

Rick Scott
GOVERNOR



Cissy Proctor
EXECUTIVE DIRECTOR

January 3, 2019

The Honorable Claudia V. Cubillos, Mayor
Village of EL Portal
500 NE 87th Street
El Portal, Florida 33138

RE: EL Portal Evaluation and Appraisal Notification Letter Due Date

Dear Mayor Cubillos:

As you know each local government in the State of Florida is required to regularly review its comprehensive plan pursuant to Section 163.3191, Florida Statutes (2018). The Department of Economic Opportunity, Bureau of Community Planning created a submittal schedule for the Evaluation and Appraisal Notification Letters which is posted on the Department's website.

The purpose of this letter is twofold: first to remind you that your Evaluation and Appraisal Notification Letter is due on **March 1, 2019**; and second, to make you aware of the implications of not timely submitting your notification letter.

The Legislature made three processing changes to Section 163.3191, Florida Statutes, regarding the evaluation and appraisal process. The law eliminated the need to adopt an Evaluation and Appraisal Report. The law requires local governments to evaluate its comprehensive plan to determine if plan amendments are necessary to reflect changes in state requirements and notify the Department by letter to its determination. If local governments determine amendments are necessary to their comprehensive plan, the local government shall prepare and transmit amendments within one year of notification letter. Further, the law provides that a local government will be prohibited from amending its comprehensive plan if it fails to timely submit its notification letter or transmit proposed amendment to update its plan within one year of notification if necessary.

It is important to complete the Evaluation and Appraisal notification process and you are encouraged to comprehensively evaluate and, as necessary, update your comprehensive plan to reflect changes in local conditions. Department staff is available to assist and provide technical guidance to your questions concerning this new process.

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If you have any questions concerning the processing of the Evaluation and Appraisal Notification Letter or the submittal of proposed Evaluation and Appraisal based amendments, please contact Mr. Ray Eubanks, Plan Review Administrator, at (850) 717-8483 or Ms. Kelly Corvin Regional Planning Administrator at (850) 717-8503.

Sincerely,



D. Ray Eubanks
Plan Processing Administrator

DRE/me