Planning, Environmental, and Development Services

Planning Division

Comprehensive Plan Amendment Applicant's Handbook

Notice to Applicants:

Vision2050 and Orange Code are still in progress; however, their effective dates have not yet been determined. Currently, all Future Land Use Map amendments and rezoning applications are being reviewed under the existing Comprehensive Plan and Code. "If and when Vision 2050 and Orange Code are made effective, your application may be impacted. Applications that are in process at the time Vision 2050 becomes effective will be withdrawn or the request will be adjusted to an equivalent designation under Vision 2050."

Planning Division

Planning, Environmental, and Development Services Department

201 S. Rosalind Avenue | Orlando, FL | 32801

P: 407-836-5600

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SECTION 1 - APPLICATION SUBMITTAL AND REVIEW

Review Cycle Determination

Orange County processes Comprehensive Plan amendments as either Small Scale Development or Regular Cycle reviews. Applications for the Small Scale cycle are received monthly. Regular Cycle applications are received twice per year. Generally, proposals involving a use of ten or fewer acres are processed as Small Scale applications, and those entailing a use of greater than ten acres are considered Regular Cycle. However, there are exceptions to both, with some proposals that meet certain County growth objectives and are between ten and fifty gross acres in size considered suitable for Small Scale review. Please see the Appendix to this handbook and consult with County staff to learn how your proposal will be reviewed.

Application Submittal

Once completed, submit the application package to the Planning Division, Comprehensive Planning Section staff and pay the appropriate application fees (see below).

The Planning Division is located at 201 South Rosalind Avenue, 2nd Floor, Orlando, Florida. Only complete applications will be accepted for review and processing.

The submitted application and notarized forms/documents can be emailed or submitted in-person.

The application package includes:

- Application Form
- Agent Authorization Form (if required)
- Application Fee
- Specific Project Expenditure Report and Relationship Disclosure Form
- Required data and analysis
- Electronic copy of application package in Adobe Portable Document Format (PDF)

The Orange County fees for Future Land Use Map Amendment applications are as follows:

Future Land Use Map (FLUM) Amendment Application Fees*	
Small Scale Development Amendment (generally less than 10.0 gross acres)	$3,529.00
Regular Cycle (Large Scale) Amendment (10.0 gross acres or greater)	$6,228.00
Text Amendment	$6,228.00
*Cost of Public Notice Requirements is Included in the Application Fee. Any community meeting facility use fees are not included.	

Applications for Regular Cycle (Large Scale) Future Land Use Map Amendments are accepted twice a year, as part of an amendment cycle. Refer to the public hearing schedule as part of this application.

Applications for Small Scale Future Land Use Map Amendments are accepted monthly. Refer to the pubic hearing schedule as part of this application for deadlines.

Both amendment types begin with a pre-application meeting.

Multiple Properties

Contiguous properties can be submitted on one application upon authorization of all property owners if a separate Parcel ID number/legal description and Agent Authorization forms are submitted for each property owner. Multiple applications on contiguous parcels or on separate parcels that demonstrate a common plan of development to circumvent the 10 acre threshold for Small Scale Development Future Land Use Map Amendments are prohibited and may be refused at the Planning Division's discretion.

Requests for Additional Information

All documentation pertaining to the amendment (including revised or updated traffic and environmental analyses) shall be routed to the Planning Division, at which time it will be forwarded to the appropriate agencies. Staff reserves the right to request additional information at a later date, should clarification be necessary due to further analysis, site visits, the community meeting, or the public hearing process.

Refund Policy

If an application for an amendment is withdrawn three weeks prior to the published newspaper advertisement for the first public hearing, the applicant may request a refund equal to half of the paid application fee. Applications withdrawn, declared inactive and withdrawn, or small scale amendments continued to another review cycle will not receive a refund. Submitting a new application will require the payment of a new, current application fee to proceed. The availability, or lack thereof, of any concurrency-related public facility shall have no impact on the foregoing refund policy. The applicant is also responsible for any additional costs associated with continuing an application to the next available amendment cycle, including, but not limited to, additional public notification, hearing advertising, and document production.

Application Review

After an application is submitted, staff will review the application package within **10 business days** of receipt to ensure that the application and the required data and analysis are sufficient.

In order to ensure that the application is found sufficient and no unnecessary delays occur, an applicant should review the sections listed below before submitting an application:

- Section 4 – Justification Statement;
- Section 5 – Application Form Instructions; and
- Section 6 – Required Data and Analysis.

Staff will contact the applicant if the application is deficient and request additional information to correct the deficiency. Resubmitted applications or additional information are due within **14 calendar days** of notice from the Planning Division, unless an extension is granted. Once an application package is found sufficient, staff will contact the applicant to confirm the community meeting date and the dates of the required public hearings before the Local Planning Agency and the Board of County Commissioners.

Site Visit Information

The submittal of the complete application authorizes Planning Division staff to enter upon the property at any reasonable time for the purpose of a site visit in connection with review of this application.

SECTION 2 - COMMUNITY MEETING, PUBLIC HEARINGS, AND STATE REVIEW

Community Meeting

A community meeting is required prior to the first public hearing, unless waived by the District Commissioner. The community meeting provides the initial opportunity to engage the community in the amendment process. At the community meeting, Planning Division staff will give an overview of the amendment process. The applicant will be given the opportunity to present the proposal. Those in attendance will be given time to ask questions or voice support for or concerns about the proposed amendment.

Planning staff will schedule the community meeting based upon the District Commissioner's and applicant's availability. The Planning Division will provide the community meeting notices to property owners within a minimum of 500 feet of the property proposed for the amendment, in accordance with the Orange County Public Notification Task Force requirements. The community meeting will also be advertised on the County Calendar and the Orange County Atlas.

In some instances, the applicant may be assessed an additional fee by the hosting facility to cover the costs associated with the community meeting. All fees must be paid no later than 14 calendar days prior to the scheduled community meeting. Should this requirement not be met, the community meeting will be cancelled, and the amendment will be postponed to a later cycle.

Revisions to Your Proposal

You may want to revise your application In response to input received at the community meeting. If so, revisions may be made if received by the Planning Division up to ten working days following the community meeting. If your application falls under regular cycle review, you may also make revisions within ten days of receiving comments from state reviewing agencies once it has been transmitted to them for review. Any revisions submitted after these deadlines will result in a continuance of the application to the next amendment cycle.

Public Notification Requirements

The County must advertise the request in the *Orlando Sentinel* prior to any public hearing.

- The public hearing before the **Local Planning Agency** shall be advertised in the newspaper at least **10 days** in advance of the hearing.
- Advertisement for **a Board of County Commissioners transmittal public** hearing must be published **7 days** prior to the hearing,
- Advertisement for **a Board of County Commissioners adoption public** hearing must be published **5 days** prior to the hearing.

Property Posting

Applicants are required to place "Notice of Public Hearing" posters on the property 10 business days prior to the first public hearing. A poster is required for every 500 feet of frontage along a public right-of-way. An affidavit of posting will be provided by Planning staff and must be notarized and returned to the project planner, with photos if available, prior to the first public hearing. Orange County staff will prepare the posters and will notify the applicant when ready for pickup. Posting instructions will be included. Failure to timely post the notice on the property according to the instructions may result in the postponement of any hearing.

Public Hearings

The required public hearings are determined by the type of application.

A **Large-Scale Amendment** requires a total of four (4) public hearings:

- Two transmittal hearings
- Two adoption hearings

The transmittal public hearings are before the **Local Planning Agency (LPA)** and the **Board of County Commissioners (BCC)**. At each hearing Planning staff will present the request along with the staff recommendation. Members of the public are welcome to speak in support of or in opposition to the proposed amendment. The LPA will make a *recommendation* to the BCC to **transmit** or **do not transmit**. The BCC will vote to **transmit** the amendment or **do not transmit** the amendment.

If the BCC votes to transmit, the request is sent to the **Florida Department of Commerce (DOC)**. Within 30 days of receipt, DOC will send comments directly to the County. The applicant will be provided a copy of all comment letters from the State agencies and may be asked to provide additional data and analysis in order to respond to the comments.

The BCC shall hold the adoption hearing within 180 days after receipt of agency comments. If the County fails within 180-days to hold a second public hearing, the amendment shall be deemed withdrawn unless extended by agreement and notice to DOC and any affected party that provided comments on the amendment.

After the DOC review period, the request will proceed through the **adoption public hearings**.

The adoption public hearings are held before the Planning and Zoning Commission, sitting as the County's **Local Planning Agency (LPA),** and the **Board of County Commissioners (BCC)**. At each hearing, planning staff will present the request along with the staff recommendation. Members of the public are welcome to speak in support of or in opposition to the proposed amendment. The LPA makes a *recommendation* to the BCC to **adopt** or **do not adopt**. The BCC will vote either to **adopt** the amendment or to **not adopt** the amendment.

PLEASE NOTE: Should the BCC vote to either not transmit or to not adopt the amendment, an application for an amendment on what constitutes substantially the same property can not be received by staff for a period of two (2) years from the date of that vote. (Policy FLU8.8.6)

A **Small Scale Amendment** requires two (2) public hearings:

These are held before the Planning and Zoning Commission, sitting as the County's **Local Planning Agency (LPA)** and the **Board of County Commissioners (BCC)**. At each hearing the staff will present the request along with the staff recommendation. Members of the public are welcome to speak in support or in opposition to the proposed amendment. The LPA will make a *recommendation* to the BCC either to **adopt** or to **not adopt**. The BCC will then consider the recommendation from staff and the LPA, and any public comment and vote to either **adopt** the amendment or to **not adopt** the amendment.

PLEASE NOTE: Should the BCC vote to not adopt the amendment, an application for an amendment on what constitutes substantially the same property can not be received by staff for a period of two (2) years from the date of that vote. (Policy FLU8.8.6)

Effective Date

If adopted by the BCC, and not challenged by an affected person, the amendment will become effective 31 days after the Florida Department of Economic Opportunity notifies the County the plan amendment package is complete.

SECTION 3 - APPLICATION FORM INSTRUCTIONS

This section provides instructions to assist an applicant in properly completing the Future Land Use Map Amendment Application Form. The application form can be filled out electronically using Adobe Acrobat Reader.

Part A. Applicant Information

A.1 Applicant – Indicate by checking the appropriate box whether the owner of the subject property is the applicant or an authorized agent is the applicant. If the owner is the applicant, skip A.2 – A.5

A.2 Agent Name and Title – Provide the agent's name and title.

A.3 Agent Company – Provide the agent's company or firm.

A.4 Agent Address – Provide the agent's postal address.

A.5 Agent Contact Information – Provide the agent's contact information.

A.6 Owner Name(s) – Provide the owner name(s). Ensure that the names read as they do on the Orange County Property Appraiser's website. If the owner is a business, provide a copy of the incorporation document(s) or a printout from Sunbiz.org verifying that the applicant has the authority to handle the application. If the property is owned by a trust, provide a copy of the trust documents..

A.7 Owner Provide the owner postal address(es).

A.8 Owner Contact Information – Provide the owner contact information.

Part B Request

B.1 Project Name – Provide a working name for the project.

B.2 Future Land Use Amendment Type – Indicate by checking the appropriate box whether this Future Land Use Map (FLUM) Amendment is Regular Cycle or Small Scale.

Note: Generally, the property subject to the FLUM amendment must be less than 10.0 gross acres to qualify as a Small Scale amendment. Under certain circumstances, the Planning Division may determine that a Small Scale amendment must be processed as a Regular Cycle Amendment, and that an amendment of 10 to 50 acres may be processed as a Small Scale Amendment. See the Appendix of this handbook for guidance.

B.3 Subject Property Address – Provide the address of the subject property. If no official address has been assigned, provide a description of the general location.

B.4 Parcel Identification Number – Provide the Parcel Identification Number(s) for the subject property. The Parcel Identification Number can be found on the Orange County Property Appraiser's website.

B.5 Acreage - Provide the size of the subject property in gross acres. This information can be found on the Orange County Property Appraiser's website. Also, provide the net developable acreage. This is the gross acreage less any water bodies and/or wetland acreage on the site. (see the Environmental Assessment section for additional information on wetlands).

B.6 Use of Property – Provide the existing and proposed uses of the property in terms of gross square feet, dwelling units, student beds, etc. If there are not structures on the site, the existing use shall be listed as undeveloped. The land uses and units counts may be amended in response to public or other review comments; however, **the cutoff date for making changes** is two weeks after state review comments are received for a regular cycle amendment, or two weeks after the community meeting for small scale amendments. If changes are desired after those deadlines then the review will be moved to the next review cycle to allow adequate time for analysis of the changes and preparation of legal notices.

B.7 FLUM Designation – Provide the existing and proposed Future Land Use Map designations for the subject property. This information can also be obtained during the pre-application meeting, or by contacting the Planning Division at 407-836-5321.

B.8 Zoning District – Provide the existing and proposed zoning districts for the subject property. This information can also be obtained during the pre-application meeting, or by contacting the Planning Division at 407-836-5321.

Part C Additional Information

C.1 Prior Submissions – If a prior amendment application has been submitted for any of the properties included in this request, please indicate the year, cycle, and outcome of the application, including the date of the final public hearing, if one was held.

C.2 Pre-Application Meeting – Provide the date of the pre-application meeting. Do not initial, as staff will confirm the pre-application meeting date.

Part D Data and Analysis Checklist

For information about the documents listed in Part D – Data and Analysis Checklist, see Section 5, Data and Analysis Required.

Part E Acknowledgements, Authorization, and Certification

Read the acknowledgements, authorization, and certification statements. The applicant should sign and type or print his or her name and date in blue ink. If the applicant is the property owner, all of the property owners should sign and type or print their names and date in blue ink. Documents requiring notarization must be submitted as originals, i.e. not as photocopies or scans.

SECTION 4 - JUSTIFICATION STATEMENT REQUIREMENTS

The application should include an original justification statement and at a minimum discuss:

- ☐The legal description of the property, including the Parcel ID Number(s);
- ☐The size of the subject property in acres;
- ☐The existing land uses of the subject property and abutting properties to the immediate north, east, south, and west
- ☐The existing Future Land Use Map (FLUM) designation(s) of the subject property and the abutting properties to the immediate north, south, east, and west;
- ☐The proposed FLUM designation of the subject property; and
- ☐Land Use Compatibility Analysis—Provide an explanation of how the proposed FLUM Amendment is compatible with the existing adjacent and nearby land uses. Also describe how the proposed amendment would advance Orange County growth objectives or otherwise improve area conditions.
- ☐Provide an explanation of how the proposed amendment is consistent with the Goals, Objectives, and Policies of the Orange County Comprehensive Plan. If the proposed amendment conflicts with a Goal, Objective, or Policy, explain the measures proposed to mitigate the potential conflict.
- ☐Using the table on the next page, include the maximum development that could occur on the site under the proposed FLUM designation.
- ☐Density/Intensity Change.

Future Land Use	*Maximum Density/FAR*	*Zoning*
Rural/Agricultural	1 du/10 ac	A-1, A-2, A-R, R-CE
Rural Settlement 1/5[1] (see note)	1 du/5 ac	R-CE-5, A-1, A-2, PD[3]
Rural Settlement 1/2[1] (see note)	1 du/2 ac	R-CE-2, R-CE-5, A-R, A-1 , A-2, PD[3]
Rural Settlement 1/1[1] (see note)	1 du/ac	R-CE, R-CE-Cluster, R-CE-2, R-CE-5, A-1, A-2, PD[3]
Rural Settlement Low Density[1]	2 du/ac	R-CE, R-CE-Cluster, R-CE-2, R-CE-5, PD[3]
Low Density Residential	4 du/ac	R-CE[1], R-1, R-1A, R-1AA, R-1AAA, R-1AAAA, R-2[2], R -T-1, R-T-2, R-L-D, PD, U-V
Low-Medium Density Residential	10 du/ac + workforce housing bonus	R-1, R-2, R-T, R-T-1, PD, U-V
Medium Density Residential	20 du/ac + workforce housing bonus	R-2, R-3, UR-3, PD, U-V
Medium-High Density Residential	35 du/ac + workforce housing bonus	R-2, R-3, UR-3, PD, U-V
High Density Residential	50 du/ac + workforce housing bonus	R-2, R-3, UR-3, PD, U-V
Neighborhood Residential	20 du/ac / 0.4 FAR	NR, PD
Neighborhood Activity Corridor	25 du/ac / 1.0 FAR	NAC, PD
Neighborhood Center	40 du/ac / 2.0 FAR	NC, PD
Office	1.25 FAR[4]	P-O, PD
Commercial	1.5 FAR[4]	C-1, C-2, C-3, P-O, PD
Industrial	0.75 FAR	I-1A, I-1/I-5, I-2/I-3, I-4, PD
Institutional	2.0 FAR	Any
Educational	2.0 FAR	PD
Planned Development	See FLU8.1.2 and FLU8.1.4	PD
Activity Center Mixed Use/ Activity Center Residential	See I-Drive Element	PD
Growth Center	See FLUE	PD
Innovation Way	See FLU5.1.7	IW-PD-RP
I-Drive District Overlay	See Conceptual Regulating Plan, Map 23 of FLUM Map Series	PD, C-1, C-2, I-2/I-3
Village (Horizon West)	PD required for all new development; A-1, A-2, A-R, R-CE (within overlay classification)	
Mixed Use Corridor (administratively initiated)	3.0 FAR[4]	PD
Mixed-Use Development Activity Center		PD
Community Village Center (Four Corners)		PD
Traditional Neighborhood Development (Avalon Park)		PD
Preservation (PRES)	Designation recognizes publicly or privately owned lands of significant environmental importance for the purpose of environmental protection.	

1. Rural Settlement only; 2. Limited to 4 dwelling units per acre; 3. Consistent with Comprehensive Plan Policy FLU 6.2.3; 4. 0.15 FAR in Rural Settlements (FLU6.2.9)

Note: See FLU8.2.5, FLU8.2.5.1, and FLU8.2.5.2 to determine whether a rezoning is required prior to a special exception, or to determine whether a rezoning is required in specific cases of inconsistent zoning and future land use.

Note: Consistency of A-1, A-2 and A-R zoning districts with a **Rural Settlement FLUM** designation is limited to: residential uses permitted by right or by special exception approval; and, non-residential uses requiring approval by special exception and which are common to all zoning districts consistent with a Rural Settlement FLUM designation. A use that is not common to all listed districts is not consistent with a Rural Settlement designation.

SECTION 5 - DATA AND ANALYSIS REQUIREMENTS

This section provides details and information about the preferred methodology for the data and analysis that must accompany a Future Land Use Map (FLUM) Amendment application, unless otherwise indicated.

Agent Authorization Form

Attach a signed and notarized Agent Authorization Form if the owner of the subject site is not the applicant and has assigned an agent to file the application and make binding statements and commitments regarding the amendment request.

Property Information

Certified Survey or Property Appraiser's Map – A certified survey is required if the request is for a portion of a parcel. If the request is for an entire parcel, staff will accept a certified survey or the Orange County Property Appraiser's map illustrating the exact parcel in lieu of the survey, upon staff approval. This map can be obtained by visiting the Orange County Property Appraiser's website at www.ocpafl.org.

Property Appraisers Information – Print the information contained on the Orange County Property Appraiser's website regarding the subject site.

GIS Shapefile – If the parcel boundary is changing,, please provide a GIS (Geographic Information System) shapefile matching the legal description based on a certified survey (on CD) created as a polygon feature in the following projected coordinate system: NAD 1983 State Plane Florida East FIPS 0901 Feet. The projection is Transverse Mercator.

Location Maps – Please provide the following maps:

1. A site/location map of the subject site;
2. Existing land use map;
3. Zoning map;
4. Floodplain map (Large-Scale Amendment only);
5. Topographical map (Large-Scale Amendment only)
6. Vegetation map using the Florida Land Cover Classification System (FLCCS)

Small Area and Special Studies

If an amendment request requires the completion of a small area study, the applicant must meet with Planning Division staff to determine the level of analysis and the format and length of the study. Required small area studies must be submitted concurrently with the amendment application unless the Planning Manager or his/her designee grants permission to extend the deadline. Special studies may include, but are not limited to, land use studies, vacant land analyses, and demonstrated need for the land use change.

Public Facilities

Transportation Capacity Analysis – Provide traffic data and analysis for the proposed FLUM Amendment based on approved methodology and the calculated development potential. The applicant must contact Mirna Barq of the Transportation Planning Division at 407-836-7893 regarding this. Properties located within an Alternative Mobility Area (AMA) may also be required to complete a Planning Context Assessment Study. If a transportation capacity analysis or planning context assessment study is required, it must be satisfactorily submitted with the Comprehensive Plan Amendment application package in order for the application to be deemed sufficient.

School Capacity – For a proposed FLUM amendment entailing residential development, other than student or senior housing, provide the following:

1. At the time of application submittal for a Comprehensive Plan amendment to the Planning Division, the applicant ***must*** complete the online OCPS Formal Capacity Determination Application and provide a receipt of payment with the application package.
2. Please contact Sue Watson of the Planning Division at Sue.Watson@ocfl.net requesting a Proposed Development Profile for the subject site. In the email include the following information:
   a. Parcel ID numbers(s);
   b. Total number of residential units and the type (single-family, townhomes, or multi-family);
   c. Requested FLUM and Zoning designations (as applicable);
   d. Project name.

Environmental Assessment

Wetland Determination - If maps or other resources available to you indicate that there may be wetlands or surface waters on the property, a completed Wetland Determination (WD) is required as part of the Comprehensive Plan Amendment application package, and must be approved by the Environmental Protection Division (EPD) prior to the application being found "sufficient" for any application proposing a Planned Development land use or is otherwise dependent on a clear understanding of developable acreage to determine density or other purposes, unless deemed unnecessary by EPD. To avoid having this process delaying a determination of sufficiency, it is recommended that the WD application be submitted and under review by EPD by the time that the Comprehensive Plan Amendment application is submitted.

If any encroachment is planned to wetlands, wetland buffers, or surface waters, and will be relied on for density calculations, then a Wetland Impact Permit will also be required as part of the Comprehensive Plan Amendment application package, and should be submitted early in the review so that it may be considered concurrently with the BCC adoption hearing.

For questions regarding the WD or Wetland impact permit processes, please contact the Orange County Environmental Protection Division at 407-836-1400.

Environmental Assessment, Continued

Please complete the following table:

Wetlands and Surface Water Summary

Project Name: _____

Type Acreage	*Acreages*	*Information Source*
Gross		
Existing wetland		
Existing surface water		**Named Lake(s) & Normal High Water Elevation**
Net developable - Without any wetland/ surface water impacts		
County Wetland Determination #	**WD#**	
If no WD, then attach copy of receipt of submittal		
Requested wetland impact, if any		
Requested surface water impact, if any		
County Wetland Impact Permit #	**#**	
Net developable - With wetland/surface water impacts		
Wetland remaining post-impact		
Surface water remaining post-impact		
Wetland/Surface Water Buffer – No impacts		
Wetland/Surface Water Buffers-Post-buffer impacts		

All acreages regarding conservation areas and wetland buffers are considered approximate until finalized by a Wetland Determination (WD) and a Wetland Impact Permit.

Environmental Assessment, Continued

Approval of a future land use map amendment or any site plan does not authorize any direct (wetlands and surface waters) or indirect (protective vegetated buffers) conservation area impacts. Until wetland permitting is complete, the **developable acreage is the gross acreage** less the wetlands and surface waters. Do not assume any wetland, surface water or buffer encroachments without a valid permit. In addition to preservation of existing shoreline wetlands and protective upland buffers, a pollution abatement swale shall be provided upland of streams and canals and the normal high water elevation on all lakes. Parcel and lot design shall include these features. The applicant is advised not to make financial decisions based upon development within a wetland or surface water area. Any plan showing development in a wetland or surface water area without Orange County and other jurisdictional governmental agency wetland permits is speculative and may not be approved.

Application for a comprehensive plan amendment, rezoning to planned development and/or a lot split will require a completed Wetland Determination (WD) with a certified wetland boundary survey approved by the Environmental Protection Division (EPD). The WD is the official Orange County wetland delineation process and cannot be replaced by an ecological study or environmental assessment report prepared by a consultant.

Unless it was determined at the pre-application meeting that a WD will not be required, then at a minimum, a final WD including the approved certified boundary survey delineating all acreages, must be submitted to find the plan amendment application sufficient.

Environmental Habitat Assessment - Submit a review of the local habitat (flora and fauna). Include percent of site surveyed and review technique, account for seasonal variation, potential for and observation of imperiled species. Identify any known existing state and federal habitat / wildlife permits.

Please see Comprehensive Plan Policy FLU6.6.10 and related policies for guidance on the scope of soil (site aquifer recharge) and vegetation analysis for lands within the **Wekiva Study Area.**

Environmental Site Contamination Assessment - Provide a statement of current and previous land use. Although not required with the Comprehensive Plan application, submit a Phase I and/or Phase II Environmental Site Assessment if you have it. This may be a concern during the development review process depending upon the prior land use history of the subject site. For example, has the property been the location of petroleum spills, solid waste disposal or processing, agricultural activity (for example landscape or vegetable nurseries or citrus groves), or a golf course or other uses where application of fertilizer, pesticide or herbicides is common and may have sites of spillage or contaminant residue due to long term use. Depending upon the site history this could be the cause of time delays in the development process and is needed prior to site development or platting. If available now, then submit any completed Phase I, II or limited sampling Environmental Site Assessments (ESA) to avoid future delays to the Orange County Development Engineering Division (ATTN: Platting Office) and to the Environmental Protection Division (Attention: Development Review Committee Representative).

Additional Required Forms

Relationship Disclosure Form – The Relationship Disclosure Form is a disclosure of a personal or professional relationship to the Orange County Mayor or any member of the Board of County Commissioners by the principal, his/her agent or the principal's lobbyist, contractors, and consultants (if applicable) for certain projects or issues that will come before the Board of County Commissioners. It is **required** for this application. For questions regarding this form, please contact the Orange County Attorney's Office at 407-836-7320.

Specific Project Expenditure Report – The Specific Project Expenditure Report is a report of all lobbying expenditures incurred by the principal and his/her agent and the principal's lobbyist, contractors, and consultants (if applicable) for certain projects or issues that will come before the Board of County Commissioners. It is **required** for this application. For questions regarding this form, please contact the Orange County Attorney's Office at 407-836-7320.

If at any time during the process this information changes, it is the duty and responsibility of the applicant/agent to notify staff and submit a revised Relationship Disclosure Form and/or Specific Project Expenditure Report for inclusion in the case file.

APPENDICES FOLLOW

Orange County Planning

Criteria for Determining the Appropriate Comprehensive Plan Amendment Review Cycle

December 2021

Per 163.3187(1), F.S. and interpretive guidance provided by the Florida Department of Economic Opportunity, Orange County may process certain amendments involving a use of 50 acres or fewer as a small-scale development amendment. The following provides guidance for the Planning Division to make that decision.

Properties of less than ten gross acres in the aggregate are considered to be Small Scale amendments. Under certain circumstances, the Planning Division may determine that a property of less than ten acres must be processed as a Regular Cycle Amendment. Such circumstances include: potential for regional or state interest; involve an amendment to a Joint Planning Area Agreement; a Developer's Agreement; expansion of the Urban Service Area; or other complicating concerns.

Properties of ten to 50 gross acres are considered to be regular cycle amendments, but may qualify for processing as small scale amendments, as the Planning Division, in consultation with the District Commissioner, determines. Such properties *may* include one or more of the following:

- those previously developed properties within the Urban Service Area that are proposed in areas targeted for redevelopment;
- that include a significant number of County certifiable affordable housing units at locations that score high on the County Access and Opportunity Model or are in targeted areas based on existing or planned direct access to transit, services and employment;
- are proposed to create a vertical mix of uses within buildings in areas targeted for development based on existing or planned direct access to transit, services and employment; or
- have clear economic benefits of county-wide significance, are time sensitive, are inside the Urban Service Area, are in an area targeted for growth based on existing or planned direct access to transit, services, and employment, and otherwise have no other complications or concerns; or
- consist of properties proposed for Preservation; or
- are County initiated amendments.

Regular cycle amendments will include those that are judged by the Planning Division to have a potential for regional or state interest, involve a Joint Planning Area Agreement, Developer's Agreement, or Urban Service Area expansion, are located in the Rural Service Area or a Rural Settlement, or have other complicating concerns.

The appropriate review cycle for your application will be confirmed by the Planning Division during your pre-application meeting.

This form is needed for concurrent rezonings only:

ORANGE COUNTY GOVERNMENT
FLORIDA

APPLICATION FOR WAIVER

It has been determined that this application for a permit/case will be governed by and subject to the requirements and limitations referenced in Section 125.022, Florida Statutes, as may be amended. As such, the local government's ability to request additional information to help evaluate your application is limited, unless the applicant agrees to waive the limitations in writing.

I, the applicant for the subject permit, hereby understand and acknowledge the ability to waive the limitations noted above and to extend the review process, and declare as follows (please choose **one**):

____ **Yes**, I agree to waive the limitations on the local government to request additional information related to my application and to extend the review process as necessary

____ **No**, I do not agree to waive the limitation on the local government to request additional information related to my application or extend the review process as necessary

{***Note**: If "No" is selected above and the review requires more than a third request for additional information, due to the statutory limitation, the application will be processed as-is and may be denied and/or voided. If voided, a new application for permit will be required to be submitted with the required application fees.}

By signing and submitting this form, I acknowledge and accept that my application will be reviewed in accordance with the Development Review process of Orange County and subject to the requirements and limitations of Section 125.022, Florida Statutes, and I understand that such review may result in approval, denial, or other determination as provided by law.

Typed / Printed Name	Signature	Date

A

PLANNING DIVISION USE ONLY	
Application # _____	Submittal Date _____
Application Fee Paid ¨ Yes ¨ No	Acceptance Date_____
Application Fee Amount $_____	Project Manager_____
Commission District_____	Concurrent Rezoning ¨ Yes ¨ No
Notes _____	

PART A – APPLICANT INFORMATION

A.1 Applicant ¨ Owner (If checked, skip A.2-A-5) ¨ Authorized Agent

A.2 Agent Name_____

A.3 Agent Company_____

A.4 Agent Address_____

_____

A.5 Agent Contact Information Phone_____	Phone_____

Email Address_____

A.6 Owner Name_____

A.7 Owner Address_____

_____

A.8 Owner Contact Information Phone_____	Phone_____

Email Address_____

PART B – REQUEST

B.1 Project Name_____

B.2 Future Land Use Map (FLUM) Amendment Type ¨ Regular Cycle ¨ Small-Scale

B.3 Subject Property Address_____

_____

B.4 Parcel Identification Number(s)_____

_____

B.5 Gross acreage: _____ Net acreage: _____

	Existing	Proposed
B.6 Proposed Use(s)	_____	_____
B.7 FLUM Designation	_____	_____
B.8 Zoning Designation	_____	_____

PART C – ADDITIONAL INFORMATION

C.1 Prior Submissions ¨ Yes ¨ No _____

C.2 Pre-Application Meeting ¨ Yes ¨ No Date_____ _____Initials (Staff Only)

C.3 Received and Read Applicant's Handbook ¨ Yes ¨ No

PART D – DATA AND ANALYSIS CHECKLIST

Justification Statement (Please see Handbook, Section 4)	Meets requirements outlined in Section 5 4 ¨ Yes ¨ No	
Required Forms		
¨ Agent Authorization Form (Signed and Notarized)		
¨ Relationship Disclosure Form (Signed and Notarized)	¨ Specific Project Expenditure Report (Signed and Notarized)	
Property Information		
¨Certified Survey (only if for a portion of parcel)	¨ Property Appraiser's Map	
¨Property Appraiser's Information	¨ GIS Shapefile (only if parcel boundary is changing)	
Location Maps:	¨ Future Land Use Map	¨ Soils Map
¨Aerial Site/Location Map	¨ Zoning Map	¨ Vegetation Map
¨Floodplain Map (Only for Large-Scale)	¨ Topographical Map (Only for Large-Scale)	
Small Area and Special Studies	Required by Staff? ¨ Yes ¨ No	
Public Facilities		
¨Transportation Capacity Analysis	¨ School Capacity Documents	
Environmental Information ¨Wetland Determination (WD) ¨Site Contamination Assessment	¨ Wetland impact permit Application/Permit (if applicable) ¨ Habitat Assessment	

PART E – ACKNOWLEDGEMENTS, AUTHORIZATION, AND CERTIFICATION

The applicant agrees and understands that this application is submitted pursuant to the Orange County Comprehensive Plan and Chapter 163, Part II, Florida Statutes (The Community Planning Act). The application must be filed in person during the plan amendment submission period to: Orange County Planning Division, Comprehensive Planning Section, 201 South Rosalind Avenue, 2nd Floor, Orlando, Florida 32801. Application completeness is the responsibility of the applicant.

The public record of this application consists of the application; the exhibits, documents or materials prepared by the applicant and submitted to the Planning Division, review documentation; information and/or materials prepared by the Planning Division; public comments submitted to the Planning Division; and public comments made during the community meeting (s) or public hearings for this application.

Applicant Signature(s), all property owners must sign

I hereby certify that all information submitted with and pursuant to this application is true and correct to the best of my knowledge and belief.

(Continued on next page)

PART E – CONTINUED

Notice to Applicants:

Please note that Vision2050 and Orange Code are still in progress; however, their effective dates have not yet been determined. Currently, all Future Land Use Map amendments and rezoning applications are being re-viewed under the existing Comprehensive Plan and Code. If and when Vision 2050 and Orange Code are made effective, your application may be impacted. Applications that are in process at the time Vision 2050 becomes effective will be withdrawn or the request will be adjusted to an equivalent designation under Vision 2050.

_____	_____	_____
Signature of Applicant	Type or Print Name	Date
_____	_____	_____
Signature of Applicant	Type or Print Name	Date
_____	_____	_____
Signature of Applicant	Type or Print Name	Date

AGENT AUTHORIZATION FORM

FOR PROJECTS LOCATED IN ORANGE COUNTY, FLORIDA

I/WE, (PRINT PROPERTY OWNER NAME)_____,

AS THE OWNER(S) OF THE REAL PROPERTY DESCRIBED AS FOLLOWS,_____,

DO HEREBY AUTHORIZE TO ACT AS MY/OUR AGENT (PRINT AGENT'S NAME),_____,

TO EXECUTE ANY PETITIONS OR OTHER DOCUMENTS NECESSARY TO AFFECT THE APPLICATION APPROVAL REQUESTED AND MORE SPECIFICALLY DESCRIBED AS FOLLOWS,_____, AND TO APPEAR ON MY/OUR BEHALF BEFORE ANY ADMINISTRATIVE OR LEGISLATIVE BODY IN THE COUNTY CONSIDERING THIS APPLICATION AND TO ACT IN ALL RESPECTS AS OUR AGENT IN MATTERS PERTAINING TO THE APPLICATION.

Date:_____ _____ _____
Signature of Property Owner Print Name Property Owner

Date:_____ _____ _____
Signature of Property Owner Print Name Property Owner

STATE OF FLORIDA :
COUNTY OF_____:

I certify that the foregoing instrument was acknowledged before me this_____day of____,20_____, by

_____. He/she is personally known to me or has produced _____as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the____day of _____, in the year_____.

_____
Signature of Notary Public
(Notary Seal) Notary Public for the State of Florida

My Commission Expires: _____

Legal Description(s) or Parcel Identification Number(s) are required:
PARCEL ID #:
LEGAL DESCRIPTION:

Specific Project Expenditure Report (Revised November 5, 2010)
For use as of March 1, 2011

For Staff Use Only:
Initially submitted on_____
Updated On _____
Project Name (as filed) _____
Case or Bid No. _____

ORANGE COUNTY SPECIFIC PROJECT EXPENDITURE REPORT

This lobbying expenditure form shall be completed in full and filed with all application submittals. This form shall remain cumulative and shall be filed with the department processing your application. Forms signed by a principal's authorized agent shall include an executed Agent Authorization Form.

This is the initial Form:_____
This is a Subsequent Form:_____

For staff use only

Part I
Please complete all of the following:

Name and Address of Principal (legal name of entity or owner per Orange County tax rolls): _____

_____

Name and Address of Principal's Authorized Agent, if applicable: _____

List the name and address of all lobbyists, consultants, contractors, subcontractors, individuals or business entities who will assist with obtaining approval for this project. (Additional forms may be used as necessary.)

1. Name and address of individual or business entity:_____
   Are they registered Lobbyist? Yes___or No____
2. Name and address of individual or business entity:_____
   Are they registered Lobbyist? Yes___or No____
3. Name and address of individual or business entity:_____
   Are they registered Lobbyist? Yes___or No____
4. Name and address of individual or business entity:_____
   Are they registered Lobbyist? Yes___or No____
5. Name and address of individual or business entity:_____
   Are they registered Lobbyist? Yes___or No____
6. Name and address of individual or business entity:_____
   Are they registered Lobbyist? Yes___or No____
7. Name and address of individual or business entity:_____
   Are they registered Lobbyist? Yes___or No____
8. Name and address of individual or business entity:_____
   Are they registered Lobbyist? Yes___or No____

For Staff Use Only:
Initially submitted on_____
Updated On _____
Project Name (as filed) _____
Case or Bid No. _____

Part II
Expenditures:

For this report, an "expenditure" means money or anything of value given by the principal and/or his/her lobbyist for the purpose of lobbying, as defined in section 2-351, Orange County Code. This may include public relations expenditures including, but not limited to, petitions, fliers, purchase of media time, cost of print and distribution of publications. However, the term "expenditure" **does not** include:

- Contributions or expenditures reported pursuant to chapter 106, Florida Statutes;
- Federal election law, campaign-related personal services provided without compensation by individuals volunteering their time;
- Any other contribution or expenditure made by or to a political party;
- Any other contribution or expenditure made by an organization that is exempt from taxation under 26 U.S.C. s. 527 or s. 501(c)(4), in accordance with s.112.3215, Florida Statutes; and/or
- Professional fees paid to registered lobbyists associated with the project or item.

The following is a complete list of all lobbying expenditures and activities (including those of lobbyists, contractors, consultants, etc.) incurred by the principal or his/her authorized agent and expended in connection with the above-referenced project or issue. **You need not include de minimus costs (under $50) for producing or reproducing graphics, aerial photographs, photocopies, surveys, studies or other documents related to this project.**

Date of Expenditure	Name of Party Incurring Expenditure	Description of Activity	Amount Paid
		TOTAL EXPENDED THIS REPORT	$

For Staff Use Only:
Initially submitted on_____
Updated On _____
Project Name (as filed) _____
Case or Bid No. _____

Part III
ORIGINAL SIGNATURE AND NOTARIZATION REQUIRED

I hereby certify that information provided in this specific project expenditure report is true and correct based on my knowledge and belief. I acknowledge and agree to comply with the requirement of section 2-354, of the Orange County code, to amend this specific project expenditure report for any additional expenditure(s) incurred relating to this project prior to the scheduled Board of County Commissioner meeting. I further acknowledge and agree that failure to comply with these requirements to file the specific expenditure report and all associated amendments may result in the delay of approval by the Board of County Commissioners for my project or item, any associated costs for which I shall be held responsible. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

Date:_____ _____
Signature of ⌂ Principal or ⌂ Principal's Authorized Agent
(check appropriate box)
PRINT NAME AND TITLE: _____

STATE OF FLORIDA :
COUNTY OF_____:

I certify that the foregoing instrument was acknowledged before me this_____day of_____, 20___by _____. He/she is personally known to me or has produced_____as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the_____day of_____, in the year_____.

_____
Signature of Notary Public
(Notary Seal) Notary Public for the State of Florida
My Commission Expires: _____

Staff signature and date of receipt of form _____
Staff reviews as to form and does not attest to the accuracy or veracity of the information provided herein.

OC CE FORM 2D
FOR DEVELOPMENT-RELATED ITEMS (November 5, 2010)
For use after March 1, 2011

For Staff Use Only:
Initially submitted on _____
Updated on _____
Project Name (as filed) _____
Case Number _____

RELATIONSHIP DISCLOSURE FORM
FOR USE WITH DEVELOPMENT RELATED ITEMS, EXCEPT THOSE WHERE THE COUNTY IS THE PRINCIPAL OR PRIMARY APPLICANT

This relationship disclosure form must be submitted to the Orange County department or division processing your application at the time of filing. In the event any information provided on this form should change, the Owner, Contract Purchaser, or Authorized Agent(s) must file an amended form on or before the date the item is considered by the appropriate board or body.

For staff use only

Part I

INFORMATION ON OWNER OF RECORD PER ORANGE COUNTY TAX ROLLS:

Name:_____

Business Address (Street/P.O. Box, City and Zip Code): _____

_____

Business Phone ( )_____

E-Mail_____

INFORMATION ON CONTRACT PURCHASER, IF APPLICABLE:

Name:_____

Business Address (Street/P.O. Box, City and Zip Code): _____

_____

Business Phone ( )_____

E-Mail_____

INFORMATION ON AUTHORIZED AGENT, IF APPLICABLE:
(Agent Authorization Form also required to be attached)

Name:_____

Business Address (Street/P.O. Box, City and Zip Code): _____

_____

Business Phone ( )_____

E-Mail_____

For Staff Use Only:
Initially submitted on _____
Updated on _____
Project Name (as filed) _____
Case Number _____

Part II

IS THE OWNER, CONTRACT PURCHASER, OR AUTHORIZED AGENT A RELATIVE OF THE MAYOR OR ANY MEMBER OF THE BCC?

____YES_____NO

IS THE MAYOR OR ANY MEMBER OF THE BCC AN EMPLOYEE OF THE OWNER, CONTRACT PURCHASER, OR AUTHORIZED AGENT?

____YES_____NO

IS ANY PERSON WITH A DIRECT BENEFICIAL INTEREST IN THE OUTCOME OF THIS MATTER A BUSINESS ASSOCIATE OF THE MAYOR OR ANY MEMBER OF THE BCC? (When responding to this question please consider all consultants, attorneys, contractors/subcontractors and any other persons who may have been retained by the Owner, Contract Purchaser, or Authorized Agent to assist with obtaining approval of this item.)

____YES_____NO

If you responded "YES**"** to any of the above questions, please state with whom and explain the relationship:

_____

_____

_____

_____

_____

_____

(Use additional sheets of paper if necessary)

OC CE FORM 2D
FOR DEVELOPMENT-RELATED ITEMS (November 5, 2010)
For use after March 1, 2011

For Staff Use Only:
Initially submitted on _____
Updated on _____
Project Name (as filed) _____
Case Number _____

Part III
ORIGINAL SIGNATURE AND NOTARIZATION REQUIRED

I hereby certify that information provided in this relationship disclosure form is true and correct based on my knowledge and belief. If any of this information changes, I further acknowledge and agree to amend this relationship disclosure form prior to any meeting at which the above-referenced project is scheduled to be heard. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

_____ Date: _____
Signature of ⌂Owner, ⌂Contract Purchaser
or ⌂Authorized Agent

Print Name and Title of Person completing this form: _____

STATE OF FLORIDA :
COUNTY OF_____:

I certify that the foregoing instrument was acknowledged before me this_____day of _____, 20___by_____. He/she is personally known to me or has produced_____as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the _____ day of_____, in the year_____.

_____
Signature of Notary Public
Notary Public for the State of Florida
My Commission Expires:

(Notary Seal)

Staff signature and date of receipt of form

_____
Staff reviews as to form and does not attest to the accuracy or veracity of the information provided herein.

form oc ce 2d (relationship disclosure form - development) 3-1-11