

# APPLICATION FOR CONVENTIONAL REZONING

**ORANGE COUNTY PLANNING AND ZONING COMMISSION (PZC) ORANGE COUNTY PLANNING DIVISION** 201 S. Rosalind Avenue, Orlando, FL 32801 407-836-5600

# **Instructions to the Applicant**

# **SECTION 1: GENERAL INFORMATION**

VERY IMPORTANT: The Applicant must submit the application and all supporting information as required below in person. This application cannot be accepted unless all pages of this application and required documentation are provided and the Planning Division completes Section 5. Submission of incomplete applications will not be accepted nor determined to meet the application filing deadline. All rezoning requests shall be consistent with the Orange County Comprehensive Plan (OCCP). All required application documents shall be originals; no copies or facsimiles shall be accepted. (No staples)

# REQUIRED DOCUMENTATION

□ Legal description of the subject property		Relationship Disclosure Form(s)
□ Property Appraiser's Map highlighting the subject property		Specific Project Expenditure Report(s)
(Property Appraiser website, include owner info page)		Incorporation document(s) (if applicable)
□ Boundary Survey or Site Plan		Warranty Deed(s) (if applicable).
□ Agent Authorization Form(s)		OCPS Formal School Capacity Determination
- , ,		(if applicable)
Additional documents may be requested in order to facilitate the read	nir	nà realiest*

### AGENT AUTHORIZATION FORM

If the applicant is not the owner of record of the property, the owner must complete and sign the attached Agent Authorization Form included with this application packet. If there are multiple property owners, a separate Agent Authorization Form is required for each owner.

# RELATIONSHIP DISCLOSURE FORM (RDF)

For all development-related project applications, Relationship Disclosure Forms shall be completed by the principal or the principal's authorized agent (when accompanied by an Agent Authorization Form on file with the County) and shall be submitted to the department processing your application prior to the development-related item being considered for review and/or approval by Orange County. It is required for this application.

# SPECIFIC PROJECT EXPENDITURE REPORT (SPER)

The Specific Project Expenditure Report (SPER) 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 BCC. It is required for this application.

# **COMMUNITY MEETING**

If a Community Meeting is required, the applicant shall be responsible for the payment of all invoiced facility rental fees at least one (1) week prior to the meeting date. Additionally, if a meeting is required, the public hearing date based on the filing deadline may be unattainable and the rezoning may be scheduled for the next available public hearing date.

#### **PUBLIC NOTIFICATION & SITE VISIT**

The Applicant is required to place one or more posters on the property that displays information related to the proposed rezoning. The Planning Division will notify the Applicant when the posters are available for pick-up. Failure to post the property according to the instructions may result in a postponement of the hearing. The cost of materials to place the poster(s) on the property is the responsibility of the applicant.

Surrounding property owners will be notified of the request by mail. It may benefit you to meet with surrounding property owners prior to the public hearing date.

This application hereby authorizes Orange County Planning Division staff to enter upon the property at any reasonable time for the purpose of a site visit in connection with the review of this application.

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#### **PUBLIC HEARING**

All application deadline dates are strictly enforced. A Public Hearing schedule is attached.

The Applicant or an authorized representative must be present at the PZC Public Hearing. If the applicant is not present, the PZC may continue or deny the request. If continued, there may be an additional fee.

The PZC and/or BCC may impose conditions, restrictions, or specific waivers on any rezoning request at the Public Hearing.

# **BCC CONFIRMATION**

The Board of County Commissioner's (BCC) will confirm the entirety of the PZC recommendation at a BCC meeting within one month of the PZC public hearing. The rezoning is not considered effective until the BCC has acted on the PZC Recommendation.

#### **APPEALS**

Appeals of the decision of the Planning and Zoning Commission may be made to the Board of County Commissioners within fifteen (15) calendar days from the date of that PZC decision. Appeals must be filed with the Planning Division; appeal forms are located at the Planning Division office or online at <a href="https://www.ocfl.net">www.ocfl.net</a>.

# **REFUNDS**

If the Applicant withdraws their application prior to the preparation of the newspaper advertisement, they may request a partial refund that will be equal to half of the application fee. If the Applicant withdraws the application after the preparation of the newspaper advertisement, all fees are non-refundable.

If the Applicant requests a continuance, time and date not determined, for more than two (2) calendar months, the applicant will forfeit the original application fee and will be required to pay a fee equal to the current application fee prior to requesting the application to proceed.

If the Applicant delays or causes a delay or request that the application be continued and re-advertisement is required, the applicant shall be responsible for the re-advertisement fee of \$200.00.

# **SECTION 2: FEES** (effective October 1, 2017)

- Rezoning fee (except PD) = \$1,531.00
- Appeal of PZC decision = \$483.00
- Re-advertisement Fee = \$200.00

All payments are made payable to "Orange County BCC" and are due upon submittal of an application.

# **Notice to Applicants:**

Vision2050 / Orange Code effectiveness may affect your application. Once effective, your rezoning application would be voided and refunds may not be issued. At this time, we do not have a timeline for when Vision2050 / Orange Code would be effective.

#### **PUBLIC INFORMATION NOTICE:**

Pursuant to Florida's public records laws, this application is subject to public disclosure upon request. If information contained within this application should be treated as confidential and/or exempt from public records, it is the applicant's responsibility to notify Orange County staff at the time the application is submitted. Applicant must be prepared to provide documentation supporting their request for confidentiality.

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# 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 limitations noted above and to extend the review process, and declare as follows (please choose <b>o</b>	
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 additi- information, due to the statutory limitation, the application will be processed as-is and may be de- and/or voided. If voided, a new application for permit will be required to be submitted with the required application fees.}	nied
By signing and submitting this form, I acknowledge and accept that my application will be reviewed accordance with the Development Review process of Orange County and subject to the requirement and limitations of Section 125.022, Florida Statutes, and I understand that such review may result approval, denial, or other determination as provided by law.	ents
Typed / Printed Name Signature Date	

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Case #RZ-	-	_	

# **SECTION 3: APPLICANT/OWNER CERTIFICATION**

,	(Applicant's Printed Name), have read Sections 1	
application, understand Orange Cour Section 4 is accurate and factual.	nty's submittal requirements for this application, and all information	
Applicant's Signature	Date:	
SECTION 4: To be completed by		
Applicant Informa	(if a corporation/trust, include the name of an authorized composition or trust documents)	
Name:	Name:	
Company:		
Address:	Address:	
Phone:	Phone:	
Email Address:	Email Address:	
arcel IDs # (required):		
Current Zoning:		
urrent Zoning:	to Proposed Zoning	
Current Use(s):	Proposed Development Program:	
Previous Use(s):	Property Acreage:	ac
s this rezoning associated with a propose f yes, provide amendment information bel		
Comprehensive Plan Amendment #:	Comprehensive Plan Amendment Request:	
Detailed reason for request and proposed  Ooes the owner own any adjacent parcels	use (required):  ? Yes No If yes, list the Parcel ID Number(s) below:	
SECTION 5: (To be completed		
Orange County Comprehensive Plan - Futur	re Land Use Map (OCCP FLUM) designation	
A The proposed request is concluded above.	consistent with the OCCP FLUM designation or is consistent with a proposed Con	mprehensive
the	nconsistent with OCCP Future Land Use Policy FLU8.1.1. The Planning Division is inconsistent with the OCCP FLUM designation.	has advised
Planning Division Reviewer		

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# 2025 Planning & Zoning Commission Public Hearing Schedule

# Filing Deadline Date

**December 18, 2025** 

**Public Hearing Date** 

**November 7, 2025** 

January 15, 2026

December 4, 2025 January 12, 2026

February 19, 2026

February 9, 2026

March 19, 2026

March 9, 2026

**April 16, 2026** 

**April 13, 2026** 

May 21, 2026

May 11, 2026

June 18, 2026

June 8, 2026

July 16, 2026

July 13, 2026

August 20, 2026

August 10, 2026

**September 17, 2026** 

September 4, 2026

October 15, 2026

#### Note:

- PZC dates are the 3<sup>rd</sup> Thursday
- Public hearing dates are not definite.
- Timing of a rezoning request is dependent on several factors including community meeting scheduling.

# ► ► IMPORTANT APPLICANT INFORMATION ◀ ◀

The **Applicant** is required to place one or more **posters** on the property. Orange County will notify the **applicant** when to pick up the poster(s). Failure to post the property according to the instructions may result in a postponement of your hearing. **All posters shall be picked up two weeks prior to the public hearing date.** 

This application hereby authorizes Orange County Planning Division Staff to enter upon the property at any reasonable time for the purpose of a site visit in connection with the review of this application.

The **Applicant** or an **authorized representative** must be present at the PZC Public Hearing. If the applicant is not present, the PZC may continue or deny the request.

The PZC may impose specific restrictions on any rezoning request at the Public Hearing.

Appeals of the decision of the Planning and Zoning Commission may be made to the Board of County Commissioners within fifteen (15) calendar days from the date of that PZC decision. Appeals must be filed with the Planning Division; appeal forms may be located at the Planning Division office or online at <a href="https://www.ocfl.net">www.ocfl.net</a>.

You may contact the Planning Division for assistance with your application at the following numbers:

PZC Administrative Staff 407-836-5632 or the Planning Division 407-836-5600 (Main Line)

When inquiring about your application, please reference this case number:

	Case #: RZ	
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# **AGENT AUTHORIZATION FORM**



# FOR PROJECTS LOCATED IN ORANGE COUNTY, FLORIDA

I/WE, (PRINT PROPERTY OWNER NAME)			, AS THE OWNER(S) OF THE	
REAL PROPERTY DESCRIE	BED AS FOLLOWS,			, DO
HEREBY AUTHORIZE TO AC	T AS MY/OUR AGENT (PRI	NT AGENT'S NAM	E),	<b>,</b>
TO EXECUTE ANY PETITION	NS OR OTHER DOCUMENTS	S NECESSARY TO	AFFECT THE APPLICATION APPROVAL	REQUESTED
AND MORE SPECIFICALLY	DESCRIBED AS FOLLOWS	3,		, AND TO
APPEAR ON MY/OUR BEHA	ALF BEFORE ANY ADMINIS	TRATIVE OR LEG	ISLATIVE BODY IN THE COUNTY CONSID	DERING THIS
APPLICATION AND TO ACT I	N ALL RESPECTS AS OUR A	AGENT IN MATTER	S PERTAINING TO THE APPLICATION.	
Date				
Date:	Signature of Propert	y Owner	Print Name Property Owner	
Date:				
Bate	Signature of Propert	y Owner	Print Name Property Owner	
STATE OF FLORIDA COUNTY OF	: :			
20 by	He as identification and official seal in	/she is pers nd did/did not tal	d before me this day of onally known to me or has ke an oath.  Industrial stated above on the	produced
(Notary Se	eal)	Signature of N Notary Public	otary Public for the State of Florida	
		My Commission	on Expires:	
Legal Description(s) or Par	cel Identification Number(s)	are required:		
PARCEL ID(s) #:				
LEGAL DESCRIPTION:				

# 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.

# **PART I**

### INFORMATION ON OWNER OF RECORD PER ORANGE COUNTY TAX ROLLS:

Name			
Business Address	City:	State:	Zip:
Phone Number(s):	Fac	simile:	
Email Address:			
INFORMATION ON CONTRA	CT PURCHASER, IF APPLIC	ABLE:	
Name			
Business Address			
Phone Number(s):	Fac	simile:	
Email Address:			
NameBusiness Address	City:	State:	Zip:
Phone Number(s):			
Email Address:			
INFORMATION ON AUTHOR (Agent Authorization Form also	,	LE:	
Name			
Business Address	City:	State:	Zip:
Phone Number(s):	Fac	simile:	
Fmail Address:			

**NOTE:** If you have any questions about this PAGE, please contact Sawsan Mohiuddin of the Orange County Legal Department at 407-836-7320.

# **PART II Relationship Disclosure:** 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)

**NOTE:** If you have any questions about this PAGE, please contact Sawsan Mohiuddin of the Orange County Legal Department at 407-836-7320.

# **PART III**

# **Relationship Disclosure:**

# 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 \( \triangle \) Owner, \( \triangle \) Contract Purchaser or \( \triangle \) Authorized Agent (Check appropriate box)		
	Print Name and T	itle	
I certify that the forgoing by		edged before me this day of	, 20
Personally Known	or Produced Identificat	ion	
Type of Identification Pro	oduced:		
Notary Public Signature		Notary Stamp:	
Notary Public Print Name	e	My Commission Expires	

**NOTE:** If you have any questions about this PAGE, please contact Sawsan Mohiuddin of the Orange County Legal Department at 407-836-7320.

# 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.

PART	I				
Please	complete all of the following:				
Name	Name and Address of Principal (legal name of entity or owner per Orange County tax rolls):				
Name	Name and Address of Principal's Authorized Agent, if applicable:				
busine	ne name and address of all lobbyists, consultants, contractors, subcontractors, individuals or ess entities who will assist with obtaining approval for this project. (Additional forms may be s necessary.)				
1.	Name and address of individual or business entity:				
	Are they a registered Lobbyist Yes or No				
2.	Name and address of individual or business entity:				
	Are they a registered Lobbyist Yes or No				
3.	Name and address of individual or business entity:				
	Are they a registered Lobbyist Yes or No				
4.	Name and address of individual or business entity:				
	Are they a registered Lobbyist Yes or No				
5.	Name and address of individual or business entity:				
	Are they a registered Lobbyist Yes or No				
6.	Name and address of individual or business entity:				
	Are they a registered Lobbyist Yes or No				
7.	Name and address of individual or business entity:				
	Are they a registered Lobbyist Yes or No				
8.	Name and address of individual or business entity:				
	Are they a registered Lobbyist Yes or No				

**NOTE:** If you have any questions about this page, please contact Sawsan Mohiuddin of the Orange County Legal Department at 407-836-7320.

# 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	\$

**NOTE:** If you have any questions about this PAGE, please contact Sawsan Mohiuddin of the Orange County Legal Department at 407-836-7320.

# PART III Expenditures:

# 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 Commissioners 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 a	Signature of \( \triangle \) Owner, \( \triangle \) Contract Purchaser or \( \triangle \) Authorized Agent (Check appropriate box)		
	Print Name a	nd Title		
I certify that the forgoing 20 by		nowledged before me this day of		
Personally Known	or Produced Identif	ication		
Type of Identification Pr	oduced:			
Notary Public Signature		Notary Stamp:		
Notary Public Print Nam	e	My Commission Expires		

**NOTE:** If you have any questions about this PAGE, please contact Sawsan Mohiuddin of the Orange County Legal Department at 407-836-7320.