

**SITE PLAN REVIEW
Application Package
City of Polk City, Florida**

Included in this application package:

- Do You Need Site Plan Review?
- Commission Procedure on Plans
- Polk City site plan review checklist
- Site Plan Application
- List of abutters
- Fee Table
- Planning Commission Use Only page



Instructions:

If you aren't sure if you need to go through the site plan review process, please refer to the enclosed page titled "Do You Need Site Plan Review?"

Please refer to the enclosed page describing the Planning Commission's Procedures on Plans for an explanation of the two preliminary application options available to you, and also the mandatory applications.

If you do not wish to consult with staff or the planning commission prior to submitting your complete site plan for a public hearing, fill out the enclosed form "Site plan Application" and submit along with this folder and six 24x36 copies, one 11x17 copy and one electronic copy of the site plan. All of the forms in this folder are required to be completed.

Submit applications to:

Planning Commission
123 Broadway Boulevard S.E.
Polk City, FL 33868

Do You Need Site Plan Review?

The Site Development Plan procedure ensures that site-specific development projects meet the requirements of this Code prior to the issuance of a Building Permit. It is the intent of this Section that the Site Development Plan process is a part of the Building Permit Application process, in that the Site Development Plan is the instrument by which improvements to the site will be constructed and inspected, and by which final inspection and Certificate of Occupancy shall be issued.

YOU DO IF:

Site Development Plan approval shall be required prior to the issuance of a building permit for the following:

- Division of an existing development site (such a division shall result in a new or modified Site Development Plan for previously existing development, in addition to a separate plan for new development).
- An expansion or reconfiguration of any of those types of development that is subject to Site Development Plan requirements.
- Any new development of uses listed as "D" in the Table of Land Uses in Article 2, Table of Land Uses, Table 4. These uses are permitted by right, and are not subject to review other than as listed herein.
- Any proposed development in the Green Swamp Area of Critical State Concern. Additional regulations apply to this development and may be found in the Polk City Land Development Regulations Article 3, Section 03.11.00

YOU DO NOT IF:

Review shall not be required for proposals involving existing development sites and meeting the following conditions:

- Proposed change does not change the use of the property, generate the need for additional parking spaces, new driveway cuts, or additional public improvements and does not require a rezoning.

If you are not sure if you need site plan review, please call the planning and zoning office at the Polk City Government Center, 863-984-1375 extension 231.

POLK CITY PLANNING COMMISSION

The Planning Commission meets the third Tuesday of every month.

Commission's Procedures on Plans

1. Conceptual Consultation Phase (Recommended but optional)
 - ✓ Occurs between the Development Director, planning staff and the Developer or Developer's Representatives.
 - ✓ Formal Public Notice not required; one week notice to the Planning Director in order to be scheduled
 - ✓ Non-binding discussions
 - ✓ Discussion in conceptual form only and in general terms
 - ✓ Review of the basic concept of the proposal
 - ✓ Suggestions which might be of assistance in resolving problems
2. Preliminary Review Phase (Recommended but optional)
 - ✓ Public Hearing within 30 days of receipt of properly completed Application
 - ✓ Formal Public Notice required – 20 days notice to the commission secretary, 10 days public notice (posting, certified mailing, publishing)
 - ✓ Non-binding discussions may involve more specific design and engineering details of the potential application
 - ✓ Modifications to the plan may be made after approval at this stage.
 - ✓ Can be adjourned*
3. Development Review (mandatory)
 - ✓ Public Hearing within 30 days of receipt of properly completed Application
 - ✓ Formal Public Notice required – 15 days notice to the commission secretary, 10 days public notice (posting, certified mailing, publishing)
 - ✓ Complete submitted application accepted by the Commission for consideration and decision.
 - ✓ Modifications to the plan may not be made after approval at this stage.
 - ✓ Can be adjourned*

The Commission shall begin formal consideration and shall act to approve, conditionally approve** or disapprove within 65 days, subject to extension or waiver.

Notes:

**Additional formal public notice is not required of an adjourned session of a public hearing with proper notice – if the date, time, and place of the adjourned session are made known at the hearing.*

***Conditional approval of a plan or application shall become final without further public hearing upon certification to the Commission of satisfactory compliance with the conditions imposed. Conditions in this instance must be either administrative or with regard to the applicant's possession of permits and approvals granted by other commissions or agencies. All other conditions shall require a hearing and formal notice.*

Site Plan Review Checklist

Use this checklist to determine if the plan is complete. Check Yes if the item complies with the regulations, NA if it is not applicable, or No if it does not comply with the regulations. If a waiver is to be granted write "W" in the NA column. If a variance is requested to be granted write "V" in the NA column.

Yes	NA	No	
___	___	___	If a commercial or industrial site, the name of the business. If residential, the subdivision name.
___	___	___	The property owner's name, address and telephone number; and the designated project applicant or representative if other than property owner.
___	___	___	The engineer's name, address, telephone number and registration number.
___	___	___	Future Land Use Classification from the Comprehensive Plan's Future Land Use Map; and, Zoning district assigned to the property that is the subject of the site plan and to the properties contiguous thereto.
___	___	___	The legal description of the property used by the County's Property Appraiser's Office.
___	___	___	A copy of the plat map page the property is located on, with the lot or parcel identified clearly. This map is available from the Polk County Property Appraiser's Office in Bartow.
___	___	___	Site Development Plans shall be drawn to a minimum scale of one inch equals 100 feet on an overall sheet size not to exceed 22 by 36 inches. When more than one sheet is required, an index sheet of the same size shall be included showing the entire parcel with individual sheet numbers referenced thereon.
___	___	___	North arrow, scale and date prepared.
___	___	___	Identification of watercourses, wetlands, and significant stands of mature trees and under-story vegetation that may provide wildlife habitats or other environmentally unique areas.
___	___	___	Number of units proposed, if any, and resulting net density.
___	___	___	Floor area of non-residential uses.
___	___	___	Number of parking lots and spaces required and proposed.
___	___	___	Location of all public and private streets, driveways and utility easements, within and adjacent to the site.
___	___	___	The footprint of all proposed buildings and structures on the site, including setbacks.
___	___	___	Required landscape and buffer yards.
___	___	___	Sign locations.
___	___	___	Phase lines, if the development is constructed in phases.
___	___	___	Provisions for on-site storm water drainage and detention related to the proposed development.
___	___	___	The delineation of all wetlands and flood-prone areas as delineated by the National Wetlands Inventory and the Flood Insurance Rate Maps published by the Federal Emergency Management Agency (FEMA) and by the City of Polk City Comprehensive Plan.
___	___	___	Delineation of all environmentally sensitive areas as determined by any appropriate agency and the City of Polk City Comprehensive Plan.
___	___	___	All existing and proposed utilities.
___	___	___	Any other requirement as determined by the Development Director or the Planning Director, such as topographic lines, surveys, etc.

SITE PLAN APPLICATION

This application is for: (Check all that apply)

_____ **Conceptual Consultation** (Recommended but optional, Informal Discussion between the Development Director, planning staff and the Developer or Developer's Representatives)

_____ **Preliminary Review Phase** (Recommended but optional Pre-Application, Public Hearing before the Commission)

_____ **Development Review** (Mandatory)

Project/Business Name _____

Street Address of Project _____

Parcel ID Number(s) _____

Property Owner(s) _____

Mailing Address _____

Telephone _____ Fax _____

Email _____

Applicant _____

Mailing Address _____

Telephone _____ Fax _____

Email _____

Agent (Engineer, Surveyor, etc.) _____

Mailing Address _____

Telephone _____ Fax _____

Email _____

All correspondence should be sent to _____

(Specify one of the above)

What legal interest does applicant have in the property?

_____ Ownership
_____ Option
_____ Purchase and Sales Contract
_____ Other _____

*Documentation of right,
title, or interest must
accompany the application*

EXISTING

Land Use _____ Zoning _____

Total Gross floor Area of All Structures _____

Total Lot Coverage (%) _____

Total Square footage of area covered _____

(This includes structures, overhangs, paved or gravel surfaces, etc. "not green and growing")

PROPOSED

Land Use _____ Zoning _____

Total Gross floor Area of All Structures _____

Total Lot Coverage (%) _____

Total Square footage of area covered _____

(This includes structures, overhangs, paved or gravel surfaces, etc. "not green and growing")

Number of existing parking spaces _____

Number of parking spaces proposed _____

Estimated Traffic Generation at peak hour Existing _____ trips

Proposed _____ trips

One trip is one vehicle entering OR one vehicle exiting. Therefore, one car driving in and then leaving an establishment equals 2 'trips'. Trucks are equivalent to two cars, therefore, one truck entering and then leaving an establishment equals 4 'trips'.

Proposed use of site (describe project) _____

Proposed square footage of building(s) _____

Proposed number of units _____

Acreage of parcel _____ Acreage to be Developed _____

Are any new streets proposed? _____

Statement of purpose: _____

Note: If any waivers to the site plan review regulations are being requested for this application, a letter must be submitted to the planning commission stating what waivers are requested and the reasons for such waivers.

I, as the owner or duly authorized agent for the owner of the property named above, do hereby submit this plan for review as required by the regulations of the planning commission of the City of Polk City. **To the best of my knowledge, all information submitted with this site plan application is true and correct.**

Name _____ Date _____

Title _____

Signature _____

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-
- ❖ See the Land Development Regulations (LDR), Article 2, Article 3 and Article 7 of the City Code, regarding the zoning district regulations, land use standards, and site plan review process. The entire Polk City Code is online at www.mypolkcity.org . Follow link to the 'City Publications, Maps and Forms' then 'Land Development Code.'
 - ❖ This application must be accompanied by the application fee and all information required by the Land Development Regulations, unless waivers are requested. All requests for waivers must be submitted in writing, specifying the section number of the item to be waived and the rationale for why you believe it should be waived. Waivers may or may not be granted by the Reviewing Authority.
 - ❖ The site plan checklist is provided to assist in gathering information and presenting an application. The applicant is responsible for presenting information showing that all Land Development Regulation standards will be met. The reviewing authority may require additional information to determine completeness and compliance.
 - ❖ The Development Director will determine the appropriate Reviewing Authority for the application review. The Reviewing Authorities include the Development Director, the Code Enforcement Officer, the Staff Review Committee or the Planning Board. The Code Enforcement Officer will also determine if the proposed use is permitted in the zoning district(s).
 - ❖ Contact the Planning Department at (863) 984-1375 with questions.

LISTING OF ABUTTERS TO A PROPOSED SITE PLAN APPLICATION

Project Name: _____

Street Address of Project: _____

Parcel ID of Project: _____

This form is used to list the names, addresses, and parcel identification numbers of all properties which abut a property on which a new site plan or a site plan amendment is proposed. The definition of ABUTTER is "A person who owns adjacent land or land across a street right-of-way from the subject lot". Notification of abutters is a requirement for all site plan applications and site plan amendments; re-notification also may be required for site plan applications if sufficient time has lapsed between the preliminary application abutter notification and the time that a site plan application is submitted. Abutter information shall be obtained from the Polk County Property Appraiser's records. A list of all abutters (including applicant) must be filed with all applications - Be sure to include the names and addresses of anyone whose professional seal will appear on the final plan.

Use Additional Sheets if Necessary.

1. Name: _____
Mailing Address _____

Street Address (If Different) _____
Parcel ID# _____

2. Name: _____
Mailing Address _____

Street Address (If Different) _____
Parcel ID# _____

3. Name: _____
Mailing Address _____

Street Address (If Different) _____
Parcel ID# _____

4. Name: _____
Mailing Address _____

Street Address (If Different) _____

Parcel ID# _____

5. Name: _____

Mailing Address _____

Street Address (If Different) _____

Parcel ID# _____

6. Name: _____

Mailing Address _____

Street Address (If Different) _____

Parcel ID# _____

7. Name: _____

Mailing Address _____

Street Address (If Different) _____

Parcel ID# _____

8. Name: _____

Mailing Address _____

Street Address (If Different) _____

Parcel ID# _____

9. Name: _____

Mailing Address _____

Street Address (If Different) _____

Parcel ID# _____

**FEE SCHEDULE UNDER THE POLK CITY UNIFIED LAND
DEVELOPMENT CODE FOR ZONING CHANGES, REVIEW,
APPROVAL OF PLANS AND OTHER APPROVALS**

FEES AND EXPENSES TO BE PAID IN FULL.

No action, including processing or review, shall be taken by any City Staff members, on any petition, appeal, or application, until all applicable fees and expenses including those provided for in this Resolution have been paid in full. This shall not apply to such petitions, appeals, or applications generated by the City of Polk City.

EXTRAORDINARY EXPENSES

In addition to the fee schedule set forth above, the applicant shall also be responsible for the payment of any advertisements mailings, legal filing, and other extraordinary expenses which may be incurred by the City of Polk City in analyzing or reviewing all or any part of an application. These expenses may also include the City's retention of a third party consultant. All of the expenses referred to in this section shall be billed at the actual cost of fees and expenses incurred for rendering such services. The applicant will be advised of the necessity of such expense prior to such expense being incurred. The applicant and the Administrative Official of the City shall in writing jointly approve an estimated cost amount before these charges can be authorized. The cost for any such expenses shall be paid in advance to the City in the form of cash or check prior to incurring such expense. Upon request of the applicant, the City Council may review such expenses as to the necessity and amount.

Planning & Zoning

Special Approval Fee	\$500.00
Appeals	300.00
Variances	300.00
Conditional Use	375.00
Special Exceptions	600.00
Zoning: (0-4 lots)	1,375.00
(5-+ lots)	1,600.00
(0-5 acres not subdivided)	1,600.00
(5+ acres not subdivided)	1,650.00
Zoning Change	1,650.00
PUD:	
(Zoning request)	1,600.00
(Minor amendment)	1,250.00
(Major amendment)	1,450.00
(Final approval)	1,400.00
Street/Alley Vacation	400.00

Development/Land Use

Land Use Amendments (as defined by Florida Statutes)	
Minor	1,450.00
Major	1,650.00
Developments:	
(Flood Prone Areas)	600.00
(Wetland Areas)	950.00
(Shoreline Areas)	600.00
(Outside City Requiring City Utilities)	300.00
(Regional Impact)	1,500.00
Development Agreement	1,500.00
Time Extension-Agreements/Approvals	375.00
Concurrency Test Statements	575.00
Comprehensive Plan Amendments	
(Text)	1,450.00
(Development Standards)	2,200.00

Site Development / Subdivisions

Site Development plans:

(0 – 1 acres)	1,350.00
(1 – 5 acres)	1,550.00
(5 – 10 acres)	1,750.00
(10+ & over)	1,900.00

Subdivisions

(Concept Plan Review)	1,375.00
(Minor 0-4 lots)	700.00
(Minor Plat Amendment)	400.00
(Preliminary Plan + lots)	850.00 plus \$25.00 per lot
(Final Plat)	800.00
(Vacating of Plat)	750.00

Impact Statement*	1,500.00
Minor Traffic Study	500.00
Major Traffic Study	1,500.00

*The City may require an Impact Statement to be filed and included with any applications submitted. Additional review time for third party consultation or Extraordinary Expenses incurred by the City shall be paid by the applicant as defined in Section 3.

POLK CITY PLANNING COMMISSION

DO NOT WRITE ON THIS PAGE, FOR PLANNING COMMISSION USE ONLY

Applicant name _____

Address _____

Application for _____

Location _____

1 a. Date of Conceptual Plan Received _____

b. Date of Conceptual Consultation meeting _____

2. a. Date application for Preliminary Review received _____

b. Has list of abutters been submitted? _____

c. Is review required (by town engineer/other agency)? _____

Date report received from town engineer _____

Date report received from other agency _____

d. Date application is determined to be complete _____

e. Date abutter notification mailed _____

f. Fees: Amount _____ Date paid _____

g. Date application is accepted by planning commission _____

h. Date of public hearing _____

i. Date of planning commission's final action _____

j Action (circle one) Approved Denied

Conditions _____

Reasons if denied _____

k. Date of City Council meeting _____

l. Action (circle one) Approved Denied

Conditions _____

Reasons if denied _____

3. a. Date of Zoning Board of Adjustment action, if required _____

b. Board of Adjustment decision _____