

**CITY OF LAKELAND
PLANNING & ZONING BOARD
GENERAL APPLICATION**

Date Stamp

APPLICANT/AGENT NAME _____

STREET _____ CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ E-MAIL _____

SUBJECT PROPERTY

ADDRESS OR LOCATION _____

PARCEL ID NUMBER(S) _____

TOTAL ACRES _____ PRESENT FUTURE LAND USE DESIGNATION _____

PRESENT ZONING _____ CONTEXT DISTRICT _____

OWNER NAME _____

STREET _____ CITY _____ STATE _____ ZIP _____

ACTION REQUESTED

- ANNEXATION
- SMALL SCALE FUTURE LAND USE
MAP AMENDMENT (< 10 acres) DESIGNATION(S) REQUESTED _____
- ZONING DISTRICT(S) REQUESTED _____
- CONDITIONAL USE FOR _____
- MODIFICATION TO _____
- COMPATIBILITY REVIEW FOR ACCESSORY DWELLING UNIT
- COMPREHENSIVE SIGN PLAN

EXPLANATION OF REQUEST _____

JUSTIFICATION FOR REQUEST _____

SIGNATURE OF APPLICANT

SIGNATURE OF LAND OWNER

PRINT NAME

PRINT NAME

TITLE/ORGANIZATION

TITLE/ORGANIZATION

REQUIRED ATTACHMENTS:

- APPLICATION FEE
- LEGAL DESCRIPTION OF SUBJECT PROPERTY
- PROOF OF OWNERSHIP (COPY OF DEED, TAX RECEIPT OR PROPERTY APPRAISER SHEET)
- DEVELOPMENT INFORMATION FOR NON-BINDING CONCURRENCY DETERMINATION
- SITE PLAN (FOR CONDITIONAL USE OR PUDs)
- CONCEPT REVIEW COMMENTS (FOR CONDITIONAL USE OR PUDs)
- TRAFFIC STUDY (SEE INSTRUCTIONS)

GENERAL APPLICATION INFORMATION

The General Application is used to request changes in zoning (including Planned Unit Developments and conditional uses) on property of any size and/or to request “small scale” changes to the Future Land Use Map on properties of 10 acres or less. For more information, contact the Community Development Department 863-834-6011.

Required Attachments:

Application fee in the correct amount, made payable to “City of Lakeland.”

Legal description of the subject property suitable for use in the final zoning ordinance. If the subject property contains multiple parcels, submit one all-inclusive legal description.

Proof of ownership. This can be a copy of the deed, recent tax receipt, or current Polk County Property Appraiser data sheet. The present owner of the property must sign the application or provide a letter agreeing to the request. A contract for sale is not sufficient unless it is specifically conditioned upon approval of the land use or zoning request.

Development Information for Non-Binding Concurrency Determination. See attached form.

Site Development Plan. Required for conditional uses and PUDs. Provide one full size printed copy, one 8 ½” X 11” printed copy, and an electronic copy as either a PDF or JPEG file. Electronic files may be submitted on disc or emailed to the zoning technician at PlanningTechnicians@lakelandgov.net. The plan must be drawn to scale and should contain the following minimum information: Property boundaries; streets; alleys; existing and proposed buildings; dimensioned setbacks; existing and proposed parking stalls, drive aisles, driveways and aprons; existing and proposed buffers; proposed stormwater retention ponds; and proposed landscaping. Indicate square footage and number of stories of buildings.

Concept Review Comments from Development Review Team. Required for conditional uses and PUDs. This is a multi-department review of the proposed project at the conceptual level. Contact 863-834-6011 for more information or visit <http://www.lakelandgov.net/commdev/planning/development.html>.

Traffic Study. A major traffic study is required if your project generates more than 750 vehicle trips per day or is a mixed-use development. A minor traffic study may be required if your project generates between 120 and 750 vehicle trips per day. Any traffic study must be done according to a methodology approved in advance by the Planning Division.

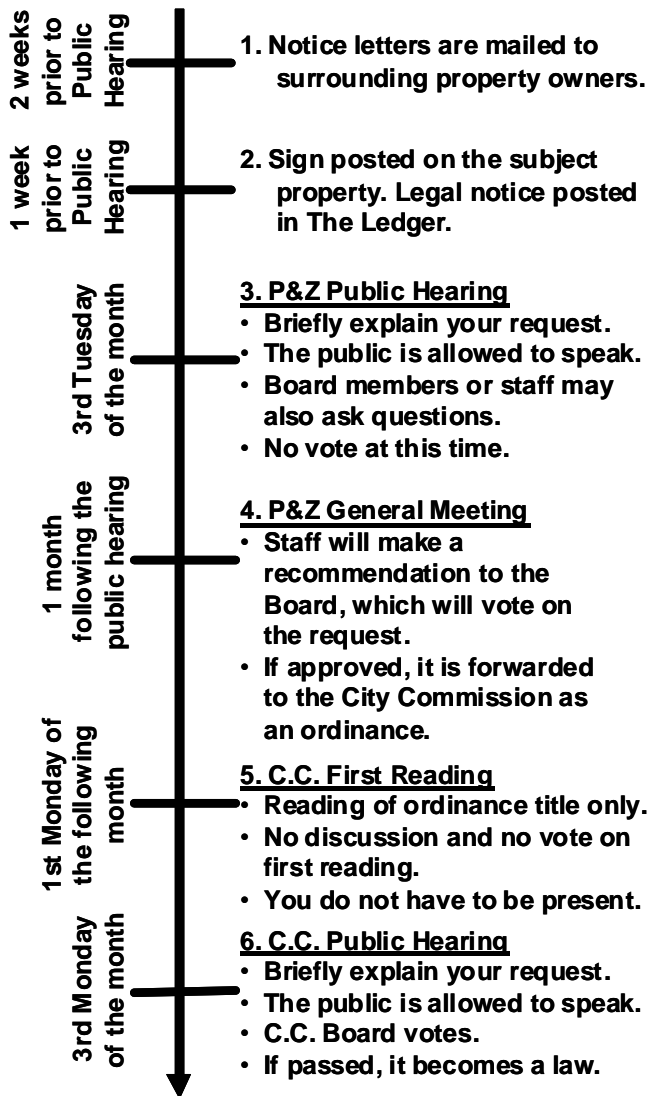
Application Fees:

ANNEXATION	\$350
CHANGE OF ZONING (alone or in combination with conditional use and/or annexation)	
≤1 Acre.....	\$1,200
>1 -10 Acres	\$1,700
>10- 200 Acres	\$2,900
>200 Acres.....	\$5,800
PLANNED UNIT DEVELOPMENT	
Filing Fee	Zoning plus \$580
Major Modification.....	Zoning plus \$580
Minor Modification.....	\$580
CONDITIONAL USE ONLY	
Alcoholic Beverage Background Check within C-6 and C-7... ..	\$24
Minor Modification.....	\$350
Major Modification (Same as Conditional Use fees listed below)	
≤1 Acre.....	\$350
>1 -10 Acres	\$580
>10 – 100 Acres.....	\$860
>100 – 500 Acres.....	\$1,200
>500 Acres.....	\$1,700
COMPATIBILITY REVIEW for Accessory Dwelling Unit	\$100
COMPREHENSIVE SIGN PLAN	\$100
SMALL SCALE FUTURE LAND USE MAP AMENDMENT	
≤10 Acres.....	\$1,700
TRAFFIC STUDY	
Major	\$860
Minor	\$60

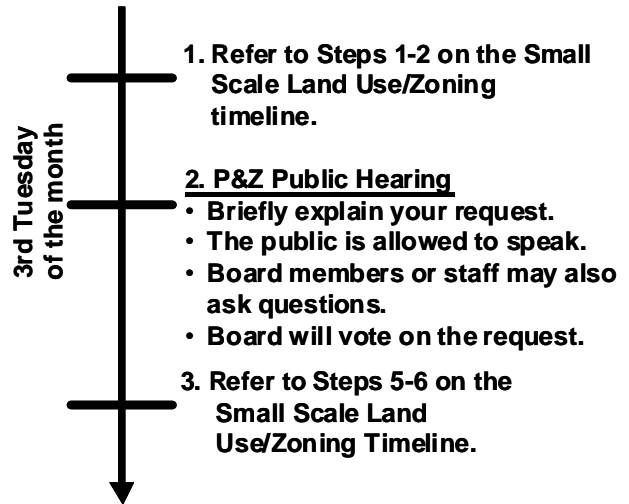
CITY OF LAKELAND PLANNING AND ZONING APPLICATION PROCESS

- Discuss your project with a Community Development Department Planner prior to submitting an application.
- Submit the General Application by the 1st of the month to be placed on the Planning and Zoning Board the following month (Exception: Minor Modifications, submit by the 20th of the month).
- Conditional Use and Planned Unit Development requests require Concept Plan Review prior to submitting a General Application. Contact 863-834-6011 for more information or visit <http://www.lakelandgov.net/commdev/CommunityDevelopment/ApplicationsFees.aspx>.

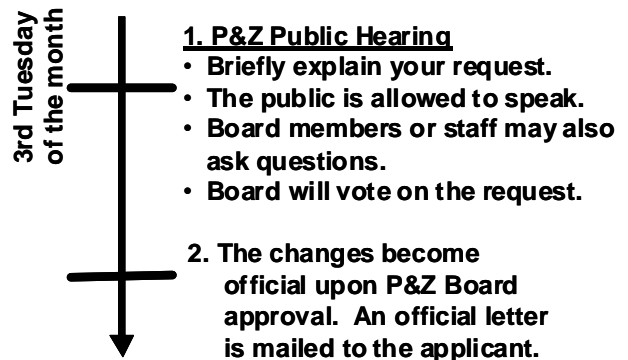
Small Scale Land Use/Zoning Timeline



Conditional Use Timeline



Minor Modification Timeline



Note: Meetings of the Planning and Zoning Board and the City Commission may depart from the normal schedule due to holidays etc. Meetings may be continued if more time is needed to resolve issues.

CONCURRENCY DETERMINATION APPLICATION – NON-BINDING

Provide proposed development information for the subject property as follows. Use actual numbers if the project has a proposed development plan. Otherwise, estimate the extent of development that can be expected on the site. If the development is to be phased, break down the total units or sq. ft. of development by the estimated year of completion. If the proposed development is an addition to existing development, record only the increment of new development. Additional information or clarification may be required in order to make a non-binding concurrency determination pursuant to Ordinance 4946. *NOTE: At time of site plan or other final development approval a Binding Concurrency Application will be required; for new or expanding residential development a determination of school concurrency will be required from the Polk County School Board.*

Owner/Applicant: _____		Date: _____
Project Address: _____		
<u>Proposed Uses</u>	<u>Phase/Year</u>	<u># Age Restricted</u> <small>If applicable</small>
Single Family _____ units	_____	_____
Multi-family _____ units	_____	_____
Church/School _____ sq ft	_____	_____
Office _____ sq ft	_____	_____
Commercial _____ sq ft	_____	_____
Industrial _____ sq ft	_____	_____
Other, including Mobile Homes (Specify) _____		
<ul style="list-style-type: none"> • For restaurants, theatres, houses of worship, stadiums, etc. record the number of seats. • For hotels, motels record the number of rooms. • For hospitals, nursing homes, ACLFs record the number of beds. 		
<u>Estimate of Public Service Demand</u>		
Estimate the total demand that the project will place on public services at build-out using the demand ratios provided below.		
Roadways _____ / _____	daily/PM peak hour trips	
Potable Water _____	gallons per day	
Wastewater _____	gallons per day	
Solid Waste _____	pounds per day	

Note: If specific generation is not known estimation can be based on the guidance below.

<u>Demand Ratios for Residential Uses</u> (Use 2.29 people per dwelling unit)	
Roadways	See Trip Generation Rates*
Potable Water	150 gallons per person per day
Wastewater	128 gallons per person per day
Solid Waste	5 pounds per person per day
<u>Demand Ratios for Non-Residential Uses</u>	
Roadways	See Trip Generation Rates*
Potable Water	315 gallons per day per 2,000 sq. ft. or 1,500 gallons per acre
Wastewater	85% of potable water GPD demand
Solid Waste	11 pounds per day per 2,000 sq ft

*Projects generating over 750 Daily Trips require a full traffic study. Refer to Illustration III-35 of The Lakeland Comprehensive Plan for LOS areas.

TRIP GENERATION RATES

LAND USE (ITE Land Use Code)	UNIT	TRIP RATE (Daily/P.M. Peak)	P.M. PEAK DIR. DISTRIBUTION (In/Out %)
Residential:			
Single Family Detached (210)	du	9.52 / 1.00	63/37
Apartment (220)	du	6.65 / 0.62	65/35
Condominium/Townhouse (230)	du	5.81 / 0.52	67/33
Senior Adult Housing – Attached (252)	du	3.44 / 0.25	54/46
Senior Adult Housing – Detached (251)	du	3.68 / 0.27	61/39
Congregate Care (253)	du	2.02 / 0.17	55/45
Lodging:			
Hotel (310)	room	8.17 / 0.60	51/49
Motel (320)	room	5.63 / 0.47	54/46
Institutions:			
Nursing Home (620)	bed	2.74 / 0.22	33/67
Church (560)	1,000 sf	9.11 / 0.55	48/52
Day Care (565)	1,000 sf	74.06 / 12.34	47/53
Retail:			
Automobile Parts Sales (843)	1,000 sf	61.91 / 5.98	49/51
Self-Service Car Wash (947)	wash stalls	108.00 / 5.54	51/49
Shopping Center (820)	1,000 sf GLA	42.70 / 3.71	48/52
Pharmacy w/ Drive Through (881)	1,000 sf	96.91 / 9.91	50/50
Apparel Store (876)	1,000 sf	66.40 / 3.83	50/50
Specialty Retail Center (826)	1,000 sf GLA	44.32 / 2.71	44/56
Furniture Store (890)	1,000 sf	5.06 / 0.45	48/52
Quality Restaurant (931)	1,000 sf	89.95 / 7.49	67/33
High-turnover Sit-Down Restaurant (932)	1,000 sf	127.15 / 9.85	60/40
Fast Food Restaurant w/ Drive Through (934)	1,000 sf	496.12 / 32.65	52/48
Coffee/Donut Shop/Drive Through (937)	1,000 sf	818.58 / 42.80	50/50
Service Station w/ Convenience Market (945)	pump	162.78 / 13.51	50/50
Supermarket (850)	1,000 sf	102.54 / 9.48	51/49
Convenience w/ Gas Pumps (853)	1,000 sf	845.60 / 50.92	50/50
New Auto Sales (841)	1,000 sf	32.30 / 2.62	40/60
Variety Store (814)	1,000 sf	64.03 / 6.82	n/a
Bank/Saving Drive-In (912)	1,000 sf	148.15 / 24.30	50/50
Office:			
Medical-Dental (720)	1,000 sf	36.13 / 3.57	28/72
General (Multi-Tenant) Office (710)	1,000 sf	11.03 / 1.49	17/83
Single-Tenant (715)	1,000 sf	11.65 / 1.74	15/85
Industry:			
General Light Industrial (110)	1,000 sf	6.97 / 0.97	12/88
Manufacturing/Industrial (140)	1,000 sf	3.82 / 0.73	36/64
Warehouse (150)	1,000 sf	3.56 / 0.32	25/75
Mini-Warehouse (151)	1,000 sf	2.50 / 0.26	50/50

For other uses, contact Community Development Department at 863-834-6011.
Source: Trip Generation, 9th Edition, Institute of Transportation Engineers