

iMS -- How To Apply for a Zoning Verification

1

Log into iMS

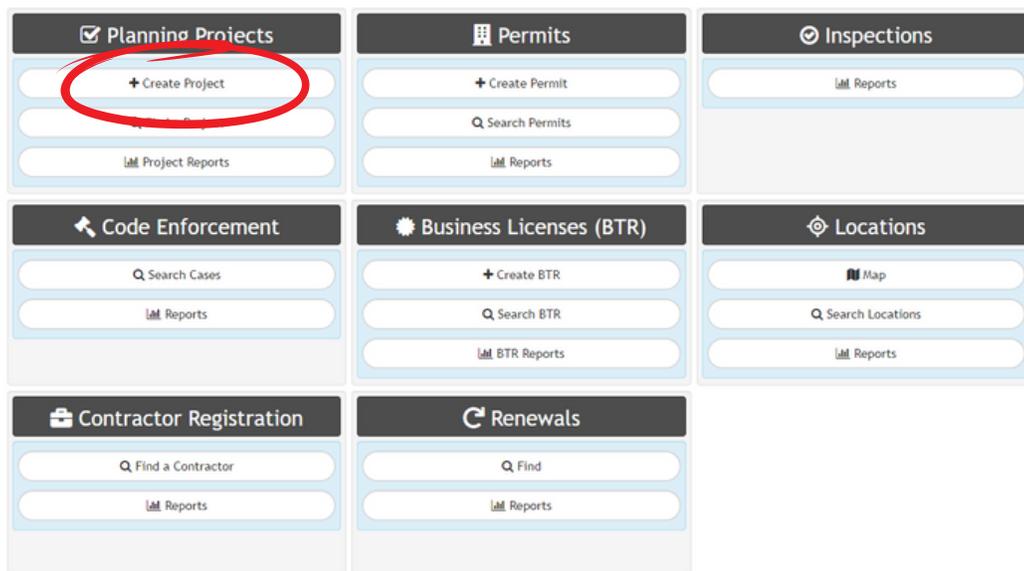
Go to iMS by either going to ims.lakelandgov.net or locating the CED Portal (iMS) link on our website (www.lakelandgov.net). Make sure you select "User" and not "Guest" to log in. You will not be able to apply, pay fees, or access your Dashboard if you log in as "Guest."

When you log in you will be taken to the homepage.

Complete the Permit Application:

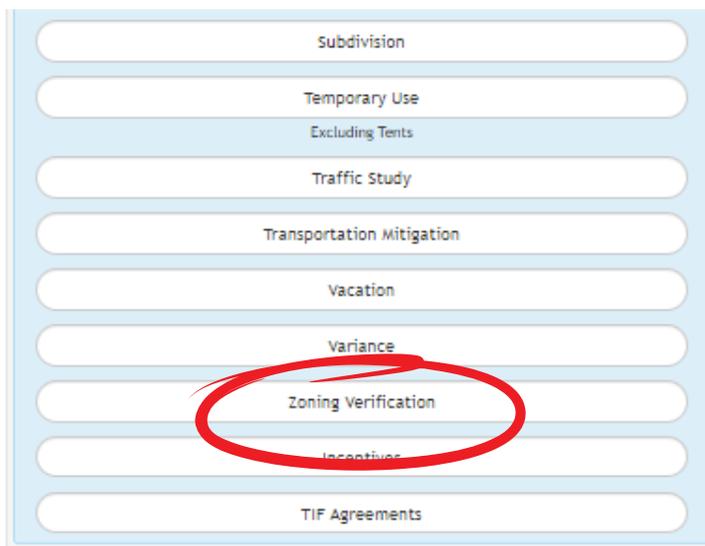
2

From there you select Create Project.



3

From there you will choose zoning verification.



Home

4

Enter the address for the permit. 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

5

Review the Zoning Verification Request to confirm the type of request you need to apply for. Click "I Accept" when you feel confident in your request.

Required Information

Zoning Verification 15%

Before applying, please review the [Zoning Verification Request](#) webpage to determine which type of request you need to apply for.

Discard I Accept

6

Enter a title and description for your application:

Project Description

Zoning Verification 20%

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

Project Name: Smith & Co.

Project Description: We are seeking confirmation that the land we want to develop is zoned for commercial use.

Discard Undo Next

7

Enter your project details. Select next when completed.

Project Details

Zoning Verification 35%

Please enter details below

Application Information	Additional Info
Request Type: Basic	Flood Zone: <input type="text"/>
Is Applicant Property Owner? <input checked="" type="checkbox"/> Yes	UMS: <input type="text"/>
Requested Information: Is our land commercial <small>Please list all the information you are requesting. You will be able to upload a document as well.</small>	Building Data
	Special Use: FSC SPI
	Historic District: No
	Conditional Use: <input type="text"/>
	Core Improvement: No
	EZ: NO
	CRA: No
Detailed Prop Values	Land Use
Living Area: <input type="text"/>	Neighborhood: No
Total Building Value: \$567,281.00	Code Enforcement: DANIEL POVEY

8

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

Contacts

Zoning Verification 50%

Please complete any available contacts.

Applicant	Property Owner
Full Name: John Smith	Full Name: FLORIDA SOUTHERN COLLEGE
Company: Smith & Co.	Name 2: <input type="text"/>
Street Address: 111 Lake Hollingsworth Dr	Street Address: 111 LAKE HOLLINGSWORTH DR
City: Lakeland	Address 2: <input type="text"/>
State: FL	City: LAKELAND
Zip: <input type="text"/>	Township: <input type="text"/>
Phone Number: <input type="text"/>	State: FL
Email Address: JSmith@gmail.com	Zip: 33801
Country: <input type="text"/>	EmailAddress: <input type="text"/>
Other Info: <input type="text"/>	Country: <input type="text"/>
	Other Info: <input type="text"/>

9

Read and accept the Legal Acknowledgement

The screenshot shows the 'Legal Acknowledgement' page in the IMS system. The page header includes 'IMS', 'Goto Record #', 'USER Emulation Mode', and 'John Smith'. The main content area contains a warning icon and the title 'Legal Acknowledgement'. Below the title, there is a sub-header 'Roof | Residential' and a progress bar. The main text reads: 'IT IS THE OWNERS RESPONSIBILITY TO COMPLY WITH THE PROVISIONS OF SECTION 469.003, FLORIDA STATUTES, AND TO NOTIFY THE DEPARTMENT OF ENVIRONMENTAL PROTECTION OF HIS OR HER INTENTIONS TO REMOVE ASBESTOS, WHEN APPLICABLE, IN ACCORDANCE WITH STATE AND FEDERAL LAW. The 2020 Building Code is in effect.' Below this, there is a paragraph of text: 'Application is hereby made for a building permit to do the work as briefly described above and in consideration of the issuance of such Permit, I agree that this application is subject to being built as referenced to the applicable approved plans and in accordance to the Zoning Ordinance, Building Code, and other ordinances of the City of Lakeland and laws of the State of Florida applicable thereto. It is understood that any deviation from the information contained herein unless approved by the Building Inspector will render the building permit null and void. I agree that this property will not be occupied or used until any and all damage done to streets, curbs, sidewalks or other public or private property has been completely and satisfactorily repaired or replaced and all driveways will be completed under permit and approval from the Building Inspection Division. Also, the property will not be occupied until after a Letter of Completion or a Certificate of Occupancy is acquired upon completion of all applicable inspections. I hereby certify that the information set forth above is true and correct and that I am the property owner or lessee, or acting as the agent of either and have been authorized by them to make this application.' At the bottom of the form, there are two buttons: 'Discard' and 'Accept'. A 'Select Language' dropdown menu is visible in the bottom right corner.

10

Upload necessary files.

The screenshot shows the 'File Requests' page in the IMS system. The page header includes 'File Requests' and 'Zoning Verification' with a progress bar at 60%. The main content area contains a sub-header 'Pending - File Requests' and a list of requests. The first request is 'Description of Request' with a green upload icon. A red arrow points from this icon to the second request, which is also 'Description of Request' but has an orange upload icon. Below the list, there are two buttons: 'Discard' and 'Next'. The second request also shows a date '01/23/2024' and a name 'Samantha Odom'.

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.

Application Summary
Zoning Verification 100%

Final Step - Confirm Details and Click Submit Below

Basic Information
Location: 111 LAKE HOLLINGSWORTH DR, LAKELAND, FL 33801, 24281921200004030
Project Name: Smith & Co.
Project Description: We are seeking confirmation that the land we want to develop is zoned for commercial use.

Linked Records

Contacts
Applicant: John Smith
Property Owner: FLORIDA SOUTHERN CO...

Reviews

Inspections

Tasks

Requested Files

Files

Project Details
Zone Code: RA-1, RB-1
Historic District: No
Bedrooms: PI
Block: PI
BT Officer: Maria Boothby
Building Inspector: Elden Stover
Census: 104.02

Notes

Acknowledgments
Required Information: 01/23/2024

Flags

SMS Text Log

Email Log

Discard Submit

12 Once you're at this screen, click the permit number button to view the submitted permit.

Create Confirmation

Zoning Verification

100%

Home 20V24-004 Another

Your application is submitted.

☑ ZOV24-004

Zoning Verification
Submitted 01/23/2024

Basic Information

Location
111 LAKE HOLLINGSWORTH DR
LAKELAND, FL 33801
242819212000004030

Project Name
Smith & Co.

Project Description:
We are seeking confirmation that the land we want to develop is zoned for commercial use.

Contacts

Applicant: John Smith
Assigned Planner
Property Owner: FLORIDA SOUTHERN CO..

Reviews

Completeness Check: 01/23/2024

Requested Files

Description of Request ✓

Project Details

Zone Code: RA-1,RB-1
Historic District: No
Bathrooms
Bedrooms
Block: PI
BT Officer: Maria Boothby
Building Inspector: Elden Stover
Census: 104.02

[More](#)

Notes

Acknowledgments

Required Information 01/23/2024

Flags

SMS Text Log

Email Log

[Home](#)