



CITY OF ORMOND BEACH

v3.2013

Planning Department

22 South Beach Street, Ormond Beach, FL 32174

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PUBLIC HEARING GUIDANCE NOTES

PURPOSE

Applications for Comprehensive Plan, Land Development Code, and Zoning Map amendments; Annexations; Planned Developments; Special Exceptions; or Plats follow the procedures for Public Hearing. The application type determines which of the corresponding Boards and/or Committee the application will be heard before.

Site Plan Review Committee (SPRC): The SPRC is comprised of City Staff who review applications for conformance to the City's Land Development Code and Comprehensive Plan. The SPRC has the authority to approve permitted and conditional uses under 10,000 square feet and industrial development. For all other applications, the SPRC provides recommendations. The SPRC meets every Wednesday, 9:00 am. Applicants may meet with the SPRC by signing up in the Planning Department every Wednesday, 8:00 am for 20 minute slots.

Planning Board: The Planning Board meets on the second Thursday of each month at 7:00 pm in the City Hall Commission Chambers. A calendar which establishes the deadlines for applications to the Planning Board is adopted annually. The Board is tasked with reviewing amendments to the Comprehensive Plan, Land Development Code, Rezoning and Planned Developments, and providing recommendations to the City Commission.

City Commission: The City Commission is comprised of 5 elected officials, the Mayor and 1 member from each of the City's 4 Commission Zones. The Commission meets on the first and third Tuesday of each month at 7:00 pm in the City Hall Commission Chambers. The City Commission considers the recommendation of the applicable advisory board, the Planning Department, other governmental agencies, utility corporations and citizens.

APPLICATION REQUIREMENTS

The following items are required on or before the application deadline:

1. The application fee (including estimated notification fees) made payable to the City of Ormond Beach;
2. The application form, read and signed by the applicant and notarized by a Florida Public Notary;
3. An original deed or copy certified by the Clerk of the Circuit Court to the subject property;
4. A survey of the property (not older than 5 years), signed and sealed by a Florida registered land surveyor;

See Supporting Documents below for additional items that should be submitted or are required during this process.

ADDITIONAL REQUIREMENTS

1. If the application is regarding Planned Developments, Special Exceptions and/or Plats, a complete Application for Site Plan Review is required. Please refer to the Site Plan Review Committee Application and Checklist for further information.
2. A pre-application meeting. For Planned Developments, Special Exceptions and/or Plats, a pre-application meeting should be held prior to submittal of the application.
3. For all applications, a description of the request and other supporting documents which clarify and support the request. All applicants should consider the applicable review criteria, as established in the Land Development Code.

PUBLIC NOTIFICATION

All applications, except Plats, must follow the legal notification requirements outlined. The following types of legal notification are generally required for public hearings, as outlined in the City's Land Development Code and Florida Statutes:

1. A certified letter shall be mailed to all property owners, by the City, within 300 feet of the subject property (as identified in the current tax rolls), notifying them of the nature of the application and the time, date and place of the advisory board and City Commission hearings;
2. A legal advertisement shall be published in the local newspaper by the City notifying the public of the nature of the application and the time, date and place of the advisory board and City Commission hearings; and
3. The applicant shall post the property with signs prior to the advisory board (Planning Board or Development Review Board) and City Commission hearings.

POSTING OF PROPERTY

Applicants must place a 4-foot sign on the property describing the request, to be installed 14 days prior to the public hearing and contain the following language in a minimum of 6 inches in height:

For Special Exceptions: A public hearing for a Special Exception on this property will be held by the Development Review Board of the City of Ormond Beach on ____ at 7:00 PM in the Commission Chambers at City Hall, 22 South Beach Street. Interested parties can contact the City of Ormond Beach Planning Department at (386) 676-3238 for further information.

For Rezoning: A public hearing for a Rezoning on this property, from ____ to ____, will be held by the Planning Board of the City of Ormond Beach on ____ at 7:00 PM in the Commission Chambers at City Hall, 22 South Beach Street. Interested parties can contact the City of Ormond Beach Planning Department at (386) 676-3238 for further information.

One sign shall be posted for each 200 linear feet of property frontage. Signs shall be placed on all road frontages and set back 10 feet from the property line. A dated photograph or photograph with notarized affidavit shall be submitted to the Planning Department prior to the hearing, as evidence of posting.