

Processing Time & Extension Procedures
Polk County
Office of Planning and Development

Contact Information:

Name of Applicant/Property Owner/Agent: _____

Mailing Address: _____

Phone: _____ Email: _____

Location of Property: _____

Per F.S. 125.022(1), the County must process applications for development orders and development permits pursuant to timeframes set forth in the statute and as adopted by Land Development Code (LDC) Sections 905 through 908, as follows:

- The County shall notify applicants indicating the application is complete or specify deficiencies within 30 days after receipt of the application.
- If deficiencies are identified, applicants shall have 30 days to submit the required additional information or the application will be withdrawn. Both parties may agree to a reasonable request for an extension of time only in the event of a *force majeure* or other extraordinary circumstance.
- Within 120 days after a Level 2 Review (LDC Section 905) application is deemed complete, the County must approve, approve with conditions, or deny each application. These limits may be reasonably extended by mutual agreement of the applicant and the County for up to 120 days.
- Within 180 days after a Level 3-5 Review (LDC Sections 906-908) application is deemed complete, the County must approve, approve with conditions, or deny each application. These limits may be reasonably extended by mutual agreement of the applicant and the County for up to 90 days.
- Additionally, per F.S. 125.022(2), when reviewing an application for a development permit or development order that is certified by a professional listed in F.S. 403.0877, the County may not request additional information from the applicant more than three times unless the applicant waives the limitation in writing.

To request an extension of processing time and waiver of the limitation on requests for additional information, please fill out and sign this form and return it to OPD staff. **Applicants may request an extension of processing time at the time of filing an initial application or at any time an application is pending before final action.** Please be advised that the Applicant may incur additional advertising fees.

As the Applicant/Agent for Applicant for a development order or development permit from Polk County, I acknowledge the timeframes as listed above and hereby request (check all that apply):

- ☐ Decline the waiver and agree to comply with the timeframes set forth in F.S. 125.022(1) and the LDC.
- ☐ A waiver of the limitation on requests for additional information per F.S. 125.022(2).

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☐ An extension of _____ days for the submittal of additional information necessary for a complete application. *(Granted in the event of extraordinary circumstances)*

☐ An extension of _____ days for the County to issue final action approving, approving with conditions, or denying an application for development permit or development order. *(Maximum 120 days for Level 2 Reviews; maximum 90 days for Level 3-5 Reviews)*

Signature of Applicant/Agent for Applicant

Date

**Not applicable to Comprehensive Plan Amendments, LDC text amendments, or the Green Swamp Area of Critical State Concern*

For Official Use Only:

Date Received: _____

Meeting Date: _____

Project Number: _____

Approved/Denied: _____