

who, when, where...

Who must be notified?

You must do at least two things to notify affected property owners: **a)** place an advertisement in a newspaper with general circulation in the subject area, and **b)** send a notice to all property owners within 750 feet (1500 feet in semi-rural and rural areas) of the subject property. Please see **Notices** in the Neighborhood Workshop Guidelines for details. If your application involves a telecommunication tower, the radius for the notice is extended to the equivalent of eight times the height of the tower. Planning Services will provide the mailing labels. If any dwelling unit is within a Property Owners' Association, the Association must also be notified of the workshop.

When must the workshop be held?

The neighborhood workshop must be held no more than nine months prior to the date of the Planning Commission hearing. It must be held after 6 p.m. on any weekday or between 9 a.m. and 5 p.m. on the weekend.

Where should the workshop be held?

For properties within the County's urban service area, the neighborhood workshop must be held in a facility within two miles of the site. For those properties outside the urban service area, the workshop must be held within five miles of the site.

How is the neighborhood workshop conducted?

This is the applicant's meeting with their neighbors. After introductions, identify what is being proposed, what the current zoning allows and/or what any proposed zoning would accommodate. Have graphics to display the proposal, provide handout information and explain to the audience what you propose for the site. Seek input from the audience to the request and answer questions or concerns they may have. Take notes of what the audience expresses about the proposal. The workshop must be presented in a lecture/classroom style setting. The applicant or agent must also arrange for a Planning Staff member to attend the workshop to provide procedural assistance and explain the hearing process.

advertising

Where should I advertise?

Place your advertisement about the neighborhood workshop in a local newspaper read by the area residents. They include such newspapers as the Sarasota Herald-Tribune, the Venice Gondolier, or the Englewood Sun-Herald. The advertisement must be published no less than seven days prior to the workshop.

Advertising Contacts: Sarasota Herald-Tribune, 941-361-4106, the Venice Gondolier and Englewood Sun-Herald, 941-475-2200

Does the ad have to say anything in particular?

Yes. For rezone petitions the advertisement must state the specific zone district requested. For special exception petitions, the advertisement must state the specific special exception use requested. For comprehensive plan amendments, the advertisement must state the current and proposed future land use. **The ad must include a link to the [scgov.net](http://www.scgov.net) Workshop Page for more information on the proposed land use petition.**

PUBLIC NOTICE (SAMPLE AD)

A neighborhood workshop will be held to discuss a Special Exception petition for a Place of Worship including Child Care in an Open Use Estate District on a 5-acre parcel located on Proctor Road east of I-75 and Baycedar Lane. This is not a public hearing. The purpose of the workshop is to inform neighboring residents of the nature of the project, to solicit suggestions and concerns, and discuss the proposed concept plan. The meeting will be held Tuesday evening, November 6, 2008, at 7 pm at Country Church, 123 Bee Ridge Road, Sarasota, FL. **For more information, visit <http://www.scgov.net/PlanningandDevelopment/PlanningServices/Workshops.asp>**

notification by mail

Where can I get a map showing the affected area within the radius of notification and the mailing labels for those I need to contact by mail?

After the required Pre-application meeting, you may submit a Neighborhood Workshop Request Form available at: scgov.net - Keyword: Rezone. We will contact you when the graphic and mailing labels are ready. For more information call Brenda Canales @ 941-861-5140.

What should my Notice say?

The Notice should contain at the very least the information provided in the public notice that is printed in the newspaper advertisement. For letters, it is recommended to elaborate on the proposal and include a vicinity map for the subject property and a reduction of any development concept plan. State clearly whether the concept plan is to be binding or non-binding.

Please use a return address on all letters and postcards. The mailed notices must be sent out no less than ten days prior to the workshop.

checklist

The following is a list of items from your neighborhood workshop that you must submit to the Planning and Development Services Office with your petition:

- ___ Identification of where and when the neighborhood workshop was held
- ___ A copy of the advertisement with the notice of publication
- ___ A copy of the letter of notification sent to affected property owners
- ___ A copy of the sign-in sheet from the neighborhood workshop
- ___ A summary of what was shared about the project/ request by the applicant,
- ___ The questions or concerns asked by the audience and,
- ___ The applicant's response to those issues
- ___ A copy of the materials provided for public information in advance of the workshop or at the workshop
- ___ An audio recording of the meeting (on CD-ROM).

Any non-required workshops or meetings may be conducted by any means.

For More Information:

Feel free to stop by the Sarasota County Planning and Development Services Office, 1660 Ringling Blvd., Sarasota, FL 34236, go on our website: www.scgov.net, or call us at 941-861-5000. We will be glad to provide further assistance.

(Sample Letter / Postcard)

Neighborhood Workshop for:

Old Farm, northwest corner of North Cattlemen Road and Brown Lane, Sarasota, FL.

Date: Wednesday, June 30, 2008

Time: 6 p.m.

Place: 400 Old Farm Road, Sarasota, FL

Contact: Mr. Owner at 555-1234

Mr. Owner will be holding a workshop to discuss his request to rezone a 20-acre parcel to the RMF (Residential, Multi-Family) zone district in order to build 100 apartments. The RMF zone district permits a maximum of 6 dwelling units per acre. Some of the uses permitted in the district are: single and multiple family dwellings, townhouses, places of worship, and adult living facilities. The purpose of the meeting is to inform neighboring residents of the nature of the proposal, discuss the concept plan, and to seek comments. We look forward to seeing you there. If you have questions, please contact Mr. Owner at 941-555-1234. **For more information, visit <http://www.scgov.net/PlanningandDevelopment/PlanningServices/Workshops.asp>**



Sarasota County Planning Services
1660 Ringling Blvd.
1st Floor
Sarasota, FL 34236
941-861-5000

A GUIDE TO **NEIGHBORHOOD WORKSHOPS**

Planning and Development Services
Business Center



Everyone applying for a Rezoning, Special Exception or Comprehensive Plan Amendment in unincorporated Sarasota County, must hold a Neighborhood Workshop before the Planning Services staff can find a formal petition sufficient for processing. This workshop is the potential applicant's opportunity to meet with neighbors and let them know about the proposal for the site, to have them ask questions and to offer any concerns or comments. Enclosed are some tips on how to set up and hold your workshop, and to help it go smoothly: