



**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

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## 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**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			

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**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.) = \_\_\_\_\_

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**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 \_\_\_\_\_.

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**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).

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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

**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**

Wednesday, October 19, 2016  
Wednesday, November 16, 2016  
Wednesday, December 21, 2016  
Wednesday, January 18, 2017  
Wednesday, February 15, 2017  
Wednesday, March 15, 2017  
Wednesday, April 19, 2017  
Wednesday, May 17, 2017  
Wednesday, June 14, 2017  
Wednesday, July 19, 2017  
Wednesday, August 16, 2017  
Wednesday, September 20, 2017  
Wednesday, October 18, 2017  
Wednesday, November 15, 2017  
Wednesday, December 20, 2017

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

December 13, 2016  
January 10, 2017  
February 14, 2017  
March 14, 2017  
April 11, 2017  
May 9, 2017  
June 13, 2017  
July 11, 2016  
August 8, 2017  
September 12, 2017  
October 10, 2017  
November 14, 2017  
December 12, 2017  
January 9, 2018  
February 13, 2018

**BCC MEETINGS**

January 17, 2017  
February 21, 2017  
March 21, 2017  
April 18, 2017  
May 16, 2017  
June 20, 2017  
July 18, 2017  
August 15, 2017  
September 19, 2017  
October 17, 2017  
November 21, 2017  
December 19, 2017  
January 16, 2018  
February 20, 2018  
March 20, 2018

**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 16-17**

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

<b>Amusements:</b>	
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.	

<b>Nuisance Abatement Fees</b>	
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
<b>Document or Map Purchases</b>	
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
<b>Vesting Order Applications</b>	
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



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**\*\*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.

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