

TABLE 155.2305.C: PUBLIC HEARING NOTICE REQUIREMENTS ¹

CC = CITY COMMISSION ZBA = ZONING BOARD OF APPEALS P&Z = PLANNING AND ZONING BOARD

AAC = ARCHITECTURAL APPEARANCE COMMITTEE HPC = HISTORIC PRESERVATION COMMITTEE

APPLICATION TYPE	NOTICE REQUIREMENT		
	TIMING OF PUBLISHED NOTICES	MAILED NOTICES	
		TIMING	RECIPIENTS
Comprehensive Plan Map Amendment (large scale and small scale)	<ul style="list-style-type: none"> • Publish newspaper notice at least 10 days before the P&Z Board hearing date. • Publish newspaper notice at least 7 days before the City Commission Transmittal hearing date. • Publish newspaper notice at least 5 days before the Adoption hearing date. 	<ul style="list-style-type: none"> • Mail notice of the P&Z public hearing at least 10 calendar days before the hearing date (per City Code § 154.08(C)(1)) 	<ul style="list-style-type: none"> • Applicant • Owner(s) of land subject to the application • Owners of real property within 500 ft of the parcel(s) subject to the application⁴ • Local planning agency of the adjacent municipality, if its jurisdictional boundary lies within 500 ft of the parcel(s) subject to the application
Residential and Nonresidential Flexibility Allocations	<ul style="list-style-type: none"> • Publish newspaper notice at least 5 calendar days before the P&Z hearing per § 154.61(C)(3). • Publish newspaper notice at least 10 calendar days before the City Commission hearing per § 154.61(C)(4). 	<ul style="list-style-type: none"> • Mail notice of the P&Z public hearing at least 6 business days before the hearing date (per City Code § 154.61(C)(3)) • Mail notice of the City Commission public hearing at least 10 calendar days before the hearing date (per City Code § 154.61(C)(4)) 	<ul style="list-style-type: none"> • Applicant • Owner(s) of land subject to the application • Owners of real property within 500 ft of the parcel(s) subject to the application⁴ • Local planning agency of the adjacent municipality, if its jurisdictional boundary lies within 500 ft of the parcel(s) subject to the application
Text Amendment proposing to revise Use Table	<ul style="list-style-type: none"> • Publish notice of the first CC public hearing at least 7 calendar days before the hearing date • Publish notice of the second CC public hearing at least 5 calendar days before the hearing date 		

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	TIMING OF PUBLISHED NOTICES	MAILED NOTICES	
		TIMING	RECIPIENTS
Text Amendment proposing any other changes	Publish notice of the CC public hearing at least 10 calendar days before the hearing date		
City-initiated General Zoning Map Amendment (Rezoning) proposing to reclassify parcel(s) involving 10 or more contiguous acres	<ul style="list-style-type: none"> • Publish notice of the first CC public hearing at least 7 calendar days before hearing date • Publish notice of the second CC public hearing at least 5 calendar days before the hearing date 		
City-initiated Site-Specific Zoning Map Amendment (Rezoning) proposing to reclassify parcel(s) involving 10 or more contiguous acres			
City-initiated General Zoning Map Amendment (Rezoning) proposing to reclassify parcel(s) involving less than 10 contiguous acres	<ul style="list-style-type: none"> • Publish notice of the P&Z public hearing at least 5 calendar days before the hearing date • Publish notice of the CC public hearing at least 10 calendar days before the hearing date 	<ul style="list-style-type: none"> • Mail notice of the P&Z public hearing at least 6 business days before the hearing date • Mail notice of the first CC public hearing at least 30 calendar days before the hearing date 	<ul style="list-style-type: none"> • Applicant • Owner(s) of land subject to the application • Owners of real property within 500 ft of the parcel(s) subject to the application ⁴ • Local planning agency of the county or adjacent municipality, if its jurisdictional boundary lies within 500 ft of the parcel(s) subject to the application
City-initiated Site-Specific Zoning Map Amendment (Rezoning) proposing to reclassify parcel(s) involving less than 10 contiguous acres			

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	TIMING OF PUBLISHED NOTICES	MAILED NOTICES	
		TIMING	RECIPIENTS
General Zoning Map Amendment (Rezoning) initiated by other than the city		<ul style="list-style-type: none"> • Mail notice of the P&Z public hearing at least 6 business days before the hearing date • Mail notice of the first CC public hearing at least 10 calendar days before the hearing date 	
Site-Specific Zoning Map Amendment (Rezoning) initiated by other than the city			
Planned Development			
Special Exception	Publish notice of the public hearing at least 5 calendar days before the hearing date	Mail notice of the public hearing at least 6 business days before the hearing date	
Variance			
Major Administrative Adjustment			
Major Certificate of Appropriateness		Mail notice of the public hearing at least 6 business days before the hearing date	<ul style="list-style-type: none"> • Applicant • Owner(s) of land subject to the application • Owners of real property within 500 ft of the parcel(s) subject to the application ⁵ • Local planning agency of the county or adjacent municipality, if its jurisdictional boundary lies within 500 ft of the parcel(s) subject to the application
Major Temporary Use Permit			
Interim Use Permit			
Appeal ²			

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	TIMING OF PUBLISHED NOTICES	MAILED NOTICES	
		TIMING	RECIPIENTS
Placement on Local Register of Historic Places		Mail notice of the public hearing at least 10 calendar days before the hearing date	<ul style="list-style-type: none"> • Applicant • Owner(s) of land subject to the application
Development Agreement	<ul style="list-style-type: none"> • Publish notice of the P&Z public hearing at least 7 calendar days before the hearing date; • Publish notice of the CC public hearing at least 7 calendar days before the hearing date 	Mail notice of the P&Z public hearing at least 7 calendar days before the hearing date ³	<ul style="list-style-type: none"> • Applicant • Owner(s) of land subject to the application • Owners of real property abutting the parcel(s) subject to the application⁴ • Local planning agency of the county or an adjacent municipality, if its jurisdictional boundary abuts the parcel(s) subject to the application
Takings or Vested Rights Determination [placeholder]			
Right-of-Way or Easement Abandonment	Publish notice of the CC public hearing at least 10 calendar days before the hearing date	Mail notice of the P&Z public hearing at least 10 calendar days before the hearing date	<ul style="list-style-type: none"> • Applicant • Owners of real property abutting the portion of a right-of-way or easement subject to the application or that would lose a means of vehicular access as a result of the proposed abandonment⁴

NOTES:

1. This table depicts only those applications for a development permit for which a public hearing is required.
2. Notice requirements for appeals apply to all appeals, including appeals to the HPC, AAC, ZBA, and City Commission.
3. Mailed notice of the P&Z public hearing alone is required, provided the day, time, and place of the City Commission's public hearing is announced at the P&Z public hearing.
4. Where adjacent properties are part of a townhouse, condominium, or timeshare development, the notice may be mailed to the president or manager of the property owners association instead of individual unit owners.

