



**HIGHLANDS COUNTY  
PLANNING DEPARTMENT  
LARGE SCALE COMPREHENSIVE PLAN AMENDMENT  
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 the application for completeness. If incomplete, it will be returned with a description of the reason(s) why it is incomplete. The applicant may resubmit any time prior to the next application 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 the 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 map indicating the dimensions of each Future Land Use designation area
- Owner's Affidavit(s), signed and notarized
- Agent's Affidavit(s), as applicable, signed and notarized
- Notarized authorization from each owner (Form A)
- Notarized authorization for agent to submit petition (Form B)
- Letters of availability of utility service from central wastewater and potable water facilities that would provide service to the site
- Letter from the School Board of Highlands County
- Filing fee; cash, credit card, or a check made payable to the Highlands County Board of County Commissioners or HCBCC

Required GIS Maps provided by the Applicant (these can be accessed at <http://gis.hcbcc.org/pubmap>, under the "Layers" tab):

- Selected Natural Resources (Conservation Overlay Map)
- FEMA Flood Zones

**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 with this application will become part of the permanent public records of Highlands County. Applications must be submitted to the Planning Department for review **no later than Noon** on the applicable deadline. The Department accepts no responsibility for the information contained in the application and will not advertise 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  
Comprehensive Plan Amendment Application  
(Land Use Change)**

**Large Scale** Comprehensive Plan Map Amendment (more than 20 acres):

Change from: \_\_\_\_\_

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:**

Case Number: CPA- \_\_\_ - \_\_\_ LS 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: Planning Supervisor**

\_\_\_\_\_  
**Date**

\*\*\*\*\*

**SECTION II: APPLICANT INFORMATION:**

**1. Name of Property Owner(s):** Owner(s) must sign the **Owner's Affidavit** (attached), which must accompany the application.

**Print Name(s):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

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

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

**SECTION III: PLAN AMENDMENT REQUEST INFORMATION:**

Please provide a brief description of the proposed plan amendment, including the reason(s) the amendment should be approved: \_\_\_\_\_

Based upon the Highlands County Comprehensive Plan, please provide the goal(s), objective(s), and/or policy number(s) that support your proposed plan amendment. (The Comprehensive Plan can be found at [http://www.hbcc.net/departments/development\\_services/planning/uploads/2030\\_Comp\\_Plan\\_2\\_15.pdf](http://www.hbcc.net/departments/development_services/planning/uploads/2030_Comp_Plan_2_15.pdf))

- a. Goal(s) \_\_\_\_\_
- b. Objective(s) \_\_\_\_\_
- c. Policy(ies) \_\_\_\_\_

**SECTION IV: PROPERTY INFORMATION:**

**3. Legal Description(s) of Property 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(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:** \_\_\_\_\_

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

**7. Existing Zoning District:** \_\_\_\_\_ **Existing Land Use Classification:** \_\_\_\_\_

**8. Current Use of the Property:** Number of existing dwelling units, type of commercial or industrial, etc. \_\_\_\_\_

**9. 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: \_\_\_\_\_

**10. 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.

**11. Is the property located within the Lake Placid Regional Plan (LPRP) area?**  Yes  No **If yes, a separate application meeting should be arranged with the Town of Lake Placid.** Please ask the Town staff (Highlands County Planning Department) for assistance.

**12. Vesting:** Is the property vested for specific property rights?  Yes  No **If yes,** explain: \_\_\_\_\_

**13. Current Uses on the Adjacent Properties:**

	Current Use(s)	FLUM Designation(s)	Zoning District(s)
North			
South			
East			
West			

**SECTION V: INFORMATION ABOUT THE PROPOSED USE:**

**14. Proposed Number of Dwelling Units or Square Feet of Commercial space:** \_\_\_\_\_

**15. Residential Density:** The proposed maximum density is \_\_\_\_\_ units per acre  
See Technical Support Section II.4, Highlands County Comprehensive Plan, located at [http://www.hbcc.net/departments/development\\_services/planning/uploads/2030\\_Comp\\_Plan\\_2\\_15.pdf](http://www.hbcc.net/departments/development_services/planning/uploads/2030_Comp_Plan_2_15.pdf)).

**16. Commercial Intensity:** The proposed maximum intensity is \_\_\_\_\_ square feet at \_\_\_\_\_ FAR (Floor Area Ratio, see Technical Support Section II.4, Highlands County Comprehensive Plan, located at [http://www.hbcc.net/departments/development\\_services/planning/uploads/2030\\_Comp\\_Plan\\_2\\_15.pdf](http://www.hbcc.net/departments/development_services/planning/uploads/2030_Comp_Plan_2_15.pdf)).

**17. Estimated Population Generated:** The proposed projected population is determined by multiplying the proposed total number of units \_\_\_\_\_ x 2.3 (average persons per household, Year 2000 Census), equaling \_\_\_\_\_ persons in the development.

**18. Commercial or Industrial:** The proposed intensity is determined by multiplying the area of the property by the applicable FAR (Floor Area Ratio) for a total of \_\_\_\_\_ square feet GFA (Gross Floor Area). Provide additional information if necessary.

**19. Proposed Development Standards (if applicable):** Proposed parcel size (if increasing area with this application) \_\_\_\_\_ square feet/acre.

**SECTION VI: ADDITIONAL COMPREHENSIVE PLAN INFORMATION:**

**20. Wetlands, Xeric Uplands and/or Cutthroatgrass Seeps are** \_\_\_ / **are not** \_\_\_ **on the property.**

Provide a copy of the Conservation Overlay Map for your property, indicating the presence of one or more of the protected habitats. If the habitat(s) is/are present and a Simplified Environmental Clearance Report (SECR) or an Environmental Clearance Report (ECR) **has been done** for the property in the last five (5) years, please submit a copy with this application. (See Comprehensive Plan NRE Policy 3.3 for requirements). If Environmental Clearance **has been granted**, attach a copy of the letter from the Planning Department granting the clearance.<sup>^</sup>

**\*\*\*Environmental Clearance is not required for a Future Land Use Amendment; however, it may be required at the time of development\*\*\***

<sup>^</sup> The following are exempt from environmental clearance requirements:

2. The Development Services Director shall make the Environmental Clearance Determination without further review whenever a particular site is not in an area where the Conservation Overlay Map Series shows the resource categories listed above.

Other exemptions include:

- a. ½ acre for residential development on legally recorded lots that existed prior to September 15, 1993.
- b. Property which has been cleared of vegetation prior to May 2, 1994.
- c. All development on lots legally recorded on or after September 15, 1993 with previously approved Environmental Clearance.
- d. DRI or Binding Letter that is fully mitigated based on State recommendation and/or approval for protected natural resources.
- e. Remodeling, reconstruction, or restoration of residential units or nonresidential units with no increase in the number of permanent dwelling units, or no increase in the square footage of nonresidential use, or no increase in the environmental impacts of the development.
- f. Bona-fide agriculture (See also NRE 3.14.E).
- g. Up to two (2) acres on land for development with urban zoning and urban FLUM designations.
- h. Up to two (2) acres for residential development (one single family home) on legal lots with Agricultural Land Use and Agricultural zoning.

- 21. **Surface Water:** List all lakes, streams, rivers, and other water bodies on the property or within 1,000 feet of the boundaries of the property. \_\_\_\_\_
- 22. **Flood Hazard Areas:** Are there Special Flood Hazard areas on the property?  **Yes**  **No** **If yes,** indicate the location of the area(s) on a map provided by the Applicant (this map can be accessed at <http://gis.hbcc.org/pubmap>, under the "Layers" tab), or indicate the FEMA Map No. \_\_\_\_\_
- 23. **Historic Properties:** Are historic resources on the property?  **Yes**  **No** If present, indicate the location on a map, provided by the Applicant, and the current address of the historic structure.
- 24. **Archaeological Resources:** Are archaeological resources on the property?  **Yes**  **No** If present, list the Florida Master Site File (FMSF) number of the archaeological site \_\_\_\_\_. Determine if the parcel lies within an area of high probability for undiscovered archaeological resources (See maps on file in the Planning Department).
- 25. **Military Airport Zones (MAZ):** Is this property located in an MAZ?  **Yes**  **No**  
If **Yes**, please indicate the area as MAZ I, II, or III \_\_\_\_\_.

**SECTION VII: ADDITIONAL INFORMATION REQUIRED PERTAINING TO PUBLIC FACILITIES:**

26. **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.

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**

**The Applicant must provide** the following data for 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

(See the attached sample letter requesting this information from the service provider.) PLEASE ATTACH THE LETTER TO THIS APPLICATION. THIS APPLICATION WILL NOT BE COMPLETE WITHOUT THIS LETTER.

**27. 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.

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

\_\_\_\_\_ **Applicant's Initial**

**The Applicant must provide** the following data for the wastewater treatment system that will be used (gallons per capita per day or gpcd):

- 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

(See the attached sample letter requesting this information from the service provider). PLEASE ATTACH THE LETTER TO THIS APPLICATION. THIS APPLICATION WILL NOT BE COMPLETE WITHOUT THIS LETTER.

**28. 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 ensure that post-development runoff will not exceed pre-development runoff for a minimum 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 the standard area.

**29. 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.

**30. Recreation and Open Space:** The recreation and open 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.

**31. Schools:** Every application requesting a land use change that will generate new residential dwelling units and a permanent population shall secure from the Highlands County School District **a letter** that will certify information pertaining to the following concerns based upon the location of the Applicant's property:  
(See the attached sample letter requesting this information from the School District).  
PLEASE ATTACH THE LETTER TO THIS APPLICATION. THIS APPLICATION WILL NOT BE COMPLETE WITHOUT THIS LETTER.

**Note:** The Level of Service (LOS) for schools is defined as school enrollment as a percentage of school student capacity based upon the Florida Inventory of School Houses (FISH). The LOS standard is the maximum level of school utilization that will be permitted in the Highlands County School District as 100% of permanent FISH capacity.

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

**32. Comprehensive Plan Amendment Traffic Analysis:** A Comprehensive Plan Amendment Traffic Impact Study (TIS) shall be required for all Large Scale Plan Amendments. The Applicant and/or the traffic consultant is/are required to schedule a Pre-Application Conference with the County Engineer to determine the TIS 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 IMPACT STUDY. The Applicant is to be aware of the time required to complete the TIS and the application submission due dates for Large Scale Plan Amendments.

**33. 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 Comprehensive Plan Traffic Study is required for this amendment. If a Land Development Traffic Assessment (LDTA) or Comprehensive Plan Amendment Impact Study (TIS) is not required, this application is to be endorsed confirming clearance: (to be circled by Reviewer)

- A. Small Project: No Traffic Impact Study Required.
- B. Minor Land Development Traffic Assessment or Comprehensive Plan Amendment Traffic Impact Study: A development which generates 50 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 Comprehensive Plan Amendment Traffic Impact Study: 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

**34. Preliminary Concurrence Evaluation:** Completion of a Comprehensive Plan Amendment Traffic Study and approval of the Plan Amendment by the BCC does not provide Concurrence Approval. A separate application for Concurrence Determination is provided and administered by the County Engineer.



## END OF APPLICATION

### ATTACHMENTS:

1. Owner's Affidavit(s) or Corporate 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 Sample Letter
6. Public School Information Request Sample Letter
7. Application Due Dates
8. 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.

No contact is required. \_\_\_\_\_  
An appointment is required before entering the property. \_\_\_\_\_  
**Please initial the appropriate line.**

\_\_\_\_\_  
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: \_\_\_\_\_

**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 \_\_\_\_\_, President, 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  
\_\_\_\_\_ respectively, 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 FUTURE LAND USE CHANGE.

\_\_\_\_\_  
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 (did not) 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 FUTURE LAND USE CHANGE 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 (Amendment No. \_\_\_\_\_)

Dear (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 development as they ensue. The 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, the development is expected to begin \_\_\_\_\_ months from the date of compliance with state law, and build out is expected in \_\_\_\_\_ years. The development may impose the following impacts:

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

Please provide the following data for your facilities so 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's demand: \_\_\_\_\_ gpcd

**Wastewater Treatment**

Designed capacity: \_\_\_\_\_ gpcd  
Permitted capacity: \_\_\_\_\_ gpcd  
Committed capacity: \_\_\_\_\_ gpcd  
Excess Capacity: \_\_\_\_\_ gpcd  
This development's demand: \_\_\_\_\_ gpcd

Thank you for your consideration of our request.

Respectfully,

\_\_\_\_\_  
Property Owner

Contact Information for the Municipalities:

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

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

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

Spring Lake Improvement District  
(Clay Shrum, Assistant District Manager)  
115 Spring Lake Boulevard  
Sebring, Florida 33876

Sun N' Lake of Sebring Improvement District  
(Greg Griffin, Director of Public Works)  
5306 Sun n' Lake Blvd.  
Sebring, Florida 33872



**SAMPLE LETTER REQUESTING SCHOOL CAPACITY INFORMATION**

Date \_\_\_\_\_

Dear \_\_\_\_\_,

An amendment to the Future Land Use Map (FLUM) of Highlands County has been requested by \_\_\_\_\_ . Please provide a letter stating that school capacity exists based on the following information:

Proposed Development: \_\_\_\_\_

Location (map attached): \_\_\_\_\_  
\_\_\_\_\_

The anticipated number of students that will be generated by the proposed development: \_\_\_\_\_

School Attendance Zones for the anticipated students:

Elementary: \_\_\_\_\_

Middle: \_\_\_\_\_

High: \_\_\_\_\_

Proposed build out year: \_\_\_\_\_

Proposed Phasing, if applicable:  
\_\_\_\_\_

It is understood that this information is provided as a planning tool to assist in the evaluation of a proposed land use amendment. This information does not reserve school capacity nor does it establish school concurrency requirements. School concurrency requirements will be established pursuant to F.S. 163.3177 and F.S.163.3180 at time of development.

Sincerely,

\_\_\_\_\_  
Property Owner/Developer

Contact Information for the School Board of Highlands County:

Mr. Michael Averyt  
Assistant Superintendent/Business Operations  
School Board of Highlands County

**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.**

<b><u>APPLICATION DEADLINES</u></b>	<b><u>BOA &amp; P&amp;Z/LPA MEETINGS</u></b>	<b><u>BCC MEETINGS</u></b>
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 – FY14-15**

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
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 Response	\$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)	
<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

**\*Note:** In an effort to better serve the people, Highlands County Planning and Zoning staff believe that effective communication early in the planning process prevents expensive setbacks later in the process. In this regard, two coordination meetings are available to facilitate effective communication between developers and staff: a Pre-application Meeting and an Application Review Meeting. The pre-application meeting does well to circumvent routine problems that would otherwise cause delay and added expense, as well as reviewing proposals to ensure basic conformity with county land use regulations. 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.