DOCUMENTS REQUIRED

Land Development Division: Official Records

- Level 4 CPA/LDC Review Application
- Demonstration of Need (Form GM CP 2.102)
- Impact Assessment Statement (Form LDC 910)
- Green Swamp Impact Assessment Statement (if applicable) (Form GM LDC 501)
- Legal description
- Deed (copies only)
- Owner authorization letter (if applicable)

APPLICATION AND PLANS SUBMITTAL INSTRUCTIONS

Polk County’s Development Review Process is now electronic. Please, follow the steps below.

1. Submit the only Application (Form # GM LDC 907) 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 fees by:
   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 (as noted below)
   a. Electronic submittal via ePlan (instructions found in user guide at www.polkcounty.net/eplan)
   b. CD - Follow ePlan instructions at above link for file types and naming conventions
   c. Deliver or mail to address above. Plans are to be ROLLED (not folded) so that they can be scanned into our electronic review system.