

Section 24.0 MAJOR MODIFICATIONS

Section 24.01 Introduction

A Major Modification is a request to amend an approved PUD or PRD Ordinance in compliance with Section 5.03.05.C of the Land Development Code. The request is considered by the Planning & Zoning Agency (PZA), or the Ponte Vedra Zoning and Adjustment Board (PVZAB), and final action is taken by the Board of County Commissioners (BCC). 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 major modification are submitted to the Planning and Zoning Division of the Growth Management Department.

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

[Fee Calculator](#)

Section 24.02 Application Submittal Process

One (1) copy (unless otherwise noted) of the following items must be included with a major 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 have 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 24.03 Review Process

- A. Complete application package is submitted to the Planning and Zoning Division, reviewed for completeness and fee is processed.
- B. Application is routed to reviewing departments; reviewing departments have 10 working days to review and provide comments to the Planning and Zoning Division.
- 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 Division. Resubmittals from the applicant are routed to the appropriate reviewing departments 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 24.04 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(s), 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. Notification is 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 **two** legal size envelopes, 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 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 Division and is distributed to the reviewing 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 and provide a recommendation to the Board of County Commissioners.
 - D. The County Administrator provides the date of the Board hearing and the item is scheduled for public hearing. An Agenda package is prepared in accordance with Administrative guidelines. Notification is sent to the applicant advising of the date.
 - E. The BCC considers the major modification and takes final action. If the item is approved, the Ordinance is signed by the Board's Chairperson and sent to the State for acknowledgement and returned to the Clerk for recording. If the item is denied, an appeal may be filed within 30 days of the signed order.

PLEASE NOTE THAT A RECORDING FEE FOR THE ORDINANCE WILL BE REQUIRED AND MUST BE PAID UPON NOTIFICATION OF AMOUNT DUE.

- F. If the modifying document includes a Master Development Plan Map, a Mylar should be submitted to the Planning and Zoning Division. The Mylar size must be 18 1/2" X 25 1/2" with 1/2" 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 Division. 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:_____

ST. JOHNS COUNTY PROCEDURES FOR A MAJOR MODIFICATION

