

Highlands County, Florida
Development Services Department Application
(Check all that apply)

Zoning Map Atlas amendment (Code of Ord.Chapter 12): Change from: _____ to _____ Sec.II-VI
 Small Scale Comprehensive Plan Map Amendment: Change from _____ to _____ Sec.II-VIII
 Large Scale Comprehensive Plan Map Amendment: Change from _____ to _____ Sec.II-VIII
 Zoning Text Code of Ord. Chapter 12: Change from _____ to _____
 Comp Plan Text _____

Note: All amendment applications require Affidavits if Agents are to be used: See attached affidavit forms.

SECTION I: STAFF USE ONLY:

Case Number: CPA- 0 _ - ____ S P&Z Number: ____ Date of Application: _____

Amount of Fee: _____ Receipt No.: _____ Tax Map No.: _____

Hearing Dates: 1st LPA _____ 1st P&ZC _____ 1st BOCC _____

This application has been reviewed for completeness and determined sufficient.

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

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 in connection with the application will become a permanent part of the public records of Highlands County. Please submit the application to the Zoning Department to be checked for completeness by staff before the applicable deadline. The Department accepts no responsibility for the completeness and accuracy of the application and will not advertise the application for public hearing until all information requested is determined to be accurate and complete. It is recommended that the applicant, agent or representative be present at the public hearing.

.....
SECTION II: APPLICANT & PROPERTY INFORMATION:

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

Print Name: _____

Mailing Address: _____

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

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

Print Name: _____

Mailing Address: _____

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

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 No. C - _ _ - _ _ - _ _ - _ _ - _ _ - _ _ - _ _ - _ _ ; STRAP No. C - _ _ - _ _ - _ _ - _ _ - _ _ - _ _ - _ _ - _ _

STRAP No. C - _ _ - _ _ - _ _ - _ _ - _ _ - _ _ - _ _ - _ _ ; STRAP No. C - _ _ - _ _ - _ _ - _ _ - _ _ - _ _ - _ _ - _ _

4. Street Address of Property Covered by the Application: _____

SECTION III: INFORMATION ABOUT EXISTING USES:

5. Name of Project, Subdivision, or Overall Project or part of a larger project if applicable: _____

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

7. Existing Zoning District: _____ Existing Land Use Classification: _____

8. Vesting: Is the property vested for specific property rights? [] Yes [] No If yes, explain: _____

9. Is this hearing being requested as a result of a code violation? [] 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, i.e., 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, the number of dwellings per building? _____

13. Uses on the Adjacent Properties: Also indicate whether the adjacent property is within another jurisdiction and indicate that jurisdiction's number of dwellings per building.

	Existing Uses	FLUM Designations	Zoning Districts
North			
East			
South			
West			

SECTION IV: INFORMATION ABOUT THE PROPOSED USE:

14. Proposed Use: Uses desired which are not permitted by the present land use designation (Future Land Use Map) or zoning district. _____

15. Proposed Number of Dwelling Units desired or number of Square Feet of Commercial space: _____

Residential Density: The proposed maximum density is _____ units per acre. (See FLU Policy 1.3.B. TABLE 1.3)

Commercial Intensity: The proposed maximum intensity is _____ square feet at _____ FAR (Floor Area Ratio, see FLU Policy 1.3.E)

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.

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

16. Proposed Development Standards (if applicable)

- a. Proposed parcel size (if increasing area with this application) _____ sq.ft./acre
- b. Proposed impervious surface area: building footprints + paved parking + other paved areas = _____sq.ft.
- c. Proposed percent (%) of impervious surface: Impervious surface area (sq.ft.) divided by parcel size (sq.ft.) = _____ %
- d. Proposed Floor Area Ratio (FAR): Gross floor area of building (sq.ft.) divided by parcel size (sq.ft.) = _____ FAR

17. Proposed date that development will begin: _____

18. Reasons the application should be approved: _____

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

19. **Tax Map:** Using a Tax Map that may be secured from the County Appraiser’s Office, delineate the boundary of the proposed development site and its location on the map.

20. **Owner’s and/or Agent’s Affidavit:** An Owner’s and/or Agent’s Affidavit(s) must be completed and submitted as part of **all** applications.

SECTION VI: ADDITIONAL ZONING AMENDMENT INFORMATION: In the event a rezoning is proposed, this Section of the application, in addition to the preceding Sections, must be included for the application to be determined complete.

21. **Map Properties Within 500 Feet:** Include a drawing, sketch or a copy of the Tax Map showing each parcel of land within **500 feet** of the property being considered in the application. (Scale at 1” = 200’, if a drawing or sketch is being used.)

22. **List of Property Owners:** List all current property owners within a 500 feet radius of the property being considered for a rezone, including names, mailing addresses, legal descriptions and STRAP numbers of their properties. **If** the property being considered for a rezone is in areas currently zoned Agriculture, a minimum of 6 names is required of property owners adjacent to or in the vicinity of the rezoning being requested. (Attach separate sheets to this application.)

23. **Surrounding Property Owners:** Have you discussed this rezoning request with the 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 Development (FUD) – Site Plan:** A Site Plan is required for all Flexible Unit Developments which indicates building locations, streets, site access, off-street parking, water courses or bodies, buffers, setbacks (dimensions), and environmentally sensitive areas. Accompany the site plan with a letter of intent describing proposed dwelling unit density, setbacks from property boundaries and distances between buildings. (See Section 12.05.291 of the Code of Ordinances for FUD requirements. If PD see Section 12.05.290.)

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 a bearing on the application, or if more than one zoning/land use classification is being requested, it is necessary to show the exact areas to be covered by the different zone/land use classifications. The legal description of each different zone/land use classification is requested and must be included. (Attach to the application if applicable.)

28. **Land Survey:** Copy of survey by a Florida registered land surveyor may be required and attached to the application.

29. **If Liquor, Beer or Wine Use:** (See 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: ADDITIONAL INFORMATION REQUIRED PERTAINING TO PUBLIC FACILITIES:

32. **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.

The Applicant must provide the following data of the water system that will be used:

- a. The facility has the designed capacity for pumping and treating _____ MGD (million gallons per day).
- b. The facility has a permitted capacity for _____ MGD.
- c. The facility has an average demand or committed capacity for _____ MGD.
- d. The facility has an excess capacity of _____ MGD.
- e. This proposed development will require approximately _____ MGD.

Note: The required level of service (LOS) for potable water for Highlands County is: RV Park: 75 GPD (gallons per day); Mobile Home Park: 100 GPD; Single Family or Multiple Family: 120 GPD. (See the attached model letter requesting this information from the respective servers.) PLEASE ATTACH THEIR LETTER TO THIS APPLICATION. THIS APPLICATION WILL NOT BE COMPLETE WITHOUT THIS LETTER.

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**

33. **Sanitary Sewer (Waste Water 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.

The Applicant must provide the following data of the wastewater treatment system that will be used:

- a. The facility has the designed capacity for treating _____ MGD (million gallons per day).
- b. The facility has a permitted capacity for _____ MGD.
- c. The facility has an average demand or committed capacity for _____ MGD.
- d. The facility has an excess capacity of _____ MGD.
- e. This proposed development will require approximately _____ MGD.

Note: The required level of service (LOS) for wastewater treatment for Highlands County is: RV Park: 75 GPD (gallons per day); Mobile Home Park: 100 GPD; Single Family or Multiple Family: 120 GPD (See the attached model letter requesting this information from the respective servers) PLEASE ATTACH THEIR LETTER TO THIS APPLICATION. THIS APPLICATION WILL NOT BE COMPLETE WITHOUT THIS LETTER.

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**

34. **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.

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

43. Traffic Levels of Service: Roadway Levels of Service Standards are established by TE Policy 9.1 which are as follows:

Functional Classification	Peak-Hour/Peak-Season Level of Service
Principal Arterial	C
Minor Arterial	C
Rural Major Collector	C
Rural Minor Collector	C
Local Streets	C

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 generate 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 generate 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
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44. Comprehensive Plan Amendment Traffic Analysis: In the event this application is for a Large Scale Plan Amendment, a Comprehensive Plan Amendment Traffic Impact Study (TIS) shall be required. The Applicant and/or the traffic consultant are/is 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.

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

END OF APPLICATION

ATTACHMENTS:

- 1. Owner's Affidavit
- 2. Agent's Affidavit
- 3. Public Utility Information Request Format
- 4. Public School Information Request Format
- 5. Application Due Dates
- 6. 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.

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 _____, _____,

by _____ and _____ who are personally
Name Name

known by me or who has produced _____ and _____,
Document 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, 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 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 _____, _____, by _____ and _____ who are personally
Name Name
known by me or who has produced _____ and _____,
Document 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, 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.

**Signed, Sealed and Delivered
In Our Presence:**

_____,
a _____ corporation

Print Name: _____

By: _____

Print Name: _____

Title: _____

Print Name: _____

[SEAL]

ATTEST:

By: _____

Print Name: _____

Secretary

STATE OF FLORIDA
COUNTY OF HIGHLANDS

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ and _____, President and Secretary respectively, of _____, a _____ corporation, who are personally known to me or who have produced _____ as identification and who did not take an oath.

Print Name: _____

Notary Public, State of Florida

My Commission Expires:

Date:

Director of Public Works
City or Town
Street Address
City, Florida Zip

RE: Water/Wastewater Capacity Request for (Amendment No. _____)

Dear Mr. (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 our development as they ensue. Our 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, our development is expected to begin _____ months from the date of compliance with state law, and expect build out in _____ years. Our development may impose the following impacts:

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

Please provide the following data of your facilities that we may determine the extent of our impact:

Potable Water

Designed capacity: _____ MGD
Permitted capacity: _____ MGD
Committed capacity: _____ MGD
Excess Capacity: _____ MGD
This development demand: _____ MGD

Wastewater Treatment

Designed capacity: _____ MGD
Permitted capacity: _____ MGD
Committed capacity: _____ MGD
Excess Capacity: _____ MGD
This development demand: _____ MGD

Thank you for your consideration with our request.

Respectfully,

Property Owner

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

City of Sebring Public Works (Marty Roepstorff, Public Works Director)
454 N. Franklin Street
Sebring, Florida 33870, or

Town of Lake Placid Public Works (Gary Freeman, Public Works Director)
311 West Interlake Blvd.
Lake Placid, Florida 33852

School Board of Highlands County
 School Capacity Planning Tool for Comprehensive Plan Amendments

Date: _____
 School Year of Analysis _____

Proposed Development: _____
 Applicant: _____
 Location (map attached): _____

School Attendance Zones:
 Elementary: _____
 Middle: _____
 High: _____

Proposed Dwelling Units: _____ Single Family _____ Mobile Home _____ Multi-Family
 Propose build out year: _____
 Proposed Phasing if applicable _____

2008 Student Generation Rates by Dwelling Unit Type

Dwelling unit Type	Elementary (K-5)	Middle (6-8)	High (9-12)
Single Family	0.12	0.06	0.07
Mobile Home	0.05	0.03	0.02
Multi-Family	0.07	0.02	0.03

School	Enrollment	Capacity	5-Year Work Program Added Capacity	Available Planning Capacity	Proposed Development Student Generation	Available Capacity including Proposed Development (+/-)

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.

 Michael Averyt
 Director Business Operation
 School Board of Highlands County
 Date:

**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.**

APPLICATION

DEADLINES

Wednesday, October 14, 2009
 Wednesday, November 18, 2009
 Wednesday, December 16, 2009
 Wednesday, January 13, 2010
 Wednesday, February 17, 2010
 Wednesday, March 17, 2010
 Wednesday, April 14, 2010
 Wednesday, May 19, 2010
 Wednesday, June 16, 2010
 Wednesday, July 21, 2010
 Wednesday, August 18, 2010
 Wednesday, September 15, 2010
 Wednesday, October 20, 2010
 Wednesday, November 17, 2010
 Wednesday, December 15, 2010

P&Z, BOA & LPA MGTS.

December 8, 2009
 January 12, 2010
 February 9, 2010
 March 9, 2010
 April 13, 2010
 May 11, 2010
 June 8, 2010
 July 13, 2010
 August 10, 2010
 September 14, 2010
 October 12, 2010
 November 9, 2010
 December 14, 2010
 January 11, 2011
 February 8, 2011

BCC MGTS.

January 19, 2010
 February 16, 2010
 March 16, 2010
 April 20, 2010
 May 18, 2010
 June 15, 2010
 July 20, 2010
 August 17, 2010
 September 21, 2010
 October 19, 2010
 November 16, 2010
 December 21, 2010
 January 18, 2011
 February 15, 2011
 March 15, 2011

LARGE SCALE PLAN AMENDMENTS *

APPLICATION DEADLINES	TRANSMITTAL LPA	TRANSMITTAL BCC	ADOPTION LPA	ADOPTION BCC	EFFECTIVE DATE
Dec. 16, 2009	Feb. 9, 2010	March 16, 2010	July 13, 2010	Aug. 17, 2010	Oct. 2010*
May 19, 2010	July 13, 2010	Aug. 17, 2010	Nov. 9, 2010	Dec. 21, 2010	May 2011*
Dec. 15, 2010	Feb. 8, 2011	March 15, 2011	July 12, 2011	Aug. 16, 2011	Oct. 2011*

* SEE PLANNING DEPARTMENT REGARDING EFFECTIVE DATE

**HIGHLANDS COUNTY ZONING AND PLANNING
DEPARTMENT SCHEDULE OF FEES – FY 09-10**

501 S. COMMERCE AVE, SEBRING, FL 33870

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

Rural Land Stewardship (RLS).....	\$ TBD
Development of Regional Impact (DRI).....	\$16,760
Pass through Fees Ordinance (per C.S.A.).....	PER C.S.A.
Rezone Only.....	\$ 1,500
Large Scale Comprehensive Plan (LSCP) Amendment.....	\$ 1,550
Small Scale Comprehensive Plan (SSCP) Amendment.....	\$ 850
Combination of Large Scale Plan and Rezone.....	\$ 2,175
Combination of Small Scale Plan and Rezone.....	\$ 1,650
Revision of legal on resolution, ordinance or ad when applicant provides correct legal.....	\$ 1,050
Concurrency Traffic Analysis Reviews for LSCP and SSCP 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.	
Developer Requested Conference * Note	\$ 300
PD Amendment (minor amendment excluded)	\$ 1,500
FUD Amendment (minor amendment excluded).....	\$ 1,500
Plat Review	\$ 200
Vacation of Plat Vacate	\$ 125
Vacation of Easement	\$ 100
Site Plan Review	\$ 315
Development Order Review	\$ 265
Unity of Title.....	\$ 50
Special Approval -- Car Tent Sales Permit.....	\$ 500
-- Beverage License	\$ 115
--Temporary Beverage License (1-3 day permit).....	\$ 25
Amusements -- Bingo	\$ 100
-- Bingo – nonprofit – no fee for temporary permit (1 to 3 days).....	\$ 0
-- Carnival	\$ 250
-- Rodeo	\$ 150
-- Palm Reading	\$ 250
Zoning/FLUM Confirmation Letter (5 straps per letter).....	\$ 60
Boat Dock/Boat House	\$ 30
Permit Review- New Structures.....	\$ 0
Miscellaneous ** (Shed, Carport, Driveway, Slab, Screen Room, Garage, Additions)	\$ 30
Form Board, Fence and Seawall	\$ 5
CO Review.....	\$ 15
Addressing	\$ 15

****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.**

Environmental Clearance Report Processing Fee (>2 acres w/impact).....	\$ 325
“Simplified” Environmental Clearance Report Processing Fee (>2 acres no impact).....	\$ 150

C:\Documents and Settings\Grybinsk.HC\Local Settings\Temporary Internet Files\OLK138\2010 APP Zoning
Comp Plan Amend Application pack (2).doc

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	\$ 100
For each Commercial/Industrial Building Permits **Note.....	\$ 250

***Note:** In an effort to better serve the people, Highlands County Planning and Zoning Staff believe effective communication early in the planning process prevents expensive setbacks later in the process. To this regard, two coordination meetings are available to facilitate effective communication between developer and staff: a pre-application meeting and an application review meeting. It is most beneficial to meet with the Highlands County Planning and Zoning Staff to review a proposal for basic conformity with county land use regulations. The pre-application meeting does well to circumvent routine problems that would otherwise cause delay and added expense. 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) in 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 (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

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

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

Resolutions 07-08-02, 07-08-7, & 07-08-71