

PROCEDURES FOR AMENDING THE LAKELAND COMPREHENSIVE PLAN 2010-2020

It is the City's policy to accept applications for "Large Scale" (over 10 acres) Future Land Use Map (FLUM) Amendments twice per year in two "cycles", typically beginning in January and June respectively. However, the cycles may be combined into one, at the discretion of the Community Development Director, if there are project workload conflicts that take precedent. The annual schedule for Comprehensive Plan Amendments will be posted on the Community Development Department webpage approximately two (2) months prior to the beginning of the cycle.

EXCEPTIONS INCLUDE: **Development of Regional Impact (DRI)** FLUM amendments necessitated by a DRI or the proposed change to a previously approved DRI are not subject to the twice per calendar year policy. FLUM amendments for ten (10) acres or less and for ten (10) dwelling units per acre or less are considered "**Small Scale**" and may be submitted by the 1st of any month. Small Scale FLUM amendments use the City's Planning & Zoning Board General Application, as found on our website.

TO FILE AN APPLICATION FOR A LARGE SCALE COMPREHENSIVE PLAN FUTURE LAND USE MAP AMENDMENT:

1. Complete the "City of Lakeland Application for Future Land Use Map Amendment" form with the required attachments (see Required Attachments listing below).
2. Submit completed application packet and appropriate application fee to the Lakeland Community Development Department, 228 S. Massachusetts Avenue, **prior to 5:00 pm on the 1st business day of the month** in January or June when applications are accepted. The application packet must include, at a minimum, **2 hard copies and one digital copy on CD-ROM of all documents (PDF format is acceptable for all documents with the exception of the legal description which must be in the native file format.)**
3. Applications will be reviewed for completeness and the applicant(s) notified of deficiencies within approximately **ten (10) calendar days**; deficient material must be submitted to the City within approximately **seven (7) business days** of notice.

The applicant has the right to withdraw the amendment at any time prior to adoption of the amendment, with written notice submitted to the City.

REQUIRED ATTACHMENTS:

Checklist of any and all supporting information/documents, see page 3.

Check payable to the City of Lakeland for the appropriate application fee amount.

Proof of ownership. This can be a copy of the deed, recent tax receipt, or current Polk County Property Appraiser data sheet.

Legal description.* (Acreage should be estimated at end.) An **electronic copy** of the legal description is **required** (native format for text, vector data for shapes/drawings).

Boundary survey or plat drawn at a scale of **1 inch = 200 feet or larger** which shows the location and dimensions of the property.

Application for Non-Binding Concurrency Determination, including:

- a. Traffic Circulation Analysis (over 750 AADT will need a traffic study submitted with application; traffic study methodology meeting with City Transportation Planner required prior to study initiation.)
- b. Estimated Demand for Potable Water and Wastewater Service
- c. Stormwater Analysis (as regards COL level of service standards and status of WMD permit)
- d. Estimate of Solid Waste Generation
- e. Estimate of Recreation and Open Space Needs
- f. Analysis of Available Mass Transit Service, as applicable.

Maps (each 8.5 x 11 inches) to be submitted by Applicant include, at minimum:

- a. A General Location Map which clearly illustrates the site’s location relative to major roadways and any proximate surface waters; north arrow/compass rose, source, owner, and number of acres of subject property should be included in legend.
- b. Show site location on the relevant FEMA Panel of 100 year Flood Hazard Areas.
- c. Aerial showing at minimum the site boundaries using Polk County parcel data, any major roadways and some of adjacent lands in each direction. Include legend and date of aerial photo.

(The Department’s map series for an amendment will include: *Existing Land Use, Future Land Use, Wetlands (National Wetlands Inventory), Land Cover (Vegetative cover), Listed Species Occurrences, Soils, Minerals, Floodplains and Development Control Zones.*)

Associated zoning request, if applicable, provide copies of any data submitted with zoning application.

Amendment sites located with the Green Swamp, A.C.S.C. shall include a complete narrative addressing all items listed in Policy X17 of the Future Land Use Element.

Residential land use requests, if applicable, provide a copy of the completed “School Board of Polk County School Concurrency Application” to show that a request for a non-binding school capacity determination has been submitted to the Polk County School Board.

***The Community Development Dept. GIS staff must depict the site on a number of environmental maps required for State review. It is vital for the applicant to submit an accurate legal description in a timely manner in order to complete these maps. The legal description must be in a professional survey, metes and bounds or lot and block format. If the subject property contains multiple parcels, please submit one all-inclusive legal description.**

APPLICATION FEES:

ANNEXATION	\$350
COMPREHENSIVE PLAN/FUTURE LAND USE MAP AMENDMENT	
≤10 Acre	\$1,700
>10 – 200 Acres	\$2,900
>200 Acres	\$5,800
SMALL SCALE FUTURE LAND USE MAP AMENDMENT	
≤10 Acres	\$1,700

TYPES OF LARGE SCALE AMENDMENTS (PROCESS DEPICTED ON LAST PAGE OF APPLICATION PACKET):

- **Exempt Track:** amendments exempt from State review if the property is located outside of the Green Swamp, has previously been annexed into the City and has, at some time, been given a City land use. Essentially, this is our Certified Area (See Illustration VIII-6 within The Lakeland Comprehensive Plan 2010-2020: Intergovernmental Coordination Element).
- **Non-Exempt Expedited State Review Track:** are those amendments that 1) are pursuing annexation into the City concurrently with the request for City land use designation or 2) have previously annexed into the City, but still retain County land use.
- **Non-Exempt State Coordinated Review Track:** are those amendments that are within the Green Swamp Area of Critical State Concern.

If you have questions about the application or process, please call us at 863-834-6011 and/or visit our website at www.lakelandgov.net - Community Development, Planning Division.

CHECKLIST FOR FUTURE LAND USE MAP AMENDMENT APPLICATION

Complete and submit with application.

- Future Land Use Map Amendment Application
- Copy of Zoning Application (if applicable)
- Application Fee
- Proof of Ownership
- Electronic and Hard Copy of Legal Description (native format for text, vector data for shapes/drawings)
- Boundary Survey
- Non-Binding Concurrency Determination Application
- Copy of "School Board of Polk County School Concurrency Application" to show that a request for a non-binding school capacity determination has been submitted to the Polk County School Board (if applicable)
- Required Maps
Should be 8.5 x 11 inches in size and should include, at minimum:
 - A General Location Map which clearly illustrates the site's location relative to major roadways and any proximate surface waters; north arrow/compass rose, source, owner, and number of acres of subject property should be included in legend.
 - Show site location on the relevant FEMA Panel of 100 year Flood Hazard Areas.
 - Aerial showing at minimum the site boundaries using Polk County parcel data, any major roadways and some of adjacent lands in each direction. Include legend and date of aerial photo.
- Narrative Addressing All Items Listed in Policy X17 of the Future Land Use Element (if site is located within the Green Swamp)
- Two Hard Copies of Entire Submittal
- One Digital Copy of CD-ROM of Entire Submittal (PDF format is acceptable for all documents with the exception of the legal description)
- _____
- _____

Proposed Amendment #: _____

Exempt ESR SCR Small Scale

Fee Amount Paid: _____

**CITY OF LAKELAND
APPLICATION FOR FUTURE LAND USE MAP AMENDMENT**

City of Lakeland
Community Development Department
City Hall
228 S. Massachusetts Ave.
Lakeland, Florida 33801
Tel: (863) 834-6011
Fax: (863) 834-8432

FOR OFFICE USE ONLY

Date Received: _____

Received By: _____

P & Z Hearing: _____

(LS)Transmittal Hearing: _____

Adoption Hearing: _____

NAME OF PROPERTY OWNER: _____ PHONE: _____

EMAIL ADDRESS: _____ FAX: _____

MAILING ADDRESS: _____

NAME OF CONSULTANT/APPLICANT: _____ PHONE: _____

EMAIL ADDRESS: _____ FAX: _____

MAILING ADDRESS: _____

NAME OF AGENT: _____ PHONE: _____

EMAIL ADDRESS: _____ FAX: _____

MAILING ADDRESS: _____

PARCEL ID NUMBERS:	TOTAL ACRES:	LEGAL DESCRIPTION ATTACHED <input type="checkbox"/>
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REQUESTING CONCURRENT ANNEXATION: YES NO

A. SUMMARY AND LOCATION OF PROPOSED AMENDMENT:

B. PROVIDE JUSTIFICATION OF THE REQUEST, INCLUDING CHANGING CONDITIONS THAT SUPPORT THE PROPOSED AMENDMENT. DISCUSS ANY IMPACTS TO LOCAL POPULATION PROJECTIONS. ATTACH APPLICABLE MARKET ANALYSIS OR SUMMARY THEREOF:

C. ADOPTED FUTURE LAND USE: _____ CURRENT ZONING: _____
(# acres of each land use on the site)

LOCATED IN TOC OVERLAY? YES NO LOCATED IN SPI OVERLAY DISTRICT? YES NO

IS ANY OF SITE LOCATED WITHIN GREEN SWAMP ACSC? YES NO
IF YES, HOW MANY ACRES? _____

PROPOSED FUTURE LAND USE: _____ PROPOSED ZONING: _____
(# acres of each use requested)

LOCATED IN CRA? YES NO IF YES, WHICH CRA? _____

D. DESCRIPTION OF EXISTING LAND USES ON THE SUBJECT PROPERTY:

E. DESCRIPTION OF EXISTING LAND USES SURROUNDING THE SUBJECT PROPERTY.

NORTH:

SOUTH:

EAST:

WEST:

F. DESCRIPTION OF CURRENT DEVELOPMENT TRENDS IN THE AREA (WITHIN 1 TO 2 MILES OF THE AMENDMENT PROPERTY):

G. PROPOSED USE OF THE SUBJECT PROPERTY (DEVELOPMENT DESCRIPTION, SCHEDULE, AND PHASES):

H. MAXIMUM ALLOWABLE DENSITY UNDER ADOPTED FUTURE LAND USE MAP DESIGNATION:

I. MAXIMUM ALLOWABLE DENSITY UNDER PROPOSED FUTURE LAND USE MAP DESIGNATION:

J. SUMMARIZE IMPACTS OF PROPOSED USE ON PUBLIC FACILITIES & SERVICES (ROADS/TRANSPORTATION NETWORK, STORMWATER, WATER, WASTEWATER, & PARKS IF APPLICABLE):

K. DISCUSS 100 YR. FLOOD PRONE AREAS ON THE SITE (CITE FEMA PANEL), ANY WETLANDS, SOILS AND TOPOGRAPHY:

L. ANALYSIS OF VEGETATION AND NATURAL RESOURCES ON THE SITE (INCLUDING IF THERE ARE ANY WETLANDS, THEIR CONDITION, AND IF ANY HAVE BEEN DECLARED AS JURISDICTIONAL):

M. ANALYSIS OF THREATENED/ENDANGERED SPECIES ON SITE:

N. ANALYSIS OF HISTORIC/ARCHAEOLOGICAL RESOURCES ON THE SITE:

O. LIST OF OBJECTIVES AND POLICIES OF THE COMPREHENSIVE PLAN WITH WHICH THIS PROPOSED FLUM AMENDMENT IS CONSISTENT:

OWNER'S AUTHORIZATION FORM

The above application for an amendment to the City of Lakeland's Comprehensive Plan is submitted for the City's review by the legal owner(s) of the property subject to the request, whose name(s) and signature(s) follows and that the foregoing statements and answers herein contained and other information attached hereto are in all respects true and correct to the best of (my) (our) knowledge.

OWNER(S) OR AGENT:

Signature <input type="checkbox"/> Owner <input type="checkbox"/> Agent	Name Printed	Date
Signature <input type="checkbox"/> Owner <input type="checkbox"/> Agent	Name Printed	Date
Signature <input type="checkbox"/> Owner <input type="checkbox"/> Agent	Name Printed	Date
Signature <input type="checkbox"/> Owner <input type="checkbox"/> Agent	Name Printed	Date

I, _____, will serve as **consultant** for the owner(s) in making this application and that the owner(s) has (have) authorized me to act in this capacity, to represent them in all applicable actions indicated:

- Annexation Land Use Amendment Zoning/Rezoning Request

CONSULTANT, if applicable:

Consultant Signature	Name Printed	Date
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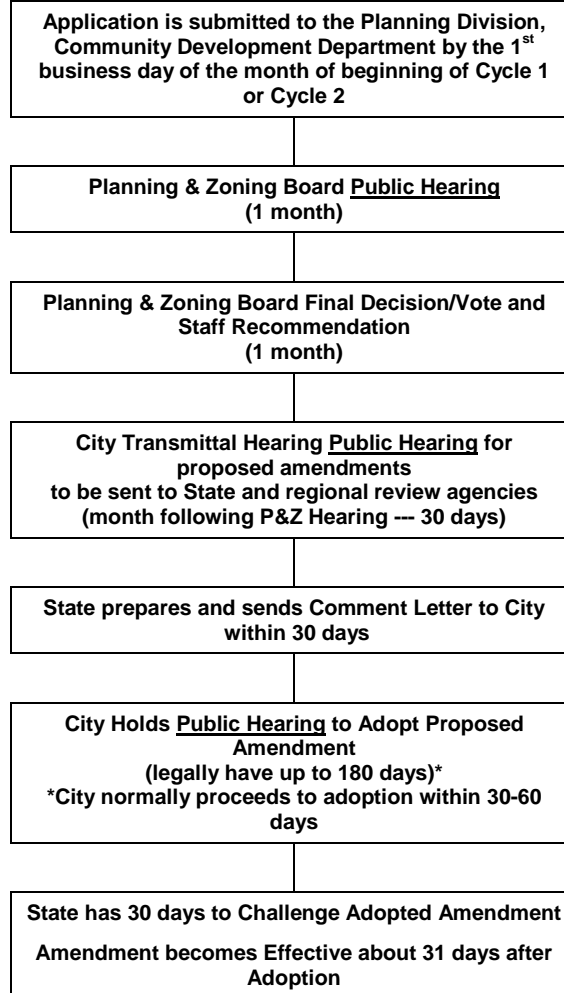
LARGE SCALE COMPREHENSIVE PLAN AMENDMENT – SCHEDULE OF REVIEW (FOR INFORMATION ONLY)

Exempt Track



Non-Exempt Expedited State Review Track

(Annexing areas follow this track)



Non-Exempt State Coordinated Review (Green Swamp) Track

