



**Proposed Use**

Description of Request: \_\_\_\_\_

\_\_\_\_\_

Citation of Code Authorizing Such Use: \_\_\_\_\_

Conditions on Such Use: \_\_\_\_\_

Existing Use of Property:	
Proposed Use of Property:	
Hours of Operation:	
Numbers of Residents:	
Other Conditions on the Use:	
Area of the Property:	
Pervious Areas:	
Impervious Areas:	
Existing Structures:	
Proposed Structures:	
Existing Floor Area Ratio	
Proposed Floor Area Ratio	
Number of Required Off-Street Parking:	
Number of Provided Off-Street Parking:	
Number of Loading Spaces:	
Existing Density:	
Proposed Density:	
Number of Existing Units:	
Number of Proposed Units:	

**Required Attachments**

- 10 Sets of: Survey of Property (a copy of a land survey by a Florida registered land surveyor)
- 10 Sets of: A site plan drawn to scale showing all setbacks, any pertinent information related to the request, exact location of existing and proposed structures, and location map. Must include a North marker.
- Map of properties (a drawing, sketch, plat or tax map) within 300 feet of the property covered in the application. Scale should be at 1" = 200'.
- Copies of all other permits or permit applications, if applicable to request.
- Certificate of Mailing showing letters were sent to property owners within three hundred (300) feet.
- Concurrency Evaluation Application (attached).

## 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.

\_\_\_\_\_  
Printed 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: \_\_\_\_\_

**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.

\_\_\_\_\_  
Printed Name of Agent

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
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: \_\_\_\_\_

**APPLICATION FOR CONCURRENCY EVALUATION**  
**City of Avon Park**

This application, together with all required attachments, shall be completed and filed with the Development Director prior to making application for site development plan, subdivision, or building permit approval. A finding of non-deficiency only entitles the owner to apply for development permits pursuant to the time parameters established in Article 6 of the City of Avon Park Land Development Code.

**Type or Print** the following information.

Owner	Applicant	
Address	Address	
Zip	Zip	
Phone #	Phone #	
<b><i>PROPERTY DESCRIPTION</i></b>		
Adjacent Road(s)		
Township	Range	Section
Subdivision Name	Block	Lot/Parcel
Plat Book / Page Number (if applicable)		
<b><i>PROPOSAL</i></b>		
<input type="checkbox"/> Site Development Plan <input type="checkbox"/> Subdivision <input type="checkbox"/> Building Permit		
<b><i>DEVELOPMENT INFORMATION</i></b>		
Acreage / Lot Dimensions	Zoning District	
<input type="checkbox"/> Residential Development		
Type(s) of Units	Maximum Number of Units	
<input type="checkbox"/> Non-Residential Development		
Specific Use(s)	Floor Area or Acreage*	
<small>* Other measures of intensity may be substituted as appropriate for the proposed use, such as number of students (schools), seating capacity (places of worship and theaters), etc.</small>		



Existing Level of Service	Level of Service based on proposal's potential
Additional recreation property/funding required to service development	<input type="checkbox"/> Yes <input type="checkbox"/> No



**AVON PARK  
PLANNING & ZONING FEE SCHEDULE**

Comprehensive Plan Amendment or Rezoning*	
Up to 10 acres	\$350.00
10 - 50 acres	450.00
50 acres and up	650.00
Text Amendment	650.00
Special Exception*	250.00
Conditional Use Permits	250.00
Variance (Multi-Family and Commercial)*	250.00
Variance (Single-Family Residential)*	125.00
Site Plan Review	500.00
Plat Review	500.00
Vacating of Right-of-Ways, Property, or Road Closing*	250.00
Concurrency Review	
Subdivision under 26 lots	250.00
27+ lots	500.00
Commercial/Industrial Property	650.00
Appeals of Administrative Decisions	650.00
Documents	
Comprehensive Plan	30.00
Land Development Regulations	30.00
Zoning Map	20.00
Any Document by the Page	0.15

\* Base cost. Additional costs for review will be assessed as necessary. The cost of newspaper notice and notice to surrounding property owners will be assessed. All additional costs must be paid prior to final approval.