
- **State Transmittal (101+ Acre Amendments Only).** Allow thirty (30) to sixty (60) days for state agency transmittal, review and comment.
- **Attend a second (2nd) Board of County Commissioners (BOCC) meeting.** BOCC will review state agency comments and consider FLUM Amendment for adoption.
- **State Adoption – Adopted Amendment Package.** Within thirty (30) days from the date of BOCC adoption and/or receipt of a completed adopted plan amendment package by the State of Florida, the State or an affected person may file a challenge to the amendment. If no challenge is filed, the amendment becomes effective thirty-one (31) days after the State of Florida notifies the Planning Department that the amendment package is complete. Allow sixty (60) to ninety (90) days for FLUM Amendment to become effective.

## **STANDARDS FOR REVIEW**

**In reviewing the application of a proposed amendment, the BOCC and the Planning Commission shall consider:**

- A. Whether the proposed amendment is in conflict with any applicable provisions of this Code;
- B. Whether the proposed amendment is consistent with all elements of the Washington County Comprehensive Plan;
- C. Whether and the extent to which the proposed amendment is inconsistent with existing and proposed land uses;
- D. Whether there have been changed conditions that require an amendment;
- E. Whether and the extent to which the proposed amendment would result in demands on public facilities, and whether or to the extent to which the proposed amendment would exceed the capacity of such public facilities, including, but not limited to roads, sewage facilities, water supply, drainage, solid waste, parks and recreation, schools, and emergency medical facilities;
- F. Whether and the extent to which the proposed amendment would result in significant adverse impacts on the natural environment;
- G. Whether and the extent to which the proposed amendment would adversely affect the property values in the area;
- H. Whether and the extent to which the proposed amendment would result in an orderly and logical development pattern, specifically identifying any negative effects on such pattern;
- I. Whether the proposed amendment would be in conflict with the public interest, and in harmony with the purpose and interest of this Code; and
- J. Any other matters that may be deemed appropriate by the Planning Commission or the Board of County Commissioners.



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## AFFIDAVIT TO POST SIGN

\*\*\*IN THE EVENT OF HEARING CANCELLATION, THE PLANNING DEPT. IS RESPONSIBLE FOR RE-ISSUING NOTIFICATIONS AS NECESSARY TO ENSURE PROPER PUBLIC NOTIFICATION WHICH ADHERES TO THE REQUIREMENTS OF THE WASHINGTON COUNTY LDC.

### Applicant Affidavit

I hereby certify that I will allow the planning department to post the required on-site sign in accordance with the Washington County Land Development Code Section 10.02.03. I understand that knowingly providing a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty shall be subject to a misdemeanor of the second degree pursuant to Section 837.06, Florida Statutes.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_, by

\_\_\_\_\_

Personally Known    OR    Produced Identification    Type of Identification Produced \_\_\_\_\_

\_\_\_\_\_  
Notary Signature



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## FUTURE LAND USE MAP AMENDMENT APPLICATION

### Section 1: Application Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Section 2: Property Information

*Attach documentation if additional space is needed.*

Owner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Acreage/Parcel Size: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Legal Description(s):

### FLUM Amendment Designations

(if multiple, attach extra sheets)

Current Land Use Designation: \_\_\_\_\_

Proposed Land Use Designation: \_\_\_\_\_

**Section 3: Amendment Justification**

*Attach documentation if additional space is needed.*

Describe, below, any changed conditions that would justify an amendment:

Describe, below, the need for the proposed amendment:

Describe, below, whether and how the proposed amendment is consistent with the Washington County Comprehensive Plan:

**Other Documentation Requested by Development Administrator**

*Attach Documentation*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

# APPLICATION CERTIFICATION

I certify that the information provided on this application is true and accurate to the best of my knowledge and belief. I understand that knowingly providing a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty shall be subject to a misdemeanor of the second degree pursuant to Section 837.06, Florida Statutes.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name of Applicant**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, by

\_\_\_\_\_

**Personally Known**    **OR**    **Produced Identification**    **Type of Identification Produced** \_\_\_\_\_

\_\_\_\_\_  
**Notary Signature**