

City of Lakeland

Concept Plan Review

Overview

Any request for development approval that involves a site plan drawing requires Concept Plan Review prior to making a formal application or submittal. This involves attending a meeting with the City's Development Review Team (DRT) to go over the proposed project at the conceptual level before you produce final plans. This will also help you more fully understand the City's requirements and will identify the need for additional information and/or required studies.

Concept Plan Review is required for the following types of conceptual plans:

- Commercial Site Plans (non-residential & multi-family projects)
- Subdivision Plats
- Site Development Plans for Planned Unit Developments (PUDs) or major modifications
- Site Development Plans for Conditional Uses (CUs)

Concept Plan Review is also required for:

- Master Plans for Development of Regional Impact (DRIs) or substantial changes to existing DRIs
- Large Scale Future Land Use Map Amendments (>10 acres)
- Projects in any Special Public Interest (SPI) zoning district overlay
- Projects in the Green Swamp Area of Critical State Concern

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

- Consistency with Comprehensive Plan
- Adherence to zoning regulations
- Compatibility with surrounding land uses and zoning
- Infrastructure systems (roads, water, wastewater, electric)
- Drainage and stormwater retention
- Vehicle and pedestrian access and circulation
- Parking
- Landscaping
- Parks and Open Space
- Environmental impacts (lakes, wetlands etc.)

Procedure

1. Fill out and submit ten (10) copies of the following submittals to the attention of Connie Delph, Development Review Coordinator, Community Development Department, 228 S. Massachusetts Ave., Lakeland, FL 33801 (phone 863-834-5050) along with a check for \$230 made out to City of Lakeland. (Note: This amount will be a credit toward any final review fee is submitted within one year of concept review.)
 - (1) Project Information Form (required for all projects)
 - (2) Location map of subject property
 - (3) Conceptual version of one of the following types of plans:
 - Commercial Site Plan
 - Subdivision Plat
 - Site Development Plan and proposed Development Standards Plan for Planned Unit Development
 - Site Development Plan for Conditional Use
 - DRI Master Plan
 - Map or Sketch Plan for other types of proposed projects
2. The Development Review Coordinator will notify you when your project has been scheduled for a Concept Plan Review Meeting. The DRT meets on the first and third Wednesday of each month in the Building Inspection Conference Room on the 1st floor of City Hall (228 S. Massachusetts Ave., Lakeland, FL). We will make every effort to schedule you at the earliest possible date but cannot guarantee that your project will be discussed at the next meeting following submittal.
3. On the day prior to the meeting, you will be provided with a list of Initial Comments for you to review while staff discusses your project privately.
4. When you are invited into the conference room, please be prepared to give a brief explanation of the project. Then ask any questions you may have regarding the Initial Comments. Staff will then discuss with you any additional items or issues that have not been addressed. If there is disagreement among City departments on a particular matter, it will be referred to the appropriate Department Head(s) for resolution.
5. Within a few days following the meeting, you will be provided with a list of Final Comments to document the outcome of the meeting.

Disclaimer: The intent of Concept Plan Review is to provide helpful feedback before significant money is spent in the production of final plans. However, the City is not responsible for problems or delays arising from the discovery of new information during subsequent engineering or planning work on the project. Furthermore, completion of Concept Plan Review does not in any way imply staff approval or support for applications for land use, zoning, conditional use, water capacity or other actions requiring a public hearing process.

Development Regulations and Standards

It is the applicant's responsibility to follow the City's development regulations and standards. Much information is available on the City's web site (www.lakelandgov.net) including the goals and objectives of the Lakeland Comprehensive Plan (future land use), the Land Development Regulations (zoning, PUDs, conditional uses, permitted uses, building setbacks, parking, landscaping, subdivision regulations, sign regulations etc.) and Engineering Standards Manual (Public Works, Water Utilities, Lakeland Electric).

Additional information can be obtained from the following review departments:

- Community Development (land use, zoning, impact fees etc.) 863-834-6011
- Public Works (streets, drainage/stormwater, solid waste etc.) 863-834-6243
- Water Utilities (potable water, sanitary sewer etc.) 863-834-8316
- Fire (fire flow, fire hydrants, fire access etc.) 863-834-8201
- Lakeland Electric (electric service) 863-834-6300
- Parks and Recreation (landscaping) 863-834-6088

12/03/07