



# Comprehensive Plan Small-Scale Future Land Use Map Amendment Process and Application Information for the City of Tallahassee and Leon County



Updated August 1, 2024

This document provides an overview of the process for requesting a small-scale Future Land Use Map amendment and additional information to help you submit a complete application. Small-scale map amendments are those that meet the requirements of Section 163.3187, F.S.:

1. The proposed amendment involves a use of 50 acres or fewer and;
2. The proposed amendment does not involve a text change to the goals, policies, and objectives of the local government’s comprehensive plan.

Small-scale Future Land Use Map amendments require one adoption public hearing. If you have questions about the small-scale Future Land Use Map amendment process or completing the application for amendment, please call TLCPD staff at (850) 891-6400 or e-mail [planning@talgov.com](mailto:planning@talgov.com).

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## I. AMENDMENT PROCESS

### A. Amendment Schedule

The small-scale Future Land Use Map amendment process takes approximately 3 to 4 months from the time an application is submitted and determined to be complete to its effective date. Amendment applications may be received at any time during the year. Once an application is determined complete, it will be processed based on the [published schedule](#) on-line. The active portion of the process involving public hearings is about 3 months long. A listing of amendment related meetings, dates, times, and locations are available at <http://www.talgov.com/place/planning.aspx> under the Comprehensive Planning section.

### B. Public Notification

State law and local ordinances require public notice of the public hearings concerning a small-scale map amendment. Direct mail notices are also provided to owners and residents within 1000 feet of the subject property as well as a signposting on the property. Notices of meetings are submitted to the respective City and County public information officers for inclusion in their respective periodic community services listings and announcements of meetings. Subscriptions to receive notices are available for [Tallahassee](#) and [Leon County](#).

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## II. APPLICATION INFORMATION

**Application Fee:** Application fees are established as listed below and are due at the time of application submittal. Applications will not be considered complete without receipt of the comprehensive plan amendment application fee.

City Small Scale Map Amendments (applications totaling 50 acres or fewer):

\$2,500 plus actual cost of direct notice to property owners within 1000’ of the amendment and legal advertising (and rezoning fee, if applicable)

County Small Scale Map Amendments (applications totaling 50 acres or fewer):

\$1,400 plus \$250 fee for direct notice to property owners within 1000’ of the amendment and legal advertising (plus rezoning fee, if applicable)

*The fee for a concurrent rezoning application will be collected after the Local Planning Agency Public Hearing.*

**Request for a small-scale Future Land Use Map Amendment:** The full application includes four sections:

- A. Applicant Information
- B. Required Attachments #1-8
- C. Optional Attachments #9-10
- D. Application Submittal Requirements.

**A. Applicant Information**

This section requests basic applicant and land use designation information for the amendment. If you have questions about the current or requested Future Land Use Map designation, please call Planning Department staff at (850) 891-6400.

**B. Required Attachments**

Information on each attachment is included below. Please include each item as an attachment to your application labeled with the same numbering system used below.

**Attachment 1:** Signed Copy of the Pre-application Conference Form

- A pre-application conference with Planning Department staff must be completed prior to filing an application for a comprehensive plan map amendment. During the pre-application conference, staff will answer any questions you may have and review the application process.

At the end of the conference, staff will provide you with a signed copy of the pre-application conference form to be included as Attachment 1 to your application. To schedule a pre-application conference, please call (850) 891-6400 or e-mail [planning@talgov.com](mailto:planning@talgov.com).

**Attachment 2:** Applicant's Affidavit of Ownership & Designation of Agent

- If you are the property owner and will be representing yourself during the amendment process, please complete the first section "I. Ownership" and section "IV. Acknowledgement"
- If an agent is representing the owner(s), please also complete the Sections II and III.b concerning designation of an agent.

**Attachment 3:** Legal Description or Deed for the Subject Property

**Attachment 4:** Completed Rezoning Application (if applicable)

- Rezoning applications for both the City and County are available at <https://www.talgov.com/place/pln-luapps.aspx>.
- For the purpose of applying for a Future Land Use Map change, the Planning Department does not require a Natural Features Inventory to consider your rezoning application complete.
- The application fee for the rezoning is NOT collected at the time of your Application for Amendment of Future Land Use Map Designation. The fee for the rezoning application will be collected after the Local Planning Agency Public Hearing.

**Attachment 5:** Completed School Impact Analysis Form

- The Planning Department will forward the completed School Impact Analysis (SIA) form to the School Board. The School Board will provide an analysis of available school capacity prior to the Local Planning Agency public hearing.

**Attachment 6:** Potable Water and Sanitary Sewer Capacity and Availability Analysis

- The analysis should be based on the **maximum development potential of the requested category**.
- Contact City of Tallahassee Utilities Department (850-891-6105) or Talquin Electric Cooperative (850-627-7651) and provide them with a copy of your completed Pre-Application Conference Form indicating the maximum development potential.

**Attachment 7:** Transit Service Analysis

- Provide detailed description of subject property's proximity to bus routes, bus stops, headway time, and span of service (hours of the day bus service is available). StarMetro route information is available at <http://www.talgov.com/starmetro/>

**Attachment 8:** Applicant Statement

- **Answer the questions on a separate sheet(s)** - these questions provide the applicant with an opportunity to explain why the requested change is needed, impacts of the change, and consistency with our community's Comprehensive Plan. A copy of the [Comprehensive Plan Vision Statement](#) is available online for your use in answering the questions.

**C. Optional Attachments**

**Attachment 9:** Neighborhood Meeting Form

- The Planning Department strongly encourages applicants adjacent to single-family residential land uses to meet with adjacent neighbors or the Neighborhood/Homeowner's Association(s) to provide an early opportunity for dialogue. The applicant may use the "Neighborhood Meeting Form" attachment, at their discretion, to reflect or summarize discussions between the applicant and the neighbors/Neighborhood(s)/Homeowner's Associations(s).

**Attachment 10:** Sustainable Development Patterns

- The City of Tallahassee and Leon County are committed to promoting more sustainable development patterns. In an effort to address this issue, the Planning Department suggests that applicants complete the sustainable development survey attachment and include it with the application.

**D. Application Submittal Requirements**

- **An electronic version** of the completed application, attachments, and supporting documentation in a PDF format shall be submitted to the Planning Department via e-mail to [planning@talgov.com](mailto:planning@talgov.com).
- A commitment to pay the rezoning application fee after the Local Planning Agency Public Hearing.