



SITE DEVELOPMENT PERMIT APPLICATION

(PLEASE CIRCLE ONE)

COMMERCIAL

RESIDENTIAL

DATE:

SITE DEVELOPMENT PERMIT NUMBER :

PROJECT NAME:

Parcel Identification Number

Range	Town	Section	Subdivision	Parcel

Size of Project:

ACRES

Number of Units:

Number of Stories:

Site Location/Driving Instructions:

Description:

SITE DEVELOPMENT FEE:
\$

Total Value of non-vertical construction
\$ **Please submit (2) copies of itemized list with application.

OWNER NAME:

OWNER INFORMATION

OWNER PHONE NUMBER:

OWNER ADDRESS:

CONTRACTOR INFORMATION

COMPANY NAME:

PHONE NUMBER:

COMPANY ADDRESS:

NAME OF LICENSE HOLDER:

DEVELOPER NAME:

DEVELOPER INFORMATION

PHONE NUMBER:

DEVELOPER ADDRESS:

(OWNER OR AGENT)

Signature: _____ Date: _____

The foregoing instrument was acknowledged before me this _____ day of

_____, 20____ By _____
Who produced the following identification:

**STATE OF FLORIDA,
COUNTY OF POLK**

DOB _____

NOTARY: _____

SITE DEVELOPMENT APPROVAL FROM THE CITY OF LAKE WALES DEPARTMENTS:

Name	Department	Plan Approval	Confirmed by
Kathy Bangley Director of Planning and Development Services	Planning & Development Services		
Michael Tripp Building Official	Building Division		
Sarah Kirkland Utilities Director	Utilities Department		
Brittany Simpson Fire Marshal	Fire Department		

****No site construction including clearing is allowed prior to receipt of SITE DEVELOPMENT PERMIT****

SUBMITTAL REQUIREMENTS: Submit all applications, fees, plans, permits, surveys, e-mails and comments to:

The City of Lake Wales
Department of Planning & Development
C/O: Autumn Cochella
201 W. Central Avenue
P O Box 1320
Lake Wales, Fl 33859

Email address: acochella@lakewalesfl.gov

- A. Complete the site development application.
- B. Itemized estimate of site development construction costs based on current construction cost. **2 copies** required. If the estimate is found to be deficient, the administrative official shall determine the amount of adjustment in the required fee and shall notify the applicant.
- C. Construction time line showing any phasing of improvements. **2 copies** required.
- D. One-half of the site development fee is due upon submission of application with the reminder due at site development permit issuance. Per Section 23-242 (City of Lake Wales Code of Ordinance) modified by ordinance 2009-15.
- E. Site Development fee, **2.5%** of the site construction costs, excluding buildings and grading is due prior to issuance of the Site Development Permit.
- F. Site development construction plans must be prepared and signed/sealed by a registered professional engineer. Plans shall correspond to the preliminary plan or plat for the development as approved by the City and shall reflect any applicable conditions of the City's approval. Plans shall include any offsite improvements required as a condition of approval of the preliminary plat or agreed to by the applicant. Plans shall include detailed engineering plans for the following, as applicable: **9 copies** required.
 1. Water system. Water system plans shall be prepared in accordance with section **21-4** and utility standards promulgated by the director of public works.
 2. Sanitary sewer system. Sanitary sewer system plans shall be prepared in accordance with section **21-4** and utility standards promulgated by the director of public works.
 3. Reclaimed water system. Reclaimed water system plans, if applicable, shall be prepared in accordance with the requirements of section **21-128** and utility standards promulgated by the director of public works.
 4. Storm water drainage facilities.
 5. Public and private street improvements/details including cross sections.
 6. Sidewalks, bicycle paths, and pedestrian trails.
 7. Grading plans. Grading plans shall indicate existing topography and illustrate all proposed changes. The requirements of the permit under the National Pollution Discharge Elimination System, (NPDES) for the project shall be enforced.
 8. Topography. Contour intervals of one foot, except where determined to be unreasonable by the city engineer, and flood zone boundaries. All elevations shall be referenced to United States Geological Survey datum.
 9. Soil classification.
 10. Lot grading plan. Pad elevations and spot elevation of lot corner and midpoint or side lot lines.
 11. Erosion control plan. In accordance with the requirements section **23-302.4**, at minimum all disturbed areas shall be mulched, seeded or sodded as required by the city, and shall be maintained as such. The requirements of the permit under the National Pollution Discharge Elimination System, (NPDES) for the project shall be enforced.

12. Paving and pavement markings for paved areas including roadways and parking areas. Street paving shall follow section **23-303** and applicable guidelines of the department of public works. For all paving, the drainage requirements of section **23-308** shall be followed.
13. Landscaping plans with plant locations, specifications and irrigation system notations; tree protection plan (if applicable).
14. Tree Survey prior to site development permit issuance. In accordance with the requirements section **23-302.7**, a survey showing all trees which require a permit for removal under subsection **23-214** of these land development regulations shall be submitted with the preliminary subdivision plan, planned development project plan or site plan for the purpose of reviewing the layout of proposed structures and improvements in regard to the trees of significance. A tree removal permit application shall be approved or denied in accordance with the provisions of section **23-302.2**, prior to the commencement of site development, including any clearing or grading, protective barricades (**23.302.7**) must be placed and maintained around all trees that are required to have a tree removal permit in accordance with subsection **23-214** unless removal of the tree has been approved under the requirements of sec **23-302.2**. The barricades shall remain in place until a certificate of use is issued or the administrative official approves removal. Any tree removed without a tree removal permit as required by subsection **23-214** shall subject the violator to a fine according to Table**23-302B**, and replacement according to Table **23-302A**. The barricade shall be a wooden or chain link fence placed at the drip line of the tree unless a smaller area is determined acceptable by the administrative official. The following activities are specifically prohibited within the barricaded area:
 - a.) Vehicular traffic or parking
 - b.) Pedestrian traffic
 - c.) Storage of construction materials.
 - d.) Placement of excavated materials.
 - e.) Any activities that may disturb the root system with the barricaded area
15. Site lighting plan. Typical detail cross section, to scale, showing all utilities, including light poles, and sidewalks for neighborhood streets. In accordance with section **23-303.12**, streetlights shall be provided along all vehicular and pedestrian ways in all subdivisions and planned development projects. Light poles shall not exceed 14 feet in height and shall be located to provide sufficient lighting along all pedestrian pathways and streets. Coordinate the plans with Progress Energy or Tampa Electric, as applicable.
16. (Additional) Plans for any structures requiring building permits, exclusive of buildings, such as freestanding signs, fences, walls, temporary construction trailer, dumpster pads and enclosures.
17. Submit (3) copies of the proposed street names for review and approval by the Administrative Official and the Superintendent of Streets.

G. Permits from other agencies as applicable. Copies of all required permits shall be submitted *prior* to the *issuance* of the SITE DEVELOPMENT PERMIT. Required permits shall include:

- Southwest Florida Water Management (SWFWMD) permit.**
2 copies of site plan approved by (SWFWMD)
- National Pollution Discharge Elimination Permit (NPDES)**
- Department of Environmental Protection (DEP) sewer construction application.**
- Department of Transportation (DOT) access permit (if applicable)**
- Polk County Highway Department concurrency certification and access Permit**
- Florida Department of Health water construction application.**
- City of Lake Wales Utility Capacity Agreement.**
APPROVED BY THE CITY COMMISSION IS REQUIRED FOR RESIDENTIAL PROJECTS PRIOR TO THE ISSUANCE OF A SITE DEVELOPMENT PERMIT PER SEC.23-704-4-C AND 23-7331.2. OF THE LAKE WALES CODE OF ORDINANCES.
- City of Lake Wales Utilities Agreement (if applicable)**

- H.** Site visits will be done by the City of Lake Wales Departments: Planning and Development, Utility Department, Fire Department, Streets Department, and Building Department prior and during the issuance of site development permit
- I.** If, applicable The Utility Agreement must be approved and completed. Coordinate the Utility Agreement with Sarah Kirkland, Utilities Director @863-678-4182 ext. 286 or e-mail: skirkland@lakewalesfl.gov
- J.** After all outstanding comments or issues pertinent to the site development plans have been completed and approved by all departments, utility permit applications may be submitted to the City of Lake Wales Utilities Department, C/O Nancy Hernandez, Utilities Permit Coordinator, 201 Central Avenue W, Lake Wales, Florida 33853 or email: nhernandez@lakewalesfl.gov
 - A.** Once all the utility permit applications that are required by local, county, & state government agencies for site development have been approved, forward them to Nancy Hernandez, Permit Coordinator, 201 Central Avenue W, Lake Wales, Florida 33853 or e-mail: nhernandez@lakewalesfl.gov
 - B.** Nancy Hernandez, Utilities Permit Coordinator will schedule and coordinate the pre-construction meeting.
 - C.** The Developer/Owner will be responsible to bring all parties to the pre-construction meeting, such as (general contractor, utility contractors, engineer, and so forth.) Failure to bring all proper parties to the scheduled pre-construction meeting will cause a cancellation of the pre-construction meeting. Another, pre-construction meeting will need to be re-scheduled with Nancy Hernandez, Utilities Permit Coordinator
 - D.** All contractors and sub-contractors must register with the City of Lake Wales Building Department prior to the pre-construction meeting. The City of Lake Wales Building Department, C/O: Permitting, 201 Central Avenue W, Lake Wales, Florida 33853, (Fax) 863-678-4050 or (Email): permitting@lakewalesfl.gov
 - E.** All contractors and sub-contractors must hold a valid license from the State of Florida and meet other pertinent requirements by the City of Lake Wales Building Department prior to the pre-construction meeting.
 - F.** A list of the contractors and sub-contractors must be submitted prior to the pre-construction meeting to: Permitting, email: permitting@lakewalesfl.gov
- K.** **Upon issuance of a site development permit, construction on-site may commence, subject to any conditions of the permit. Inspections by the city shall be required to verify construction in compliance with the approved plans and city standards.**
- L.** Site improvements must be completed, inspected, and approved by The City of Lake Wales Department of Planning and Development prior to the issuance of a certificate of use pursuant to sec. **23-213.**