1

Log into iMS

**Go to iMS by either going to ims.lakelandgov.net or locating the CED Portal (iMS) link on our website (www.lakelandgov.net). Make sure you select "User" and not "Guest" to log in. You will not be able to apply, pay fees, or access your Dashboard if you log in as "Guest."**

When you log in you will be taken to the homepage.
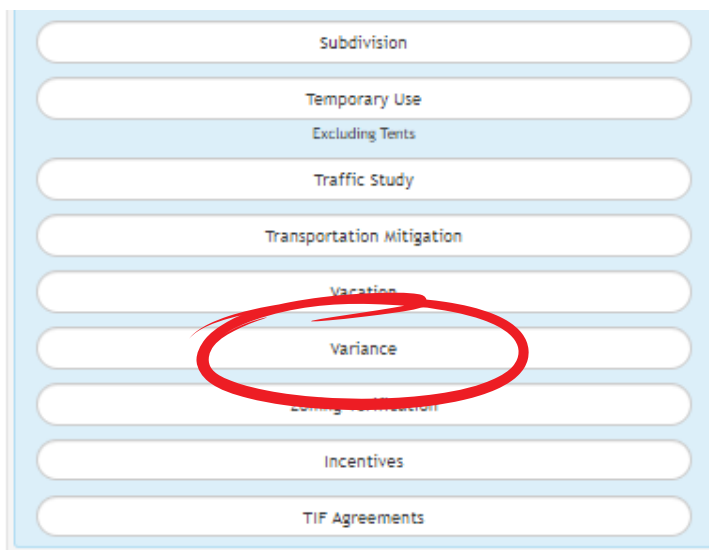
Complete the Project Application:

2   From there you select Create Project.
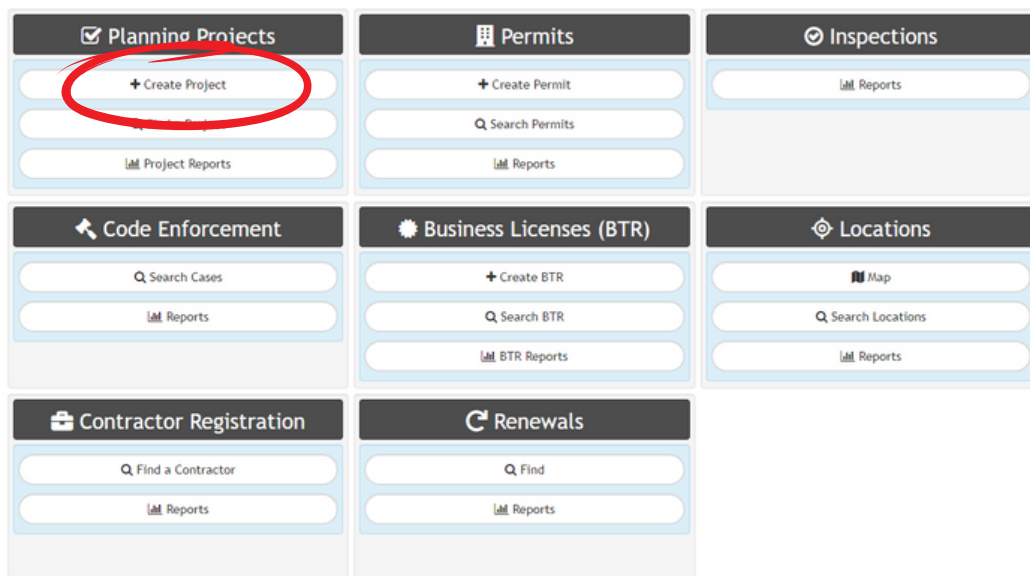
3   From there you will choose Variance.

4 Select General.

+ Record SubType

☑ *Variance*

`6%`

Please select one
Administrative

Before applying, verify if you qualify for an Administrative Adjustment by contacting the Planner
~~On Demand at (863) ...~~

General

🗑 Discard

---

5 Enter the address for the project. You may want to enter just a partial address to make sure that you can find the address you are looking for. *Make sure that you pick the one with JUST the address and not anything that says "sgn", "wtr", etc.
Once selected, click next.

⊕ **Project Location**

☑ *Zoning Verification*

`10%`

Please enter location details below
⬈ Use Map

Most accurate on a GPS-enabled device

Find Address

Begin Typing to search. Select a valid address from the dropdown.

**111 LAKE HOLLINGSWORTH DR
LAKELAND, FL 33801**

🗑 Discard   ⏭ Next

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6 Note the required documents that be be requested before submittal. Select I accept.

⚠ **Required Information**

☑ *Variance | General*

`15%`

Please note that for the application selected the following documents and information may be required before submittal

- Owner Authorization
- Legal Description
- Site Plan

🗑 Discard   ✔ I Accept

---

7 Enter a title and description for your application. Select next.

📄 **Project Description**

☑ *Variance | General*

`20%`

Please indicate both a title and detailed description of your project.

Project Name	Smith & Co.
Project Description:	We want to change the land use to commercial

🗑 Discard   ↺ Undo   ⏭ Next

8 Enter your project details. Select next when completed.

Project Details
☑ Variance | General
35%

Please enter details below

Application Information

Variance Justification	There are other commercial land uses in the area.
Is Applicant Property Owner?	○ No

Additional Info

Flood Zone	
UMS	

Building Data

Special Use	FSC SPI
Historic District	No
Conditional Use	
Core Improvement	No
EZ	NO
CRA	No

Detailed Prop Values

Living Area	
Total Building Value	$567,281.00
Total Extra Features	$1,158,100.00
Total Land Value	$332,309.00
Total Value	$899,590.00

Land Use

Neighborhood	No
Code Enforcement	DANIEL POVEY
Building Inspector	Elden Stover
BT Officer	Maria Boothby
Impact Fee	2
Square Feet	3.9121

Location Information

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9 Enter your contact information. Click next when you're done.

Contacts
☑ Variance | General
50%

Please complete any available contacts.

Applicant / Me

Full Name *	John Smith
Company	
Street Address *	111 Lake Hollingsworth Dr
City *	Lakeland
State	--- SELECT ONE ---
Zip	
	Just 5 digit zip please
Phone Number	
Email Address *	JSmith@gmail.com
Country	
Other Info	

Property Owner / Me

|	
Full Name	FLORIDA SOUTHERN COLLEGE
Name 2	
Street Address	111 LAKE HOLLINGSWORTH DR
Address 2	
City	LAKELAND
Township	
State	FL
Zip	33801
	Just 5 digit zip please
EmailAddress	
Country	
Other Info	

🗑 Discard   ↺ Undo   ▶ Next

10 Upload necessary files.
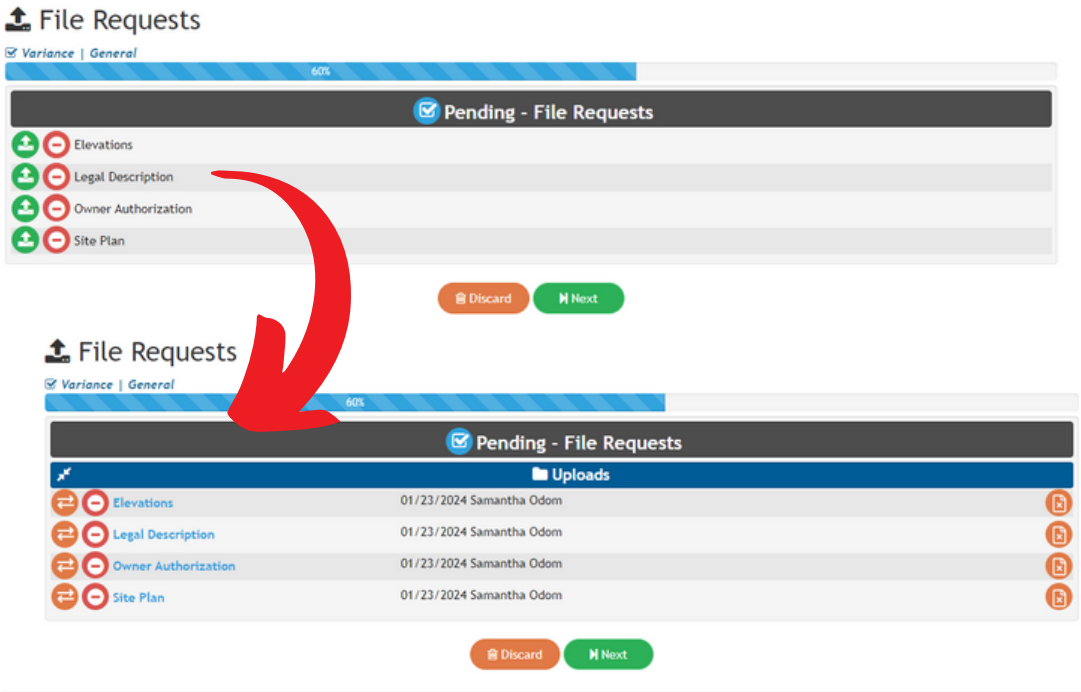
When you upload your document the green icon will turn orange. Click next once completed.

11 Review your Application Summary. Upload necessary files. Click submit when done.
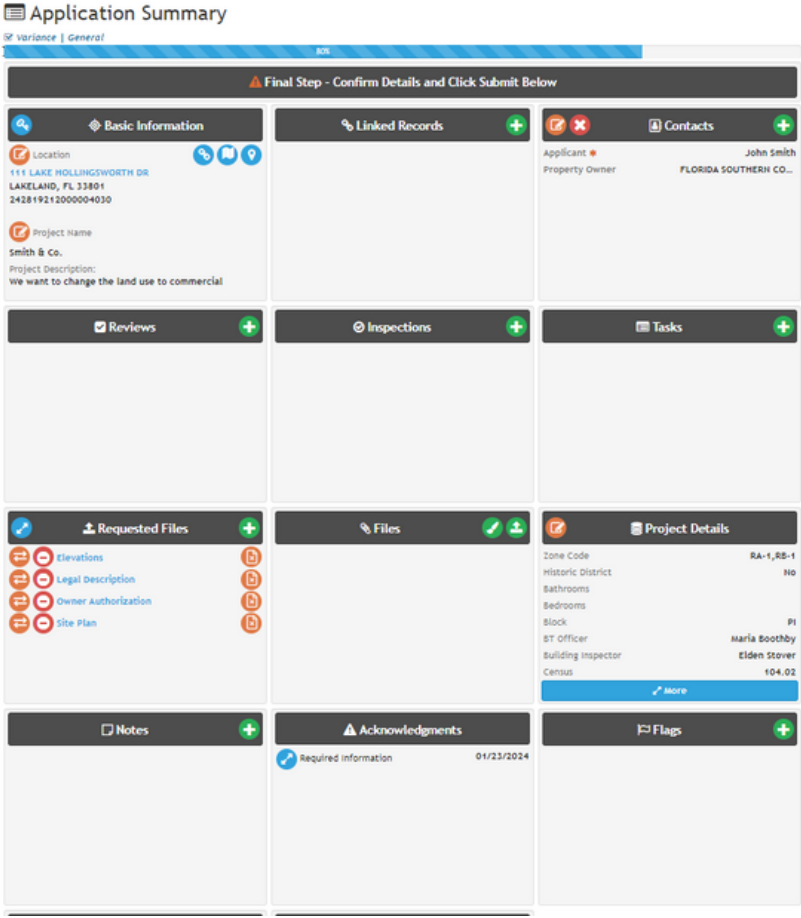
12 Once you're at this screen, click the project number button to view the submitted project.

👍 Create Confirmation

☑ Variance | General

100%

⚿ Home ☑ VAR24-006 ✚ Another

13 Your application is submitted.

☑ **VAR24-006**

Variance | General
Submitted 01/23/2024

☑ Basic Information	$ Charges		🗐 Contacts
Location	Total Charges	$350.00	Applicant	John Smith
111 LAKE HOLLINGSWORTH DR			Assigned Planner	
LAKELAND, FL 33801			Property Owner	FLORIDA SOUTHERN CO...
242819212000004030	**Balance Due**	**$350.00**		
Project Name				
Smith & Co.				
Project Description:				
We want to change the land use to commercial				

☑ Reviews	⬆ Requested Files		🗄 Project Details	
Completeness Check 01/23/2024	Elevations	✔	Zone Code	RA-1,RB-1
	Legal Description	✔	Historic District	No
	Owner Authorization	✔	Bathrooms	
	Site Plan	✔	Bedrooms	
			Block	PI
			BT Officer	Maria Boothby
			Building Inspector	Elden Stover
			Census	104.02
			✎ More	

🗋 Notes	⚠ Acknowledgments		🏳 Flags
	Required Information	01/23/2024	

🗌 SMS Text Log	✉ Email Log