



Project #: _____

City of Lakeland

Concept Plan & Site Plan Review Application

Concept & Site Plan Review Determination Chart

CONCEPT PLAN REVIEW	SITE PLAN REVIEW
Commercial Site Plans (non-residential & multi-family projects)	Non-residential buildings.
Subdivision Plats	Residential buildings with three or more living units.
Site Development Plans for Planned Unit Developments (PUDs) or major modifications	Two or more duplex buildings on a single platted lot or unplatted land.
Site Development Plans for Conditional Uses (CUs)	Building additions serving above uses.
Master Plans for Development of Regional Impact (DRIs) or Substantial Changes to existing DRIs	Building alterations serving above uses if aggregate cost exceeds 50% of assessed value.
Large Scale Future Land Use Map Amendments (>10 acres)	Parking areas with five or more spaces or 1,500 sq. ft. of paved area or involving changes to fire/emergency access.
Projects in any Special Public Interest (SPI) zoning district overall or Green Swamp Area.	Changes in use resulting in an increase in required parking.

Procedure:

Once you have determined your type of submittal please fill out the rest of the application to the best of your knowledge. On **March 15, 2017** the City of Lakeland has adopted the mandatory usage of ePlan (Project Dox) for application and plan submittals. **Paper plans will not be accepted and will be rejected.** You will be referred to submitting online. To avoid any delays, please familiarize yourself or your agent with our online submittal system.

More information on how to use [eTrakit](#) and [ePlan](#) can be found here: [Help Guide](#)

More information and guides for a Concept Plan Submittal and DRT Schedule can be found here: [Concept Guide](#)

More information and guides for a Site Plan Submittal can be found here: [Site Plan Review Checklist](#)

Additional required applications can be found here: [Concurrency](#), [School Concurrency](#), [Capacity](#), and [more](#).

Comprehensive fee list for Concept Plan and Site Plan Submittal can be found here: [Full Fee Schedule](#)

Site Plan Estimated Review Time: <p style="text-align: center;">20 Business Days</p>	Concept Plan Estimate Review Time: Determined at time of submittal. See DRT Schedule.
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Application

*Project Name: _____

*Project Address/Location: _____

Parcel Identification Number (s): _____

Is this a Concept Plan Review Submittal?

Is this a Site Plan Submittal?

*Check One: New Construction Addition Demolition Other _____

*Property Details:

Single-Family Residential Multi-Family Residential Commercial Industrial Other _____

***Project Description:**

Property:

Acreage: _____

Demand(GPD): Zoning: _____

Context Dist. _____

Demand(GPD): Flood Zone: _____

Building:

Current Square Footage: _____

Proposed Square Footage: _____

Project:

Domestic Water _____

Waste Water (GPD): _____

Irrigation _____

Lift Station(s): _____

Electrical Voltage Needed: _____

3-Phase or Single-Phase: _____

Electrical Loading _____

***Type of concept plan to be reviewed:**

- Commercial Site Plan
- Subdivision Plat / Construction Plans
- Planned Unit Development (PUD)
- Conditional Use (CU) Site Development Plan
- Large Scale Future Land Use Map Amendment (>10acres)
- Development of Regional impact (DRI) Master Plan
- Project in any Special Public Interest (SPI) zoning district
- Project in the Green Swamp Area of Critical State Concern

Date Stamp:

Owner / Applicant Information

***Applicant Name:** _____

***Contact Person:** _____

***Address:** _____

***City:** _____ ***State:** _____ ***Zip:** _____

***Phone:** _____ **Fax:** _____

***Email Address:** _____

***Owner's Name:** _____
(If different than applicant)

***Contact Person:** _____

***Address:** _____

***City:** _____ ***State:** _____ ***Zip:** _____

***Phone:** _____ **Fax:** _____

***Email Address:** _____

* Asterisk indicates required information.

Jobs Created by This Project

As part of the Mayor's Strengthen Lakeland initiative, the Economic Development Department is tracking new jobs in the City of Lakeland.

Please indicate the approximate number of new jobs this project is expected to create at the subject property (excluding construction jobs and jobs already present at another site within City limits).

of full-time jobs

of part-time jobs

In accordance with a city Attorney determination, Development Review Team meetings are not open to the public. The meetings are limited to technical evaluation of proposed development projects with respect to established City rules and regulations and are intended to facilitate communication between the City's review staff and the developer's project team.

Disclaimer: The intent of Concept Review is to provide helpful feedback before significant money is spent on engineering and final plans. Because of this, concept plans may not contain all of the information that is required on final engineered site plans. DRT review of concept plans is limited to the information provided by the applicant and the City of Lakeland is not responsible for delays or costs arising from site conditions or facts not disclosed by the applicant. Completion of Concept Plan Review does not in any way imply staff approval of or support for changes in land use, zoning, conditional use or other actions associated with the project that requires a public hearing process.