



www.polk-county.net

LEVEL 3 & 4 DEVELOPMENT REVIEW APPLICATION

Office of Planning and Development
Land Development Division
330 W. Church St.
P.O. Box 9005, Drawer GM03
Bartow, FL 33831-9005
(863)534-6792
FAX (863) 534-6407

TYPE OF APPLICATION

☐ Level 3 ☐ Level 4

☐ Conditional Use

☐ Planned Development

☐ Suburban Planned Development

☐ Sign Plan

☐ Major Modification - Case Number _____

	Owner	Applicant	Contact Person
Name			
Work Number			
Fax Number			
Mailing Address			
Email			

Description of Proposed Activity or Use

Please provide a detailed description of the project, quantifying intensity (such as number of units, employees, seats, beds, rooms, children, holes of golf, pumps, vehicle repair bays, etc.), specify phasing, and estimated period for completion.

	Range - Township - Section	Subdivision #	-	Parcel #
Parcel ID Number(s):	R T S		-	_____.
	<i>(Include others on a separate attachment)</i>			
	R T S		-	_____.
	R T S		-	_____.
	R T S		-	_____.

Address and Location of Property:

_____.

_____.

Directions to Property from Bartow

_____.

_____.

Property Description

Future Land Use (and Subdistrict if applicable): _____.

Property Size: _____ Development Area:

Water Provider Name and Phone Number: _____.

Sewer Provider Name and Phone Number: _____.

Development of Regional Impact: _____.

(Name and Phase of DRI)

Selected Area Plan: _____.

(Name of SAP)

Green Swamp Area of Critical State Concern: _____.

(Name of Special Protection Area)

Joint Planning Area/Interlocal Agreement _____

Have Development Rights been transferred to or from the subject property? ___ Yes ___ No

Identify existing uses and structures on subject and surrounding properties (e.g. vacant, residential # du/ac, commercial approx. square feet, etc.):

NW	N	NE
W	Subject Property	E
SW	S	SE

Approval of this application does not waive any other applicable provisions of the Polk County Land Development Code, the Polk County Comprehensive Plan, the Polk County Utility Code which are not part of the request for this application, nor does approval waive any applicable Florida Statutes, Florida Building Code, Florida Fire Prevention Code, or any other applicable laws, rules, or ordinances, whether federal, state or local. The applicant has the obligation and responsibility to be informed of and be in compliance with all applicable laws, rules, codes and ordinances.

I, _____ (print name), the owner of the property which is the subject of this application, or the authorized representative of owner of the property which is the subject of this application, hereby authorize representatives of Polk County to enter onto the property which is the subject of this application to perform any inspections or site visits necessary for reviewing this application. I understand that representatives of Polk County are not authorized to enter any structures dwellings which may be on the property.

Property owner or property owner's authorized representative.

Date:



LEVEL 3 AND 4 SITE PLAN STANDARDS

Applications will NOT be processed unless all required information is submitted.

- 24" x 36" sheet(s) at a minimum scale equal to 1" = 60'.
 - If multiple sheets, clearly depict match lines where sheets join.
 - Number all sheet(s) in the plan set.
- Provide a date, north arrow, scale (minimum 1" = 60') and a legend.
- Provide a vicinity map which clearly shows the site in relationship to its surround area (scale no less than 1" = 1 mile)
- Provide on the site plan clearly and legibly:
 - Depict phase lines of the project IF proposed to be constructed in phases.
 - State the estimated time of completion of the project by phase.
 - State the total project acreage.
 - State proposed densities for each dwelling unit type and approximate total number of dwelling units by type.
 - State proposed floor area ratio (FAR) for all non-residential land uses and gross floor area for all non-residential buildings by type.
 - State impervious surface area ratio calculation.
 - State wetland acreage calculation.
 - State amount of additional density or FAR requested under bonus points and calculations supporting specific features. State the parking calculation per the requirements of Table 7.10 of the LDC and provide a typical detail of a parking space.
 - State the proposed number of stories and height of all structures.
 - Depict the current/future land use on site and on properties immediately adjacent within 150 feet of the property boundaries.
 - Delineate flood zones, floodways and wetlands on site and within 150 feet of the property boundaries.
 - Indicate and dimension proposed lot lines, land uses, structures, facilities, easements, open space areas (including buffer yards), parking and loading areas and vehicular circulation.
 - Depict a typical lot layout for all housing types including footprints, setbacks and driveways. If there are lots with multiple frontages, show an additional typical.
 - Depict the location of proposed signs, dumpsters and trash compactors.

Development Plan Requirements for Utilities

- Indicate the general location of existing utilities in adjacent easements and rights-of-way;
- Indicate existing and proposed easements for facilities to be maintained by Polk County;
- Indicate by notation proposed off-site extensions from the point of available capacity, as by the utility service provider.

Development Plan Requirements for Access

- Show paved areas and stabilized areas of the site that may be used for access to the structures by emergency apparatus. This includes cul-de-sacs, dead ends, emergency accesses, limerock based areas of travel;
- A statement indicating whether access will be to a state, city, county or private road;
- Location and type of adjacent developments, land uses, and driveways or roads within 150 feet of the proposed project;

Development Plan Requirements for Fire Protection

- Provide locations of fire hydrants and the size and locations of water mains that supply them. The point of service for fire protection systems connected to the public water system shall also be designated;

NOTE: Additional information may be required by County staff during project review. Any revisions made at the request of a reviewer shall be resubmitted to the Land Development Division Processing Section with the number of copies needed for the initial application.



**LEVEL 3 AND 4
SUBMITTAL LIST
FOR PD, SPD, CU, SIGN PLANS
AND MAJOR MODIFICATIONS**

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APPLICATION - DOCUMENTS REQUIRED

Land Development Division: Official Records

- One (1) Level 3/4 Development Review Application
- One (1) Site Plan 24"x 36"
- One (1) Impact assessment statement
- One (1) Green swamp impact assessment statement (if applicable)
- One (1) Reduced site plan (8½"x 11")
- One (1) Legal description
- One (1) Deed (copies only)
- One (1) Owner authorization letter
- One (1) Location map
- One (1) SPD developable Area Map
- One (1) Pre-app Comments (if applicable)
- One (1) Major Traffic Study with fee (if applicable)

APPLICATION AND PLANS SUBMITTAL INSTRUCTIONS

Polk County's development review process is now electronic. There is no need to submit paper plans or multiple copies of applications. Just follow the steps below.

1. Submit the only Application (Form # PD LDD 07) using one of the following methods:
 - a. Email to projectsubmittal@polk-county.net
 - b. Fax to 863-534-5908; **or**
 - c. Deliver or Mail to address above.
2. Pay applicable using one of the following methods:
 - a. Check (Made out to Polk County BoCC),
 - b. Cash; **or**
 - c. Credit Card (Master Card, American Express and Discover).
3. Submit plans and all required supporting documents (using one of the following methods as noted below)
 - a. Electronic submittal via ePlan (instructions found in user guide at www.polk-county.net/eplan);
 - b. CD - Follow ePlan instructions at above link for file types and naming conventions; **or**
 - c. Deliver or mail to address above. Plans are to be ROLLED (not folded) so that they can be scanned into our electronic review system.

Incomplete Packets will not be processed.

The applicant will be called to pick up incomplete packets.