



# CITY OF HAINES CITY

*Office of the Director of Community Development*

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## **What is Zoning?**

Zoning is the regulatory tool, which is used to implement the policies of the City's Comprehensive Plan. A Zoning District designates specific uses for an area and includes standards governing those uses and the development of property within the district. A Planned Unit Development (PUD) is a type of zoning district which allows more flexibility than a conventional zoning district by allowing for the unified development of a specific area based on a site specific plan. The Official Zoning Map illustrates the Zoning District boundaries within the City of Haines City, while the Land Development Regulations defines the various Zoning Districts and includes all of the development and use requirements for those districts.

## **How Does Zoning Relate to Land Use?**

The Future Land Use Plan indicates the land use designation assigned to real property. The policies governing land use are outlined in the Comprehensive Plan, the supporting document for the Land Use Plan. The regulations, which implement the policies of the Future Land Use Plan, are located in the Land Development Regulations, which also includes the official Zoning Map. The Land Development Regulations outlines the various zoning districts that are appropriate, given the Land Use designation for a particular site. The Zoning designation for a particular site must be consistent with the designated Land Use. Contact the Community Development Department for more information regarding zoning and land use compatibility.

## **How is a Zoning Map Amendment Initiated?**

Anyone interested in initiating a zoning change should set up a meeting with the Community Development Department staff to discuss the procedures and requirements outlined in the Land Development Regulations. An application and the Zoning Review fee must be submitted to the Community Development Department, along with all the items required in Chapter 21.

A Preliminary Plan and supporting documents are required for all Planned Unit Development (PUD) zoning requests. PUD zoning requests also require submittal of a Preliminary Plat and/or Site Plan following approval of the initial PUD Preliminary Plan. The Preliminary Plat or Site Plan must conform to the approved Preliminary Plan. Finally, Subdivision or Site Development Plan approval must be granted prior to commencing construction activities. Construction must commence within the established time limits of the Preliminary Plan approval or the PUD zoning shall expire.

## **How Does Zoning Map Amendment Process Work?**

The Zoning Map Amendment will be reviewed by the following:

**TRB Review:** The Technical Review Board (TRB) meets on the first and third Wednesday of each month at 9:30 a.m. based on scheduled reviews. The deadline to be placed on the TRB agenda is 4:00 p.m. Tuesday, 15 days prior to the desired date.

**PC Review:** The Planning Commission (PC) normally meets on the second Monday of each month at 5:30 p.m. Review of zoning requests is scheduled for PC review following a 14-day notification period.

**City Commission:** A notice announcing the City Commission's hearing on the zoning request will be advertised in a local paper at least 10 days prior to the meeting. The City Commission meets on the first and third Thursday of each month at 7:00 p.m. After approval and upon the effective date of the ordinance, the requested zoning will become effective.

### **Zoning Map Amendment Process:**

- Pre-Application Conference with the Community Development Staff.
- Submit Application for Zoning Map Amendment to the Community Development Department.
- Technical Review Board Review and Recommendation.
- 15-Day Notification Period.
- Planning Commission Review and Recommendation.
- 10-Day Notification Period.
- City Commission Adoption Hearing.

### **Zoning Review Fees:**

(Paid at the time of submittal)

Please contact the Community Development Department for fee information.

### **Zoning Notes:**

The Land Development Regulations must accompany all Zoning Map Amendment requests. PUD Zoning requests also require a Preliminary Plan and supporting documents specified in Chapter 6 of the Land Development Regulations upon application submittal. The objectives of this requirement are to determine the feasibility of developing property in accordance with the requested change, and to encourage the provision of certain design elements consistent with public interest.

Following approval of a PUD Preliminary Plan, an additional review process for approval of a Preliminary Plat and/or Site Plan is required. This review process requires no additional application or fee submittal, and shall be conducted in accordance with the Land Development Regulations requirements for Preliminary Plat or Site Plan approval.

This information is provided for general overview purposes only and is not intended to be used as a comprehensive guide for the Zoning Amendment Review Process. For specific

requirements, please refer to the Haines City Land Development Regulations.

**This information is provided as a general overview only:**

To obtain a comprehensive guide for Site Plan Review it is necessary to refer to the Land Development Regulations. Copies of the City of Haines City Land Development Regulations and all applicable regulations are available for review on the City's website, [www.hainescity.com](http://www.hainescity.com), and are also available for purchase at the Community Development Department. Other agencies may also need to be contacted regarding specific elements of Site Plan design including but not limited to, the local Florida Water Management District, Florida Department of Transportation, and Florida Department of Environmental Protection.