

## INFORMATION PACKET

### City of Tallahassee Application for PUD or UPUD Rezoning Review

#### Comprehensive Plan Consistency Prerequisite

Any and all amendments to the Official Zoning Map (rezoning) are required by law to be consistent with the Comprehensive Plan's Future Land Use Map. An amendment of the Comprehensive Plan Future Land Use Map shall be required in those instances where the proposed zoning district would otherwise be inconsistent with the [Comprehensive Plan's Future Land Use Map](#).

You must file a completed application with the Tallahassee-Leon County Planning Department, Third Floor, Frenchtown Renaissance Center, 435 North Macomb Street, Tallahassee, Florida (850) 891-6400. Amendments to the Comprehensive Plan's Future Land Use Map are limited to one application cycle per calendar year. You may contact the Tallahassee-Leon County Planning Department at (850) 891-6400 to receive an application or for more information on the [Comprehensive Plan amendment process](#).

#### PUD REVIEW APPLICATION PROCESS

##### Pre-application Submittal

Prior to submitting an Application for Rezoning Review to a PUD/U-PUD district, the applicant may request a pre-submittal meeting. **The applicant should include information addressing Section 10-165(a)(b) & (d) for PUDs or Section 10-200(a) – (i) for U-PUDs of the *City of Tallahassee Land Development Code* in the pre-submittal package.** Please contact the Growth Management Department at 891-7001 for pre-submittal meeting dates and requirements.

##### Application Submittal

The applicant will be required to submit an application for rezoning review to the Planning Department. Applications for rezoning to a PUD or U-PUD zoning district must provide information in accordance with Section 10-165 for PUDs or Section 10-200 for U-PUDS of the *City of Tallahassee Land Development Code*. The application must be submitted to the Planning Department in accordance with the most current review schedule provided by the Planning Department. The filing fees for rezoning are included on the application checklist. The appropriate fee must be paid at the time of application submittal. An environmental analysis and concurrency review analysis may be required for PUD application submittal. **If the applicant chooses not to apply for concurrency review, as part of the PUD rezoning application, there is no guarantee that concurrency capacity will be available at the time of site plan or subdivision review (when concurrency review will be required).**

The applicant is required to post a sign on the property subject to rezoning per the requirements of the Sign Posting Affidavit. After posting the sign, the applicant shall submit a picture of the posted sign and a signed and notarized Sign Posting Affidavit. The electronic file of the sign and sign posting specifications will be provided to the applicant for printing and posting. The application is incomplete until the planning department receives the affidavit and the picture.

Final PUD site and development plans may be submitted and reviewed concurrently with a PUD rezoning, and shall be submitted concurrently for an UPUD rezoning. Please contact the Growth Management Department at 891-7001 prior to application submittal if you are interested in simultaneous review of PUD/U-PUD rezoning and final site and development plan.

## Design Review

Rezoning to the U-PUD district within the downtown area is subject to design review pursuant to Section 10-200(j)(2). The Design Review recommendation will be forwarded to the Planning Commission for further review.

## Development Review Committee (DRC) Review

Rezoning to the PUD/U-PUD district is subject to review by the Development Review Committee (DRC). The DRC may continue the application to a specific time for further review or may vote to recommend approval with conditions or denial. The DRC recommendation will be forwarded to the Planning Commission for further review.

## Planning Commission Review

The Planning Department will advertise, in the Tallahassee Democrat, the rezoning application for review by the Planning Commission no less than 30 days prior to the next available [Planning Commission Public Hearing](#). The Planning Commission, at the public hearing, may continue the application to a specific time for further review, or may vote to recommend approval with conditions or denial. The Planning Commission recommendation will be forwarded to the City Commission for final approval.

Persons with standing may file a petition (subject to a \$150 filing fee) for quasi-judicial proceedings within 15 days from the date on which the decision is rendered, in accordance with the bylaws of the Planning Commission and the City of Tallahassee and Leon County Land Development Codes (for a decision on a City of Tallahassee Type C Application, persons with standing may file a petition for quasi-judicial proceedings within 30 days from the date the decision is rendered). Copies of the bylaws and forms are available from the Planning Department at a reasonable cost. Additional information pertaining to the formal proceedings procedure is available from the Current Planning Division at (850) 891-6400.

## City Commission Public Hearing

The City Commission conducts its public hearings to consider applications to amend the Official Zoning Map for areas located within the City limits. The City Commission may vote at those public hearings to approve, approve with conditions, deny, or continue the request to a date and time certain. Decisions made by the City Commission are final.

The City Commission public hearing is conducted at 6:00 p.m. in the Commission Chambers, Second Floor, City Hall and are generally held the last regular meeting of each month. City Commission agenda items are required to be submitted no later than 3 weeks prior to the scheduled Commission public hearing. Interested parties may contact the Tallahassee-Leon County Planning Department for information regarding the City Commission public hearing schedule.

There are no time restrictions for resubmittal of new applications for PUD rezoning review should the City Commission deny the proposed amendment to the Official Zoning Map.

## Standards To Be Applied

In their review of amendments to the Official Zoning Map, the DRC, the Tallahassee-Leon County Planning Commission, and the City Commission shall include consideration of the factors listed below:

1. **Consistency with the Comprehensive Plan.** The proposed PUD/U-PUD district shall be consistent with the Comprehensive Plan. The Plan is available online at [http://www.talgov.com/planning/compln/comp\\_plan.cfm](http://www.talgov.com/planning/compln/comp_plan.cfm).
2. **Consistency with Other Ordinances.** The proposed PUD/U-PUD district shall be consistent with all other ordinances adopted by the City, including but not limited to the applicable environmental and concurrency management ordinances.

3. **Consistency with Purpose and Intent of the PUD District.** An application for a PUD district shall indicate how the proposed PUD district meets the purpose and intent of the PUD district, as set forth in Section 10-165 of the *City of Tallahassee Zoning, Site Plan and Subdivision Regulations*.
4. **Consistency with Purpose and Intent of the U-PUD District.** An application for a U-PUD district shall indicate how the proposed U-PUD district meets the purpose and intent of the U-PUD district, as set forth in Section 10-200 of the *City of Tallahassee Zoning, Site Plan and Subdivision Regulations*.
5. **School Considerations.** A completed School Impact Analysis Form for projects proposing residential land use or projects located adjacent to residential development.

### **Amendment of PUD/U-PUD Rezoning Applications**

Amendments to PUD/U-PUD rezoning review applications that will result in a more intensive use and/or density will require a resubmittal of the PUD/U-PUD application. Such changes to the application after publication (in the Tallahassee Democrat) of notice for the City Commission public hearing are not allowed. The City Commission must act on the rezoning as advertised. Resubmittals that will result in a more intensive use and/or density are required to pay the applicable application fees identified on the application checklist.

Any and all amendments to an official Application for PUD/U-PUD Rezoning Review shall be filed in writing and bear the signature of the applicant or applicant's representative as provided in the initial application.

### **Public Notification of Application**

In the case of a request for an amendment to the Official Zoning Map, notice of the Planning Commission public hearing shall be given at least thirty (30) calendar days in advance of the hearing by one (1) publication in a newspaper (Tallahassee Democrat) of regular and general circulation in the city or county. In cases where rezoning requests consist of thirty (30) or fewer contiguous parcels of land, additional written notice shall be mailed to the current address of each property owner involved and to owners of property and renters within one thousand (1,000) feet of the parcels to be rezoned. In addition, a letter of notification is mailed by the Planning Department, as appropriate, to all registered neighborhood associations within 1,000 feet of the perimeter of the subject property(ies). The purpose of the letter is to notify surrounding property owners of the application and the time, date, and place of the DRC review, the Tallahassee- Leon County Planning Commission and City Commission public hearings. Actual costs of advertising and direct notice will be invoiced to the applicant separately.

# Rezoning/Comprehensive Plan Amendment District Guide

## **Suburban**

C-1 Neighborhood Commercial  
C-2 General Commercial  
CM Medical Arts Commercial  
CP Commercial Parkway  
IC Interchange Commercial  
M-1 Light Industrial  
MH Manufactured Home Park  
MR Medium Density Residential District  
MR-1 Medium Density Residential  
OA-1 Airport Vicinity  
OR-1 Office Residential  
OR-2 Office Residential  
OR-3 Office Residential District  
OS Open Space  
R-1 Single Family Detached Residential  
R-2 Single Family Detached Residential  
R-3 Single Family Two-Family Residential  
R-5 Manufactured Home and Single Family Detached  
RA Residential Acre  
UP-1 Urban Pedestrian District  
UP-2 Urban Pedestrian District

## **UR Urban Residential**

R-3 Single Family Two-Family Residential  
R-4 Urban Residential District

## **UR-2 Urban Residential-2**

RA Residential Acre  
R-1 Single Family Detached Residential  
R-2 Single Family Detached Residential  
R-3 Single Family Detached, Attached Two-Family Residential  
R-4 Urban Residential District  
R-5 Manufactured Home and Single Family Detached  
MH Manufactured Home Park  
MR Medium Density Residential District  
MR-1 Medium Density Residential

## **Central Core (City Only)**

CC Central Core  
ASN-A All Saints Neighborhood-A  
ASN-B All Saints-B  
ASN-C All Saints-C  
ASN-D All Saints-D  
SCD Special Character District  
UV University Urban Village

## **RP Residential Preservation**

RP Residential Preservation (County only)  
RP-1 Residential Preservation - 1 (City only)  
RP-2 Residential Preservation - 2 (City only)

## **RP Residential Preservation (Continued)**

RP-MH Residential Preservation Mobile Home Single Family (City only)  
RP-R Residential Preservation Rural (City only)  
RP-UF Residential Preservation - Urban Fringe (City only)

## **Bradfordville Mixed Use**

BC-1 Bradfordville Commercial - 1  
BC-2 Bradfordville Commercial - 2  
BCS Bradfordville Commercial Services  
BOR Bradfordville Office Residential  
C-1 Neighborhood Commercial  
C-2 General Commercial  
M-1 Light Industrial  
MH Manufactured Home Park  
MR Medium Density Residential District  
MR-1 Medium Density Residential  
OR-1 Office Residential  
OR-2 Office Residential  
OS Open Space  
R-1 Single Family Detached Residential  
R-2 Single Family Detached Residential  
R-3 Single Family Detached, Attached Two-Family Residential  
R-5 Manufactured Home and Single Family Detached  
RA Residential Acre  
UP-1 Urban Pedestrian District  
UP-2 Urban Pedestrian District

## **AC High Intensity Urban Activity Center**

## **CU Central Urban (City only)**

CU-12  
CU-18  
CU-26  
CU-45  
UV University Urban Village

## **I Industrial Zoning**

## **LP Lake Protection**

## **LT Lake Talquin Recreational Urban Fringe Protection (County only)**

## **R Rural (County only)**

## **RC Rural Community (County only)**

RC Rural Community

## **UF Urban Fringe**

**UT University Transition District (City only)**

UT University Transition  
UV University Urban Village

**NB Neighborhood Boundary**

NBO Neighborhood Boundary Office

**MGN Mahan Gateway Node**

MCR Mahan Corridor Ring  
MCN Mahan Corridor Node

**WRC Woodville Rural Community (County only)**

WC Woodville Commercial District  
RA Residential Acre  
R-1 Single Family Detached Residential  
R-5 Manufactured Home and Single Family Detached  
MH Manufactured Home Park  
C-1 Neighborhood Commercial  
C-2 General Commercial  
OS Open Space

**Districts Requiring Special Applications**

*(refer to a Land Use Planner)*

PD Planned Development  
DRI Development of Regional Impact

**Districts Requiring Special Applications (Continued)**

PUD Planned Unit Development  
UPUD Urban Planned Unit Development

Each Bold heading represents a Future Land Use Category in the Comprehensive Plan. The districts underneath each heading are the different zoning categories that implement the Future Land Use

**\*\*\*\*CHANGES FROM ONE DISTRICT TO ANOTHER WHERE BOTH DISTRICTS ARE UNDER THE SAME BOLD HEADING ARE STRAIGHT REZONINGS AND SHOULD BE DIRECTED TO THE LAND USE DIVISION.**

**\*\*\*\*CHANGES FROM A DISTRICT UNDER ONE BOLD HEADING TO A DISTRICT UNDER ANOTHER BOLD HEADING ARE COMPREHENSIVE PLAN CHANGES AND SHOULD BE DIRECTED TO THE COMPREHENSIVE PLANNING DIVISION.**

Examples:

C-1 to C-2 – straight rezoning  
C-1 to CU – comprehensive plan change  
RP-1 to RP-2 – straight rezoning  
RP-1 to OR-2 – comprehensive plan change

## Application Submittal Checklist

1. General Description of the Proposed Project / Project Narrative
2. If the application is to amend a PUD/U-PUD, a strike-through/underlined version of the original PUD/U-PUD or, if not possible, a list of the proposed changes shall be submitted with the application.
3. Identification of any individual, neighborhood association, or business association with which you have voluntarily met prior to submission of this application.  
Name of Entity(ies) \_\_\_\_\_ Date Met \_\_\_\_\_  
Name of Entity(ies) \_\_\_\_\_ Date Met \_\_\_\_\_

If more space is needed, attach additional documentation.

4. Provide a statement indicating how the PUD/U-PUD is consistent with the Comprehensive Plan (The Plan is available online at [http://www.talgov.com/planning/compln/comp\\_plan.cfm](http://www.talgov.com/planning/compln/comp_plan.cfm).)
5. Provide a statement indicating how the PUD is consistent with the purpose and intent of the Planned Unit Development regulations as described in Section 10-165(a).
6. Fulfill all PUD submittal requirements as described in Section 10-165(d)(1) for PUDs or Section 10-200(c)(i) for U-PUDs, which shall include the following:

(d) *Submittal requirements.*

(1) *Planned unit development concept plan.* A planned unit development concept plan shall consist of the graphic or textual information itemized in subsections (d)(1)a. through c. of this section. Adjustments to this information may be made at the pre-submittal meeting if held.

a. A general plan for the use of all lands within the proposed planned unit development. Such plans shall indicate the general location of residential areas (including density and unit types), open space, parks, passive or scenic areas, and commercial areas (including building square footage and height).

b. A plan of vehicular and pedestrian circulation showing the general locations and right-of-way widths of roads, sidewalks, the capacity of the system and access points to the external and internal thoroughfare network.

c. Quantitative summary of land uses (maximum acres, maximum nonresidential building square feet, maximum number of residential dwelling units). A report shall be submitted to the city that includes a statement indicating how the proposed development complies with the comprehensive plan and a general description of the proposed development including:

1. The total acreage of the project.
2. The number of acres proposed to be developed in the various categories of land shown on the concept plan; the percentage of total acreage represented by each category of use and each component of development; and an itemized list of uses proposed

for each of the components which shall be the range of uses permitted for that section of the planned unit development.

3. The number and type of dwelling units proposed for the overall site and for its components, including dwelling unit per acre calculations and population projections for each or for nonresidential projects, gross square footage devoted for each land use.

4. The establishment of minimum development standards which shall govern the site and development such as lot shape and size, internal streets and pedestrian ways, open space provisions, off-street parking, buffers and landscape areas.

5. A binding commitment to develop the property in accordance with the approved concept plan and conditions of approval. The commitment shall bind all subsequent owners.

6. A site conditions map which includes:

i. Legal description and boundary survey signed and sealed by a registered state land surveyor.

ii. Name of the planned unit development; owner; subdivider/lessee/optionee (if applicable), and address and phone number of each; surveyor and engineer of record; and date of drawing.

iii. Scale, date, north arrow, and general location map showing relationship of the site to external uses, structures, and features.

iv. Boundaries of the subject property, all existing streets, buildings, water courses, easements, section lines, and other important physical features.

v. Existing topography (latest United States Department of the Interior Geological Survey).

vi. The location and size of all existing drainage facilities and a utility concept plan.

vii. Information about the existing vegetative cover and general soil types, and their appropriateness for the proposed project.

viii. The location and function of all other existing public facilities which would serve the residents of the site including but not limited to schools, parks, and fire stations.

The requirements to provide this information may be waived for small projects. If required, notation of this information on a scaled map is acceptable.

7. An environmental analysis approved by the city growth management department, in accordance with the applicable provisions of chapter 5 of this Code.

8. A preliminary certificate of concurrency issued by the City Growth Management Department.

9. A photograph of the posted Rezoning Notification Sign along with the completed Sign Posting Affidavit.

10. A completed School Impact Analysis Form.

7. If a U-PUD application, provide a statement indicating how the U-PUD is consistent with the purpose and intent of the Urban Planned Unit Development regulations as described in Section 10-200(a).

An electronic version of this application and all supporting documentation shall be submitted via email in PDF format to [beth.perrine@talgov.com](mailto:beth.perrine@talgov.com). Once the application has been reviewed and deemed complete, staff will email the applicant/agent instructions on how to submit the application fee. Once the application fee is paid, staff will then email the sign posting information to the applicant/agent. The application is considered complete once the application fee and sign posting has been processed. The direct notice and advertising fee will be billed separately once these items are completed.



**PUD/U-PUD District Standards**

*(You may duplicate this table for each component of the PUD/U-PUD, or otherwise alter it as necessary to fit the needs of the project.)*

**PERMITTED USES (Page 1 of 2)**

**1. District Purpose and Intent**

*SAMPLE LANGUAGE – Insert your own text* - The UP-2 district is intended to be located in areas designated Mixed Use-B or C on the Future Land Use Map of the Comprehensive Plan and shall apply to compact, linear urban areas with direct access to an arterial roadway. The intent of this district is to promote the redevelopment of areas from lower intensity “strip” development pattern to a more intensive, higher density urban pattern. It is one of the intents of this district to permit the gradual conversion of existing development to the new standards by allowing the continuation of certain existing uses and allowing the conversion of those existing uses to drive-through uses, provided that the new uses meet the development standards of this district and foster an improved pedestrian environment. It is not intended that additional sites within this district be converted to new drive-through uses. The UP-2 district shall be located in areas near employment or activity centers with access to public transit. The provisions of this district are intended to promote more intensive and multiple use developments with pedestrian facilitation and orientation. Retail commercial, professional, office, medium density residential, and community and recreational facilities related to principal permitted uses are permitted. This district is not intended to accommodate regional scale commercial and service activities, nor automotive oriented uses (auto sales, service or repair). New residential development that is exclusively residential shall have a minimum gross density of 6 dwelling units per acre and a maximum gross density of 16 dwelling units per acre. New residential development combined with nonresidential development shall have a minimum gross density of 8 dwelling units per acre and a maximum density of 20 dwelling units per acre. The minimum gross density requirements may be eliminated if constraints of concurrency or preservation and/or conservation features preclude the attainment of the minimum densities.

**2. Principal Uses**

**3. Accessory Uses**

- (1) A use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure and which comprises no more than 33 percent of the floor area or cubic volume of the principal use or structure, as determined by the Land Use Administrator.
- (2) Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the Land Use Administrator.

**FOR DEVELOPMENT STANDARDS IN THE PUD DISTRICT, REFER TO PAGE 2 OF 2**

**DEVELOPMENT STANDARDS (Page 2 of 2)**

Add or delete standards as necessary. Section 10.3.E.4.a.3.d of the Zoning, Site Plan & Subdivision Regulations requires that a PUD Concept Plan include minimum development standards by which the site and development shall be governed. Any and all development issues that arise at the time of application for site plan approval and which do not have standards delineated within this PUD Concept Plan will be deferred to the zoning district standards existing at the time of this PUD application submittal.

	<b>5. Acreage of Use</b>	<b>6. % of total Acreage</b>	<b>7. Maximum Density (for residential uses) OR Gross Bldg. Square Footage (for nonresidential)</b>			
<b>Use Category</b> <i>(add or delete categories as necessary)</i>						
Single -family Residential	???	?? %	?? du/ac			
Multi -family Residential	???	?? %	?? du/ac			
Two-family Residential	???	?? %	?? du/ac			
Retail	???	?? %	?? ft <sup>2</sup>			
General Commercial	???	?? %	?? ft <sup>2</sup>			
Office	???	?? %	?? ft <sup>2</sup>			
Industrial	???	?? %	?? ft <sup>2</sup>			
	<b>8. Minimum Lot Size 9. Minimum or Maximum Building Setbacks</b>		<b>9. Minimum or Maximum Building Setbacks</b>			
<b>Use Category</b> <i>(add or delete categories as necessary)</i>	<b>b. Lot Width</b>	<b>c. Lot Depth</b>	<b>a. Front</b>	<b>b. Side-Interior Lot</b>	<b>c. Side-Corner Lot</b>	<b>d. Rear</b>
Single -family Residential	??	??	??	??	??	??
Multi -family Residential	??	??	??	??	??	??
Two-family Residential	??	??	??	??	??	??
Retail	??	??	??	??	??	??
General Commercial	??	??	??	??	??	??
Office	??	??	??	??	??	??
Industrial	??	??	??	??	??	??
	<b>10. Maximum Building Restrictions</b>		<b>11. Parking Requirements</b>			
<b>Use Category</b> <i>(add or delete categories as necessary)</i>	<b>b. Lot Width</b>	<b>c. Lot Depth</b>	<b>a. Front</b>	<b>b. Side-Interior Lot</b>	<b>c. Side-Corner Lot</b>	<b>d. Rear</b>
Single -family Residential	??	??	??	??	??	??
Multi -family Residential	??	??	??	??	??	??
Two-family Residential	??	??	??	??	??	??
Retail	??	??	??	??	??	??
General Commercial	??	??	??	??	??	??
Office	??	??	??	??	??	??
Industrial	??	??	??	??	??	??
<b>12. Parking Facilities:</b>						
<b>13. Vehicular Street Access:</b>						
<b>14. Buffer:</b>						
<b>15. Signage:</b>						
<b>16. Lighting:</b>						
<b>17: Final Site Plan Review Process:</b>						