

## SECTION 22.0 SMALL ADJUSTMENTS

### Section 22.01 Introduction

A small adjustment is a request to amend an approved FDP Resolution, PUD, PRD or PSD Ordinance in compliance with Section 5.03.05A of the Land Development Code. The review is based on consistency with the Comprehensive Plan, the Land Development Code, and the governing Ordinance. Applications for small adjustment are submitted to the Planning and Zoning Division of the Growth Management Department.

Physical Address: 4040 Lewis Speedway  
St. Augustine, FL 32084

### [FILING FEE](#)

### Section 22.02 Application Process

One (1) copy (unless otherwise noted) of the following items must be included with a small adjustment application:

- A. Application
- B. Proof of Ownership
- C. Legal Description of subject property
- 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.
- F. [Filing Fee](#)

### Section 22.03 Review/Approval 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 5 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:

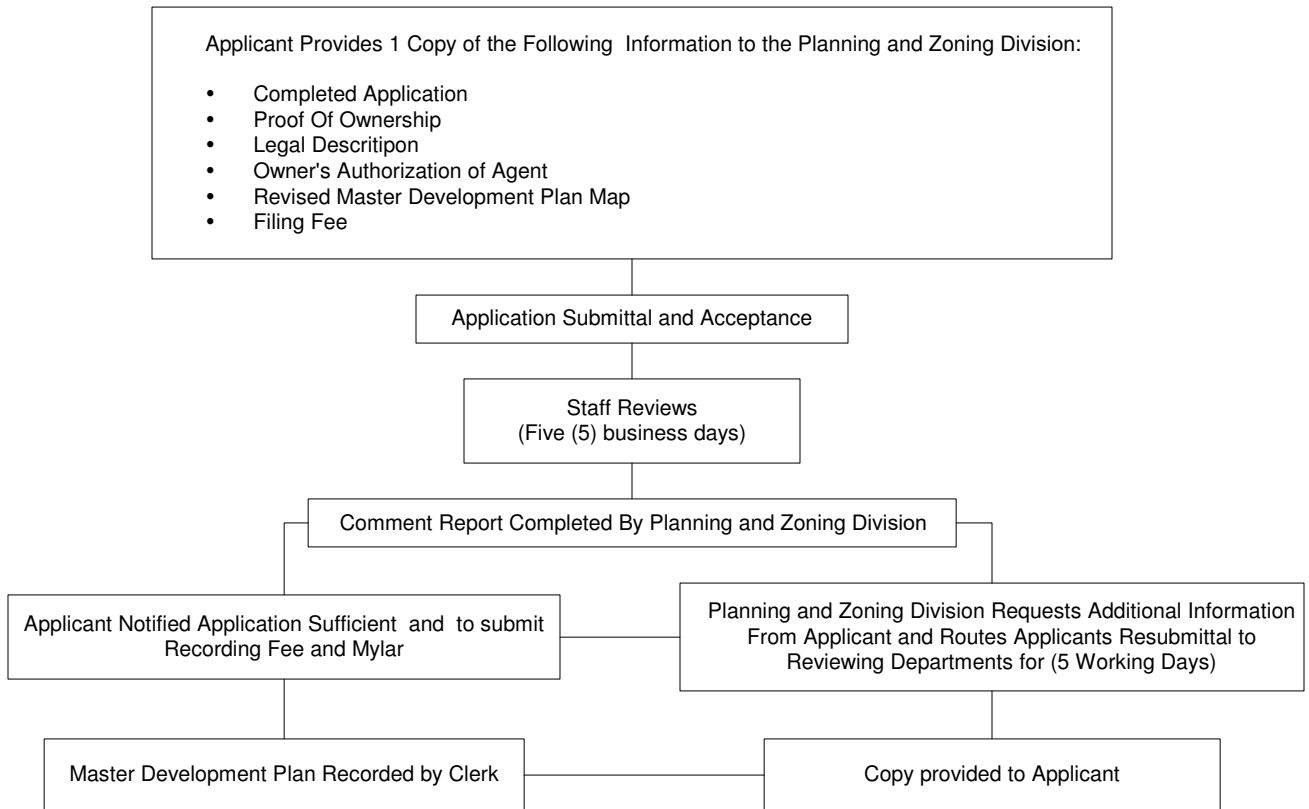
1. The comment report is sent to the applicant or his/her representative for additional information or specific comments to be addressed. Comments should be addressed in a resubmittal to the Planning and Zoning Division. Resubmittals from the applicant are routed to the appropriate reviewing departments for 5 working days.
  2. Applicant is notified the application is complete.
- D. Above Item "C" is repeated until the application is approved at which time the appropriate documents (Small Adjustment Letter and Master Development Plan) are recorded in the Clerk of Courts' Office. If the modifying document includes a Master Development Plan Map, a Mylar should be submitted. The Mylar size must be 18 ½" X 25 ½" with ½" margin on the right, top and bottom and a 3" margin on the left side, prepared on a Mylar of 3-mil quality. 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 for recording of letter, mylar and additional affected pages.

**Please note that the following "approval block" must be included on all Master Development Plans:**

<p>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.</p> <p><b>APPROVED:</b> _____</p> <p><b>DATE:</b> _____</p> <p><b>ORDINANCE NUMBER:</b> _____</p> <p><b>FILE NUMBER:</b> _____</p>
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# St. Johns County

## St. Johns County Procedures for Small Adjustment





# St. Johns County Growth Management Department

Application for:

Date

Property Tax ID No

Project Name

Property Owner(s)

Phone Number

Address

Fax Number

City

State

Zip Code

e-mail

Are there any owners not listed?

 No Yes

If yes please provide information on separate sheet.

Applicant/Representative

Phone Number

Address

Fax Number

City

State

Zip Code

e-mail

Property Location

Major Access

Size of Property

Cleared Acres (if applicable)

Zoning Class

No. of lots (if applicable)

Overlay District (if applicable)

Water & Sewer Provider

Future Land Use Designation

Present Use of Property

Proposed Bldg. S.F.

Project Description (use separate sheet if necessary)

Please list any applications currently under review or recently approved which may assist in the review of this application including the name of the PUD/PRD:

I understand that reasonable inspections of the subject property may be made as part of the application review process. I understand that any material misrepresentations or errors contained in this application or supporting documents may void an approved application, at the reasonable determination of the County considering the Land Development Code, Comprehensive Plan, and other applicable regulations.

I HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT:

Signature of owner or person authorized to represent this application:

Signed By

Printed or typed name(s)



Owner's Authorization Form

\_\_\_\_\_ is hereby authorized TO ACT ON BEHALF OF

\_\_\_\_\_ the owners(s) of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, in applying to St. Johns County, Florida, for an application related to a development Permit or other action pursuant to a: application for:

[Empty rectangular box for application details]

By signing, I affirm that all legal owners(s), as listed on the Recorded Warranty Deed on file with the St. Johns County Clerk of Courts or otherwise stated ( \_\_\_\_\_ ), have been notified of the \_\_\_\_\_  
*(Identify what document)*

I further understand incomplete or false information provided on this form may lead to revocation of permits, termination of development activity.

Signature of Owner

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature of Owner

\_\_\_\_\_

Print Name

\_\_\_\_\_

Telephone Number

\_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ as \_\_\_\_\_ for \_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Florida  
Name: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_  
My Commission Number is: \_\_\_\_\_

Personally Known \_\_\_\_ OR Produced Identification \_\_\_\_

Type of Identification Produced \_\_\_\_\_