



NEIGHBORHOOD MEETING REQUIREMENT

Community Development Dept. | 9220 Bonita Beach Road, Ste. 111 | Bonita Springs, FL 34135 | (239) 444-6150 | permitting@cityofbonitaspringscd.org

RE: Neighborhood Meeting Mandatory Requirement for Comprehensive Plan Amendment, Rezoning (conventional or planned development), and Special Exception applications.

On September 5, 2018 the Bonita Springs City Council adopted regulations for Neighborhood Meetings. The purpose of a neighborhood meeting is to educate occupants and owners of nearby lands about the proposed development and application, receive comments, address concerns about the development proposal, and resolve conflicts and outstanding issues, where possible.

Neighborhood meetings are mandatory for applications for a future land use map amendment, rezoning, and special exception. Neighborhood meetings are optional for all other applications. Applicants are required to conduct a neighborhood meeting prior to filing its application with the city and a second neighborhood meeting within 30 days after the city has deemed the application to be sufficient.

Please see City of Bonita Springs LDC Section 4-28 or our website for more information.

For additional questions, contact the Planner on Call at (239)-444-6166.



APPLICATION FOR A COMPREHENSIVE PLAN AMENDMENT

Community Development Department | 9220 Bonita Beach Rd, Suite 111 | Bonita Springs, FL 34135 | Phone: 239 444 6150 | Fax: 239 444 6140

DATE RECEIVED: _____

APPLICATION FEE: _____ APPLICATION NO: _____

THE FOLLOWING VERIFIED:

Zoning: _____ Council District: _____

Designation on FLUM _____

(To be completed by Planning Staff)

Plan Amendment Type: Map _____ Text _____
Small-scale Development _____ Expedited Review _____
State Coordinated Review _____

Case No: _____

APPLICANT PLEASE NOTE:

Answer all questions completely and accurately. Please print or type responses. If additional space is needed, number and attach additional sheets. The total number of sheets in your application is: _____

Submit **6** hard copies and **1** PDF copy of the complete application and amendment support documentation, including maps, to the City of Bonita Springs Planning and Zoning Department. Additional copies may be required for Local Planning Agency, City Council hearings and the Department of Community Affairs' packages.

Small Scale Comprehensive Plan Map Amendments require additional public notification requirements pursuant to City Administrative code No. 09-54.

I, the undersigned owner or authorized representative, hereby submit this application and the attached amendment support documentation. The information and documents provided are complete and accurate to the best of my knowledge.

Signature of Owner or Authorized Representative

Date

Printed Name of Owner or Authorized Representative



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I. APPLICANT/AGENT/OWNER INFORMATION

APPLICANT

ADDRESS

CITY STATE ZIP

TELEPHONE NUMBER FAX NUMBER

E-MAIL

AGENT*

ADDRESS

CITY STATE ZIP

TELEPHONE NUMBER FAX NUMBER

E-MAIL

OWNER(s) OF RECORD

ADDRESS

CITY STATE ZIP

TELEPHONE NUMBER FAX NUMBER

E-MAIL

* This will be the person contacted for all business relative to the application. If multiple agents have been retained, please provide on a separate sheet a listing of the name, address and qualification of additional planners, architects, engineers, environmental consultants, and other professionals providing information contained in this application.

II. REQUESTED CHANGE (Please see Item 1 for Fee Schedule)

A. TYPE: (Check appropriate type)

_____ Text Amendment _____ Future Land Use Map Series Amendment
(Figures 1 thru 10)

List Number(s) of Map(s) to be amended _____

B. SUMMARY OF REQUEST (Brief explanation):

**III. PROPERTY SIZE AND LOCATION OF AFFECTED PROPERTY
(for amendments affecting development potential of property)**

A. Property Location

1. Site Address: _____

2. STRAP(s): _____

B. Property Information

Total Acreage of Property: _____

Total Acreage included in Request: _____

Total Uplands: _____

Total Wetlands: _____

Current Zoning: _____

Current Future Land Use Designation: _____

Area of each Existing Future Land Use Category: _____

Existing Land Use: _____

C. State if the subject property is located in one of the following areas and if so how does the proposed change effect the area:

Density Reduction Groundwater Recharge area: _____

Joint Planning Agreement Area (adjoining other jurisdictional lands): _____

Old 41 Redevelopment Overlay Area: _____

D. *Proposed change for the Subject Property: _____

* If more than one district is proposed please provide the acreage amounts for each district.

E. Potential development of the subject property: _____

1. Calculation of maximum allowable development under existing FLUM: _____

Residential Units/Density: _____

Commercial intensity: _____

Industrial intensity: _____

2. Calculation of maximum allowable development under proposed FLUM: _____

Residential Units/Density: _____

Commercial intensity: _____

Industrial intensity: _____

IV. AMENDMENT SUPPORT DOCUMENTATION

At a minimum, the application shall include the following support data and analysis. These items are based on comprehensive plan amendment submittal requirements of the State of Florida, Department of Economic Opportunity, and policies contained in the City of Bonita Springs Comprehensive Plan. Support documentation provided by the applicant will be used by staff as a basis for evaluating this request. To assist in the preparation of amendment packets, the applicant is encouraged to provide all data and analysis electronically. (Please contact the Planning and Zoning Division for currently accepted formats)

A. General Information and Maps

NOTE: For each map submitted, the applicant will be required to provide a reduced map (8.5" x 11") for inclusion in public hearing packets.

The following pertains to all proposed amendments that will affect the development potential of properties (unless otherwise specified).

1. Provide any proposed text changes.
2. Provide a Future Land Use Map at an appropriate scale showing the boundaries of the subject property, surrounding street network, surrounding designated future land uses, and natural resources.
3. Provide a proposed Future Land Use Map at an appropriate scale showing the boundaries of the subject property, surrounding street network, surrounding designated future land uses, and natural resources.
4. Map and describe existing land uses (not designations) of the subject property and surrounding properties. Description should discuss consistency of current uses with the proposed changes.
5. Map and describe existing zoning of the subject property and surrounding properties.
6. The certified legal description(s) and certified sketch of the description for the property subject to the requested change. A metes and bounds legal description must be submitted specifically describing the entire perimeter boundary of the property with accurate bearings and distances for every line. The sketch must be tied to the state plane coordinate system for the Florida West Zone (North America Datum of 1983/1990 Adjustment) with two coordinates, one coordinate being the point of beginning and the other an opposing corner. If the subject property contains wetlands or the proposed amendment includes more than one land use category a metes and bounds legal description, as described above, must be submitted in addition to the perimeter boundary of the property for each wetland or future land use category.
7. A copy of the deed(s) for the property subject to the requested change.
8. An aerial map showing the subject property and surrounding properties.
9. If applicant is not the owner, a notarized letter from the owner of the property authorizing the applicant to represent the owner.

B. Public Facilities Impacts

NOTE: The applicant must calculate public facilities impacts based on a maximum development scenario (see Part II.H.).

1. Traffic Circulation Analysis

The analysis is intended to determine the effect of the land use change on the Financially Feasible Transportation Plan/Map 3A (20-year horizon) and on the Capital Improvements Element (5-year horizon). Toward that end, an applicant must submit the following information:

Long Range – 20-year Horizon:

- a. Working with Planning Division staff, identify the traffic analysis zone (TAZ) or zones that the subject property is in and the socio-economic data forecasts for that zone or zones;
- b. Determine whether the requested change requires a modification to the socio-economic data forecasts for the host zone or zones. The land uses for the proposed change should be expressed in the same format as the socio-economic forecasts (number of units by type/number of employees by type/etc.);
- c. If no modification of the forecasts is required, then no further analysis for the long range horizon is necessary. If modification is required, make the change and provide to Planning Division staff, for forwarding to Transportation staff. Transportation staff will rerun the FSUTMS model on the current

- adopted Financially Feasible Plan network and determine whether network modifications are necessary, based on a review of projected roadway conditions within a 3-mile radius of the site;
- d. If no modifications to the network are required, then no further analysis for the long range horizon is necessary. If modifications are necessary, Transportation staff will determine the scope and cost of those modifications and the effect on the financial feasibility of the plan;
 - e. An inability to accommodate the necessary modifications within the financially feasible limits of the plan will be a basis for denial of the requested land use change;
 - f. If the proposal is based on a specific development plan, then the site plan should indicate how facilities from the current adopted Financially Feasible Plan and/or the Official Trafficways Map will be accommodated.

Short Range – 5-year CIP horizon:

- a. Besides the 20-year analysis, for those plan amendment proposals that include a specific and immediated development plan, identify the existing roadways serving the site and within a 3-mile radius (indicate laneage, functional classification, current LOS, and LOS standard);
 - b. Identify the major road improvements within the 3-mile study area funded through the construction phase in adopted CIP's (County or Cities) and the State's adopted Five-Year Work Program;
 - c. Projected LOS under proposed designation (calculate anticipated number of trips and distribution on roadway network, and identify resulting changes to the projected LOS);
 - d. For the five-year horizon, identify the projected roadway conditions (volumes and levels of service) on the roads within the 3-mile study area with the programmed improvements in place, with and without the proposed development project. A methodology meeting with Transportation staff prior to submittal is required to reach agreement on the projection methodology;
 - e. Identify the additional improvements needed on the network beyond those programmed in the five-year horizon due to the development proposal.
2. Provide an existing and future conditions analysis for:
- a. Sanitary Sewer
 - b. Potable Water
 - c. Surface Water/Drainage Basins
 - d. Parks, Recreation, and Open Space
 - e. Public Schools

Analysis should include (but is not limited to) the following:

- Franchise Area, Basin, or District in which the property is located;
 - Current LOS, and LOS standard of facilities serving the site;
 - Projected LOS under existing designation;
 - Projected LOS under proposed designation;
 - Improvements/expansions currently programmed in 5 year CIP, 6-10 year CIP, and long range improvements; and
 - Anticipated revisions to the Community Facilities and Services Element and/or Capital Improvements Element (state if these revisions are included in this amendment).
 - Provide a letter of service availability from the appropriate utility for sanitary sewer and potable water.
3. Provide a letter from the appropriate agency determining the adequacy/provision of existing/proposed support facilities, including:
- a. Fire protection with adequate response times;
 - b. Emergency medical service (EMS) provisions;
 - c. Law enforcement;
 - d. Solid Waste;
 - d. Mass Transit; and
 - e. Schools.

In reference to above, the applicant should supply the responding agency with the information from Section's II and III for their evaluation. This application should include the applicant's correspondence to the responding agency.

C. Environmental Impacts

Provide an overall analysis of the character of the subject property and surrounding properties, and assess the site's suitability for the proposed use upon the following:

1. A map of the Plant Communities as defined by the Florida Land Use Cover and Classification system (FLUCCS).
2. A map and description of the soils found on the property (identify the source of the information).
3. A topographic map with property boundaries and 100-year flood prone areas indicated (as identified by FEMA).
4. A map delineating the property boundaries on the Flood Insurance Rate Map effective August 2008.
5. A map delineating wetlands, aquifer recharge areas, and rare & unique uplands.
6. A table of plant communities by FLUCCS with the potential to contain species (plant and animal) listed by federal, state or local agencies as endangered, threatened or species of special concern. The table must include the listed species by FLUCCS and the species status (same as FLUCCS map).

D. Impacts on Historic Resources

List all historic resources (including structure, districts, and/or archeologically sensitive areas) and provide an analysis of the proposed change's impact on these resources. The following should be included with the analysis:

1. A map of any historic districts and/or sites, listed on the Florida Master Site File, which are located on the subject property or adjacent properties.
2. A map showing the subject property location on the archeological sensitivity map for Lee County.

E. Internal Consistency with the Bonita Plan

1. Discuss how the proposal affects most recent population projections pursuant to the University of Florida's Bureau of Economic and Business Research, and the total population capacity of the City of Bonita Springs Future Land Use Map.
2. List all goals and objectives of the City of Bonita Springs Comprehensive Plan that are affected by the proposed amendment. This analysis should include an evaluation of all relevant policies under each goal and objective.
3. Describe how the proposal affects adjacent local governments and their comprehensive plans.
4. List State Policy Plan and Regional Policy Plan goals and policies which are relevant to this plan amendment.

F. Additional Requirements for Specific Future Land Use Amendments

1. Requests moving lands without adequate infrastructure
 - a. Demonstrate why the proposed change does not constitute Urban Sprawl. Indicators of sprawl may include, but are not limited to: low-intensity, low-density, or single-use development; 'leap-frog' type development; radial, strip, isolated or ribbon pattern type development; a failure to protect or conserve natural resources or agricultural land; limited accessibility; the loss of large amounts of functional open

space; and the installation of costly and duplicative infrastructure when opportunities for infill and redevelopment exist.

2. Requests moving lands from Density Reduction/Groundwater Resource must fully address Policy 1.1.7 and Policy 1.1.21 of the City of Bonita Springs Future Land Use Element.

G. Justify the proposed amendment based upon sound planning principles. Be sure to support all conclusions made in this justification with adequate data and analysis.

APPLICANT'S SIGNATURE AND CERTIFICATION

I, _____, certify that I am the owner or owner's authorized representative of the property described herein, and that all answers to the questions in this application and any sketches, data or other supplementary matter attached to and made a part of this application, are honest and true to the best of my knowledge and belief. I also authorize the staff of the City of Bonita Springs Community Development Department to enter upon the property during normal working hours for the purpose of investigating and evaluating the request made through this application.

Signature: _____	Date: _____
Printed Name: _____	
STATE OF FLORIDA, COUNTY OF LEE	
Sworn to (or affirmed) and subscribed before me this ____ day of _____, 20__, by	
_____ (printed name of person making statement).	
Personally Known: ____ OR Produced Identification: ____ Type Produced: _____	
_____	_____
(Notary Seal)	(Signature of Notary Public – State of Florida)
_____	_____
	(Name of Notary Printed, Typed, or Stamped)