



**HIGHLANDS COUNTY
ZONING DEPARTMENT**

**ZONING CHANGE
Application Information**

Application Submittal Requirements

- **Supply one unbound copy of the Application Materials (see checklist below).** Staff will have up to 5 working days following the application deadline to review for completeness. If incomplete, the application will be returned with a description of the reasons why it is incomplete. The applicant may resubmit any time prior to the next deadline.
- **Once deemed complete, the applicant will be notified that the application has been logged-in.**
 - If deemed complete, the application will be logged in and assigned to a P&Z and BCC hearing cycle (see attached Application Schedule). Staff will commence review.
 - The applicant is responsible for promptly providing any information that needs to be updated, modified, or submitted as part of the review; otherwise the petition may be continued to a later cycle or a recommendation of denial may be necessary.

Application Materials Checklist (Please indicate if a document is not applicable)

- Completed Application form
- Un-platted properties require a survey and legal description (including acreage), signed and sealed by a registered land surveyor
- Electronic copy of legal description in text format (i.e. Microsoft Word, Outlook, or Notepad)
- Legal description and illustration showing the dimensions of each different zoning designation, if applicable
- Letters of availability of utility service from central wastewater and potable water facilities that would provide service to the site
- County Property Appraiser's Map indicating the buffer area
- Adjacent property owners list
- FUD or PD Site Plan, Resolution, and Letter of Intent, describing the uses, setbacks, density, etc., if applicable (hard copy and electronic format)
- Owner's Affidavit(s), signed and notarized
- Agent's Affidavit(s), as applicable, signed and notarized
- Notarized authorization from each owner, as applicable (Form A)
- Notarized authorization for agent to submit petition, as applicable (Form B)
- Filing fee; cash, credit card, or check made payable to the Highlands County Board of County Commissioners or HCBC

PLEASE PRINT OR WRITE CLEARLY ALL REQUESTED INFORMATION: This application and all required supplemental information must be properly completed according to the instructions. All information and exhibits submitted in connection with the application will become a part of the permanent public records of Highlands County. Applications must be submitted to the Zoning Department for review **no later than Noon** on the applicable deadline. The Department accepts no responsibility for the completeness and accuracy of the application and will not advertise the application for public hearing until all information requested is determined to be accurate and complete. The applicant, agent or representative must be present at the public hearings.

**Highlands County, Florida
Zoning Change Application**

Zoning Map Atlas amendment (Code of Ordinances Chapter 12):

Zoning change from: _____

Zoning change to: _____

Note: Do not leave any blank lines; if something does not apply, indicate that it is not applicable by using N/A

SECTION I: STAFF USE ONLY:

P&Z Hearing Number: _____ **Date of Application:** _____

Amount of Fee: \$ _____ **Receipt No.:** _____ **Tax Map No.:** _____

Hearing Dates: LP ____/____/____ **P&Z** ____/____/____ **BOCC** ____/____/____

This application has been reviewed for completeness and determined sufficient.

Signed: Zoning Supervisor

Date

SECTION II: APPLICANT & PROPERTY INFORMATION:

1. Name of Property Owner(s): If more than one, all owners must sign the **Owner's Affidavit** (attached), which must accompany the application.

Print Name: _____

Mailing Address: _____

Daytime Telephone No. () _____ **E-Mail Address:** _____

2. Name of Agent: Complete the **Agent's Affidavit** (attached) from property owner, which must accompany the application, giving the agent authority to represent this application.

Print Name: _____

Mailing Address: _____

Daytime Telephone No. () _____ **E-Mail Address:** _____

NOTARIZED AUTHORIZATION:

If the applicant is not the owner of the property, a written, notarized authorization from each owner must be provided with this application – use Form A, attached. Property owner authorization is required. If the property owner withdraws permission at any point during the review and approval process, the application is considered null and void.

If an agent is submitting the application for the owner/applicant – authorization from the owner/applicant is required – use Form B, attached.

3. Legal Description Covered by Application: If subdivided: Lot, block, complete name of subdivision, plat book, page number, section, township and range. If metes and bounds description, complete description, including section, township and range. _____

4. Strap No.(s) of Property Covered by Application:

STRAP No. C - ___ - ___ - ___ - ___ - ___ - ___; STRAP No. C - ___ - ___ - ___ - ___ - ___ - ___;
STRAP No. C - ___ - ___ - ___ - ___ - ___ - ___; STRAP No. C - ___ - ___ - ___ - ___ - ___ - ___;

5. Street Address(es) of Property Covered by the Application: _____

SECTION III: INFORMATION ABOUT EXISTING USES:

6. Name of Project, Subdivision, or Overall Project or part of a larger project if applicable: _____

7. Existing Zoning District: _____ Existing Land Use Designation: _____

8. Existing Property Information: Size of Property (width) _____ feet, (depth) _____ feet,
road frontage _____ feet, water frontage _____ feet, **Total acres:** _____
If different from the total acreage, the developable portion is _____ +/- acres.

9. Current Use of the Property: Number of existing dwelling units, type of commercial or industrial, etc., _____

10. Are there existing structures on the property? [] Yes [] No If yes, what type? (Dwelling, Mobile Home,
Accessory Structure, Commercial Building, Other). _____

If multiple units, the number of dwellings per building/number of buildings: _____

11. Is the property located within the Lake Placid Regional Plan (LPRP) area? [] Yes [] No If yes, please
submit a draft PD Resolution and site plan as part of the application. A separate application meeting should be arranged
with the Town of Lake Placid. Please ask the Town staff (County Planning Department) for assistance.

12. Vesting: Is the property vested for specific property rights? [] Yes [] No If yes, explain: _____

13. Has a public hearing been held on this property within the last 6 months? [] Yes [] No

14. Information on the Adjacent Properties:

	Current Use of Property	FLUM Designations	Zoning Districts
North			
South			
East			
West			

SECTION IV: INFORMATION ABOUT THE PROPOSED CHANGE:

15. Reason for Proposed Change(s) (DO NOT INCLUDE SPECIFIC USES): _____

16. Proposed Number of Dwelling Units Desired or Number of Square Feet of Commercial Space: (if applicable) _____

17. Proposed Development Standards (if applicable)

- a. Proposed parcel size (if increasing area with this application) _____ square feet/acre
- b. Proposed Floor Area Ratio (FAR): Gross floor area of building (sq.ft.) divided by parcel size (sq.ft.) = _____

SECTION V: ADDITIONAL INFORMATION REQUIRED:

18 & 19 – NOT APPLICABLE FOR EXISTING DEVELOPMENT THAT IS NOT INCREASING IN SIZE; INDICATE N/A.

18. Potable Water: The proposed development will be served by an off-site central potable water system. [] Yes [] No
If Yes, the potable water system requirements will be accommodated by the _____ water system.

(See the attached model letter requesting this information from the respective servers). PLEASE ATTACH THEIR LETTER TO THIS APPLICATION. THIS APPLICATION WILL NOT BE COMPLETE WITHOUT THIS LETTER.

The Applicant must provide the following data of the water system that will be used (gallons per capita per day or gpcd):

- a. The facility has the designed capacity for pumping and treating _____ gpcd.
- b. The facility has a permitted capacity for _____ gpcd.
- c. The facility has an average demand or committed capacity for _____ gpcd .
- d. The facility has an excess capacity of _____ gpcd.
- e. This proposed development will require approximately _____ gpcd .

Note: The required level of service (LOS) for potable water for Highlands County is:

Residence Type	Gallons per Capita per Day
RV Park	75
Mobile Home Park	100
Single Family or Multi-Family	120

If No, the proposed development will be served by an on-site potable water (well) system that will be designed to connect to a central water system when it becomes available. _____ **Applicant's Initial**

19. Wastewater Treatment: The proposed development will be served by an off-site central wastewater treatment system. [] Yes [] No

If Yes, the wastewater treatment system requirements will be accommodated by the _____ system.

(See the attached model letter requesting this information from the respective servers). PLEASE ATTACH THEIR LETTER TO THIS APPLICATION. THIS APPLICATION WILL NOT BE COMPLETE WITHOUT THIS LETTER.

The Applicant must provide the following data of the wastewater treatment system that will be used:

- a. The facility has the designed capacity for treating _____ gpcd.
- b. The facility has a permitted capacity for _____ gpcd.
- c. The facility has an average demand or committed capacity for _____ gpcd.
- d. The facility has an excess capacity of _____ gpcd.
- e. This proposed development will require approximately _____ gpcd.

Note: The required level of service (LOS) for wastewater treatment for Highlands County is:

Residence Type	Gallons per Capita per Day
RV Park	75
Mobile Home Park	100
Single Family or Multi-Family	120

If No, the proposed development will be served by an on-site wastewater tank system that will be designed to connect to a central wastewater treatment system when it becomes available. _____ **Applicant's Initial**

20. Surface Drainage: I (we) certify that storm water management will comply with the requirements of Section 12.13.104.F of the Highlands County Land Development Regulations (See County Engineer) and the applicable water management district regulations: [] **Yes** [] **No** _____ **Applicant's Initial**

Note: The required level of service (LOS) for the County is premised upon the applicable water management district standards.

SFWMD: 25-year/24-hour storm event (peak discharge, 25-year/36-hour)
SWFWMD: 25-year/24-hour storm event (peak discharge, 25-year/24-hour)

* Applicants must utilize the appropriate water management district standards for drainage procedures and methods to assure that post-development run-off will not exceed pre-development run-off for a minimum of 24-year/24-hour storm event, and that Best Management Practices shall be utilized to meet or exceed state water quality standards. Direct discharge into designated outstanding Florida waters requires a treatment area 1.5 times standard area.

21. Solid Waste Disposal: The proposed development will be served by the _____ refuse collection company.

Note: The required LOS for the County is based upon the landfill capacity to accommodate at least 5.21 pounds/person/day.

22. Recreation and Green Space: The recreation and green space LOS adopted by Highlands County will be met at the time of development which will include, in part, the following facilities, if any: _____

Note: The required level of service for the County is to provide adequate facilities to maintain a County-wide standard of 10 acres/1,000 population.

23. Military Airport Zones (MAZ): Is this property located in an MAZ? [] **Yes** [] **No**
If **Yes**, please indicate the area as MAZ I, MAZ II, or MAZ III _____.

SECTION VI: ADDITIONAL ZONING AMENDMENT INFORMATION:

24. Owner's Affidavit: Owner's Affidavit(s) must be completed and submitted as part of **all** applications.

25. Agent's Affidavit: Agent's Affidavit(s), if applicable, must be completed and submitted as part of **all** applications.

26. Map Properties within 500 Feet: Using a map that shall be secured from the County Property Appraiser's Office, delineate the boundary of the proposed development site and its location on the map. Include each parcel of land within **500 feet** of the property being considered in the application.

27. List of Property Owners: List all current property owners within a 500 foot radius of the property being considered for a rezone, including names, mailing and site addresses, and STRAP numbers of their properties. **If** the property being considered for a rezone is an area currently zoned Agriculture, the list must contain a minimum of 6 different property owners adjacent to or in the vicinity of the rezoning being requested (Attach separate sheets to this application).

28. Land Survey: A copy of the survey, showing all dedications or easements within the property that is the subject of the application, prepared by a Florida registered land surveyor may be required and attached to the application.

29. Proposed Flexible Unit Development (FUD) or Planned Development (PD) – Site Plan, Resolution, and Letter of Intent: A site plan, a draft resolution, and a letter of intent are required which indicate uses, density, building locations, streets, site access, off-street parking, water courses or bodies, buffers, setbacks (dimensions), and environmentally sensitive areas. (See Section 12.05.291 of the Code of Ordinances for FUD requirements and Section 12.05.290 for PD requirements.)

30. Surrounding Property Owners: Have you discussed this rezoning request with the surrounding property owners?
[] **Yes** [] **No**

31. Contract to Sell: Is this property under contract to sell contingent on the rezoning? [] **Yes** [] **No**

32. Proposed Multiple Zoning Changes: If more than one zoning change is being requested, it is necessary to show the exact areas to be covered by the different zoning designations. The legal description, along with an illustration showing the dimensions, of each different zoning designation must be included (Attach to the application if applicable).

END OF APPLICATION

ATTACHMENTS:

1. Owner's Affidavit(s) or Corporation Affidavit
2. Agent's Affidavit(s)
3. Notarized authorization from each owner, as applicable (Form A)
4. Notarized authorization for agent to submit petition, as applicable (Form B)
5. Public Utility Information Request Format
6. Application Due Dates
7. Fee Schedule

ENGINEERING INFORMATION ON THIS PAGE IS TO BE SECURED BY THE APPLICANT.

1. **PD Development Plan Traffic Analysis:** A traffic impact analysis study prepared pursuant to Article 13 of the Highlands County Land Development Regulations. The Applicant and/or the traffic consultant is/are required to schedule a Pre-Application Conference with the County Engineer to determine the Traffic Analysis scope, methodology and submission requirements. A completed TIS is to be submitted with this application before it is determined complete for processing. THIS APPLICATION WILL NOT BE COMPLETE WITHOUT THE TRAFFIC ANALYSIS. The Applicant is to be aware of the time required to complete the Traffic Analysis and the application submission due dates for Planned Development Zoning Amendments.
2. **Traffic Levels of Service:** Roadway Level of Service Standards are established by TE Policy 8.2 which is as follows:

Functional Classification	Peak-Hour/Peak-Season Level of Service
Principal/Major Arterial (State Road/Non-SIS)	D
Principal/Minor Arterial	D*
Minor Arterial	D
Major Collector	D
Minor Collector	D

*Level of Service depends upon language as assigned by FDOT per Florida Administrative Code Rule.

Before this application is determined to be complete, the Applicant is responsible for securing from the County Engineer or designee a determination as to whether a Traffic Analysis is required for this amendment. If a Traffic Analysis is not required, this application is to be endorsed confirming clearance: (to be circled by Reviewer)

- A. Small Project: No Traffic Analysis Required.
- B. Minor Land Development Traffic Assessment or PD Development Plan Traffic Analysis: A development which generates 150 but less than or equal to 1,000 average daily trips.
 1. Required with this application.
 2. Required at the time of development
- C. Major Land Development Traffic Assessment or a PD Development Plan Traffic Analysis: A development which generates more than 1,000 average daily trips.
 1. Required with this application
 2. Required at the time of development
- D. TRAFFIC STUDY REQUIRED AT THE TIME OF DEVELOPMENT

Reviewer's Signature

Date

County Engineer's Signature

Date

3. **Preliminary Concurrency Evaluation:** Completion of a PD Development Plan Traffic Analysis and approval of the Zoning Amendment by the BCC does not provide Concurrency Approval. A separate application for Concurrency Determination is provided and administered by the County Engineer.

**Highlands County, Florida
Development Services Department Application**

OWNER'S AFFIDAVIT

I, _____, being first duly sworn, depose and say that I am the **OWNER** of the property described and which is the subject matter of the proposed hearing; that all the answers to the questions in this application, and all sketches, data and other supplementary matter attached to and made a part of the application, are honest and true to the best of my knowledge and belief. I understand this application must be completed and accurate before hearings can be advertised. I also understand that it is my obligation to comply with any other lawfully adopted and recorded deed restrictions or covenants that are more restrictive or impose a higher standard, and that any action of this Board does not supersede those requirements.

I authorize County staff to enter the property during the application process to complete its evaluation.
Please initial the appropriate line.

No contact is required. _____

An appointment is required before entering the property. _____

Print Name of Owner

Signature of Owner

Address: Number and Street (P.O. Box)

City and State (Zip Code)

STATE OF FLORIDA, HIGHLANDS COUNTY

The Foregoing instrument was acknowledged before me this _____ day of _____, 20__
by _____ who is personally known by me or who has produced _____
_____, as identification and who did take an oath:

Signature

Print Name

Notary Public, State of Florida
My Commission Expires: _____

SAMPLE
Highlands County, Florida
Development Services Department Application

OWNER'S (CORPORATION) AFFIDAVIT

I, _____, being first duly sworn, depose and say that I am the **OWNER/CORPORATION** of the property described and which is the subject matter of the proposed hearing; that all the answers to the questions in this application, and all sketches, data and other supplementary matter attached to and made a part of the application, are honest and true to the best of my knowledge and belief. I understand this application must be completed and accurate before hearings can be advertised. I also understand that it is my obligation to comply with any other lawfully adopted and recorded deed restrictions or covenants that are more restrictive or impose a higher standard, and that any action of this Board does not supersede those requirements.

I authorize County staff to enter the property during the application process to complete its evaluation.
Please initial the appropriate line.

No contact is required. _____

An appointment is required before entering the property. _____

**Signed, Sealed and Delivered
In Our Presence:**

_____,
a _____ corporation

Print Name: _____

By: _____
Print Name: _____
Title: _____

Print Name: _____

STATE OF FLORIDA
COUNTY OF HIGHLANDS

The foregoing instrument was acknowledged before me this _____ day of _____, 20____
by _____, (Title) _____ of _____, a _____
_____ corporation, who is personally known to me or who has produced _____
_____ as identification and who did take an oath.

Signature

Print Name
Notary Public, State of Florida
My Commission Expires: _____

Parcel No. _____

**Highlands County, Florida
Development Services Department Application**

AGENT'S AFFIDAVIT

I, _____, being first duly sworn, depose and say that I am the **ATTORNEY-IN-FACT, AGENT or LESSEE** of the property described and which is the subject matter of the proposed hearing; that all the answers to the questions in this application, and all sketches, data and other supplementary matter attached to and made a part of the application, are honest and true to the best of my knowledge and belief. I understand this application must be completed and accurate before hearings can be advertised. I also understand that it is my obligation to comply with any other lawfully adopted and recorded deed restrictions or covenants that are more restrictive or impose a higher standard, and that any action of this Board does not supersede those requirements.

Print Name of Agent

Signature of Agent

Address: Number and Street (P.O. Box)

City and State (Zip Code)

STATE OF FLORIDA, HIGHLANDS COUNTY

The Foregoing instrument was acknowledged before me this _____ day of _____, 20__
by _____ who is personally known by me or who has produced _____
_____, as identification and who did take an oath:

Signature

Print Name

Notary Public, State of Florida
My Commission Expires: _____

FORM A. PROPERTY OWNER AUTHORIZATION TO APPLICANT

I, the undersigned, being first duly sworn, depose and say that I am the owner of the property described and which is the subject matter of the proposed hearing.

I give authorization for _____ to be the applicant for this REZONING.

Print Name of Owner

Signature of Owner

Address: Number and Street (P.O. Box)

City and State (Zip Code)

STATE OF FLORIDA, HIGHLANDS COUNTY

The Foregoing instrument was acknowledged before me this _____ day of _____, 20__
by _____ who is personally known by me or who has produced _____
_____, as identification and who did take an oath:

Signature

Print Name

Notary Public, State of Florida
My Commission Expires: _____

FORM B. APPLICANT AUTHORIZATION TO AGENT

I, the undersigned, being first duly sworn, depose and say that I am the applicant for the REZONING of the property described and which is the subject matter of the proposed hearing.

I give authorization for _____ to be my agent for this application.

Print Name of Owner

Signature of Owner

Address: Number and Street (P.O. Box)

City and State (Zip Code)

STATE OF FLORIDA, HIGHLANDS COUNTY

The Foregoing instrument was acknowledged before me this ____ day of _____, 20__
by _____ who is personally known by me or who has produced _____
_____, as identification and who did take an oath:

Signature

Print Name

Notary Public, State of Florida
My Commission Expires: _____

SAMPLE LETTER FOR WATER/WASTEWATER

Date:

Director of Public Works
City or Town
Street Address
City, Florida Zip

RE: Water/Wastewater Capacity Request for (Hearing No. _____)

Dear Mr. (Public Works Director):

We are requesting a letter of confirmation that your potable water and wastewater treatment facilities will be able to accommodate the impacts of our development as they ensue. Our development consists of the following:

A residential development of _____ acres comprising _____ (single family) (multiple family) dwelling units located at _____. Given the time to successfully meet the land use and zoning requirements, our development is expected to begin _____ months from the date of compliance with state law, and expect build out in _____ years. Our development may impose the following impacts:

- 1) Based upon the number of proposed dwelling units and using 2.3 average persons per household, the estimated population at build-out will be _____ persons.
- 2) It is anticipated that our development, using your established level of service (LOS) for potable water of _____ gpcd, might impact your potable water system by _____ gpcd.
- 3) It is anticipated that our development, using your established level of service (LOS) for wastewater treatment of _____ gpcd, might impact your wastewater treatment system by _____ gpcd.

Please provide the following data of your facilities that we may determine the extent of our impact:

Potable Water

Designed capacity: _____ GPCD
Permitted capacity: _____ GPCD
Committed capacity: _____ GPCD
Excess Capacity: _____ GPCD
This development demand: _____ GPCD

Wastewater Treatment

Designed capacity: _____ GPCD
Permitted capacity: _____ GPCD
Committed capacity: _____ GPCD
Excess Capacity: _____ GPCD
This development demand: _____ GPCD

Thank you for your consideration with our request.

Respectfully,

Property Owner

SAMPLE LETTER FOR WATER/WASTEWATER

Contact Information for the Municipalities/Improvement Districts:

City of Avon Park Public Works
(Ted Long, Public Works Coordinator)
2301 U.S. 27 South
Avon Park, Florida 33825, or

City of Sebring Public Works
(Bob Boggus, Utilities Director)
454 N. Franklin Street
Sebring, Florida 33870, or

Town of Lake Placid Public Works
(Joe Barber, Utilities Director)
311 West Interlake Blvd.
Lake Placid, Florida 33852

Spring Lake Improvement District
(Joe DeCerbo, District Manager)
115 Spring Lake Blvd.
Sebring, Florida 33876

Sun 'n Lake Improvement District
(Michael Wright, General Manager)
5306 Sun 'n Lake Blvd.
Sebring, Florida 33872

**HIGHLANDS COUNTY
DEADLINES FOR PUBLIC HEARINGS
FOR REZONES, SPECIAL EXCEPTIONS, VARIANCES,
APPEALS, SMALL SCALE PLAN AMENDMENTS, AND
LARGE SCALE PLAN AMENDMENTS**

The application **deadline is always at 12:00 P.M.** The hearing dates are always on Tuesdays except for holidays. The **BOA & P&Z/LPA meetings begin at 3:00 P.M. or soon thereafter.** The **BCC meetings begin at 9:00 A.M. or soon thereafter.**

**APPLICATION
DEADLINES**

**BOA & P&Z/LPA
MEETINGS**

BCC MEETINGS

Wednesday, October 14, 2015	December 8, 2015	January 19, 2016
Wednesday, November 18, 2015	January 12, 2016	February 16, 2016
Wednesday, December 16, 2015	February 9, 2016	March 15, 2016
Wednesday, January 13, 2016	March 8, 2016	April 19, 2016
Wednesday, February 17, 2016	April 12, 2016	May 17, 2016
Wednesday, March 16, 2016	May 10, 2016	June 21, 2016
Wednesday, April 20, 2016	June 14, 2016	July 19, 2016
Wednesday, May 18, 2016	July 12, 2016	August 16, 2016
Wednesday, June 15, 2016	August 9, 2016	September 20, 2016
Wednesday, July 20, 2016	September 13, 2016	October 18, 2016
Wednesday, August 17, 2016	October 11, 2016	November 15, 2016
Wednesday, September 14, 2016	November 8, 2016	December 20, 2016
Wednesday, October 19, 2016	December 13, 2016	January 17, 2017
Wednesday, November 16, 2016	January 10, 2017	February 21, 2017
Wednesday, December 21, 2016	February 14, 2017	March 21, 2017

LARGE SCALE PLAN AMENDMENTS

The Community Planning Act of 2011, eliminated the twice per year plan amendment limitation. Applicants are now able to submit Comprehensive Plan Amendments any time for review and consideration. (Applications must be complete upon submittal. **Incomplete applications will not be accepted.**)

Every Large Scale Plan Amendment (LSPA) Application requires the submission of a traffic study APPROVED by the Highlands County Engineering Department. **No deadline extensions.**

All required material must be included in the LSPA Application submission or it will be deemed incomplete and not accepted.

**Highlands County
Development Services Department
501 S. Commerce Ave, Sebring, FL 33870
Planning – (863) 402-6650 Zoning – (863) 402-6638**

Fee Schedule – FY 15-16

Rural Land Stewardship (RLS)	TBD (To Be Determined)
Development of Regional Impact (DRI)	\$21,800.00
Zoning Change Only	\$1,950.00
Large Scale Comprehensive Plan (LSCP) Amendment Only	\$2,025.00
Small Scale Comprehensive Plan (SSCP) Amendment Only	\$1,125.00
PD (Planned Development District) Amendment (minor amendment excluded) Only	\$1,950.00
Special Use Permit Only	\$2,925.00
FUD (Flexible Development District) Amendment (minor amendment excluded) Only	\$1,950.00
Revision of legal on resolution, ordinance or ad when applicant provides revised legal	\$1,375.00
Concurrency Traffic Analysis Reviews for LSCP and SSCP Amendment	Contact Engineering Dept.
Special Exception Application Only	\$975.00
Special Exception Application for a Tower Only	\$1,300.00
Special Exception Application for Goats, Hogs, Sheep, and Chickens	\$0.00
Variance Application Only	\$650.00
Notice requirements, (zoning changes, LSCP, SSCP, variances, Special Use Permit, and special exceptions and the like)	Actual or pro-rated expense for public notice requirements depending on the application
Environmental Clearance Report Processing Fee (> 2 acres w/ impact)	\$425.00
“Simplified” Environmental Clearance Report Processing Fee (>2 acres no impact)	\$200.00
Environmental Exemption Fee:	
This fee is collected with other building permit fees for projects that would otherwise have to go through Environmental Clearance even though preparation of the Environmental Clearance report would be unnecessary.	
For each Residential Dwelling Unit ** Note	\$130.00
For each Commercial/Industrial Building Permit **Note	\$325.00
Developer Requested Conference *Note	\$400.00
Plat Review	\$275.00
Vacation of Plat	\$175.00
Vacation of Easement	\$130.00
Road (Vacation) Closures	\$130.00
Site Plan Review	\$425.00
Special Approval:	
Car Tent Sales Permit	\$500.00
Beverage License Review	\$150.00
Temporary Beverage License (1 to 3 days permit) Review	\$25.00

Amusements:	
Bingo	\$130.00
Bingo – nonprofit – no fee for a temporary permit (1 to 3 days)	\$ 0.00
Carnival	\$325.00
Rodeo	\$200.00
Palm Reading	\$325.00
Zoning/FLUM (Future Land Use Map) Confirmation Letter per property	\$20.00
Boat Dock/Boat House	\$40.00
Permit Review-New Structures	\$65.00
Shed, Carport, Driveway, Slab, Screen Room, Garage, Additions, Swimming Pools, and the like	\$40.00
Form Board, Fence and Seawall	\$20.00
CO (Certificate of Occupancy) Review	\$20.00
Addressing	\$20.00
Exempt from Planning and Zoning review: re-roof, interior remodel with no change in use, window replacement size for size, hurricane shutters, siding, and garage door.	

Nuisance Abatement Fees	
Standard Abatement (\$25.00 per hour)	TBD (To Be Determined)
Noticing, Abatement involving asbestos (cost of the Asbestos Survey includes an additional fee)	
Open Code Violations and/or Lien Confirmation Letter per property	\$20.00
Document or Map Purchases	
Zoning Text	per County policy
Comprehensive Plan (text)	\$35.00
Evaluation & Appraisal Report Document	\$ 125.00
Color Maps (each FLUM or other map)	\$20.00
Blueprint Maps (each FLUM or other map “32 x 32”)	\$ 10.00
Blueprint Maps (each FLUM or other map “24 x 36”)	\$ 5.00
Copies or Xerox charges – one sided	per County policy
Copies or Xerox charges – two sided	per County policy
Computer Discs with information	per County policy
Cassette tape – 90 minutes	per County policy
Computer Disc without information	per County policy
Garage Sale/Yard Sale Permit ***Note	\$ 5.00
Vesting Order Applications	
Single Lots of Record	\$ 175.00
Subdivisions (under 26 units)	\$425.00
Subdivisions (26 or more units)	\$850.00
Commercial & Industrial Property	\$850.00
Appeals (deposit on account)	\$1,625.00

***Note:** In an effort to better serve the people, Highlands County Planning and Zoning Staff believe effective communication early in the planning process prevents expensive setbacks later in the process. To this regard, two coordination meetings are available to facilitate effective communication between developer and staff: a pre-application meeting and an application review meeting. It is most beneficial to meet with the Highlands County Planning and Zoning Staff to review a proposal for basic conformity with county land use regulations. The pre-application meeting does well to circumvent routine problems that would otherwise cause delay and added expense. Prior to submitting the application, an application review meeting is also highly recommended to ensure the package is complete and as detailed as possible. There are no fees for the pre-application meeting or the application review meeting. All meetings requested by the developer after the pre-application meeting (excluding the application review meeting) or after an application is submitted qualify as a developer requested conference.

****Note:** No Environmental Exemption Fee will be collected on building permits to replace existing mobile homes and residential dwellings on their original lot or for constructing accessory in unoccupied structures, or remodeling or adding to existing structures.

Development Agreement Legal Review Fee: Actual cost incurred by the legal review and services rendered by the Board Attorney and/or other law firm or service for this purpose.

*****Note:** Garage/Yard Sale Permits to be obtained and paid for at the Tax Collector's Offices.