

Zoning Map Amendment (Rezoning) Application Submittal Instructions

A zoning map amendment, also known as a rezoning, is a formal change to the zoning designation of a specific property or group of properties on the official zoning map. This amendment allows for new or different uses of land, such as shifting land from one zoning category to another (e.g. from agricultural to commercial). The primary purpose of zoning map amendments is to ensure that land use regulations adapt to evolving community needs and development trends, providing flexibility in land use planning. These amendments must comply with legal frameworks that govern land use, ensuring transparency and public participation in the decision-making process.

The application is for the purposes of requesting an amendment the Official Zoning Map for the City of Melbourne. Upon submittal of a complete application and payment of fees, the request be reviewed by staff and referred to the Planning & Zoning Board for study and recommendation to the City Council. A change in zoning requires the adoption of an ordinance with one public hearing before the Planning & Zoning Board and two separate public hearings by City Council. The rezoning process usually takes approximately 16-20 weeks, depending on the need for additional applications (such as a Formal Site Plan or Preliminary Plat).

The application is submitted online at the Citizen Self Service Portal:

https://energovweb25.mlbfl.org/energov_prod/selfservice/#!/home, including all required documents.

**The information marked with a star (★) must be provided
to be able to submit the project.**

Online Application Information Needed:

The application should include descriptive language that provides a clear understanding of the present conditions, proposed changes, and resulting outcome. The following information will be required to be considered a complete application:

Location	Insert the property address either by searching the address or tax account number, or entering the address manually.
Plan Type	This will autofill with “Map Amendment - Zoning”
Description	The application should include descriptive language that provides a clear understanding of the present conditions, proposed changes, and resulting outcome.

Contacts	Provide contact information for the following including address, email, and phone number: • Applicant address, email and phone number (always required) • Property Owner address, email, and phone number (always required) • Any Representatives (e.g. Applicant, Engineer, Property Owner, Representative) <i>Contacts listed without address, email and phone number will deem the application as incomplete.</i>
Name of Project★	Provide the name of the project.
Area of Development	This is the acreage for the proposed development area. This acreage could be a portion of a larger parcel, for example, a 50-acre parcel has a master development plan and what is being submitted is only a 5-acre portion. The area of development would be 5-acres.
Proposed Zoning★	Proposed zoning is required.
Use Type★	Please select one of the use types from the three options below: • Commercial • Mixed-Use • Residential
If Brevard County, Future Land Use	If property is located in Brevard County, what is the current Brevard County Future Land Use Map classification?
If Brevard County, Zoning	If property is located in Brevard County, what is the current Brevard County Zoning map designation?
Existing Uses on Property	Is there anything currently developed on the property (a house, a commercial building, etc.) or is the property vacant/undeveloped?
Square Footage of Existing Use	What is the current square footage of any existing use(s)?
Proposed Uses on Property	What is the proposed use of the property? Is there more than one use proposed? If so, please provide all uses.
Square Footage of Proposed Use	What is the square footage of the proposed use? Please provide the square footage of all proposed uses.

Proposed Floor Area Ratio	The Floor Area Ratio (FAR) is the total amount of non-residential gross floor area of all buildings on a lot in relation to the total square footage of lot area. FAR is expressed as a ratio and is calculated by dividing total floor area by lot size. For example, a FAR of one means one square foot of floor area for every square foot of lot area. The total gross square feet calculated using the assigned floor area ratio shall include all enclosed areas including mezzanines and lofts; mechanical rooms; closets, storage areas, and built-in cabinets; and floor areas used by interior and exterior stairways, elevators, and escalators. The calculated floor area ratio <u>shall not</u> include such features as parking lots or structures; porches, balconies, and patios not enclosed by solid walls, aerial pedestrian crossovers; open or partially enclosed plazas; and exterior pedestrian and vehicular circulations areas.
Number of Dwelling Units	How many dwelling units will there be in the development?
Proposed Density	What is the proposed density of the development?
Number of Proposed Buildings	How many buildings are proposed?
Number of Proposed Stories	Please state how many stories (building floors) this development will have.
Are additional applications required	Does the request require other development applications (such as a rezoning, or preliminary plat, a waiver, etc.)?

Attachments for this Application:

This application also requires that certain attachments be uploaded. An application may be saved as “draft” if additional documents are required or information needs completion before the final “submit” on the application.

- *All documents must be submitted in a PDF format.*
- *File names should match the file category, i.e. "Construction Plans.pdf" not "25879_xp Mlbofc_QT.pdf". Please limit file name to less than 30 characters.*
- *Please sign all documents with BLUE ink.*

**REQUIRED
DOCUMENTS:**

- ★ **Boundary Survey with Legal Description:** A Boundary survey of the subject property including acreage.
- ★ **Owner Affidavit (Signed & Notarized):** Please submit the appropriate form(s) **Individual Owner** or **Corporate Owner**. If a representative will be appointed, please submit a fully executed **Authorization to Represent Form**.
- ★ **Proof of Ownership:** Proof of ownership is required for development projects. A Warranty Deed is preferred. If a Corporation, Partnership, LLC, Trust owns the property provide proof of authority to authorize request.
- ★ **Supporting Documents:** These are supporting documents necessary for the request (draft agreement, studies, reports, photographs, etc.)
- ★ **Brevard County School Board Concurrency Form - Residential Uses:** A completed School Concurrency Review Form is required for residential projects.
- ★ **Business Plan:** This document includes a summary of the business, principal use(s) and any accessory use(s), proposed hours of operation (including days of the week), proposed indoor and outdoor uses (music, seating, display of merchandise, etc.), whether the use is a change of use from the current business at the subject property, and any further information to support the operation of the proposed business.
- ★ **Environmental Impact Assessment:** A copy of the Environmental Impact assessment is required for undeveloped/partially developed property, consistent with Appendix D, Chapter 9, Article IV.
- ★ **Exhibit (Floor Plan, Basic Site Layout):** Such exhibit must be a detailed drawing, floor plan, basic site layout, etc. in Engineering or Architectural Scale (the scale must be easily interpretable by the reviewer and must delineate curb locations and property lines).
- ★ **Map Amendment Supporting Documents:** Supporting documents for the requested amendment (studies, reports, photographs, etc.)
- ★ **Other Documents as Needed:** Additional documents that pertain to project submittal.

SUPPORTING DOCUMENTS:

(These are the supporting documents necessary for the request, such as a draft agreement, studies, reports, photographs, etc.)

- **Traffic Study:** A traffic impact analysis will need to be submitted for development projects that address the City Code thresholds.
- **Rendering:** Development Projects with new buildings will require a photograph, rendering or elevation of all sides of the building.
- **Review Response Letter:** This is the response letter from the Engineer of Record or Representative that addresses any comments previously provided by applicable review staff.

SIGNATURE

There are two ways for the applicant to provide their signature:

1. Sign it using the mouse; or
2. Applicant should type their name and the program will provide one (as shown). Remember to toggle the “Enable Type Signature” button to use this function.

FINAL REVIEW BEFORE “SUBMIT”

At this point, review the application to make sure all items are correct and completed and that required documents are uploaded.

UPON SUBMITTAL:

Once submitted, the program identifies that the application has been successfully submitted and will provide an application number. Refer to this number as necessary when communicating with City staff. Staff will perform a completeness check and send the applicant an email identifying any missing items. An invoice will be generated and sent to the billing contact once the application has been deemed complete.

The application cannot be processed until it is deemed complete.

Tracking the Status of the Application

Once the application is submitted, progress may be tracked within the EnerGov “Dashboard”.

Tip:

“**Permits**” are for Building Department applications and “**Plans**” are for Community Development applications.

UPDATED 01/13/26