APPLICATION - DOCUMENTS REQUIRED

Land Development Division: Official Records
One (1) Level 3/4 Development Review Application
One (1) Site Plan 24"x 36"
One (1) Impact assessment statement
One (1) Green swamp impact assessment statement (if applicable)
One (1) Reduced site plan (8 1/2 x 11")
One (1) Legal description
One (1) Deed (copies only)
One (1) Owner authorization letter
One (1) Location map
One (1) SPD developable Area Map
One (1) Pre-app Comments (if applicable)
One (1) Major Traffic Study with fee (if applicable)

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 only Application (Form # PD LDD 07) using one of the following methods:
   a. Email to projectsubmittal@polk-county.net
   b. Fax to 863-534-5908; or
   c. Deliver or Mail to address above.

2. Pay applicable using one of the following methods:
   a. Check (Made out to Polk County BoCC),
   b. Cash; or
   c. Credit Card (Master Card, American Express and Discover).

3. Submit plans and all required supporting documents (using one of the following methods as noted below)
   a. Electronic submittal via ePlan (instructions found in user guide at www.polk-county.net/eplan); or
   b. Deliver or mail CD - Follow ePlan instructions at above link for file types and naming conventions.

Incomplete Packets will not be processed.
The applicant will be called to pick up incomplete packets.