



CONCEPT REVIEW GUIDE

The purpose of the Design Review Team is to review any changes which may affect the visual quality and functionality of City property, including interior and exteriors of buildings, streets and sidewalks, parking lots, parks, playgrounds and open spaces.

A Concept Plan Review can be conducted on any project at your request, even if it is not one of the types of projects listed above.

The current DRT schedule can be found [here](#).

The Development Review Team is composed of representatives of reviewing departments including Community Development, Public Works, Water Utilities, Fire, Lakeland Electric, Telecom, and Parks and Recreation. The review includes but is not necessarily limited to the following:

1. Consistency with Comprehensive Plan
2. Adherence to zoning regulations
3. Compatibility with surrounding land uses and zoning Infrastructure systems (roads, water, wastewater, electric) Drainage and storm water retention
4. Vehicle and pedestrian access and circulation
5. Parking
6. Landscaping and Irrigation
7. Parks and Open Space
8. Environmental impacts (lakes, wetlands etc.)
9. ADA Accessibility

Procedure:

1. Applicant shall apply for a Concept Plan Review via [etrakit](#) under projects. For questions or additional information, please call the Development Review Coordinator at (863) 834-6011.
2. After paying for the fees, the applicant will receive an invitation via [ProjectDox](#) to upload plans. Once the project has been processed and all requirements have been met the reviewers will receive an invitation to review the plans.
3. After submission, the applicant will receive an email that will include the next meeting date (Tentative and Final). Applicants are encouraged to attend the meeting and present their project to the committee.
3. The request will be reviewed at the meeting by the Design Review Team. Most requests will be answered by the committee at the time of the meeting. However, there may be some requests that will need to be reviewed outside of the meeting. In cases such as this, the reviewer will set up a meeting with the applicant.

Concept Review Meetings begin at 8:30 a.m. in the Building Inspections Conference Room located on the 1st floor of City Hall, 228 South Massachusetts Avenue.