

ORIGINAL

Seth B. Claytor, LL.M, Esq.
Boswell & Dunlap LLP
245 S. Central Avenue (33830)
P. O. Drawer 30
Bartow, FL 33831-0030

RFI #25-590, Land Use Hearing Officers

Polk County Procurement Division
330 West Church Street, Room 150
Bartow, FL 33830

RFI 25-590
Tab 1, Introduction

SETH BENTON CLAYTOR, LL.M, ESQ.

245 South Central Avenue, Bartow, Florida 33830

seth@bosdun.com

(863)-533-7117

PROFESSIONAL LICENSES

The Florida Bar, Bar Number #0084086

Admitted to Florida Supreme Court, September 2010

Notary Public, State of Florida, Notary No. 1313772

Commissioned, June 2011

EXPERIENCE

Boswell & Dunlap, LLP, Bartow, Florida

Partner, January 2016 - current

Associate Attorney, January 2011 – December 2015

- Assistant City Attorney, City of Winter Haven
- Assistant City Attorney, City of Lake Alfred
- Assistant Town Attorney, Town of Dundee
- Attorney for the USDA, Federal Bankruptcy – Ch. 7 and 13 Bankruptcy matters
- Attorney for the USDA, Florida Circuit and Appellate matters – Foreclosure

Rated by Super Lawyers, selected to Florida Rising Stars (2018-2021)

EDUCATION

University of Miami, College of Law, Miami, Florida

Masters of Law, Real Property Development, May 2012

University of Florida, Levin College of Law, Gainesville, Florida

Juris Doctor, May 2009

University of Florida, Warrington College of Business, Gainesville, Florida

B.S.B.A., Finance, *Summa Cum Laude*, 2005

PROFESSIONAL ASSOCIATIONS

Professional Associations:

- City of Bartow Leadership Program
- City of Winter Haven Leadership Program
- Lakeland Bar Association
- Polk County Trial Lawyers Association
- East Polk County Bar Association
- American Bar Association
- American Bar Association Young Lawyers Division

Admitted to Practice:

- United States Tax Court
- United States Northern District of Florida
- United States Middle District of Florida
- United States Southern District of Florida
- United States Court of Appeals for the 11th Circuit

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Tab 2, Experience and Expertise

REFERENCES

Client Name:	City of Davenport, Florida
Address:	1 South Allapaha Avenue, Davenport, FL 33837
Contact Person:	Steve Hunnicutt, Assistant City Manager
Phone Number:	863-419-3300
Email Address:	shunnicutt@mydavenport.org
Length of time services provided:	Since 2021
Company Name:	City of Lake Alfred, Florida
Address:	155 E. Pomelo Street, Lake Alfred, FL 33850
Contact Person:	Ryan Leavengood, City Manager
Phone Number:	863-291-5270
Email Address:	rleavengood@mylakealfred.com
Length of time services provided:	Boswell & Dunlap LLP since 2002
Company Name:	City of Winter Haven, Florida
Address:	1254 Fairfax Northeast, Winter Haven, FL 33881
Contact Person:	Tanya Ayers, Safe Neighborhoods Director
Phone Number:	863-291-5697, ext. 2801
Email Address:	tayers@mywinterhaven.com
Length of time Services provided:	Boswell & Dunlap LLP since 2002

BOSWELL & DUNLAP^{LLP}

ATTORNEYS AT LAW • ESTABLISHED 1900

Clarence A. Boswell
1902-2005
David R. Carmichael †
Savannah Young Cerullo
Robert C. Chilton
Seth B. Claytor
W. A. "Drew" Crawford

†-Board Certified, Criminal Trial

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September 24, 2025

George T. Dunlap, III,
Retired
Keith D. Miller
Frederick J. Murphy, Jr. †
Sean R. Parker
Jillian T. Spangler
Donald H. Wilson, Jr.

†- Board Certified, City, County, Local
Government Law

LETTER OF INTEREST AND FIRM BACKGROUND

To Whom It May Concern:

On behalf of Boswell & Dunlap LLP, I am pleased to present you with this proposal in response to the *RFI Number 25-590 – Land Use Hearing Officers for Polk County, Florida*.

Boswell & Dunlap LLP recently celebrated its One Hundred and Twentieth (120th) year of continuous practice, and Boswell & Dunlap LLP has the proud distinction of being the oldest Law Firm in Polk County, Florida (having been founded in 1900), and one of the oldest law firms in the State of Florida.

Boswell & Dunlap LLP is known throughout Central Florida for providing competent legal advice on all aspects of local governmental operations. Our list of government clients includes, but is not limited to, USDA Rural Development, the City of Bartow, the Town of Dundee, the City of Lake Alfred, the City of Davenport, the City of Mulberry, the City of Winter Haven, the School Board of Polk County and Polk State College. We also have the pleasure to perform contract legal work for the City of Lakeland and serve as counsel to Community Redevelopment Agencies in Bartow, Lake Alfred, Mulberry and Winter Haven. We provide a wide variety of services for our government clients ranging from specialized work such as seizure and forfeiture litigation to full engagement as a local government's "City Attorney" or "Assistant Attorney."

In short, Boswell & Dunlap LLP has the experience and qualifications necessary to serve as the Land Use Hearing Officers for Polk County, Florida.

Identification of Code Enforcement Special Magistrate and Alternates

For this engagement, Seth B. Claytor, LL.M, Esq. will serve as the primary and responsible attorney for the provision of legal services as the Land Use Hearing Officer for Polk County, Florida, if selected.

Mr. Claytor is a Partner at Boswell & Dunlap LLP. There are presently no known scheduling conflicts which would require any back-up attorney to provide Land Use Hearing Officer services due to the unavailability.

BOSWELL & DUNLAP LLP

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Qualifications

Below is a brief summary statement of qualifications and experience of the attorney and administrative legal assistant that will provide services to Polk County, Florida, if selected:

Seth B. Claytor earned his J.D. from the University of Florida, Levin College of Law, and earned his Master of Laws (LL.M) in Real Property Development from the University of Miami. Since 2011, Mr. Claytor has practiced law as a municipal attorney in Polk County, Florida. Mr. Claytor is admitted to practice in all State Courts in the State of Florida, all of the U.S. District Courts in the State of Florida, the U.S. Circuit Court for the Eleventh Circuit in Atlanta, Georgia, and the U.S. Tax Court. Mr. Claytor has represented local government agencies in Polk County for over thirteen (13) years and has acquired extensive experience in ensuring the proper enactment of land use amendments, zoning ordinances and land development regulations under Florida's growth management statutes; municipal lien foreclosure; municipal code enforcement; and civil litigation. Mr. Claytor has served and continues to serve as an Assistant Attorney for the City of Lake Alfred, City of Winter Haven, and Assistant Town Attorney for the Town of Dundee. As Assistant Attorney, Mr. Claytor also serves as the attorney for the municipality or special magistrate in and/or for code enforcement special magistrate proceedings and has done so for more than ten (10) years. Mr. Claytor is rated by Super Lawyers and selected to Florida Rising Stars as a "State, Local & Municipal Attorney."

Elizabeth C. Hunt has assisted attorneys in municipal and government law matters for more than thirty (30) years and is an integral part of the Firm's ability to provide timely, cost-effective, and efficient legal services to its clients.

In summary, as we hope is evident, the breadth and depth of our experience in local government matters is unmatched. We believe that our collective representation of a number of local governments in Polk County will greatly assist in our ability to provide exceptional services to Polk County, Florida in a timely and cost-effective manner.