



St. Johns County Growth Management Department
Planning & Zoning Division
4040 Lewis Speedway
St. Augustine, Florida 32084
Phone: (904) 209-0675 Fax: (904) 209-0576
E-mail: plandep@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 33.0, 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.

Notice Requirement

Date and Initials

☐ Adjacent Property Owner Notice sent 15 days prior to scheduled meeting	
☐ Sign(s) Posted 15 days prior to scheduled meeting	
☐ Published Notice with copy to Planning and Zoning 15 days prior to scheduled meeting	
☐ Signs posted at location meeting	
☐ Flyers posted within Northwest sector (optional)	

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 _____