

**LEVEL 2  
DEVELOPMENT REVIEW  
APPLICATION**

**TYPE OF APPLICATION**

Residential       Non Residential       Minor Modification to CU/PD/PUD

|                        | <b>Owner</b> | <b>Applicant</b> | <b>Contact Person</b> |
|------------------------|--------------|------------------|-----------------------|
| <b>Name</b>            |              |                  |                       |
| <b>Work Number</b>     |              |                  |                       |
| <b>Fax Number</b>      |              |                  |                       |
| <b>Mailing Address</b> |              |                  |                       |
| <b>Email</b>           |              |                  |                       |

**Parcel ID Number(s):**

|  | <b>Range - Township - Section</b> | <b>Subdivision #</b> | <b>-</b> | <b>Parcel #</b> |
|--|-----------------------------------|----------------------|----------|-----------------|
|  | R      T      S                   |                      | -        | _____.          |
|  | R      T      S                   |                      | -        | _____.          |
|  | R      T      S                   |                      | -        | _____.          |
|  | R      T      S                   |                      | -        | _____.          |

*(Include others on a separate attachment)*

**Location of Property with Cross Roads:** \_\_\_\_\_.

**Property Description**

Official County Future Land Use Designation: \_\_\_\_\_.

Development of Regional Impact: \_\_\_\_\_.  
*(Name and Phase of DRI)*

Selected Area Plan: \_\_\_\_\_.  
*(Name of SAP)*

Green Swamp Area of Critical State Concern: \_\_\_\_\_.  
*(Name of Special Protection Area)*

*Note: If in Green Swamp Complete the "Notice to Owner of Property Located within the Green Swamp Area of Critical State Concern."*

Is this a Redevelopment Yes \_\_\_ No \_\_\_

This Project \_\_\_ IS or \_\_\_ IS NOT a PUD/PD \_\_\_\_\_  
*(Project number required if this project is a PUD/PD)*

This Project \_\_\_ IS or \_\_\_ IS NOT a CUP/CU \_\_\_\_\_  
*(Project number required if this project is a CUP/CU)*

What other local, state, or federal permits are required prior to construction for this project?

\_\_\_\_\_

Have you been denied a permit or approval by a Local, State or Federal Agency for this project?

\_\_\_ Yes \_\_\_ No If yes, which agency denied approval? \_\_\_\_\_

Name of Water Provider: \_\_\_\_\_

Name of Wastewater Provider: \_\_\_\_\_

Residential

Non Residential

Affordable Housing Yes \_\_\_ No \_\_\_

Building: \_\_\_\_\_ Square Feet

Property Size: \_\_\_\_\_ Square Feet

Multi Family: # \_\_\_\_\_ Units  
*(Condos; Apartment Complex; Quadroplex)*

\_\_\_\_\_ Acres

\_\_\_\_\_ # of Units

Single Family Lots: # \_\_\_\_\_

\_\_\_\_\_ # of Units

Townhouses: \_\_\_\_\_ # of Buildings

\_\_\_\_\_ # of Units

**Description of Proposed Activity or Use:** (Please provide a detailed description of the project, quantifying intensity such as number of units, employees, seats, beds, rooms, children, holes of golf, pumps, vehicle repair bays, etc.)

**TYPE OF LEVEL 2 REVIEW**

*(Check the appropriate boxes)*

Residential Review       Non Residential Review       Waiver       Security Residences

**RESIDENTIAL REVIEW FEES**

*(Fill out the appropriate Per Lot information)*

Residential Review (Base Fee)                      \$850.00              \$25.00 Per Lot \_\_\_\_\_ # x \$25.00 = \_\_\_\_\_

Residential Inspection (Base Fee)                      \$1,250.00              \$30.00 Per Lot \_\_\_\_\_ # x \$30.00 = \_\_\_\_\_

Final Inspection Fee After Level 2 Review      \$500.00

**NON RESIDENTIAL REVIEW FEES**

*(Check the appropriate box)*

Base Fee (Structures 30,000 square feet or greater)                      \$1,250.00  
    Inspection Fees due at Level 2 Approval                      \$800.00

Base Fee (Structures greater than 5,000 square feet but less than 30,000 square feet)      \$850.00  
    Inspection Fees due at Level 2 Approval                      \$400.00

Base Fee (Structures up to 5,000 square feet or less)                      \$400.00  
    Inspection Fees Due at Level 2 Approval                      \$200.00

**Final Inspection Fee Due at Final Walk Through for Non-Residential Projects \$500.00**

**OTHER FEES ASSOCIATED WITH A LEVEL 2 REVIEW**

*(Check the appropriate boxes)*

Initial Operating Permit (Disposal Yard, Limerock Mine, Sand Mine)                      \$500.00

Minor Traffic Study w/ Concurrency Application                      \$50.00

Major Traffic Study w/ Concurrency Application                      \$400.00

Flood Plain Management Review (Minor)                      \$200.00

Flood Plain Management Review (Minor Modification)                      \$100.00

Flood Plain Management Review (Major)                      \$500.00

Flood Plain Management Review (Major Modification)                      \$250.00

Security Residence                      \$100.00

Waiver                      \$100.00

Non-Residential Driveway Permit                      \$400.00

Minor Modification to a Planned Development                      \$500.00

*Approval of this application does not waive any other applicable provisions of the Polk County Land Development Code, the Polk County Comprehensive Plan, the Polk County Utility Code which are not part of the request for this application, nor does approval waive any applicable Florida Statutes, Florida Building Code, Florida Fire Prevention Code, or any other applicable laws, rules, or ordinances, whether federal, state or local. The applicant has the obligation and responsibility to be informed of and be in compliance with all applicable laws, rules, codes and ordinances.*

I, \_\_\_\_\_ (print name), the owner of the property which is the subject of this application, or the authorized representative of owner of the property which is the subject of this application, hereby authorize representatives of Polk County to enter onto the property which is the subject of this application to perform any inspections or site visits necessary for reviewing this application. I understand that representatives of Polk County are not authorized to enter any structures dwellings which may be on the property.

\_\_\_\_\_  
Property owner or property owner's authorized representative.

\_\_\_\_\_  
Date:



## Level 2 Plan Requirements and Application Instructions

### General Development Level 2 Plan Requirements

- A legal description of the property, including the location and general description of any existing easements, covenants or other restrictions affecting the use and development of the property existing at the time of submission;
- A copy of the lot layout, if applicable, showing the development site.
- Plans on one or more sheets are 24 inches by 36 inches in size and at a scale no smaller than 1" equals 60'. An index of plan sheets shall be provided;
- Location of major treed areas and other large trees;
- Development phase lines and a phasing schedule;
- Identify any Development Limitation or Resource Protection Areas;
- All dimensions shown on all drawings;
- All drawings have a north arrow and graphic scale;
- Development name;
- Cover sheet, number of sheets, index, and location map;
- Name, address and phone number of the Engineer of Record; Certificate of Authorization number;
- Preparation date and date of any revisions; and,
- Concurrency Review Application
- Minor or Major Traffic Study (*if required*)

### Development Level 2 Plan Requirements for Existing Site Conditions

- Location, size, elevation, and other appropriate descriptive information of existing facilities and features and the point of connection to proposed facilities and utilities. All water bodies shall show approximate high and low water elevations;
- Topographic contours at one foot intervals, based on the North American Vertical Datum of 1988 (NAVD 88) or the National Geodetic Vertical Datum of 1929 (NGVD 29) datum;
- Flood elevation data and flood zones delineated;
- Soil survey data, prepared by a Professional Engineer or a certified soil scientist, indicating all relevant soil classifications and water table elevations
- A certified boundary and topographic survey performed in accordance with Chapter 5J-17, FAC, pursuant to Chapter 472.027, FS, which accurately depicts the actual location of any existing roadway accesses and site improvements, visible encroachments, flood hazard areas and jurisdictional wetlands on-site. The survey shall be prepared at a scale sufficient to show all details of the site;

## Development Level 2 Plan Requirements for the Proposed Design

- Proposed grading, fill and spot elevations at sufficient detail to define the proposed drainage patterns; the subject parcel as well as adjacent areas to be affected shall be shown;
- Typical lot layout, lot, block and street design showing radii of all curves and corners; lot dimensions; and district setbacks;
- Plan and profile sheets depicting existing and proposed elevations, locations and typical cross sections of all required improvements, including proposed storage lanes, acceleration and deceleration lanes;
- A statement indicating whether access will be to a state, city, county or private road;
- Details illustrating connections to existing and proposed utility systems;
- Location of fire hydrants as per the Polk County Fire Marshal's requirements
- Drainage map, including the existence of surface water features, drainage patterns, and basin characteristics; for the entire area to be developed and adjacent areas to be affected by such drainage. Disposition of storm waters shall be shown;
- If variable width roadways are proposed, roadway and ditch cross sections, at intervals of 100 foot maximum, may be required.
- List of bench marks on (North American Vertical Datum of 1988 (NAVD 88) or the National Geodetic Vertical Datum of 1929 (NGVD 29) datum giving location and elevation. There shall be at least one bench mark for every drainage outfall control structure and at least one bench mark in every 1,000 feet horizontally in the development. An assumed benchmark shall not be used;
- Plans containing a note requiring compliance with current FDOT specifications for material quality and workmanship;
- Details showing sidewalks, all traffic-control, and striping in accordance with requirements of the County. Locations of all walls and fences shall be shown;
- If proposed, show bicycle parking, number and placement of racks;
- There are no areas without designations on construction plans. Areas shall be designated lots, tracts, or rights-of-way. Tracts should be specified as to the type, such as conservation or open space;
- Construction plans shall show location and types of proposed lot lines, uses, facilities, easements, open space areas, typical structure dimensions, parking and loading areas, landscaping, buffers, vehicular circulation, and setbacks (including building heights);
- Construction plans shall show the location of all adjacent abutting development within 100 feet including, phases, land use designations, existing structures, and natural or manmade features;
- Density calculations must be shown on plans.

**Development Level 2 Plan Requirements  
for Other Information Submitted in Graphic and Narrative Form**

- Storm water calculations and descriptions, prepared by a Professional Engineer registered in the state of Florida, are needed to show compliance with requirements of the County, State and Water Management Districts
- Type and location of any erosion and sedimentation controls which will be used during the construction process
- Calculations and descriptions, prepared by a Florida registered engineer, used in sizing water and sanitary sewer mains, and storm sewer pipes and facilities, including any impact on existing systems and fire flow requirements;
- Before scheduling a required preconstruction meeting, provide copies of permits, applications and/or approvals from all applicable regulatory agencies. If permit applications are submitted, the construction plan approval shall be based upon the assumption that the applicant will obtain the necessary permit approvals required
- Identification of all wetland encroachments and buffers;
- Calculations for storage lane capacity, where applicable;
- Traffic impact study in accordance with Appendix C of the LDC
- A draft of any proposed protective covenants and restrictions, property owner's association articles of incorporation and bylaws.

**Development Level 2 Plan Requirements for Utilities**

- The location of all existing utilities in adjacent easements and rights-of-way;
- Existing and proposed easements for facilities to be maintained by Polk County;
- Indicate proposed off-site extensions to the point of connection, as by the utility service provider
- Indicate the utility service provider, capacity and anticipated date of connection;
- The location of potable water supply, private wells, public well fields, sinkholes and other conduits for potential migration of contaminants.

**Development Level 2 Plan Requirements for projects located within  
Environmentally Sensitive Area and Ecological Communities**

- Flood hazard areas, including floodways, flood plains, and wetlands, shall be identified, with elevations and the source of information;
- An explanation of how the scrub or ecological community will be protected, and if required, a mitigation plan shall be included with plan submission.

## **Development Level 2 Plan Requirements for projects located within the Green Swamp Area of Critical State Concern**

- Describe all modifications to hydrological and/or biological resources and how any adverse impacts will be avoided. Provide engineering data and analysis used to reach such conclusions.
- Provide a detailed soil survey of the site. If site specific data is available and if there is a discrepancy between SCS data and the study, provide an explanation of discrepancies.
- Provide the depth to the Floridian Aquifer's confining layer from the site's surface.
- Provide engineering data and analysis on how development of the site will impact resources and how those adverse impacts will be minimized.
- Describe in writing how the development techniques and engineering of the site will protect or improve aquifer recharge during and after construction. Provide engineering data and analysis to support the proposed design.
- Describe how any discharge to adjoining lands and to any drainage systems will be handled. Provide engineering data and analysis to support the proposed design.
- Describe how development of the site will impact the normal supply of surface and ground water.
- Describe the method or techniques which are proposed to maintain the normal water supply.
- Describe any plans to improve the normal water supply. Describe the proposed method(s)/techniques.
- Specify the water quality standards that the project will meet during and after construction. Provide data and analysis used to reach conclusions.
- Describe how pest control management (flora, fauna and/or insect) and fertilization management will be addressed to protect water quality. Provide data and analysis to demonstrate that these management techniques are appropriate and functional.
- In the event discharge run-off occurs into wetland systems then the management practice to protect the filtering capabilities of the wetland systems shall be described. Data and analysis shall be provided to support the proposed design.

### **Development Level 2 Plan Requirements Prior to Any Final Approval**

- Plans, calculations, and descriptions necessary to show that the On-site Treatment Disposal System (if applicable) is in compliance with all applicable Federal, State, and County requirements;
- Plans, calculations and descriptions required to determine that the potable water supply system (if applicable) is in compliance with all federal, state and county requirements;

**NOTE: All construction plans shall be submitted to the Land Development Division and shall conform to specifications and requirements of the LDC. All final construction plans shall be prepared and certified for all improvements by a Florida registered Professional Engineer.**

**NOTE: There may be additional submittal requirements as requested by County staff. Any revisions made at the request of one or more review agencies shall be resubmitted to the Land Development Division.**

# LEVEL 2 RESIDENTIAL AND NON-RESIDENTIAL SUBMITTAL DOCUMENTS REQUIRED

- Level 2 Review Application – (Form GM 905.D)
- Minor or Major Traffic Study
- Concurrency Application
- Full Size (24"x36" if submitted in hard copy) set of Construction Site Plans
- Owners Authorization (if application not done by property owner)
- Calculations (Drainage, Hydraulic, Fire Flow, Storm Sewer etc.)
- NPDES Notice of Intent
- Deed
- Existing Fire Flow Report, as applicable
- Connection fee calculation methodology form (if in Polk County's Utilities Service Area and a Non Residential project)
- FDEP permit applications (if project is in the Polk County Utility Service Area)
- Signed and sealed Geotechnical Report

\* Prior to any construction, copies of regulatory permits (DEP, WMD, FDOT, etc.) must be submitted.

## APPLICATION AND PLANS SUBMITTAL INSTRUCTIONS

**Polk County's Development Review Process is now electronic.**

**There is no need to submit paper plans or multiple copies of applications. Just follow the steps below.**

1. Submit the Application only (Form # GM LDC 905) using one of the following methods:
  - a. Email to [Projectsubmittal@polk-county.net](mailto:Projectsubmittal@polk-county.net);
  - b. Fax to 863-534-5908; or
  - c. Deliver or mail to the address below
2. Pay applicable fees by:
  - a. Check (Made out to Polk County BoCC),
  - b. Cash; or
  - c. Credit Card (Most major credit cards accepted).
3. Submit plans and all required supporting documents (as noted below)
  - a. Electronic submittal via ePlan (instructions found in user guide at [www.polk-county.net/eplan](http://www.polk-county.net/eplan))
  - b. CD - Follow ePlan instructions at above link for file types and naming conventions
  - c. Deliver or mail to address below. Plans are to be ROLLED (not folded) so that they can be scanned into our electronic review system.



Planning and Development  
Land Development Division  
330 W. Church St.  
P.O. Box 9005, Drawer GM03  
Bartow, FL 33831-9005