Date:_____	Application #:_____

TDU Ordinance

Application to

Create Sending Zone Density Units from Your Property

Article XX., Sec. 3-5-425 to 3-5-435, County Code

Have you had a Pre-petition Meeting yet?
If NO, call the following number to schedule a meeting - 941-743-1242. A Pre-petition Meeting is required prior to submitting this application.
If YES, attach a copy of the letter from staff summarizing the meeting.

The County will only process this application if the applicant is also the owner of the Sending Zone (SZ) property. An affidavit from each owner of the property consenting to the application for certification is required. The affidavit form is attached to this application.

Submit one paper copy of the application and a disc containing a copy of the application in PDF format to the Growth Management Department. (Any changes or additions to the application will require you to resubmit the PDF document)

APPLICANT INFORMATION

Applicant's: (add an attachment to the application if there is more than one owner and include % interest of each owner)

Name:		
Mailing Address:		
City:	State:	Zip Code:
Phone Number:		Fax Number:

Agent's:

Name:		
Mailing Address:		
City:	State:	Zip Code:
Phone Number:		Fax Number:

Engineer/Surveyor's:

Name:		
Mailing Address:		
City:	State:	Zip Code:
Phone Number:		Fax Number:
PE#/PLS#		

CHECKLIST

☐ An affidavit from the property owner(s) of the proposed SZ property – use attached affidavit

- ○ Consent form from the mortgage holder if the property is under mortgage

☐ A copy of the most current deed or title to the proposed SZ property

☐ Legal description of the proposed SZ, with acreages

☐ A signed and sealed survey illustrating boundaries and all existing easements of the proposed SZ - if the proposed SZ consists of platted lots and there are no fractions of a lot, then you may satisfy this requirement by submitting a copy of the most recent plat map with the lot(s) outlined (you must still indicate easements or other encumbrances on the copy of the plat).

☐ Maps indicating the location of the proposed SZ (to scale)

☐ An Ownership and Encumbrance Report or other document of title issued by an attorney or a title insurance company which must be dated no later than two months prior to submittal of this application.

☐ A draft Covenant* –

- ○ Management plan, if required (Subsection 3-5-432(c)),

☐ A narrative indicating the Base Density (see Section 3-5-427, definitions) of the SZ and describing how the calculation was derived, including an indication of how any Encumbrances as identified per Subsection 3-5-429(b)(2)(iv) affect this Base Density; a statement of the number Density Units requested to be transferred from the property and the number of Density Units requested to be retained.

☐ If the property is located in the Coastal High Hazard Area, a boundary map of the property with the storm surge zones illustrated upon the map along with an indication of the acreage of each associated storm surge. If there are VE and AE flood zones, these shall also be illustrated on the map. Any Encumbrances must be subtracted from the whole.

☐ If required, maps and surveys of the property illustrating the existing land cover using Level 3 Florida Land Use Cover and Forms Classification system, locations of heritage trees and listed flora a fauna species,.

☐ An application fee ($655), made out to the Charlotte County Board of County Commissioners

☐ Pre-application letter

*The Covenant must be signed and notarized prior to the Board of County Commissioners (BCC) hearing. This is one of the standards for approval of the petition by the BCC. In the event the petition is approved, the petitioner is required to file the Covenant with the Clerk of the Circuit Court. The petitioner is required to pay the cost of the filing fee. A certified copy must be given to the TDU program administrator for scanning before you will receive your Certificate.

AFFIDAVIT

I, the undersigned, being first duly sworn, depose and say that I am the
☐ fee owner
☐ part owner (% of ownership -)
of the property described and which is the subject matter of this application; that I request to have Density Units severed from the property; that I consent to the County initiating and taking action to modify the FLUM designation, and/or Zoning District as appropriate to reflect the reduced density permitted on the proposed SZ; that I consent to a vacation of the plat, as necessary, and agree to supply a boundary survey and utility easements as required; that all answers to the questions in this application, and all sketches, data and other supplementary matter attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the hearing can be advertised. I acknowledge that all items listed in the application must be submitted concurrent at the time the County accepts the application.

STATE OF FLORIDA, COUNTY OF CHARLOTTE

The foregoing instrument was acknowledged before me, by means of □ physical presence or □ online notarization, this ____ day of _____20____, by_____ who is personally known to me or who has produced _____ as identification and who **did** or **did not** take an oath.
(circle one)

Notary Public Signature	Signature of Applicant
Notary Printed Signature	Printed Signature of Applicant
Title	Address
Commission Code	City, State, Zip
	Telephone Number