



City of Callaway

Application for Small Scale Comprehensive Plan Amendment

Small Scale Application Fee: \$1,100.00

(plus hourly Attorney and Engineering Fees reimbursed as billed)

NOTE: A request for a High Density Residential Future Land Use designation will not qualify as a Small Scale Plan Amendment. The subject property must be under 10 acres in size in order to qualify as a Small Scale Plan Amendment.

Attach three (3) surveys with the legal description on each survey.

Attach a copy of the deed or other instrument documenting legal interest.

A. Applicant Information (Application to be completed by property owner or authorized agent only)

- 1 Owner's name: _____
- 2. Mailing address: _____

- 3. Telephone/Fax: _____
- 4. Authorized agent name: _____
- 5. Mailing address: _____

- 6. Telephone/Fax: _____

B. Requested Amendment

C. Property Information

Address of site for which amendment is requested:

Tax Role Information: _____

Parcel ID Number: _____

Existing Tax Classification: _____

Proposed Tax Classification: _____

D. Site Information:

The following information must be provided along with this application:

1. The most recent aerial photograph available from the Property Appraiser's Office. The information required by 2.(a) through (g) may be shown on the aerial photo in lieu of the required site plan.
2. A site plan or drawing, drawn to a scale deemed acceptable by the Planning Director, which describes or shows the following:
 - a) Location in relation to surrounding physical features such as streets, railroads, water bodies, etc. Names of all adjacent streets and other physical features must be shown.
 - b) North direction arrow.
 - c) Township, Range and Section
 - d) Existing designated use of the site and all adjacent properties, as shown on the Land Use Map.
 - e) Dimensions of the site (length, width, etc.) in linear feet.
 - f) Size of the site in square feet or acres.
 - g) The type of development proposed for the site; the general location of such development of the site, and; the size (square feet) of the proposed development.

E. Justification

Explain the circumstances that give rise to the need for the amendment, including an explanation of why a similar piece of property already designated for the requested use would not be suitable.

F. Facility Capacity Analysis

Applicant must provide information as to how the site will have access to potable water, sewage disposal, roads, and storm water control.

1. **Transportation** – Comprehensive Plan Amendment Traffic Impact Analysis Guidelines are attached to this application (Please include a transportation impact analysis with application)

2. **Potable Water Source:**

Private water wells:

Private community system provider:

Public water system provider:

3. **Sewage Disposal Source:**

Private septic tanks:

Private sewage system provider:

Public sewage system provider:

4. **Storm water control:**

Describe how the storm water will be controlled and treated:

(Attach additional pages if necessary)

G. Certification and Authorization

By my signature hereto, I do hereby certify that the information contained in this application is true and correct, and understand that deliberate misrepresentation of such information will be grounds for denial or reversal of this application and/or revocation of any approval based upon this application.

I do hereby authorize the City of Callaway staff to enter upon my property at any reasonable time for the purposes of site inspection. I do hereby authorize the placement of a public notice sign on my property at locations to be determined by City staff.

Applicant's Name (please print)

Applicant's Signature

Company Name

This application must be notarized.

Signed and sealed before me this _____ day of _____, 20____, by

_____, who is personally known to me or who has produced

_____ as identification and who did/did not take an oath.

Notary Public

Print Name

My commission expires: _____

Planning Department Use Only:

Amendment number: _____

Ordinance number: _____

Date received: _____

Date complete: _____

Public notice sign: _____

Newspaper ad: _____

City Commission hearing date: _____

Approved: _____

Denied: _____

Conditions of approval:

Date effective: _____



Appendix B:
Comprehensive Plan Amendment Application Traffic Impact Analysis Guidelines



Comprehensive Plan Amendment Application Traffic Impact Analysis Guidelines

The following are suggested guidelines to be followed when preparing a traffic impact analysis for a Large-Scale Comprehensive Plan Amendment (CPA) Application. This analysis is different from a concurrency analysis in that it analyzes the greatest allowable density under the proposed land use category and does not reserve any capacity on the roadway network, as it does not permit for any development to occur. Reservation of trips on the roadway network occurs upon the completion, submittal, and approval of an Application for Development Order. The CPA Application traffic impact analysis is a planning tool that allows for a better understanding of the future transportation needs in the area. Should you have any questions regarding this analysis, please feel free to contact Amanda Richard, City of Callaway at (850) 871-6000.

- 1) A roadway link p.m. peak hour, peak direction level of service analysis is to be completed.
- 2) Trip generation rates and equations should be based on *Institute of Transportation Engineers' Trip Generation* (latest available edition). The p.m. peak hour of adjacent street traffic trip generation equations (or rates), if available, should be used to calculate the p.m. peak hour trip generation for the proposed development.
- 3) Methods and equations contained in the *ITE Trip Generation Handbook* should be used to calculate pass-by and internal capture, where appropriate.
- 4) Net new external project traffic should be distributed onto the surrounding study area roadway network. The distribution of traffic should be based upon travel patterns reflected in existing traffic volume data, knowledge of the local development, and/or knowledge of local travel patterns.
- 5) The study area is defined by significantly impacted roadway links plus one link beyond. Roadway links are significantly impacted if the net new external p.m. peak hour project trips in the peak direction are five percent (5%) or more of the service volume (p.m. peak hour, peak direction) at the adopted level of service (LOS) standard.
- 6) The study area roadway network should consider all collectors and arterials within the study area, and any adjacent roads that connect the development to collectors and arterials.
- 7) Roadways should be segmented based upon the Bay County Congestion Management System, the City of Callaway Concurrency Management System or other appropriate source.
- 8) A significance test should be completed to determine the study area. Alternative calculations for roadway link service volumes are permitted if justified and completed in accordance with Florida Department of Transportation guidelines. A roadway link within the study area is considered to

- be significantly impacted if the net new external project traffic during the p.m. peak hour on a roadway link in the peak direction is estimated to be five percent (5%) or more of the service volume (p.m. peak hour, peak direction) at the adopted LOS standard.
- 9) An adversity test at a five-year and ten-year buildout horizon should be completed for all significantly impacted roadway links in the study area. For example, the an applicant submitting in 2007 should complete a year 2012 and a year 2017 analysis. This analysis should compare the total p.m. peak hour, peak direction traffic (background traffic at the buildout year, plus project traffic) to the service volume at the adopted LOS standard. If a significantly impacted roadway link is estimated to have total traffic volumes that are greater than the service volume, the link is presumed to be adversely impacted.
 - 10) Analysis year background traffic is typically estimated by applying an appropriate historical growth rate to existing, collected peak season traffic volumes.
 - 11) Should a roadway link be both significantly and adversely impacted, strategies for mitigation of the proposed development's impacts should be recommended.

The above suggested guidelines shall not be construed as a final methodology statement for all projects. The responsible professional transportation engineer/planner should make the final determination regarding technical analysis methodologies based upon the specific project being proposed.