Amy Little Senior Planner

Polk County Land Development Division

Contact

Phone
(863) 534-7687

Email:
AmyLittle@polk-county.net

Education

University of Central Florida
2021 – present

- **Master of Public Administration Program**
  Expected Completion Date
  Spring 2025

Polk State College 2012-2017

- **Bachelor of Applied Science in Business Administration**

Indian River State College 1998-2011

- **Associate of Arts**

Expertise

Research and Analysis
Land Planning
Permitting Procedures
Strong Computer Skills
Written Communication

Certifications

Public Notary

Summary

Motivated and resourceful with over 8 years of experience with Polk County throughout various divisions, bringing this diversity and knowledge to the Polk County Land Development Division. Most recently transferred from the Polk County Building Division where she assisted the division with the analysis and implementation of the Land Development Code and providing resources to staff for better consistency in permit processing.

Experience

Senior Planner • Polk County Land Development Division • 2021-Present
Researching and reviewing applications and site plans for consistency with the Land Development Code and Comprehensive Plan. Preparing detailed staff reports in association with applicant and County-generated requests. Presenting to the BoCC, Planning Commission and Land Use Hearing Officer. Responsible for coordinating Land Use Hearing Officer meetings for variance and special exception requests. Coordinating with other departments and jurisdictions on land use related matters and providing training for Land Development Code amendments. Training and assisting planning staff with site plan review, staff report writing, and interpretation of the Land Development Code.

Development Review Specialist • Polk County Building Division • 2019-2021
Researching and reviewing building permits, parcel history and land use districts, working with Land Development to ensure permitting meets standards approved through the division. Assisting permitting staff and management in the application of the Land Development Code. Preparing resources for permit technicians and planning staff for consistency with existing and new subdivisions and non-residential projects.

Permit Technician • Polk County Building Division • 2017–2019
Performed permitting for commercial and residential projects, including researching and reviewing permits for consistency with the Polk County Land Development Code. Issuing certificates of occupancy for new structures, both commercial and residential. Assisting in training of new employees in permitting procedures and Land Development Code application.

Code Enforcement Specialist II • Polk County Code Enforcement Division • 2016–2017
Assisted the Special Magistrate Coordinator with properties in violation of County Ordinance and/or Land Development Code. Processed orders from the Special Magistrate for abatement, Notices of Violation with required compliance dates, notices of non-compliance and lien imposition.

Records Technician • Polk County Information Technology Division • 2015–2016
Processed record requests in the Building Division for historical permit information, including County-approved engineered plans, permit applications, and site plans. Assist permit technicians and plans examiners with parcel research.