

# Live Local Act (LLA) Affordable Housing Application

City of Jacksonville, Florida  
Planning and Development Department



This application is intended to provide support documentation necessary to confirm the compliance of proposed affordable residential and mixed-use residential rental projects with the Live Local Act provisions in Section 166.04151, Florida Statutes; and the Live Local Act Guidelines.

Applications must be typed or printed in ink and must include the required attachments. Applications shall be submitted to the Planning and Development Department by email or in person using the contact information provided below.

Application fees will be invoiced to the applicant upon determination that the application is sufficient. Review of the application for compliance will commence upon confirmation of payment.

Office of the Director  
Planning and Development Department  
214 North Hogan Street, Suite 300  
Jacksonville, Florida 32202  
(904) 255-7800  
RJAMES1@COJ.NET

OFFICIAL USE ONLY	
Application Submittal Date:	Application Number:
Sufficiency Date:	
Date of application Approval, Approval with Conditions, or Denial:	
<hr/> <i>Signature</i> <i>*Approval valid for 12 months</i>	

<b>APPLICANT INFORMATION</b>		
Last Name:	First Name:	Middle Name:
Company Name:		
Mailing Address:		
City:	State:	
Phone Number:	Email Address:	
<b>PROPERTY OWNER INFORMATION (IF MORE THAN ONE OWNER, PLEASE PROVIDE LIST OF OWNERS AS A SEPARATE ATTACHMENT)</b>		
Last Name:	First Name:	Middle Name:
Company Name:		
Mailing Address:		
City:	State:	
Phone Number:	Email Address:	
<b>PROPERTY LOCATION AND PROJECT INFORMATION</b>		
Real Estate Number(s):	Total Land Area:	Zoning District(s):
Site Address:		
General Location:		
City Council District:	Planning District:	

Brief Summary of Proposed LLA Project:

Total Project Dwelling Units, Number of Affordable Dwelling Units:

If Mixed-Use, List Proposed Non-Residential Uses:

Proposed Maximum Height of Structure(s):

Proposed Maximum Density:

**BASELINE REVIEW**

The following items should be reviewed and evaluated as it relates to the location of the proposed development prior to submitting a request for affordable housing pursuant to the Live Local Act.

Analysis can be completed using the City of Jacksonville's JaxGIS Land Development Review Map. [Land Development Review \(coj.net\)](http://coj.net)

Military or Civilian Airport Height Restriction Zone:

Military Airport Accident Potential Zone:

Military or Civilian Airport Noise Contours:

Local Historic District or Local Landmark:

Coastal High Hazard Area (CHHA):

Water Provider:	
Sewer Provider:	
Floodway:	
Flood Zone:	
Wetlands:	

**REQUIRED ATTACHMENTS**

The following attachments must be included with the submittal of the application.

- \_\_\_ Notarized Binding Letter.
- \_\_\_ Project Narrative demonstrating compliance with Section 166.04151(7)(a) – (h), Florida Statutes, and Chapter 656, Part 4, Ordinance Code Live Local Act Guidelines.
- \_\_\_ Property Appraiser Record Card – <https://paopropertysearch.coj.net/Basic/Search.aspx>.
- \_\_\_ Site Development Plan.\*
- \_\_\_ JEA Water and Sewer Availability Letter
- \_\_\_ Notarized Affidavit Form.
- \_\_\_ Legal Description for subject property.
- \_\_\_ Commitment to complete a transportation study prior to issuance of a building permit, subject to methodology meeting with the Planning and Development Department.
- \_\_\_ Supporting Documentation – **Optional**

\*Site Development Plan shall include:

- Scale, date, and north arrow.
- Site data table with total number of dwelling units; square footage of all proposed uses; number of parking spaces; building height; building setbacks; location acreage and amenities for recreation area(s); buffer locations, dimensions, and amenities; ingress and egress.



City of Jacksonville  
Planning & Development Department  
214 N. Hogan Street, Suite 300  
Jacksonville, Florida 32202

**AFFIDAVIT OF PROPERTY OWNERSHIP AND DESIGNATION OF AGENT**  
**Corporation/Partnership/Trust/Other Entity**

Owner Name

Address(es) for Subject Property

Real Estate Parcel Number(s) for Subject Property

Appointed or Authorized Agent(s)

Type of Request(s)/Application(s)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned authority, this day personally appeared \_\_\_\_\_, hereinafter also referred to as "Affiant", who being by me first duly sworn, under oath, deposes and states as follows:

1. Affiant is the \_\_\_\_\_ of \_\_\_\_\_, a \_\_\_\_\_ (the "Entity") that is the owner and record title holder of the property described above and more specifically in the attached legal description (the "Subject Property"), which property is the subject of the above-noted request(s)/application(s) being made to the City of Jacksonville.\*
2. Affiant affirms that he/she is authorized to execute this Affidavit on behalf of the aforesaid Entity.
3. That I, the undersigned, as an authorized representative of the Entity, have appointed, and do hereby appoint, the above-noted person(s)/entity as agent(s) to act on behalf of said Entity in connection with the above-referenced request(s)/application(s). Said agent(s) is/are authorized and empowered to act as agent to file application(s) for land use amendment(s), rezoning(s), and/or other development permits for the Subject Property and, in connection with such authorization, to file such applications, papers, documents, requests and other matters necessary to effectuate and pursue such requested change(s) and/or development permit(s) and including appearances before all City boards, commissions or committees on behalf of the application(s). In authorizing the agent(s) named herein to represent the Entity, I attest that the application(s) is/are made in good faith.

**PREVIOUS VERSIONS OF THIS FORM ARE OBSOLETE**

4. Affiant further acknowledges that any change in ownership of the Subject Property and/or the designated agent(s) that occur prior to the date of final public hearing or City Council action on the application(s) associated herewith shall require that a new Affidavit of Property Ownership and Designation of Agent be submitted to the City of Jacksonville Planning and Development Department to reflect any such changes.
5. I acknowledge and affirm that I am familiar with the nature of an oath and with the penalties provided by the laws of the State of Florida for falsely swearing to statements under oath. Under penalty of perjury, I hereby declare that I have examined this Affidavit and to the best of my knowledge and belief, it is true, correct and complete.

**FURTHER AFFIANT SAYETH NAUGHT.**

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed/Typed Name of Affiant

\* Affiant shall provide documentation illustrating that Affiant is an authorized representative of the entity-owner of the Subject Property. This may be shown through a corporate resolution, power of attorney, printout from Sunbiz.org, trust agreement, etc.

**NOTARIAL CERTIFICATE**

Sworn to and subscribed before me by means of  physical presence or  online notarization, this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, as \_\_\_\_\_ for \_\_\_\_\_, who is  personally known to me or  has produced identification and who took an oath.

Type of identification produced \_\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

[NOTARY SEAL]

\_\_\_\_\_  
Printed/Typed Name – Notary Public

My commission expires: \_\_\_\_\_

**NOTE: APPLICATIONS SUBMITTED WITH AN INCORRECTLY COMPLETED, INCOMPLETE, OR ALTERED AFFIDAVIT OF PROPERTY OWNERSHIP AND DESIGNATION OF AGENT FORM(S) WILL NOT BE PROCESSED.**

**PREVIOUS VERSIONS OF THIS FORM ARE OBSOLETE**



**City of Jacksonville  
Planning & Development Department  
214 N. Hogan Street, Suite 300  
Jacksonville, Florida 32202**

**AFFIDAVIT OF PROPERTY OWNERSHIP AND DESIGNATION OF AGENT  
Individual**

\_\_\_\_\_  
Owner (Affiant) Name

\_\_\_\_\_  
Address(es) for Subject Property

\_\_\_\_\_  
Real Estate Parcel Number(s) for Subject Property

\_\_\_\_\_  
Appointed or Authorized Agent(s)

\_\_\_\_\_  
Type of Request(s)/Application(s)

**STATE OF** \_\_\_\_\_

**COUNTY OF** \_\_\_\_\_

BEFORE ME, the undersigned authority, this day personally appeared \_\_\_\_\_,  
who being by me first duly sworn, under oath, deposes and states as follows:

1. I am the owner and record title holder of the property described above and more specifically in the attached legal description (the "Subject Property"), which property is the subject of the above noted request(s)/application(s) being made to the City of Jacksonville.
2. I have appointed, and do hereby appoint, the above-noted person(s)/entity as agent(s) to act on my behalf in connection with the above-referenced request(s)/application(s). Said agent(s) is/are authorized and empowered to act as my agent to file application(s) for land use amendment(s), rezoning(s), and/or other development permits for the Subject Property as identified above and, in connection with such authorization, to file such applications, papers, documents, requests and other matters necessary to effectuate and pursue such requested change(s) and/or development permit(s) and including appearances before all City boards, commissions or committees on behalf of the application(s). In authorizing the agent(s) named herein to represent me, I attest that the application(s) is/are made in good faith.
3. I acknowledge that any change in ownership of the Subject Property and/or the designated agent(s) that occurs prior to the date of final public hearing or City Council action on the application(s) associated herewith shall require a new Affidavit of Property Ownership and Designation of Agent be submitted to the City of Jacksonville Planning and Development Department to reflect any such changes.

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4. I further acknowledge and affirm that I am familiar with the nature of an oath and with the penalties provided by the laws of the State of Florida for falsely swearing to statements under oath. Under penalty of perjury, I hereby declare that I have examined this Affidavit and to the best of my knowledge and belief, it is true, correct and complete.

**FURTHER AFFIANT SAYETH NAUGHT.**

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed/Typed Name of Affiant

**NOTARIAL CERTIFICATE**

Sworn to and subscribed before me by means of  physical presence or  online notarization, this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is  personally known to me or  has produced identification and who took an oath.

Type of identification produced \_\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

[NOTARY SEAL]

\_\_\_\_\_  
Printed/Typed Name – Notary Public

My commission expires: \_\_\_\_\_

**NOTE: APPLICATIONS SUBMITTED WITH AN INCORRECTLY COMPLETED, INCOMPLETE, OR ALTERED AFFIDAVIT OF PROPERTY OWNERSHIP AND DESIGNATION OF AGENT FORM(S) WILL NOT BE PROCESSED.**

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# EXHIBIT C

## Binding Letter

City of Jacksonville  
Planning and Development Department  
Jacksonville, Florida 32202

RE:

Ladies and Gentleman;

You are hereby advised that the undersigned, owner of the above referenced property, being more particularly described in the Live Local Act application and narrative attached hereto and by reference made a part thereof, hereby agrees to bind its successor(s) in title to development in accordance with (a) the site plan and the narrative of the proposed Live Local Act application submitted. Owner also agrees to proceed with the development of the subject property in accordance with items (a) above and will complete such development in accordance with the site plan approved by the Live Local Act application. Provisions shall be made by written agreement for continuing operation and maintenance of all common areas and facilities, which are not to be provided, operated or maintained by the City of Jacksonville.

Sincerely,

By:

Its: \_\_\_\_\_

\_\_\_\_\_