



City of Ocala  
GROWTH MANAGEMENT DEPARTMENT  
DEVELOPMENT SERVICES  
201 SE 3<sup>rd</sup> Street, Second Floor, Ocala, FL 34471  
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**PLANNED UNIT DEVELOPMENT (PUD) or  
PLANNED DEVELOPMENT (PD) REZONING REQUEST**  
**Rezoning with conceptual plan (\$2,000)**

Due Date: First Monday of each month, 5 p.m., for the meeting on the second Monday of the following month.

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1. Name of Petitioner(s): \_\_\_\_\_

Address of Petitioner(s): \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone # \_\_\_\_\_

Fax # \_\_\_\_\_ Email address \_\_\_\_\_

2. a. Parcel account number(s) [from tax roll]: \_\_\_\_\_

b. Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Size of Property \_\_\_\_\_

c. Legal Description: (Please attach)

NOTE: It shall be the applicant's responsibility to provide the correct legal description for the subject property. The application will not be processed until a correct legal description is provided. An electronic file of the legal description in Word format must be submitted with the application.

3. Street address of the property (if the property has no street address the Planning & Zoning Division will complete this section):

\_\_\_\_\_  
\_\_\_\_\_

4. a. Present Land Use designation: \_\_\_\_\_

b. Present Zoning District: \_\_\_\_\_

c. Requested Zoning District: \_\_\_\_\_

5. Description of the request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. The following items are required (The application will not be processed if these items do not accompany the application.):
- a. Deed or other proof of ownership
  - b. Notarized signature of the current property owner(s) & the agent's signature, if applicable
  - c. The appropriate fee in cash or check (Payable to the City of Ocala)
  - d. Site Plan (1 copy and electronic file in .pdf format)
  - e. Statement of Unified Control
  - f. Statement of Variations from the Ocala Zoning Code
  - g. Maintenance agreement
  - h. Pre-hearing Conference with City Staff
  - i. Electronic file of legal description in Word format

7. A conceptual site development plan shall include the following information:
- a. A title opinion;
  - b. A statement as to the intensity/density of the proposed uses and such supporting evidence or documentation as the applicant deems relevant;
  - c. A statement of variations from code of ordinances shall be included;
  - d. The title of the project and the names of the design professionals/developer, legal description, boundary survey, scale, date, north arrow and general location map;
  - e. Boundaries of the property involved, all existing streets, buildings, watercourses, easements, section lines, and other existing important features in and contiguous to the project;
  - f. A plan showing general locations of the permitted uses and examples of proposed building elevations/roadway types;
  - g. A chart or table identifying (acres or square footage) the proposed building types, open space, recreational facilities, and off-street parking/loading;
  - h. Circulation plan showing access from existing streets and the proposed ingress and egress for the development. The plan shall show the general pattern of internal vehicular and pedestrian flow, the interrelationship of vehicular flow between the land uses and between different phases, and how vehicular traffic will be separated from pedestrian and other types of traffic through sidewalks and jogging or walking paths;
  - i. General information shall be included describing or outlining existing conditions of the site, including information on drainage and topography;
  - j. General information on any architectural features, building orientation, covenants, land characteristics and available utilities; and
  - k. Proposed phases.

A conceptual site development plan shall provide sufficient information to define the general character of the development. The amount of detail contained in the conceptual plan may vary based on the size and scope of the project. The planning and zoning commission and city council may require additional

reasonable information to assist it in determining the impact of the proposed project on surrounding uses. A draft developer's agreement between the city and developer may be submitted as part of the conceptual site development plan approval process.

I, \_\_\_\_\_, being first duly sworn, affirm and say that I am the  
Owner's Name (print)  
owner of the property described above.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Address (Street)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
City, State, Zip Code

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_, who is personally known to me or has produced  
\_\_\_\_\_ as identification and who did / did not take an oath.

\_\_\_\_\_  
NOTARY PUBLIC

Commission No.: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

I, \_\_\_\_\_, am the legal representative of the owner and I am  
Agent's Name (print)  
authorized to speak in his/her behalf for the subject matter.

\_\_\_\_\_  
Agent's Signature

\_\_\_\_\_  
Address (Street)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
City, State, Zip Code

Email address \_\_\_\_\_

**ATTENDANCE** at the public hearing by the applicant  
or agent (as designated in writing) **IS MANDATORY**

**STAFF USE ONLY:**

- a. Date received: \_\_\_\_\_
- b. Petition contains all required information:                    Y     N
- c. Petition is consistent with the zoning code:                    Y     N
- d. Petition is consistent with the comprehensive plan:            Y     N
- e. Site lies within an historic district:                                Y     N  
    If yes, what district: \_\_\_\_\_
- f. Petition rejected:    Y     N     (see attached reason)
- g. Petition accepted:    Y     N     Case #: \_\_\_\_\_
- h. Land use:    Case #: \_\_\_\_\_