

**Town of Redington Shores, Florida**  
**PROCEDURES FOR SUBMITTING AND PROCESSING APPLICATIONS FOR**  
**LAND USE PLAN MAP AMENDMENTS (LUPA)**

(Please retain this sheet for reference)

1. Applications for a land use plan map amendment must be completed in full and submitted to the Town with filing fees and Affidavit of Ownership. Attach copy of survey if available. Applications will be processed and scheduled for the next available meeting.

**NON-REFUNDABLE FILING FEE**

**Small Scale Amendment with rezoning (not running concurrent with twice a year amendment process for large scale development) \$2,500 + companion Rezoning+ Advertising fees\*\***

**Large Scale Amendment (can only be processed twice a year) \$2,500 + \*\*Added to the above fees will be the actual costs plus a 15% administrative fee for any advertising, consultants or other charges incurred by the Town for any of the above-referenced submittals other than those submittals initiated by the Town.**

**\*\*Please call the Town of Redington Shores Town Clerk at (727) 397-5538 for advertising quote\*\***

Town Commission action on Land Use Plan Map amendments are limited to two (2) times during any calendar year for property over ten (10) units per acre or ten (10) acres non-residential.

2. **Public Hearing by Planning and Zoning Board:** Applications must be submitted and reviewed for sufficiency including fees prior to scheduling a meeting of the Planning and Zoning Board. This period allows for the processing of applications, including legal notification and notice to property owners. The Planning and Zoning Board meets on the first opportunity to schedule a meeting. Property owners within 300 feet of the subject property will be notified by the Town by mail, a Legal Advertisement will appear in a local newspaper prior to the meeting, and the subject property will be posted with a sign stating the date of the public hearing. The Planning and Zoning Board will recommend to Town Commission an action on the application (approve or deny).
3. **Town Commission Action (for Large Scale amendments):**
  - a. An Ordinance will be drafted and submitted to the Town Clerk for assignment on a Town Commission agenda.
  - b. Surrounding property owners will be re-notified.
  - c. Legal advertisement will appear in a local newspaper of county-wide circulation before each public hearing.
  - d. Town Commission action on any land use plan map amendment will require two (2) public hearings.

The First Reading and First Public Hearing gives the authorization to transmit to the Pinellas Planning Council (PPC)(Forward Pinellas) (review and recommendation) and the Florida Department of Community Affairs (DCA) (review 90-110 days) who issues a notice of compliance or non-compliance). The Town Commission meets on the second Wednesday of each month. (Should Town Commission deny the application at the First Public Hearing, no further commission action is required and the request is not transmitted to the PPC and DCA.) After PPC and DCA review, a Second Reading and Second Public Hearing will be held by Town Commission for action on the application (approve or deny).

4. **Town Commission Action (for Small Scale amendments):**
  - a. An Ordinance will be drafted and submitted to the Town Clerk for assignment on a Town Commission agenda for a first reading and public hearing. The Town Commission meets on the second Wednesday of each month.
  - b. Surrounding property owners will be re-notified.
  - c. Legal advertisement will appear in a local newspaper before each public hearing.
  - d. If approved, the amendment is sent to the Florida Department of Community Affairs for approval, and to the Pinellas

Planning Council (Forward Pinellas) and Countywide Planning Agency for an amendment to the Countywide Future Land Use Plan map.

e. The second public hearing is held.

5. The applicant and/or agent **MUST** be present at **ALL** Public Hearings before the Planning and Zoning Board **AND** Town Commission.
6. If the application is **denied** by Town Commission, an application for the same or any other land use category, on all or any part of the same property, cannot be resubmitted for one (1) year from the date of Town Commission action. If the application is **approved** by Town Commission, an application for any land use category on all or any part of the same property cannot be considered by the Planning and Zoning Board for one (1) year from the date of Town Commission action.
7. Applications for Land Use Plan Map amendments must be submitted to the Town Clerk:

Town of Redington Shores  
17425 Gulf Boulevard  
Redington Shores, FL 33708  
(727) 397-5538

\*\*\*\*\*  
The applicant understands that this application must be complete and accurate before a public hearing will be scheduled or advertised. Proof of ownership from a title company or licensed Florida attorney, or a deed, may be required upon request.  
\*\*\*\*\*

**MINIMUM REQUIREMENTS FOR APPLICATION**

1. Completed Application Form
2. Affidavit of Ownership
3. Application Fee paid by cash, check or money order to the Town of Redington Shores)
4. Advertising Costs paid by cash, check or money order to the Town of Redington Shores)

Town of Redington Shores, Florida  
**APPLICATION FOR LAND USE PLAN MAP AMENDMENT**

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**FOR OFFICE USE ONLY**

CASE # **LUPA** \_\_\_\_\_ P&Z MEETING: \_\_\_\_\_ TC/CRA MEETING: \_\_\_\_\_

PLAT SHEET: \_\_\_\_\_ RELATED CASES: \_\_\_\_\_ RECEIPT NUMBER: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ LAND USE DESIGNATION: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

\*\*\*\*\*  
**REQUEST AND PROPERTY INFORMATION**

SPECIFIC REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

GENERAL LOCATION OF PROPERTY OR ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PROPERTY SIZE (Acreage / Square Feet): \_\_\_\_\_

CURRENT USE (Number and Type of Buildings): \_\_\_\_\_

\_\_\_\_\_

PARCEL NUMBER(S): \_\_\_\_\_

LEGAL DESCRIPTION: LOT \_\_\_\_\_, BLOCK \_\_\_\_\_, SUBDIVISION \_\_\_\_\_

OR METES AND BOUNDS DESCRIPTION (attach if lengthy):

\*\*\*\*\*  
**OWNER/APPLICANT INFORMATION - PLEASE PRINT CLEARLY**

PROPERTY OWNER: \_\_\_\_\_ PHONE: (\_\_\_\_)

MAILING ADDRESS/CITY/ZIP: \_\_\_\_\_ ATTN. TO: \_\_\_\_\_

(PLEASE PROVIDE CONTACT NAME)

AUTHORIZED AGENT: \_\_\_\_\_ PHONE: (\_\_\_\_)

MAILING ADDRESS/CITY/ZIP: \_\_\_\_\_

OTHER REPRESENTATIVE: \_\_\_\_\_ PHONE: (\_\_\_\_)

MAILING ADDRESS/CITY/ZIP: \_\_\_\_\_

**AFFIDAVIT OF OWNERSHIP**

STATE OF FLORIDA - COUNTY OF PINELLAS:

NAME OF ALL PROPERTY OWNERS, being first duly sworn, depose(s) and say(s):

\_\_\_\_\_  
\_\_\_\_\_

1. That (I am/we are) the owner(s) and record title holder(s) of the following described property, to wit:

ADDRESS OR GENERAL LOCATION:

\_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY. Type legal directly on this sheet. If too lengthy, type on separate sheet titled "Exhibit A" and attach:

\_\_\_\_\_

2. That this property constitutes the property for which an application is being made to the Town of Redington Shores, Florida (NATURE OF REQUEST):

\_\_\_\_\_

\_\_\_\_\_

3. That the undersigned (has/have) appointed and (does/do) appoint \_\_\_\_\_ as (his/their) agent(s) to execute any petitions or other documents necessary to affect such application.

4. That this affidavit has been executed to induce the Town of Redington Shores, Florida, to consider and act on the above described property; to include Town representatives to enter upon property to make inspections as are necessary to visualize site conditions and/or determine compatibility.

\_\_\_\_\_  
SIGNED (PROPERTY OWNER)

\_\_\_\_\_  
SIGNED (PROPERTY OWNER)

STATE OF FLORIDA COUNTY OF _____	The foregoing instrument was acknowledged before me this _____ <span style="float: right;"><small>(Date)</small></span>
(SEAL ABOVE)	By _____ <span style="float: right;"><small>(Name of person acknowledging and title of position)</small></span>
	who is personally known to me or who has produced _____ <span style="float: right;"><small>(Type of Identification)</small></span>
	as identification and who did (did not) take an oath.
	_____ Notary Public, Commission No. _____
	_____ Name of Notary typed, printed or stamped)