

REZONING

Authority: Section 1.11.02, Okaloosa County Land Development Code.

Purpose: To provide a process and procedure for citizens to change the zoning districts shown on the Official Zoning Map.

Application fee: 0 to 50 acres - \$1,200.00 base fee + \$10.00 per acre. More than 50 acres - \$1,700.00 base fee plus \$20.00 per acre.

**OKALOOSA COUNTY
DEPARTMENT OF GROWTH MANAGEMENT
APPLICATION FOR REZONING**

A. Applicant Information

1. Name: _____

2. Address: _____

3. Telephone: _____ FAX: _____

4. Applicant is: Property owner _____ Owners authorized agent* _____
* Verification of authorized agent must be attached

5. Owner's name, address and telephone, if different than applicant:

B. Property Information

6. Location: _____

7. Property ID Number _____

8. Current use of property: _____

9. Proposed use of property: _____

10. Size of property: _____ (sq. ft. or acres)

11. Names/Number of adjacent roads: North _____
East _____ South _____ West _____

C. Future Land Use/Zoning Information

12. Existing Future Land Use Map designation: _____

13. Existing zoning district: _____

D. Requested Action

14. Reason for the requested rezoning: _____

15. Requested rezoning:
FROM _____ (zoning district)
TO _____ (zoning district)

E. Certification

I do hereby certify and affirm that the information represented in this application is true and correct to the best of my knowledge. I also give my permission for county staff to enter upon the property involved at any reasonable time for purposes of site inspections and the posting of any required notices.

Applicant printed or typed name

Applicant signature

Date

Corporate officer

Corporate Seal

FOR OFFICIAL USE ONLY

Date received: _____ File No.: _____

Received by: _____

Required Information and Materials

The following information must be submitted with the completed, signed and dated application form.

1. ___ A letter of petition stating the reason for the requested rezoning.
2. ___ If the rezoning is prerequisite to a development project a conceptual site plan drawing of the project must be provided;
3. ___ A survey or drawing showing the location and dimensions of the property involved.
4. ___ A copy of the deed and legal description of the property involved.
5. ___ A certified list of all property owners within a 300 foot radius of the property to be rezoned. **This list must be obtained from and certified by the Property Appraiser's Office, and dated no more than 30 days prior to submittal of the application.**
6. ___ Notarized affidavit affirming the list of property owners within 300 feet.
7. ___ Notarized affidavit affirming that the required signs will be posted on property to be rezoned.
8. ___ Rezoning fee. The fee for 50 acres or less rezoning - \$1,200.00 (non-refundable) plus \$10.00 for each acre, or fraction thereof. The fee for more than 50 acres - \$1,700.00 base fee plus \$20.00 per acre
9. ___ If the applicant is not the actual property owner a verification of authorized agent must be provided.

Procedure for Rezoning

The procedure for the rezoning process is as follows.

1. Fully complete, sign, and date the rezoning application form.
2. Obtain the certified list of property owners from the Property Appraiser's Office dated at least 30 days prior to application submittal.

3. Complete and have notarized the affidavit affirming that the certified list of property owners was obtained (blank copy enclosed).
4. Complete and have notarized the affidavit affirming that the required public notice signs will be posted on the property to be rezoned (blank copy enclosed).
5. Submit the completed application, required information, and notarized affidavits to the Department of Growth Management.
6. Once the application is submitted and determined to be fully complete the requested action will be placed on the agenda of the Planning Commission in accordance with the enclosed schedule. Two public hearings will be required, one before the Planning Commission and one before the Board of County Commissioners'
7. The times, dates and locations of the required public hearings will be provided to the applicant by the Department.
8. **Certified, return-receipt letters (to be mailed by applicant)** must be sent to all property owners on the certified list within 300 feet of the property to be rezoned (sample letter enclosed). These letters must be mailed **no later than 21 days** before the Planning Commission public hearing and must include: 1) the petition letter stating the reason for the rezoning; 2) a location map showing the location of the property to be rezoned in relation to surrounding properties and adjacent roads.
NOTE: Notification of both the Planning Commission and County Commission hearings may be provided in the same letter.
9. After the letters are mailed the applicant must provide to the Department: a postal receipt from the US Postal Service verifying the date the letters were mailed; an exact copy of the information mailed out, and; the green return-receipt cards.
10. A 2 ft by 3 ft sign with no less than 1 inch lettering (sample enclosed) must be posted at a conspicuous location on the property being rezoned. This sign must be posted **no less than 15 days** prior to the scheduled Planning Commission public hearing, in addition, the applicant is responsible for providing a photo of sign posting showing the date of the sign posting to the Planning Department.
Signs are available for purchase from the Department.
11. The applicant must attend the Planning Commission and Board of County Commissioner's public hearings so as to answer any questions or issues that may arise.

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