



121 SW Flagler Ave
 Stuart, FL 34994
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GUIDELINES FOR SUBMITTING & PROCESSING REZONING/PUD AMENDMENT APPLICATION

Please print clearly and provide all required information

PROJECT NAME	
ADDRESS	
ZONING	
SUBDIVISION/LOT#	

I. PRE-APPLICATION CONFERENCE:

Prior to submittal, it is required that the applicant schedule a conference with Staff. The purpose of the conference is to advise the applicant regarding the review standards and process for the application.

II. APPLICATION REQUIREMENTS:

- A. Complete application
- B. Application fee
- C. Sign Fee \$20.48 per sign
- D. List of names, addresses and legal descriptions of surrounding property owners within 300' of the subject property. List can be obtained through a title company or the Martin County Property Appraiser's office.
- E. Ten (10) copies of the following – Boundary Survey (signed and sealed), Site Plan (signed and sealed), Landscape Plan (signed and sealed), Building Elevation (signed and sealed), Aerial Map with site outlined, Tree Survey and Environmental Assessment, Traffic and Drainage Statement/Study, PUD Agreement
- F. One (1) copy of the following – Power of Attorney authorizing professional representation, Proof of Ownership/Deed

III. NOTIFICATION OF PUBLIC HEARING:

- A. Sign Posting (Petitioner's responsibility): The City will provide the petitioner with a sign which states the Date, Time and Place of Public Assembly, and a brief description of the project. The cost of each sign is \$20.48. The Petitioner shall post the sign in a conspicuous place on or near the front of the property a minimum of 15 days prior to the public hearing. The petitioner shall take a photograph of the sign as posted on the site.
- B. Notification of surrounding property owners (Petitioner's responsibility): The notification shall include all property owners within 300' of the subject property. If the property to be rezoned is greater than ten (10) acres, this provision does not apply. The petitioner shall send a letter notifying all surrounding property owners of the public hearing, prior to mailing, the letter shall be approved by Staff. The letter shall be sent by regular US Mail and must be postmarked a minimum of 15 days prior to the public hearing.

IV. SUBMITTAL OF AFFIDAVIT ATTESTING TO NOTIFICATION (Petitioner's responsibility):

The petitioner must submit the Affidavit Attesting to Notification to the City Development Department a minimum of five (5) days prior to the Public Hearing. The petitioner shall also provide a photograph of the site showing the posted sign and a copy of the letter mailed showing that the notice, as sent, was correct.

V. CITY COMMISSION ACTION:

The City Commission meets on the second and fourth Monday of each month at 5:30PM in the City Commission Chambers, 121 SW Flagler Avenue, Stuart, Florida. The petitioner or agent must appear at the public hearing to furnish the Commission with clear and convincing proof that the request should be allowable. The rezoning will become effective on the second reading approved by the City Commission.