Comprehensive Plan Amendment Process

Section 163.3184, Florida Statutes

Proposed Phase

Local government transmits three copies of the plan amendment to the Department of Community Affairs (DCA) and one copy to review agencies.¹

Local government and agencies notified submittal is "complete." (Within five working days of receipt).

Local government and agencies notified submittal is "incomplete." (Within five working days of receipt).

Review agencies send comments to DCA. (Within 30 days of receipt of complete amendment).

Regional Planning Council (RPC)/Affected person sends DCA request to review. (Must be received within 30 days after transmittal).

DCA notifies local government of its decision to review. (Within 25 days of receipt of complete amendment).

"No request to review"

"Review"

"Request to review"

DCA issues ORC. (Within 60 days of receipt of complete proposal amendment).

Local government requests review.

RPC/Affected person requests review.

Adopted Phase

Local government adopts plan amendments with effective date. (Within 60 days after receipt of ORC or within 120 days for an EAR-based amendment).

Local government submits three copies of adopted plan amendment to DCA; one copy to review agencies.²

(Within 10 working days after adoption).

"Adopted Amendment with Objections or Changes"

"Unchanged Amendment not Reviewed or with no Objections"

DCA issues Notice of Intent (NOI).³ (Within 45 days of receipt of a complete adopted plan amendment).

DCA issues Notice of Intent (NOI).³ (Within 20 days of receipt of a complete adopted plan amendment).

"In"

"In"

"Not in Compliance"

DCA requests hearing. DOAH, (Division of Administrative Hearings, Department of Management Services.)

Administrative Proceeding pursuant to s. 120.57, F.S.

DCA or Administration Commission Final Order

Effective Date

If challenged, or found not in compliance negotiation may lead to a compliance agreement and remedial plan amendment pursuant to s. 163.3184(16), F.S.

Affected Party has 21 days to challenge.

If challenged, refer to DOAH Administrative Proceeding pursuant to s. 120.57, F.S.

DCA or Administration Commission Final Order

Effective Date

Questions, call Ray Embanks, Bureau of State Planning, Department of Community Affairs at (850) 922-1767; email: ray.embanks@dca.state.fl.us.

¹ Review agencies include: appropriate Regional Planning Council and Water Management District, Department of Transportation, Department of Environmental Protection, Department of State, the appropriate county (municipal plan amendments only), the Florida Fish and Wildlife Conservation Commission and the Department of Agriculture and Consumer Services (county plan amendments only); and the Department of Education (public educational facilities element only).

² DCA does not review for compliance adopted small scale amendments. Local governments are required to submit one copy of the adopted small scale amendment to DCA and the RPC.

³ NOI will be published 30 days after receipt of compliance agreement amendment.

⁴ Local government confirms that the adopted amendment is unchanged from the proposed amendment, was not reviewed and no objections were raised by an affected party or the Department.