

SECTION 23.0 MINOR MODIFICATION

Section 23.01 Introduction

A minor modification is a request to amend an approved FDP Resolution, PUD, PRD or PSD Ordinance in compliance with Section 5.03.05.B of the Land Development Code. This request is considered by the Planning & Zoning Agency (PZA) or the Ponte Vedra Zoning and Adjustment Board (PVZAB). The application is reviewed for consistency with the Comprehensive Plan, the Land Development Code, and/or the Ponte Vedra Zoning District Regulations, the governing Ordinance, and compatibility with the surrounding area. Applications for minor modifications are submitted to the Planning and Zoning Section of the Growth Management Department.

PHYSICAL ADDRESS: 4040 Lewis Speedway, St. Augustine, FL 32084

[Fee Calculator](#)

Section 23.02 Application Submittal Process

One (1) copy (unless otherwise noted) of the following items must be included with a minor modification application:

- A. Application
- B. Proof of Ownership
- C. Legal Description of subject property

Note: Legal descriptions must be approved by the County before applications can be scheduled for hearings. Applicants who fail to respond to staff comments regarding legal descriptions may have their projects delayed until the problem is corrected and staff signs off on these comments due to the following reasons:

Legal descriptions are required to be included with all adopted ordinances for land use amendments, rezonings, PUD's and Major Modifications to PUD's and with all approved concurrency certificates. Correct and accurate legal descriptions are critical for County staff to create accurate maps for public hearing ads and creation of all other project maps (location maps, road maps, aerials, Zoning maps and Future Land Use maps). Accurate legal descriptions are necessary for Staff to correctly analyze applications and develop staff recommendations. Correct and accurate legal descriptions are required for the County GIS Department to properly query all adjacent property owners within 300 feet of the parcel for notification of hearings. And finally, the Land Development Code and the Comprehensive Plan have different criteria for different sized parcels therefore accurate legal descriptions and identification of parcel size on applications is also critical (example: 5 acres, 10 acres, 17.5 acres, 39 acres, 40 acres, 50 acres, 100 acres).

- D. Owner's Authorization for Agent (with original signatures)
- E. Revised Master Development Plan Text and/or Map as applicable
 - 1. Please note, a minimum of 5 copies of a legible scale map must be provided with each submittal. Each map must include a date of the resubmittal.
 - 2. Resubmittals of MDP text must contain a strike through and underline version documenting changes from the previous submittal. Please note when necessary Staff will request a redline copy of the MDP text that incorporates the original text and final text in redline strike through format.
- F. Filing Fee

Section 23.03 Review Process

- A. Complete application package is submitted to the Planning and Zoning Section, reviewed for completeness and fee is processed.
- B. Application is routed to reviewing departments; reviewing departments have 5 working days to review and provide comments to the Planning and Zoning Section.
- C. Reviewing department comments are compiled and one of the following will occur:
 - 1. The comment report is sent to the applicant or his/her representative for additional information or specific comments to be addressed. Comments should be addressed in a resubmittal to the Planning and Zoning Section. Resubmittals from the applicant are routed to the appropriate reviewing department for 5 working days.
 - 2. If application is determined to be complete, item will be scheduled for public hearing before the Agency.
- D. Above Item "C" is repeated until the application is ready to be scheduled for public hearing or the applicant requests in writing that the item be scheduled.

Applications have six months from the most recent date of the review comment notification to substantially respond to comments. Failure to substantially respond during this period shall expire the application.

Section 23.04 Public Hearing Process

- A. Item is scheduled for a public hearing to be heard by the Agency. At a minimum of fifteen days prior to the public hearing, a notice is placed in the St. Augustine Record newspaper, a sign is posted on the property, and a notice is mailed to all property owners within 300 feet of the property. A Notification is also sent to the applicant advising of the date.
 - 1. Upon notification by the County, the applicant must provide a list of adjacent property owners within 300 feet of the subject property. The list shall contain

the name and address of each parcel as it appears in the St. Johns County Property Appraiser's records.

The list is available from St. Johns County by completing the Adjacent Property Owners List Request Form, included in this Section. Complete and return the form to the County office handling your application, or fax it directly to the attention of the GIS Division at 904-209-0761. You are not required to use St. Johns County as a source; the list may also be obtained through private sources such as an abstract company, title company, or legal office.

In addition to the above list, the applicant must also provide one legal size envelope, addressed and stamped for each name on the list of adjacent property owners. If the name appears more than once (owner of more than one parcel), only one envelope is required.

2. Advertisement within the St. Augustine Record newspaper will be completed by staff; however, payment is the responsibility of the applicant. Please provide contact information for the party responsible for payment of published notice. That party will be contacted by the St. Augustine Record (904-819-3436) for payment once the ad has been sent for publishing. Please be aware that failure to make payment of the advertisement will delay the application from proceeding to the scheduled public hearing date.
- B. A Staff Report is drafted by the Planning and Zoning Section and is distributed to the Agency approximately one week prior to the public hearing. Copies will be made available to the applicant and public.
 - C. The reviewing Agency will consider the request during the public hearing. If the item is approved, the Resolution is signed by the Agency's Chairperson. If the item is denied, an appeal may be filed within 30 days of the signed Order.
 - D. Recording fees for the Resolution and the PUD text and map are submitted to the Planning and Zoning Section. Fees are per the adopted Fee Schedule. Checks should be made payable to the St. Johns County Clerk of Courts.
 - E. If the modifying document includes a Master Development Plan Map, a Mylar should be submitted to the Planning and Zoning Section. The Mylar size must be 18 ½" X 25 ½" with ½" margin on the right, top and bottom and a 3" margin on the left side, prepared on a Mylar of 3-mil quality. The approval block as shown below should also be included on the Mylar. One copy should be generated from the Mylar, and the appropriate recording fees submitted to the Planning and Zoning. Checks should be made payable to St. Johns County Clerk of Courts.

The Master Development Plan Map is a general representation of the approved plan of development. Final construction and engineering plans must demonstrate compliance with all requirements of the PUD/PRD and other applicable land development regulations.

APPROVED: _____

DATE: _____

ORDINANCE NUMBER: _____

FILE NUMBER: _____