

SECTION 22.0 SMALL ADJUSTMENT

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 Section of the Growth Management Department.

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

[FEE SCHEDULE](#)

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 Section, 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 Section.
- 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 Section. 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 Section. 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:

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.

APPROVED: _____

DATE: _____

ORDINANCE NUMBER: _____

FILE NUMBER: _____