



**CHARLOTTE COUNTY  
COMMUNITY DEVELOPMENT  
DEPARTMENT**

**REZONING\***

**Application Information**

\*Do not use this form if submitting a Planned Development rezoning, use the Planned Development Rezoning application form.

**Application Submittal Requirements**

- **Supply one unbound copy of the Application Materials (see checklist below).** Staff will have up to 5 working days following the application deadline day to review the application for completeness. If incomplete, the application will be returned with a description of the reasons why the application is incomplete. The applicant may resubmit the application any time prior to the next application deadline day.
- **Once deemed complete, the applicant will be notified that the application has been logged-in. The applicant is then required to supply one electronic copy, in PDF format, of all documents.** Additional copies of certain items will be required prior to the public hearing dates. *Do not* submit the additional copies to the Building and Growth Management Department until requested by a staff member of the department.
- **If deemed complete, the application will be logged in and assigned to a P&Z and BCC hearing cycle (see attached Application Schedule).** Staff will commence review.
  - The applicant is responsible for promptly providing any information that needs to be updated, modified, or newly submitted as part of the review; otherwise the petition may be continued to a later cycle or a recommendation of denial will be necessary.
- **No additional changes may be made to any information in an application subsequent to one week before the hearing packet is due to be compiled for the Planning and Zoning Board members or the NOVUS Agenda item deadline for the Board of County Commissioners.** The planner in charge of the petition will be able to inform the applicant of the drop-dead date.

**Consistency with the Comprehensive Plan**

The changes proposed by this application will be reviewed with regard to consistency with the Goals, Objectives, and Policies (GOPs) of the Smart Charlotte 2050 comprehensive plan. Inconsistency with Smart Charlotte will be a basis for a recommendation of denial by Staff.

The review will also be concerned with impacts to infrastructure (i.e. roads, water and sewer facilities, libraries, public buildings, parks, and schools), services (i.e. garbage collection, police protection, and fire/EMS service), the environment (i.e. impact to listed plant and animals species, soil content, erosion, generation of hazardous waste, water quality), and the potential for natural disasters (i.e. hurricanes and flooding).

### Application Materials Checklist

- Completed Application form
- Survey and accurate legal description (including acreage), signed and sealed by a registered land surveyor
  - For unplatted property, one original boundary survey -- *one hard copy and one copy in AutoCAD format*
  - For platted land, provide one original surveyor's sketch
- Most current *Title Insurance Policy* or an *Ownership and Encumbrance Report* for subject property
- Notarized authorization from each owner, as applicable (Form A)
- Notarized authorization for agent to submit petition, as applicable (Form B)
- N/A  A copy of any covenants, easements or restrictions that have been recorded for the subject site
- N/A  *Environmental Assessment Report*
- N/A  *Traffic Impact Report*
- N/A  Letters of availability of utility service from water and sewer utilities that would provide service to the site and *Estimated Potable Water and Sanitary Sewer Usage Report*
- Archeological/Historical Memo* indicating whether or not listed objects are located on the subject site
  - *Archeological/Historical Survey*, as applicable
- Narrative addressing rezoning standards of approval
- N/A  Adjacent property owners map and an electronic copy of the adjacent property owners list in text format (txt file) provided on disc.
- Affidavits A & B, signed and notarized
- Filing fee: **\$2,490.00** with check made payable to the Charlotte County Board of County Commissioners, or CCBCC.

### Additional Copies for Board Packet

10 copies each of the following when requested by department staff:

- any bound items
- any maps or other graphics sized larger than 11 X 17 (except surveys)
- any items in color

## ATTENTION

**If you are submitting an application that, if approved, will increase the amount of density allowed to be developed on your property, read this notice.**

FLU Policy 1.2.7 of Smart Charlotte County outlines those situations wherein the Transfer of Density Units program is applicable.

“The TDU program shall be used during the review and approval process for all plan amendments and rezonings that propose to increase the base density on land and street vacations that would result in an accumulation of acreage allowing development of new units of density; this requirement shall continue to apply to lands that have been annexed by the City of Punta Gorda.”

Property may be exempted from the TDU program if located within a Revitalizing Neighborhood with an adopted Revitalization Plan. The exemption would need to be consistent with policies adopted into Smart Charlotte.

If not exempted, property must meet one of these requirements in order to be an acceptable Receiving Zone:

### **FLU Policy 1.2.10 TDU Receiving Zones**

Receiving zones inside the Urban Service Area include lands within the following designations of FLUM Series Map #2: 2050 Framework:

1. Emerging Neighborhoods.
2. Maturing Neighborhoods.
3. Economic Corridors and Centers.
4. CRAs
5. Revitalizing Neighborhoods prior to adoption of a Revitalization Plan and also what may be required in accordance with a Revitalization Plan.

Receiving Zones within the Rural Service Area include lands within:

1. Rural Community Mixed Use areas.
2. The Rural Settlement Area Overlay District.

**AND**

Must not be in a prohibited Receiving Zone:

### **FLU Policy 1.2.11 Prohibited Receiving Zones**

Density shall not be transferred into:

1. Lands within Managed Neighborhoods (FLUM Series Map #2).
2. Lands within the Resource Conservation and Preservation FLUM categories.
3. Land containing historical or archeological resources, or land deemed to contain environmentally sensitive resources; when a portion of a property contains resources, that area deemed not to contain resources may receive density if it meets one of the criteria of a receiving zone, a conservation easement will be required over the resource along with an undeveloped buffer of at least 100 feet. An historical structure that is to be integrated into a development will not need to be buffered.
4. Lands within the Prime Aquifer Recharge Area (FLUM Series Map #6).
5. Lands within the one-half mile setback of the Watershed Overlay District and Tippen Bay and Long Island Marsh (FLUM Series Map #4).
6. Land within a Public Water System Wellhead Protection Area (FLUM Series Map #7).
7. Land on a barrier island.



**CHARLOTTE COUNTY  
 COMMUNITY DEVELOPMENT DEPARTMENT**

**APPLICATION for REZONING**

Date Received:	Time Received:
Date of Log-in:	Petition #:
	Accela #:
Receipt #:	Amount Paid:

**1. PARTIES TO THE APPLICATION**

**Name of Applicant:** Nina Grigorov, Trustee of the Nina Grigorov Living Trust

**Mailing Address:** 939 Rotonda Circle

**City:** Rotonda West

**State:** FL

**Zip Code:** 33947

**Phone Number:** 313-300-5038

**Fax Number:**

**Email Address:** ninagrigorov@yahoo.com

**Name of Agent:** Robert H. Berntsson

**Mailing Address:** 3195 S. Access Road

**City:** Englewood

**State:** FL

**Zip Code:** 34224

**Phone Number:** 941-627-1000 x5

**Fax Number:**

**Email Address:** rberntsson@bigwlaw.com

**Name of Engineer/Surveyor:** Nexgen Land Solutions, LLC

**Mailing Address:** 1547 Prosperity Farms Road

**City:** West Palm Beach

**State:** FL

**Zip Code:** 33403

**Phone Number:** 561-508-6272

**Fax Number:** 561-508-6309

**Email Address:**

**Name of Property Owner** (if more than one property owner, attach a separate sheet with a list of all owners):  
 Same as applicant

**Mailing Address:**

**City:**

**State:**

**Zip Code:**

**Phone Number:**

**Fax Number:**

**Email Address:**

**2. PROPERTY INFORMATION**

If more than one account number exists, attach a separate sheet listing all information required by this section

Property Account #: 412130126006		
Section: 30	Township: 41	Range: 21
Parcel/Lot #: Tract B	Block #:	Subdivision: Rotonda West, White Marsh
Total acreage or square feet of the property: 0.74 +/- acres		

**3. SURVEY:**

- For unplatted property, provide one original boundary survey that is **signed and sealed** by a registered land surveyor and an accurate legal description (including acreage) of the property.
- For platted land, provide one original surveyor's sketch that is **signed and sealed** by a registered land surveyor and an accurate legal description (including acreage) of the property.

**4. PROOF OF LAND OWNERSHIP:** Provide the most current *Title Insurance Policy* or an *Ownership and Encumbrance Report* on the subject property.

**5. NOTARIZED AUTHORIZATION:**

- If the applicant is not the owner of the property, a written, notarized authorization from each owner must be provided with this application – use Form A, attached. Property owner authorization is required. If the property owner withdraws permission at any point during the review and approval process, the application is considered null and void.
- If an agent is submitting the application for the applicant – authorization from the applicant is required – use Form B, attached.

**6. RESTRICTIONS:** Provide a copy of any covenants, easements or restrictions that have been recorded for the subject site.

**7. EXISTING LAND USE DESIGNATIONS**

Future Land Use Map (FLUM) designation(s)	Acreage
Low Density Residential	0.74 +/- acres
Zoning District(s)	Acreage
Commercial (CG)	0.74 +/- acres

**8. APPLICANT'S PROPOSED CHANGE(S):**

Amending Zoning designation(s) to: Residential Single Family 3.5 to allow for 2 dwelling units.

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**If the proposed change involves an increase in density, which of the Receiving Zone criteria does the property meet, or would this be an exemption consistent with a Revitalization Plan?**  
Maturing Neighborhood

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**9. REASON FOR PROPOSED CHANGE(S):**

Current zoning does not match Low Density Residential land use category.

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**10. CURRENT LAND USE OF SUBJECT PROPERTY (example: house, vacant land, barn, etc.):**

Vacant

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**11. SURROUNDING LAND USES:**

North: Single Family homes and golf course.

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South: Vacant right of way and single family homes.

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East: Single family homes

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West: Golf course

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**12. ENVIRONMENTAL ASSESSMENT:**

- Provide an *Environmental Assessment Report*, conducted within one year or less from the date of submittal, that includes:
  - Maps and surveys of the subject site illustrating the existing land cover according to Level 3 of the FLUCCS
  - Locations of listed flora and fauna species, if present.
  - If any wetlands are identified on site, provide a survey showing delineations of any wetlands, acreages, and the wetland Category (ENV Policy 3.1.3) under which they fall.
  - If the property is adjacent to any Federal, State, or County wildlife management areas, parks, preserves or reserves, supply a science-based analysis of possible impacts to the environmental resources of these lands and the manner in which these impacts can be eliminated. Where elimination is not possible, the analysis shall detail how these impacts can be reduced and mitigated.

**13. INFRASTRUCTURE:**

**A. Roadway**

- i. List the roads or streets upon which vehicles may travel to gain access to the site (generally within ¼ mile radius):

Rotonda Circle

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- ii. *Traffic Impact Report*: This narrative does not need to be authored by a registered professional engineer. Address the potential impact to the surrounding road network that would result from the number of vehicle trips that may be generated by development of the subject site at maximum

buildout allowed under the proposed FLUM and Zoning.

**B. Potable Water and Sanitary Sewer**

- i. Submit a letter from any water or sewer utilities that will be serving the subject site stating availability of utility service to the property.
- ii. Attach an *Estimated Potable Water and Sanitary Sewer Usage Report* showing the gallons per day that may be generated by development of the subject site at maximum buildout allowed under the proposed Zoning.

**14. HISTORICAL OR ARCHEOLOGICAL SITES:** When the property under review is within the area determined to contain potential historic and archeological resources by the Archaeological Predictive Model (depicted on SPAM Series Map #3), the applicant must submit an *Archeological/Historical Memo* indicating that a review of the National Register of Historic Places, the Florida Master Site File and the Local Historic Register (when available) has been performed and the results of that review. If the subject site contains any object listed in these resources, the applicant must provide an *Archeological/Historical Survey* performed by a professional archeologist licensed in the State of Florida.

**15. REZONING NARRATIVE**

Charlotte County Code Section 3-9-10(h) lists the following standards for approval. A narrative stating the applicant's justification for the rezoning based upon the following standards of approval is required:

- A. Whether the proposed change would be contrary to the Comprehensive Plan.
- B. The existing land use pattern in adjacent areas.
- C. The capacity of public facilities and services, including but not limited to schools, roads, recreational facilities, wastewater treatment, water supply, and stormwater drainage facilities.
- D. Whether the proposed change will adversely influence living conditions or property values in adjacent areas.
- E. Whether the proposed change will affect public safety.

**16. ADJACENT PROPERTY OWNERS INFORMATION:**

Provide an *electronic text file (.txt)* that includes the names and addresses of all property owners within 200 feet of the subject property (excluding street right-of-ways), and a map indicating which properties are included in the address list. The Adjacent Property Owner List must be based upon the latest available property records of the Property Appraiser's Office. The list shall include property owner's name, mailing address, and parcel(s) or lot(s) description or account number so each parcel can be referenced on the Adjacent Property Owner Map. Refer to the Geographic Information System Internet site for mapping and owner information at <http://www.ccgis.com/>. (Use a buffer of 250 feet or larger in order to account for right-of-ways, canals, etc.) Every property owner within 200 feet of every parcel of land involved will be notified of the schedule of public hearings

**FORM A. PROPERTY OWNER AUTHORIZATION TO APPLICANT**

I, the undersigned, being first duly sworn, depose and say that I am the owner of the property described and which is the subject matter of the proposed hearing.

I give authorization for \_\_\_\_\_ to be the applicant for this REZONING.

STATE OF Florida, COUNTY OF Sarasota

The foregoing instrument was acknowledged before me this 22 day of December, 2025, by

NINA GRIGOROV who is personally known to me or has/have produced Fl. Drivers License as identification and who did/did not take an oath.

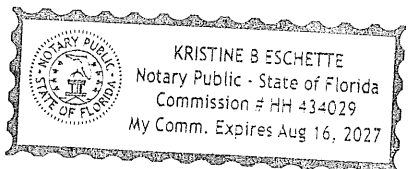
[Signature] | [Signature]  
Notary Public Signature | Signature of Owner

Kristine B Eschette | NINA GRIGOROV  
Notary Printed Signature | Printed Signature of Owner

Notary | 939 Rotonda Cir.  
Title | Address

HH434029 | Rotonda West, FL, 33917  
Commission Code | City, State, Zip

313 300 5038  
Telephone Number



**AFFIDAVIT B**

The applicant/owner hereby acknowledges and agrees that any staff discussion about conditions of approval are preliminary only, and are not final, nor are they the specific conditions or demands required to gain approval of the application, unless the conditions or demands are actually included in writing in the final development order or the final denial determination or order.

STATE OF Florida, COUNTY OF Sarasota

The foregoing instrument was acknowledged before me this 22 day of December, 2025, by NINA GRIGOROV who is personally known to me or has/have produced FL. Drivers license as identification and who did/did not take an oath.

K B Eschette

Notary Public Signature

Nina Grigorov

Signature of Applicant or Agent

Kristine B Eschette

Notary Printed Signature

Nina Grigorov

Printed Signature of Applicant or Agent

Notary

Title

939 Rotonda Cir.

Address

HH434029

Commission Code

Rotonda West, FL, 33947

City, State, Zip

313 300-5038

Telephone Number



**FORM B. APPLICANT AUTHORIZATION TO AGENT**

I, the undersigned, being first duly sworn, depose and say that I am the applicant for the REZONING of the property described and which is the subject matter of the proposed hearing.  
I give authorization for Robert H. Berntsson to be my agent for this application.

STATE OF Florida, COUNTY OF Sarasota

The foregoing instrument was acknowledged before me this 22 day of December, 2021, by Nina Grigorov who is personally known to me or has/has produced FL Drivers License as identification and who did/did not take an oath.

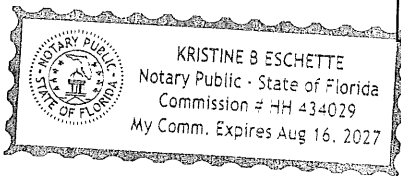
Kristine B Eschette | Nina Grigorov  
Notary Public Signature | Signature of Applicant

Kristine B Eschette | Nina Grigorov  
Notary Printed Signature | Printed Signature of Applicant

Notary | 939 Rotonda Cir.  
Title | Address

HH434029 | Rotonda West, FL, 33917  
Commission Code | City, State, Zip

313 300-5038  
Telephone Number



**AFFIDAVIT A**

I, the undersigned, being first duly sworn, depose and say that I am the owner or agent of the property described and which is the subject matter of the proposed hearing; that all answers to the questions in this application, and all sketches, data and other supplementary matter attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the hearing can be advertised, and that if I am not the owner of the property I have attached a notarized authorization from the owner(s) to submit this application. I acknowledge that all items listed in the application must be submitted concurrent at the time the County accepts the application. I swear that the attached list of adjacent property owners is complete, including all property owners within 200 feet of the subject properties (excluding right-of-ways), that it is correct, providing addresses as listed in the County Tax Roll.

STATE OF Florida, COUNTY OF SARASOTA

The foregoing instrument was acknowledged before me this 22 day of December, 2025,

by NINA GRIGOROV who is personally known to me or has/have produced

FL Driver License as identification and who did/did not take an oath.

Kristine B Eschette

Notary Public Signature

Nina Grigorov

Signature of Applicant or Agent

Kristine B Eschette

Notary Printed Signature

Nina Grigorov

Printed Signature of Applicant or Agent

Notary

Title

939 Rotonda Cir.

Address

HA434029

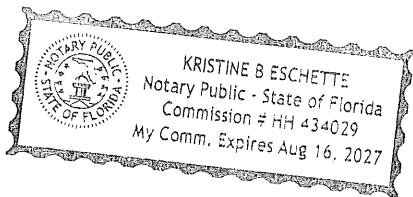
Commission Code

Rotonda West, FL, 33947

City, State, Zip

313 300-5038

Telephone Number



## NARRATIVE FOR REZONING at 960 ROTONDA CIRCLE

This is a request for a rezoning from CG to RSF 3.5 to bring the zoning into compliance with the Low-Density Residential land use on the property. There is no desire to change to land use to Commercial to allow the CG zoning. The applicant is seeking RSF 3.5 to allow for 2 residential units on the site. An application for a TDU transfer is submitted simultaneously with the rezoning application.

This request meets the zoning standards of approval as follows:

1. The proposed change is consistent with the comprehensive plan with the amendment proposed. The current zoning is inconsistent with the Future Land Use.
2. Rezoning to a residential use will ensure compatibility with surrounding uses.
3. There is sufficient capacity in all of the public infrastructure facilities and services to serve the project.
4. The proposed change will not adversely affect living conditions or property values in the adjacent areas. There are no existing residentially developed uses abutting the property.
5. The rezoning will have no negative effect on public safety.

Based on the foregoing, it is respectfully requested the small-scale plan amendment, PD rezoning and concept plan be approved as presented.

Revised: December 23, 2025

*/s/ Robert H. Berntsson*

Robert H. Berntsson



## MEMORANDUM

Date: 12-11-2025  
To: Robert H. Berntsson, Esq.  
Big W. Law Firm  
From: Shaun Cullinan, Planning and Zoning Official *Shaun Cullinan*  
Subject: Determination of exemption for traffic and environmental review related to a rezoning petition from COM to RSF – 960 Rotonda Cir. (PID: 412130126006)

### Zoning Determination

Pursuant to your request dated December 3, 2025 (Attachment 1) for a Zoning Official's determination of exemption for traffic and environmental reviews related to a rezoning petition from COM to RSF for property located at 960 Rotonda Cir. (PID: 412130126006), I offer the following determination.

#### Your Client's Request:

To paraphrase, whether traffic and environmental studies are required for a proposed rezoning from Commercial to Residential Single-family.

#### My Determination:

After consultation with both Environmental Reviewers and Transportation reviewers, due to the fact that the proposed zoning is less intense, and an environmental study/review is required at the house permitting stage, there is no need for these reviews at this time. This zoning determination letter must be submitted as part of Rezoning application for the subject property.

Should you disagree with this determination, you may appeal it within 30 days to the Board of Zoning Appeals (BZA) pursuant to Code Sec. 3-9-6.1. Administrative appeals.

*Application. An appeal to the BZA following a denial from the zoning official shall be in writing on forms provided by the community development department and shall be filed with the community development department within thirty (30) calendar days after the date on the decision letter notifying the applicant of the administrative decision or determination by the zoning official. The appeal shall be submitted with the applicable fee, accompanied by all documents, plans and other papers constituting the record, and specify the grounds for the appeal.*

Should you have any further questions, please do not hesitate to contact us.



# Attachment 1

# WIDEIKIS, BENEDICT & BERNTSSON, LLC

## THE BIG W LAW FIRM

ATTORNEYS AT LAW

JOHN L. WIDEIKIS  
ROBERT C. BENEDICT  
ROBERT H. BERNTSSON\*^

3195 S. ACCESS ROAD  
ENGLEWOOD, FLORIDA 34224  
PHONE:(941)627-1000  
*Reply to this office location*  
EMAIL: rberntsson@BigWLaw.com



PORT CHARLOTTE, FLORIDA  
NORTH PORT, FLORIDA  
BY APPOINTMENT ONLY

433 4<sup>th</sup> Street W., Unit #4  
BOCA GRANDE, FLORIDA 33921  
PHONE:(941)964-1223

\*Certified by the Florida Bar in City,  
County and Local Government Law  
2000-2021;  
^Also admitted to New York Bar

December 11, 2025

Shaun Cullinan, Planning and Zoning Manager  
Charlotte County Community Development Department  
18400 Murdock Circle  
Port Charlotte, FL 33948

Re: Zoning determination letter for 960 Rotonda Circle

Dear Shaun:

Please have this letter serve as a request for a zoning official's determination for the above property. The property contains 0.74 acres and is zoned CG with a Low-Density Residential land use. We are seeking a rezoning to RSF 3.5 to allow for 2 dwelling units on the property. The base density is 1 unit, and my client has purchased 1 TDU unit to transfer to the property. I am requesting a waiver of the requirement for a traffic study and environmental study. Clearly 2 residential units will produce less traffic than a commercial development. Environmental issues can be reviewed at the time a building permit is applied for. We would appreciate waiving these 2 requirements. I enclose my firm's check in the amount of \$35.00 to cover the fee for this determination letter.

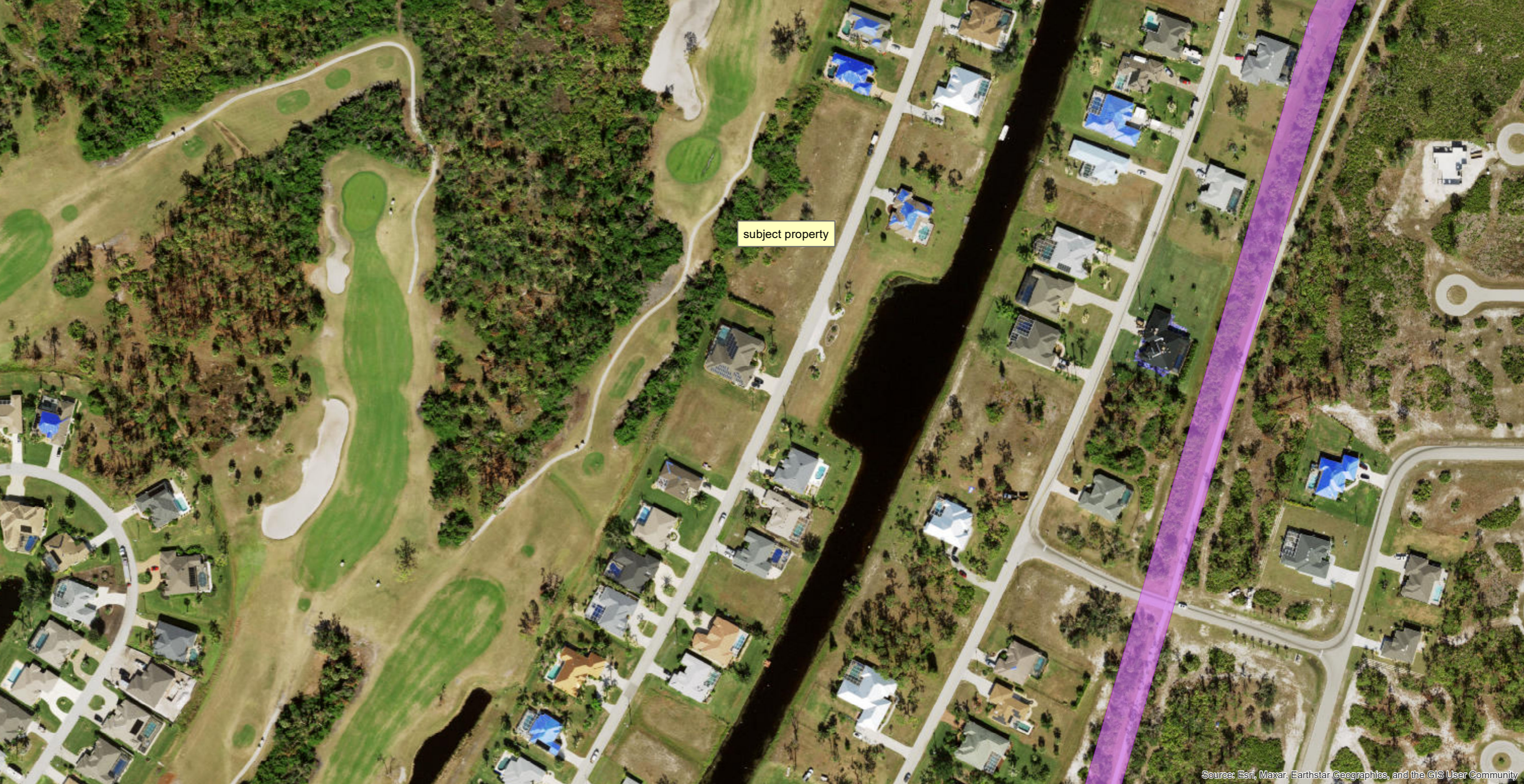
Very truly yours,

*Robert H. Berntsson*

Robert H. Berntsson

CC: Jie Shao, Planner, Principal





subject property



This record search is for informational purposes only and does **NOT** constitute a project review. This search only identifies resources recorded at the Florida Master Site File and does **NOT** provide project approval from the Division of Historical Resources. Contact the Compliance and Review Section of the Division of Historical Resources at [CompliancePermits@dos.myFlorida.com](mailto:CompliancePermits@dos.myFlorida.com) for project review information.

June 16, 2025



**Robert H. Berntsson, Esq.**  
**Wideikis, Benedict & Berntsson, L.L.C.**  
**THE BIG W LAW FIRM**  
3195 South Access Road  
Englewood, Florida 34224

In response to your request of June 16, 2025, a search of the Florida Master Site File inventory shows no previously recorded cultural resources located for the 960 Rotonda Boulevard rezoning subject property, Charlotte County, Fla.

When interpreting the results of this search, please consider the following information:

- This search area may contain *unrecorded* archaeological sites, historical structures or other resources even if previously surveyed for cultural resources.
- Federal, state and local laws require formal environmental review for most projects. This search DOES NOT constitute such a review. If your project falls under these laws, you should contact the Compliance and Review Section of the Division of Historical Resources at [CompliancePermits@dos.myFlorida.com](mailto:CompliancePermits@dos.myFlorida.com)

Please do not hesitate to contact us if you have any questions regarding the results of this search.

Sincerely,

Eman M. Vovsi, PhD.  
Data Base Analyst/Records Specialist  
Florida Master Site File  
[Eman.Vovsi@DOS.MyFlorida.com](mailto:Eman.Vovsi@DOS.MyFlorida.com)