

Highlands County, Florida
Development Services Department Application

Rev 10/28/05

(Check all that apply)

- Zoning Map (Atlas) amendment (Code of Ord. Chapter 12): change from ... to ... Pages 1 - 4 (Sec. II - VII)
Small Scale Comprehensive Plan amendment: change from ... to ... Pages 1 - 5 (Sec. II - VIII)
Large Scale Comprehensive Plan Map amendment: change from ... to ... Pages 1 - 5 (Sec. II - VIII)
Zoning Text (Code of Ord. Chapter 12) amendment: change section ... to ... Pages 1 - 3 (see staff for other requirements)
Comprehensive Plan Text amendment: Policy change section ... to ... Pages 1 - 3 (see staff for other requirements)

Note: All amendment applications require Affidavits if Agents are to be used (see pages 6 & 7 for copies of Owner's & Agents Affidavits)

SECTION I. THIS SECTION FOR STAFF USE ONLY!

AMOUNT OF FEE RECEIPT # Date Received TAX MAP #
CASE #: CPA - P&Z # -
HEARING DATES: 1st LPA - 1st P&Z - 1st B.O.C.C. Date Transmitted
2nd LPA - 2nd P&Z - 2nd B.O.C.C.
RESOLUTION # DATE ADOPTED: EFFECTIVE DATE:
ORDINANCE # DATE ADOPTED: EFFECTIVE DATE:

This application has been reviewed for completeness and determined sufficient:

Signed: Planning Supervisor Date: Signed: Zoning Supervisor Date:

PLEASE PRINT OR WRITE CLEARLY ALL APPLICABLE INFORMATION. This application and all required supplemental information must be properly completed according to the instructions. All information and exhibits submitted in connection with this application will become a permanent part of the public records of Highlands County.

SECTION II. APPLICANT & PROPERTY INFORMATION:

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

Print Name:
Mailing Address:

Telephone No.()

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

Print Name:
Mailing Address

Telephone No.()

3. Legal Description and Strap 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.)

STRAP #: C -
STRAP #: C-

4. Street Address of Property Covered by Application: _____

SECTION III: INFORMATION ABOUT EXISTING USE

5. Name of project, subdivision, or overall project, if part of a larger project, if applicable: _____

6. Current Use of Property: (Number of existing dwelling units, type of commercial or industrial, etc):

7. Existing Zoning District: _____ Existing Land Use Classification: _____
Are the Zoning and Comprehensive Plan Consistent? [] Consistent [] Not Consistent

8. Vesting: Is the property vested for specific property rights? [] Yes [] No If Yes, list the Vesting Action or Order number or the method used to grant vested rights (state binding letter, legal lot of record, etc): _____

9. Is this hearing being requested as a result of a code violation notice? [] Yes [] No If yes, explain: _____

10. Has a public hearing been held on this property within the last 12 months? [] Yes [] No If Yes, in whose name and when: _____

11. Existing Property Information: Size of Property (width) _____ feet, (depth) _____ feet, street frontage _____ feet, water frontage _____ feet, Total acres _____ If different from the total acreage, the upland, or developable portion is _____ +/- acres. Existing Impervious Surface: building footprints + paved parking + other paved areas = _____ (sq. ft.)

12. Are there existing structures on the property? [] Yes [] No If Yes, what type? (CBS, Frame, Stucco, Other. If multiple units, Number of Dwellings per Building: _____

13. Uses on Adjacent Property: Also indicate whether the adjacent property is within another jurisdiction and indicate that jurisdiction's FLUM and/or Zoning designations.

	Existing Uses	FLUM Designations	Zoning Districts
North			
East			
South			
West			

SECTION IV: INFORMATION ABOUT PROPOSED USE

14. Proposed Use (Uses desired which are not permitted by present zoning district or Land Use FLUM designation):

15. Proposed number of Dwelling Units or the number of square feet of commercial space:

For Completion by Staff - Density or Intensity:
Residential Density: The proposed maximum density is _____ units per acre. (See FLU Policy 1.3.B)
Intensity: The proposed maximum intensity is _____ square feet. (See FLU Policy 1.3.B)
Population: The proposed projected population is determined by multiplying the proposed total number of units _____ by 2.40 (average persons per household) equaling _____ persons in the development.
Commercial or Industrial: The proposed intensity is determined by multiplying the area of the property by the applicable F.A.R. (Floor Area Ratio: Commercial= 0.8 FAR; Industrial= 1.0 FAR) for the total of _____ G.F.A. (Gross Floor Area).

Provide Additional Information, if necessary: _____

16. Proposed Development Standards (if applicable):

- a. Proposed Parcel Size (if increasing area): _____
- b. Proposed Impervious Surface: building footprints + paved parking + other paved areas = _____ (sq. ft.)
- c. Proposed Impervious Surface % (sq. ft.) divided by Existing Parcel Size (sq. ft.) = _____%
- d. Proposed Floor Area Ratio (FAR) = gross floor area of buildings : _____ Parcel size (sq. ft.)= _____ FAR

17. Proposed date that development will begin:

18. Reasons why the application should be approved: _____

SECTION V: TAX MAP AND OWNER'S OR AGENT'S AFFIDAVIT

19. Tax Map: Boundary of the site and the location of the proposed development action should be shown. This map may be secured from the County Property Appraiser's office.

20. Owners and Agents Affidavit: An Owner's and Agent's Affidavit must be completed and submitted as part of all applications.

SECTION VI: ADDITIONAL ZONING AMENDMENT INFORMATION: If a rezoning is proposed, this section of the application must be accompanied by Sections I through VI (Items # 1 through # 25) to be determined complete.

21. Map Properties Within 500 Feet: A drawing, sketch or plat in duplicate, showing each parcel of land within 500 feet of the property covered in the application. (Scale 1" = 200', if a drawing or sketch.)

22. List of Property Owners: List of all current property owners within **500 feet radius** of property covered in the application, including name, mailing address and legal description of their properties. If in areas zoned Agriculture, minimum of 6 names required adjacent or in the vicinity of the special exception requested. (Attach separate sheet to this application.)

23. Surrounding Property Owners: Have you discussed this zoning request with surrounding property owners?
 Yes No

24. Contract to Sell: Is this property under contract to sell contingent on the rezoning? Yes No

25. Proposed Flexible Unit Developments Site Plan: Required for all Flexible Unit Developments (which shall show the locations of buildings, streets, utilities, parking, site access water courses, buffers, setbacks, environmentally sensitive areas) and Planned Development applications (Section 12-102 of the zoning code contains the requirements).

26. Pre-Development Conference: Was a Pre-Development Conference held with all involved County departments prior to filing this application? Yes No **If Yes**, what were the results? _____

27. Proposed or existing Plat: If it will have bearing on the application, or if more than one zoning classification is being requested, it is necessary to show the exact areas to be covered by the different zone classifications. The legal description of each different zone classification is requested and must be included. (Attach to application, if applicable)

28. Land Survey: Copy of survey by a Florida registered land surveyor. (Attach to application, if applicable)

29. If Liquor, Beer or Wine Use: Also see Article 9, Section 12-221 of the Highlands County Code of Ordinances.

30. If Excavating: Provide profiles and topographical plan or sketch of the proposed excavation and its perimeters.

31. Dedications: Show all dedications or easements within or abutting the property that is the subject of the application.

SECTION VII: REQUIRED AND ADJACENT PUBLIC FACILITIES:

32. Potable Water: The proposed development will be served by an on-site potable water (well) system:
 Yes No.

If **No**, then the proposed development **does/does not** have a public potable water supply well located within its boundaries or the proposed development **is/is not** located within 1320 feet of a public potable water supply well (If present, show on an attached map). If **No**, the potable water system requirements will be accommodated by the _____ central potable water treatment system.

For Completion by Staff: The potable water system requirements will be accommodated by the _____ central potable water treatment system, which facility has the design capacity for pumping and treating up to approximately _____ MGD (Million Gallons per Day), and currently receives an average demand of _____ MGD. Eventually the facility will be

expanded to treat up to _____MGD. The adopted level of service for potable water will be met at the time of development by connecting to:_____. **Note:** The required level of service for the County is based upon potable water supply capacity to provide the following: R/V Park = 75 gpcd, Mobile Home Park = 100 gpcd, Single-Family Subdivision or Multi-Family Development = 120 gpcd. See staff for LOS for storage capacity.

33. Sanitary Sewer: The proposed development will be served by an on-site wastewater septic tank system:
[] Yes [] No

If **No**, the sanitary sewer system requirements will be accommodated by the _____ Waste Water Treatment Plant.

For Completion by Staff: The _____ Waste Water Treatment Plant, which facility has the design capacity of _____ MGD (Million Gallons per Day), and currently receives an average demand of _____MGD. Eventually the facility will be expanded to treat up to _____MGD. The adopted level of service for sanitary sewer will be met at the time of development by connecting to:_____. **Note:** The required level of service for the County is that "adequate sewer capacity to treat the following: R/V Park = 75 gpcd, Mobile Home Park = 100 gpcd, Single-Family Subdivision or Multi-Family Development = 120 gpcd."

34. Surface Drainage: I (we) certify that the storm water management shall comply with the requirements of Article 4, Section 2, Part D, Paragraph 006 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 for the County is premised upon the applicable Water Management District standards, which is: SWFWMD LOS: 25-year/24 hour storm event (peak discharge, 25-year/24 hour)

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

Applicants must utilize the appropriate Water Management District standards (SWFWMD or SFWMD) for drainage procedures and methods to ensure that post-development run-off will not exceed pre-development run-off for a minimum of 25-year/24-hour storm event, and that Best Management Practices shall be utilized to meet or exceed state water quality standards and the following minimum level of service standards. Direct discharge into designated outstanding Florida waters require a treatment area 1.5 times standard area.

35. Solid Waste Disposal: The proposed development will be served by the _____refuse collection company.

Note: The required level of service for the County is based upon the landfill capacity to accommodate at least 5.21 pounds per person per day.

36. Recreation and Open Space: The recreation and open space level of service adopted by Highlands County will be met at the time of development by (State what facilities will be created, if any: _____)

Note: The required level of service for the County is adequate recreation facilities to maintain a Countywide standard of 22.5 acres/1,000 population or: Modified Community Park - 2.0 acres/1,000 population; Urban District Park - 0.5 acres/1,000 population; Regional Park - 20.0 acres/1,000 population

SECTION VIII: ADDITIONAL COMPREHENSIVE PLAN AMENDMENT INFORMATION: This section of the application must be accompanied by Sections I through VI (Items # 1 through # 25) and a *completed minor traffic review application from the County Engineer*, if applicable, to be determined complete and, if a rezoning is also proposed, then Section VII, items # 26 through # 36.

37. Wetlands, Xeric Uplands and/or Cutthroatgrass seeps are/are not on the property. Provide either a **map** (Conservation Overlay Map #_____) or a **list** or the Simplified Environmental Clearance Report (**SECR**) or Environmental Clearance Report (**ECR**), as appropriate or the letter granting Highlands County Environmental Clearance. If resources are on site, please show the location of these areas, including, if available, the location of endangered and threatened species habitats on the subject property. The source of this information, if other than the Conservation Overlay Map, is: _____

38. Surface Water: List all lakes, streams, rivers, and other water bodies in the property and within 1,000 feet of the exterior boundaries of the property: _____

39. Flood hazard areas are/are not on the property (**FEMA Map #:**_____). If present, show the location of the flood hazard areas on the subject property.

40. Historic Properties are/are not on the subject property, as reported in “The Historic Properties of Highlands County . . .” (list of addresses in Planning office). If present, include the map of the sites and list the address of all resources: _____

41. Archaeological Resources are/are not known to be on the subject property as indicated by the map, “Archaeological Resources of Highlands County, Florida” (Map located in the Planning Office). If present, include the map and list the site numbers: _____

Determine if your parcel lies within an area of High Probability of having undiscovered archaeological resources (Map located in the Planning Office)and include the Map. _____

42. Traffic Circulation: Complete the table below by filling in the names of the roads adjacent to the property and all major (affected) roads within one mile of the parcel(s) being proposed as either commercial or industrial. Secure the adopted **level of service** from the County Engineer.

Adjacent Road Name and Description	Existing Level of Service

Continue # 42 on separate sheet, if necessary.

Note: The required level of service for the County for Transportation Level of Service categories are as follows:

Functional Classification Peak-Hour/Peak-Season Level of Service

Major Arterial	-	C
Minor Arterial	-	C
Rural Major Collector	-	C
Rural Minor Collector	-	C

43. Traffic Concurrency Clearance: All traffic information shall conform to Article Four, Appendix A, *Traffic Impact Study Procedures* of the Highlands County Land Development Regulations. In the event the plan amendment is for a small scale, see attached Worksheet for Minor Traffic Review to be completed by the County Engineer. **Secure appropriate clearance from the County Engineer before submitting this application.**

- A. ___ No concurrency review required.
- B. ___ Small Scale Amendment: No Traffic Review required now; Concurrency review required at time of development.
- C. ___ Small Scale Amendment: Minor Traffic Review required.
- D. ___ Large Scale Amendment: No Traffic Review required.
- E. ___ Large Scale Amendment: Minor Traffic Review required.
- F. ___ Large Scale Amendment: Land Development Traffic Assessment (major traffic study) required.
- G. ___ Minor Traffic Review required at time of development.
- H. ___ Land Development Traffic Assessment (major traffic study) required at time of development.

Reviewer's Signature Date

County Engineer's Signature Date

**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.

Printed 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 _____, _____, by _____ who is personally known by _____ Name
me or who has produced _____, Document
respectively, as identification and who did (did not) take an oath:

Signature

_____, Notary Public
Print Name

State of Florida
My Commission Expires: _____

HIGHLANDS COUNTY ZONING AND PLANNING DEPARTMENT SCHEDULE OF FEES - EFFECTIVE OCTOBER 01, 2005

501 S. COMMERCE AVE, SEBRING, FL 33870

PLANNING DEPARTMENT (863) 402-6650 * ZONING DEPARTMENT (863) 402-6640

Rezone Only	\$1,100
Large Scale Comprehensive Plan Amendment	\$1,550
Small Scale Comprehensive Plan Amendment	\$ 775
**Combination of Large Scale Plan and Rezone	\$2,050
**Combination of Small Scale Plan and Rezone	\$1,250
**same fee as when Comprehensive and Rezone are combined	
Revision of legal on resolution, ordinance or ad when applicant provides correct legal	\$1,000
Concurrency Traffic Analysis Reviews for Large Scale Comprehensive Plan Amendment. Contact Engineering Dept.	
Concurrency Traffic Analysis Reviews for Small Scale Comprehensive Plan Amendment. Contact Engineering Dept.	
Special Exception Application (each)	\$ 745
Special Exception Application for a Tower (each)	\$1,000
Variance Application (each)	\$ 500
Noticing, (rezones, variances and special exceptions) Actual or pro-rated expense for newspaper noticing depending on the application	
Environmental Clearance Fee	\$ 325
“Simplified” Environmental Clearance Fee	\$ 100
“Small Scale” Environmental Clearance Fee	\$ 100
**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	\$ 100
For each Commercial/Industrial, Building Permits	\$ 250

Note: No Environmental exemption fee will be collected on building permits to replace existing mobile homes and residential dwellings on their original lot (providing that any nonconformity is corrected to the satisfaction of the Code Enforcement Official), 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.

NUISANCE ABATEMENT FEES

Standard Abatement	\$ 250
Abatement involving asbestos (cost of the Asbestos Survey adds an additional fee)	\$ 250

DOCUMENT OR MAP PURCHASES

Zoning Text per County policy	
Comprehensive Plan (text)	\$ 25
Evaluation & Appraisal Report Document	\$ 95
Color Maps (each FLUM or other map)	\$ 15
Blueprint Maps (each FLUM or other map = “32 x 32”)	\$ 5
Blueprint Maps (each FLUM or other map = “24 x 36”)	\$ 2
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	Per County policy
Computer Disc without information	Per County policy
**Garage Sale/Yard Sale Permit	\$ 5

VESTING ORDER APPLICATIONS

Single Lots of Record	\$ 130
Subdivisions (under 26 units)	\$ 325
Subdivisions (26 or more unites)	\$ 650
Commercial & Industrial Property	\$ 650
Appeals (deposit on account)	\$1,250

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

Board Approved: September 20, 2005; **EFFECTIVE: OCTOBER 01, 2005**

**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 **P&Z, BOA and LPA meetings begin at 3:00 P.M. or soon thereafter.** The **BCC meetings begin at 9:00 A.M. or soon thereafter.**

<u>APPLICATION DEADLINES</u>	<u>P&Z, BOA & LPA MGTS.</u>	<u>BCC MGTS.</u>
Monday, December 19, 2005	February 14, 2006	February 28, 2006
Tuesday, January 17, 2006	March 14, 2006	March 28, 2006
Monday, February 13, 2006	April 11, 2006	April 25, 2006
Monday, March 13, 2006	May 9, 2006	May 23, 2006
Monday, April 17, 2006	June 13, 2006	June 27, 2006
Monday, May 15, 2006	July 11, 2006	July 25, 2006
Monday, June 12, 2006	August 8, 2006	August 22, 2006
Monday, July 17, 2006	September 12, 2006	September 26, 2006
Monday, August 14, 2006	October 10, 2006	October 24, 2006
Monday, September 18, 2006	November 14, 2006	November 28, 2006
Monday, October 9, 2006	December 5, 2006	December 19, 2006
Monday, November 13, 2006	January 9, 2007	January 23, 2007
Monday, December 18, 2006	February 13, 2007	February 27, 2007

*** LARGE SCALE PLAN AMENDMENTS ***

<u>APPLICATION DEADLINES</u>	<u>TRANSMITTAL LPA MGTS.</u>	<u>TRANSMITTAL BCC MGTS.</u>	<u>ADOPTION P&Z MGTS.</u>	<u>ADOPTION BCC MGTS.</u>	<u>EFFECTIVE DATE</u>
Monday, Nov. 14, 2005	Jan. 10, 2006	Jan. 24, 2006	May 9, 2006	May 23, 2006	Aug. 1, 2006
Monday, April 17, 2006	June 13, 2006	June 27, 2006	Nov. 14, 2006	Nov. 28, 2006	Feb. 6, 2007
Monday, Nov. 14, 2006	Jan. 9, 2007	Jan. 23, 2007	May 8, 2007	May 22, 2007	Aug. 7, 2007