

RULE 9J-11, F.A.C., TRANSMITTAL REQUIREMENTS FOR THE SUBMISSION OF ADOPTED
COMPREHENSIVE PLAN AMENDMENTS

October 2005

NUMBER OF COPIES TO BE SUBMITTED: Please submit three copies of all comprehensive plan materials, of which one copy shall be paper and the other two copies may be on CD ROM in Portable Document Format (PDF), to the Florida Department of Community Affairs and one copy each to the Florida Department of Environmental Protection (DEP), appropriate Florida Department of Transportation (DOT) district office, Department of State (DOS), appropriate Regional Planning Council (RPC), the appropriate Water Management District (WMD), Office of Educational Facilities of Commissioner of Education (if related to public educational facilities element pursuant to 163.31776, F.S.), the commanding officer or designee of each military installation located within, adjacent or proximate to the local government (if the amendment would affect the intensity, density, or use of the land adjacent to or in close proximity to the military installation), Office of Tourism, Trade, and Economic Development (OTTED) (if the amendment is related to an area of rural critical economic concern pursuant to Section 163.3187(1)(o), F.S., appropriate County, the Florida Fish and Wildlife Conservation Commission (FFWCC) (county plans only), and the Florida Department of Agriculture and Consumer Services (DOACS), Division of Planning and Budgeting (county plans only).

SUBMITTAL LETTER REQUIREMENTS: Please include the following information in the transmittal cover letter transmitted the adopted amendment (see Rule 9J-11.011(5), F.A.C.):

_____ DCA identification number for adopted amendment package;

_____ Name of newspaper in which the Department will publish the required Notice of Intent (Rule 9J-11.011(5) F.A.C. and Section 163.3184(8)(c)1, F.S.);

_____ Brief description of the adoption package, including any amendments previously proposed but not adopted (Rule 9J-11.011(5)(a)5, F.A.C.);

_____ Ordinance number and adoption date (Rule 9J-11.011(5), F.A.C.);

_____ Certification that the adopted amendment(s) has been submitted to all parties listed in Rule 9J-11.009(6), F.A.C. (Rule 9J-11.011(5), F.A.C.);

_____ Name, title, address, telephone, FAX number and e-mail address of local government contact;

_____ Letter signed by the chief elected official or the person designated by the local government (Rule 9J-11.011(5), F.A.C.).

_____ If the plan amendment is unchanged and was not subject to review or objections, a statement requesting expedited publication of the notice of intent. The transmittal letter shall include the following language: **The comprehensive plan amendment package was adopted without revision from the proposed amendment package and no objections were raised by an affected party, the amendment was not reviewed by the Department or if reviewed no objections were raised. Based upon these facts, we request expedited publication of a Notice of Intent pursuant to Section 163.3184(8), Florida Statutes.**

_____ If adopted package contains a future land use map amendment adopted after December 1, 2007, a statement indicating the date that the annual capital improvement element update has

been adopted and submitted along with the summary of de minimis impact records.

ADOPTION AMENDMENT PACKAGE: Please include the following information in the amendment package (Rule 9J-11.011(5), F.A.C.):

_____ All adopted text, maps and support documents (including data and analysis) on new pages of the affected amendment in a strike-through/underline format (or similar easily identifiable format). In case of future land use map amendment, the adopted future land use map reflecting the changes made when adopted. Note: If the local government is relying on previously submitted data and analysis, no additional data and analysis is required.

_____ Copy of executed ordinance adopting the comprehensive plan amendment(s);

_____ Copy of the Citizen Courtesy Information List. In event no individuals sign up to receive a courtesy information statement, indicate on sign-in form that no request were made and include the form in the adopted package. [9J-11.015(5)(b)4 and 163.3184(15)(c), F.S.] (Section 163.3184(8)(b)2, F.S.);

_____ List of additional changes made in the adopted amendment that the Department did not previously review (Rule 9J-11.011(5)(a)5.a, F.A.C.);

_____ List of findings of the local governing body, if any, that were not included in the ordinance and which provided the basis of the adoption or determination not to adopt the proposed amendment (Rule 9J-11.011(5)(a)5.b, F.A.C.);

_____ Statement indicating the relationship of the additional changes not previously reviewed by the Department to the ORC report from the Department (Rule 9J-11.011(5)(a)5.c, F.A.C.)

_____ List of proposed amendments previously reviewed by the Department in current cycle of amendments that were not adopted by local government (Rule 9J-11.011(5)(a)5.d, F.A.C.)

_____ In the case where the local government amends the **Capital Improvement Element**, the following information will be required: (Rule 9J-11.011(8), F.A.C.).

(a) **If the amendment adopts corrections and modifications** of the capital improvements element concerning costs, revenue sources, or acceptance of facilities pursuant to dedications that are consistent with the plan pursuant to Section 163.3177(3)(b), F.S., a copy of the executed ordinance shall be submitted to the Department within ten working days after adoption.

(b) **If the amendment is adopted to meet the annual update** of the schedule or to eliminate, defer, or delay the construction for any facility listed in the 5-year schedule pursuant to Section 163.3177(3)(b), F.S., the local government must submit a copy of the executed ordinance, the amendment in strike thru and underline format, and a summary of the de minimis impact records pursuant to Section 163.3180(6), F.S.

_____ If local government uses replacement page format: copies of newly adopted comprehensive plan pages that contain newly adopted plan amendments and new cumulative table of contents (Rule 9J-11.011(5)(b)6. and 7., F.A.C.).