



## Formal Request for Land Use Change

Owners Name Printed: \_\_\_\_\_

Owners Full Address: \_\_\_\_\_

\_\_\_\_\_

Owners Phone Number: \_\_\_\_\_

Owners E-mail: \_\_\_\_\_

Address of Requested Land Use Change: \_\_\_\_\_

I HEREBY MAKE A FORMAL REQUEST TO THE CITY OF MEXICO BEACH FOR A LAND USE CHANGE TO MY PROPERTY FROM THE CATEGORY OF

\_\_\_\_\_ TO \_\_\_\_\_

- CATEGORIES:
- |                            |                       |
|----------------------------|-----------------------|
| 1) Residential Low Density | 5) Tourist Commercial |
| 2) Residential General     | 6) Public/Recreation  |
| 3) General Commercial      | 7) Mixed Use          |
| 4) Tourist Residential     |                       |

I, \_\_\_\_\_, swear and affirm that I am the sole legal owner and title holder of the above stated property and have the full legal authority to make this request.

STATE OF FLORIDA  
COUNTY OF BAY

On this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

Who is personally known to me or has produced the following Identification

\_\_\_\_\_  
Type of Identification

\_\_\_\_\_  
Signature of person taking Acknowledgement  
Notary Seal or Stamp with Expiration Date



The following Documents shall be necessary to complete your request for a Land Use Change:

- 1) A copy of a survey
- 2) A parcel number
- 3) A full legal description
- 4) A short letter to summarize why you are making the request
- 5) Each legal owner of the property shall sign a separate form, if there are multiple owners
- 6) A non-refundable required fee of: \$1,360.00 for under 10 acres or \$1,590.00 for 10 or more acres

The above stated items shall be required at the time of submission or the request will not be accepted or processed. Please keep a copy of all items submitted. This process is very lengthy and requires public notifications and public hearings. You will be notified in regard to each meeting or hearing involving your request.

Return this completed form along with the above requested documents to:

City of Mexico Beach  
Attn: Building Department  
114 N. 22<sup>nd</sup> Street  
PO Box 13425  
Mexico Beach, FL 32410