

**LARGE SCALE LAND USE AMENDMENT  
(OVER 10 ACRES)  
APPLICATION PROCEDURES**

**FEE: \$1,000.00 Plus \$10.00 per acre**

1. Submit requested # copies of application and required attachments plus fees.
2. List of adjacent property owners within 300 feet of the subject property is submitted to the Town. The list must include the names and addresses of property owners as they appear on the Nassau County Tax Roll.  
The required list is the responsibility of the applicant and is not a service provided by Town Staff. The list may be obtained through private sources, such as Abstract Companies, Title Companies or Legal Offices.  
It is the **APPLICANT'S** responsibility for the list being correct. **If any name is omitted and that person files a complaint, the application may be deemed null and void and a new hearing will be required.**
3. Provide ONE stamped and addressed legal size envelope to each name that appears on the Adjacent Property Owner's list. Please do not place the return address and if a postage meter is used please omit the date.
4. Each application must have attached: **PROOF OF OWNERSHIP**, which may be a copy of a deed, or statement from legal office or abstract office of the ownership and **CLEARLY TYPED LEGAL DESCRIPTION**. All parties listed as an owner must sign application.
5. After submitting the above information, the application is forwarded to our Land Planner for review and comments. After receipt of comments the applicant is notified of any needed changes and/or concerns, or that the application is complete.
6. After notification the applicant will resubmit, addressing all comments. If there is an issue you disagree with please advise in writing, requesting that the application proceed with outstanding issues.
7. When the application is complete, the application is processed for the required public hearings.
8. A Notice of Public Hearing sign will be placed on your property. Please notify us if it appears to be placed in error. The sign will remain until the final outcome of your hearing at which time you may destroy the sign.
9. A Notice of Public Hearing will be placed in the newspaper. The bill for this publication will be paid by the Town, **to be reimbursed by the applicant.**
10. The Land Planner will prepare a report with a recommendation for approval or denial to the Town.

Upon completion of the application process, the application will go before the Local Planning Agency for review. Upon their recommendation it will go before the Town Council. The requested amendment is then forwarded to the Department of Community Affairs (DCA) for review. After the review is completed by the DCA, the amendment is approved or denied by the Town Council.

All Future Land Use Changes require passage of an ordinance by the Town Council. All ordinances must have 2 public hearings by the Town Council.

**TOWN OF CALLAHAN**  
**APPLICATION FOR FUTURE LAND MAP AMENDMENT**  
**(PROPERTY OVER 10 ACRES)**

APPLICATION # \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

Received by: \_\_\_\_\_

**TEN (10) COPIES OF THE COMPLETED APPLICATION WITH THE REQUIRED EXHIBITS SHALL BE SUBMITTED ALONG WITH THE APPLICABLE FEE.** (Each packet to contain application w/ all attachments) FEE AMT. PAID \_\_\_\_\_ Pd. By: Ck \_\_\_\_\_ Cash \_\_\_\_\_ Ck# \_\_\_\_\_ Receipt # \_\_\_\_\_

1. Legal description of property: - (Attached additional sheets if necessary)

Lot \_\_\_\_\_, Block \_\_\_\_\_

Subdivision \_\_\_\_\_ P.B. \_\_\_\_\_ PG. \_\_\_\_\_

2. Acreage \_\_\_\_\_ Parcel Numbers \_\_\_\_\_

3. Address \_\_\_\_\_

Street Address

Between \_\_\_\_\_ and \_\_\_\_\_

Street

Street

4. The name and address of the owner as shown in the Public Records of Nassau County:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Alternate # \_\_\_\_\_

Fax# \_\_\_\_\_ E-Mail \_\_\_\_\_

5. The name and address of the applicant/Agent for the application:

Name \_\_\_\_\_

Address \_\_\_\_\_

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

E-mail \_\_\_\_\_

6. Current Future Land Use Map classification: \_\_\_\_\_

7. Existing Use of the Property: \_\_\_\_\_

**Lg. Scale Land Use Amendment**

**Application No. \_\_\_\_\_**

8. Proposed Future Map Designation(s) (List map designation by acreage):

\_\_\_\_\_

9. Reason/Justification for Change

\_\_\_\_\_

10. Describe Impact on Public Facilities (Attached additional sheets as necessary):

Water: \_\_\_\_\_

Sewer: \_\_\_\_\_

Traffic: \_\_\_\_\_

Drainage: \_\_\_\_\_

Schools: \_\_\_\_\_

11. Describe Natural Feature of the Sites (Attached additional sheets or exhibits as necessary):

Wetlands: \_\_\_\_\_

Soils: \_\_\_\_\_

Flood Prone Area: \_\_\_\_\_

Topography: \_\_\_\_\_

12. This application is submitted by:

Signature of owner: \_\_\_\_\_

Signature of agent: \_\_\_\_\_

(Letter of authorization attached)

13. Required Attachments

- A. General Location Map with subject property clearly identified
- B. Proof of Ownership (Copy of warranty deed or title opinion)
- C. Legal Description
- D. Property Appraiser's Map with subject property identified.
- E. Generalized site plan with location of proposed Future Land Use Maps designation(s).
- F. Agent authorization
- G. A survey and warranty deed for the property.
- H. Any additional information to support request.
- I. Additional copies of application will be required following transmittal hearing
- J. List of adjacent property owners within 300' of the subject property.
- K. Stamped and addressed legal size envelopes for each property owner relative J.

**Lg. Scale Land Use Amendment**

**Application No.** \_\_\_\_\_

LPA Hearing Advertised \_\_\_\_\_

LPA Hearing Held \_\_\_\_\_

Recommended: Approval \_\_\_\_\_ Denial \_\_\_\_\_

Other, Explain: \_\_\_\_\_

\_\_\_\_\_

First Reading and Transmittal Hearing Held \_\_\_\_\_

Forwarded to Department of Community Affairs (Date) \_\_\_\_\_

Additional Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Final Reading/Hearing Held \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Additional Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Town Official \_\_\_\_\_