



St. Johns County Growth Management Department  
 Planning & Zoning Section  
 4040 Lewis Speedway  
 St. Augustine, Florida 32084  
 Phone: 904 209-0675 Fax: 904 209-0576 E-mail:  
plandept@sjcfl.us

**COMMUNITY MEETING NOTICING AFFIDAVIT**

Date: \_\_\_\_\_

I hereby certify that the Community Planning Public Participation Meeting noticing procedures outlined in Development Review Manual Section 33, and as required by Comprehensive Plan Policy A.2.1.7, have been properly completed for application number \_\_\_\_\_ for a Community Meeting held on \_\_\_\_\_. I understand that the Community Meeting must be held at least 15 days prior to the Planning and Zoning Agency hearing, and that this affidavit must be completed and returned within three business days of the community meeting with a summary of the discussion or the item may be continued to the next available hearing date.

<b>Notice Requirement</b>	<b>Date and Initials</b>
<input type="checkbox"/> <b>Adjacent Property Owner Notice sent 15 days prior to scheduled meeting</b>	
<input type="checkbox"/> <b>Sign(s) Posted 15 days prior to scheduled meeting</b>	
<input type="checkbox"/> <b>Published Notice with copy to Planning and Zoning 15 days prior to scheduled meeting</b>	
<input type="checkbox"/> <b>Signs posted at location meeting</b>	
<input type="checkbox"/> <b>Flyers posted within Northwest sector (optional)</b>	

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

\_\_\_\_\_  
 Date

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

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ as \_\_\_\_\_ for \_\_\_\_\_.

\_\_\_\_\_  
 Notary Public, State of Florida  
 Name: \_\_\_\_\_  
 My Commission Expires: \_\_\_\_\_  
 My Commission Number is: \_\_\_\_\_

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