



## ZONING MAP AMENDMENT APPLICATION (MAP ONLY)

Community Services Department  
Planning and Zoning Division  
65 Stone Street  
Cocoa, Florida 32922

Phone: (321) 433-8535  
Fax: (321) 433-8543  
Web: <http://www.cocoafl.org>

This form is divided into steps, which will help you prepare your application, provide supplemental items, and prepare for the Planning & Zoning Board and City Council hearings. A pre-application meeting with Staff is **required**.

For Office Use Only - Date Received

Please TYPE or PRINT this application neatly.

Stamp Only When Application is Fully Complete

1. Existing Zoning Category: \_\_\_\_\_

2. Proposed Zoning Category: \_\_\_\_\_

3. Existing Future Land Use Category: \_\_\_\_\_

4. Proposed Future Land Use Category (if applicable): \_\_\_\_\_

5. Applicant Information: *\* NOTE: Applicant is the main contact, who must attend the meeting!*

Company (if applicable): \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Mobile #: \_\_\_\_\_ E-mail: \_\_\_\_\_

6. Property Owner Information: *\* Check here if same as Applicant →*

*\* If more than one owner, attach additional sheet with names and addresses.*

Company (if applicable): \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Mobile #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**7. Property Information:**

Street Address and Location: \_\_\_\_\_

Parcel ID: *\* If more than two Parcel IDs, attach additional sheet with Parcel IDs.*

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Tax Account Numbers: *\* If more than two Tax Account #s, attach additional sheet with Tax Account #s.*

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Land Area: \_\_\_\_\_ square feet or \_\_\_\_\_ acres

Existing Use(s) on Property: \_\_\_\_\_

Proposed Use(s) on Property: \_\_\_\_\_

**8. Please submit the following items in order complete the application:**

- a.  **Notarized application.**
- b.  **List of owners within 500 feet.** A "radius map package" from Brevard County containing a certified mailing list with mailing labels and a map of all property owners of record who reside within a 500-foot radius of the subject property is required for public notice. It is the applicant's responsibility to request these materials with the Brevard County GIS Department that are available free of charge. Inquiries need to be emailed to [servicedesk@brevardfl.gov](mailto:servicedesk@brevardfl.gov) and forwarded to the **City of Cocoa Planning and Zoning Department** when available.
- c.  **Application fee.** Please make checks payable to the 'City of Cocoa' and submit payment **ONLY** to the Community Services Department. Public mail notice and legal advertising fees must also be paid a few weeks after application submittal. See Schedule of Fees, Charges and Expenses for applicable fees.
- d.  **Proof of ownership.** A copy of the most recent recorded warranty deed is required.
- e.  **Letter of authorization.** If the applicant is not the property owner, a notarized letter of authorization or agent affidavit is required, unless the applicant is the Attorney of the owner. Each property owner must complete a separate authorization form or other suitable documentation to allow the agent to act upon his/her behalf. A sample "Letter of Authorization" form is available from the City.
- f.  **Corporate documents.** If the applicant/owner is representing a company, articles of incorporation which show the applicant/owner is authorized to represent the company is required. A data record printout from the Florida Department of State, Division of Corporations website may also be provided (<http://www.sunbiz.org/corpweb/inquiry/search.html>).
- g.  **Certified boundary survey.** Submit a certified survey showing all existing structures and all proposed structures.
- h.  **Legal description.** Submit a typed copy of the legal description. It may be submitted on a computer disk or by e-mail.
- i.  **Additional information (optional).** Submit any information that may be helpful in understanding the request. This may include a site plan drawing, photos, sketches, elevations, or letters from adjoining property owners.

**9. Application filing deadline.** The application filing deadline is on the first day of each month at 5:00 pm for public hearings that are held in the following month. For Zoning Map Amendment applications that are submitted concurrently with other applications, the earlier filing deadline shall apply.

**10. Application filing procedure.** This application, together with all required exhibits and attachments, shall be completed and filed with the Planning and Zoning Division.

***Public hearings process information – please read this!***

**11. Dates and locations of public hearings.** All zoning map amendments require one hearing in front of the Planning & Zoning Board and two hearings in front of the City of Cocoa Council.

**12. Board types.** The Planning & Zoning Board is an advisory board to the City Council and therefore is only authorized to make recommendations. City Council is an authoritative body and is able to make binding decisions.

**13. Presence required at the public hearings.** The applicant or his/her representative must be present to answer any questions concerning the application. If there are extenuating circumstances why the applicant or his/her representative cannot attend, he or she must notify the City in writing prior to the public hearing.

**14. Preparing for the public hearings.** It is the applicant's responsibility to research and know all laws that may be applicable and may affect the outcome of any decision on the application request. The City assumes no responsibility or liability relating to the applicant's failure to research and know all applicable laws including, but not limited to state, federal, and city laws, codes, land development regulations, and the comprehensive plan.

**15. Exhibits at public hearings.** If photographs, documents, maps or other materials are provided to the Board/Council as evidence at the public hearing, the applicant must leave those instruments with the Recording Secretary. By law those instruments automatically become part of the public records and cannot be returned to the applicant.

**16. Witnesses at public hearings.** For the purposes of making a decision on the application, the Board/Council shall only consider testimony of qualified witnesses. A witness is determined by the Board/Council and is generally based on:

- a. The witness has personal knowledge of the fact in which the witness will testify; and/or
- b. In the case of testimony consisting of opinions or inferences, the testimony is qualified as the following:
  1. *Layman witness:* Testimony of a witness other than an expert witness is qualified only if:
    - The witness can readily, and with equal accuracy and adequacy, communicate what he or she perceived to the Board without testifying in the form of opinions or inferences.
    - The opinions and inferences do not require any special knowledge, skill experience or training.
  2. *Expert witness.* Testimony of an expert witness is qualified only if:
    - The subject matter is proper for expert testimony because scientific, technical, or other specialized skill will help the Board understand the evidence being presented, or helps establish a fact in issue.
    - The witness is adequately qualified to express an opinion on the matter.

**17. Planning & Zoning Board vs. City Council actions.** If the Planning & Zoning Board finds that the facts presented in the matter justify approval, it may recommend to approve the request, or a portion thereof, and it may specify any conditions deemed necessary to preserve the intent of the City of Cocoa Code. If the Board finds that the facts presented do not justify approval, it may recommend to deny the request and will specify the reasons for denial. A decision is usually made at the same meeting that the hearing is held. Regardless of the outcome, the application will be forwarded to the City Council for consideration where a final decision can be made.

**18. In order to approve a zoning map amendment, the Planning & Zoning Board and City Council must consider and study the criteria listed below (as described in Appendix A, Article XXII, Section 1 (G)(1) of the City of Cocoa Code). Please provide your consideration of the following criteria and any pertinent data and evidence that may be useful to the Planning & Zoning Board and City Council. Use extra sheets if necessary.**

**a. Whether or not the proposed change is contrary to the established land use pattern.**

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**b. Whether or not the proposed change would create an isolated district unrelated to adjacent and nearby districts.**

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**c. Whether or not the proposed change would materially alter the population density pattern and thereby increase or overtax the load on public facilities such as schools, utilities, streets, access, etc.**

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**d. Whether or not existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.**

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**e. Whether or not the proposed change would be contrary to the land use plan and would have an adverse effect on the comprehensive plan.**

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**f. Whether or not changed or changing conditions make the passage of the proposed amendment necessary.**

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**g. Whether or not the proposed change will adversely influence living conditions in the neighborhood.**

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**h. Whether or not the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.**

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**i. Whether or not the proposed change will create a drainage problem.**

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**j. Whether or not the proposed change will seriously reduce light and air to adjacent areas.**

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**k. Whether or not the proposed change will adversely affect property values in the adjacent areas.**

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**l. Whether or not the proposed change will be a deterrent to the improvement or development of adjacent property in accord with existing regulations.**

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**m. Whether or not the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.**

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**n. Whether or not there are substantial reasons why the property cannot be used in accord with existing zoning.**

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**o. Whether or not the change suggested is out of scale with the needs of the neighborhood.**

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p. Whether or not it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.

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**19. Signatures and Notarization.**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_. I, \_\_\_\_\_  
being first duly sworn, depose and say that:

- I am the applicant, or if corporation, I am the officer of the corporation authorized to act on this request.
- I am the legal representative of the applicant of this application and a notarized Letter of Authorization form or agent affidavit accompanies this application giving written, unless the applicant is the Attorney representing the owner.

I hereby certify that I have read, completed and understand this application and applicable petition, and understand that if my application and all associated attachments are not complete and accurate in all respects, the application will not be scheduled for a public hearing. I further understand that this application must be complete and accurate prior to the advertising of a public hearing.

\_\_\_\_\_  
(APPLICANT SIGNATURE)

\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known  OR Produced Identification

Type of I.D. Produced \_\_\_\_\_

\_\_\_\_\_  
(NOTARY PUBLIC SIGNATURE)

STATE OF FLORIDA, COUNTY OF BREVARD

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

**FOR OFFICE USE ONLY**

Fee of \$ \_\_\_\_\_ in cash  or check  (No. \_\_\_\_\_) payable to the "City of Cocoa".

Receipt Number: \_\_\_\_\_

Date: \_\_\_\_\_

Signature from Planning & Zoning Division:  
\_\_\_\_\_