



**CHECKLIST FOR TRANSPORTATION CONCURRENCY**  
**VESTED RIGHTS APPLICATION**

**APPLICANT**

**COUNTY**

- Provide one (1) hard copy and one (1) electronic copy (submitted in an unsecured PDF format on a CD) of the application package and all the required documents.** \_\_\_\_\_
- You acknowledge that incomplete applications will not be processed until **ALL** required documents are submitted \_\_\_\_\_
- If the applicant is not the owner, an Agent Authorization Form is required
  - Have all owners signed? \_\_\_\_\_
  - Is the person presenting the application the authorized agent? \_\_\_\_\_
  - Is the Agent Authorization form properly notarized? (see below) \_\_\_\_\_
- Sections 1 thru 5 of the application are completely filled out, including name of contact person and parcel identification number(s) \_\_\_\_\_
- Documentation to support the basis for the application is attached (Each section specifies the appropriate supporting documentation for each topic) \_\_\_\_\_
- Phasing Schedule is attached (when applicable) \_\_\_\_\_
- Specific Project Expenditure Report and Relationship Disclosure Form are completed, notarized, and attached \_\_\_\_\_
- Application is properly signed and notarized; proper notarization Includes each of the following:
  - Venue is properly identified (State and County) \_\_\_\_\_
  - Signer’s name must be identified (not *just their signature*) \_\_\_\_\_
  - Date of signature and date of notarization must be the same \_\_\_\_\_
  - Manner in which signer was identified (*either personally known or presented identification*) – If identification was presented, type of identification and any numbers on such identification must be listed \_\_\_\_\_
  - Notary must sign and stamp the document. The stamp must be valid as of the date of the notarization and the signature must match the name exactly as it appears on the stamp \_\_\_\_\_



TCVRC Application Number (Assigned by the County): \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**TRANSPORTATION CONCURRENCY VESTED RIGHTS CERTIFICATE (TCVRC) APPLICATION**

This application is being made to request vesting from transportation concurrency pursuant to Chapter 30, Article XI, of the Orange County Code of Ordinances. Complete, sign, notarize, and return the attached Application for Transportation Concurrency Vested Rights Certificate (and appropriate supporting documentation) to the Orange County Planning, Environmental, & Development Services Department, Fiscal & Operational Division. In order to be processed, all applications must be complete and accompanied by the appropriate fee and supporting documentation. Incomplete applications will be returned to the applicant via regular mail.

**Transportation Concurrency Vested Rights Determination .....\$1,612.00**  
*(Payable to: Orange County Board of County Commissioners)*

**SECTION 1: APPLICANT AND OWNER INFORMATION:**

Applicant <sup>1</sup> : \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owner <sup>2</sup> : \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

<sup>1</sup> All correspondence will be mailed to the address provided. Applicant is responsible for providing correct contact information; County is not liable for non-receipt of correspondence resulting from incorrect or incomplete contact information. <sup>2</sup> If Applicant is different from Owner, the Agent Authorization Form attached hereto must be completed.

**SECTION 2: PROPERTY INFORMATION**

Project Name: \_\_\_\_\_

Parcel Identification Number(s): \_\_\_\_\_

Parcel Size (acres): \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Existing Future Land Use Designation: \_\_\_\_\_



**SECTION 3: PROPOSED DEVELOPMENT/CONSTRUCTION**

**COMMERCIAL DEVELOPMENTS:**

<u>Commercial Land Use</u>	<u>Commercial Sq. Ft.</u>
1.	1.
2.	2.
3.	3.
4.	4.

**RESIDENTIAL DEVELOPMENTS:**

Single-Family: \_\_\_\_\_ Units      Mobile Homes: \_\_\_\_\_ Units

Apartments: \_\_\_\_\_ Units      Condominiums: \_\_\_\_\_ Units

Townhomes: \_\_\_\_\_ Units      Other: \_\_\_\_\_

**ADDITIONAL INFORMATION:**

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**ALL APPLICATION PACKAGES SUBMITTED MUST INCLUDE DOCUMENTATION TO SUPPORT THE BASIS FOR THE APPLICATION AS WELL AS A PHASING SCHEDULE. APPROPRIATE SUPPORTING DOCUMENTATION INCLUDES, BUT IS NOT LIMITED TO, THE ITEMS LISTED UNDER EACH HEADING BELOW.**



**SECTION 4: BASIS FOR APPLICATION**

**DEVELOPMENT OF REGIONAL IMPACT (DRI)**

Name of DRI: \_\_\_\_\_

Date of DRI Development Order Approval (Must be prior to December 2, 1991): \_\_\_\_\_

Date of any and all amendments to the Development Order: \_\_\_\_\_

Were there any Substantial Changes or NOPCs that increased the number of residential units?

\* If yes, provide the dates: \_\_\_\_\_

**Appropriate Supporting Documentation for a DRI Basis**

- 1) Copy of recorded Development Order(s) (or Binding Letter(s) of Vested Rights) and ALL amendments thereto, and documents/agreements required by the Development Order;
- 2) Copy of the minutes of the Board of County Commissioner’s approval of the Development Order and ALL amendments thereto;
- 3) Copy of the complete legal description and Property Appraiser’s map for the subject property and;
- 4) Copies of any Notices of Proposed Changes and/or Substantial Deviations;
- 5) Documentation of phasing schedule and current phase of development;

**BINDING LETTER OF VESTED RIGHTS (BLVR)**

Name of Project as listed in BLVR: \_\_\_\_\_

Date of BLVR: \_\_\_\_\_

**Appropriate Supporting Documentation for a Binding Letter of Vested Rights Basis**

- 1) Copy of the Binding Letter of Vested Rights;
- 2) Copy of any Building Permit(s) associated with the project;
- 3) Copy of the complete legal description and Property Appraiser’s map for the subject property;

**BUILDING PERMIT**

Date of Building Permit Issuance: \_\_\_\_\_

Building Permit Number: \_\_\_\_\_

Building Permit Status:  Active  Complete  Expired

Describe On Site Building Activity: \_\_\_\_\_

**Appropriate Supporting Documentation for Building Permit Basis**

- 1) Copy of any Building Permit(s) associated with the project;
- 2) Copy of the complete legal description and Property Appraiser’s map for the subject property;



**SUBDIVISION (Residential or Mixed-Use Residential)**

Name of Subdivision or project (as approved by County): \_\_\_\_\_  
\_\_\_\_\_

Date on which a plat, if any, was recorded for any part of the project: \_\_\_\_\_  
\_\_\_\_\_

Date on which a replat, if any, was recorded and reason for replatting: \_\_\_\_\_  
\_\_\_\_\_

Date of Preliminary Subdivision Plan (PSP) approval by the Board of County Commissioners  
(must be prior to December 2, 1991): \_\_\_\_\_

Has the PSP approval expired? \_\_\_\_\_

Date of Construction Plan approval and/or date of DRC-approved extension(s) of the PSP  
expiration date (**provide copies of DRC meeting minutes**): \_\_\_\_\_

**DESCRIBE** building activity, which has occurred on site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there, or have there been, any amendments to the Residential Development, which increase  
the number of dwelling units or change the type of dwelling units (e.g., converts single-family to  
multi-family, etc.). Yes  No

*\*If yes, please provide supporting documentation describing the amendment(s), increase in the  
number of dwelling units (if applicable), and/or the change in type of dwelling units.*

**Appropriate Supporting Documentation for Subdivision Basis**

- 1) Copy of the recorded plat (and any re-plats, including reason for re-platting);
- 2) Copy of the minutes of the Board of County Commissioners' approval of the Preliminary Subdivision Plan, including any amendments thereto;
- 3) Copy of minutes of DRC approval of any PSP extensions;
- 4) Copy of any development approval(s) (including any amendments) and/or Developers Agreement(s) associated with the project;
- 5) Copies of any documents required by the development approvals or Developers Agreement(s);
- 6) Copy of any Building Permit(s) associated with the project, or if no Building Permits, proof of continued validity of PSP (i.e. extensions or construction plan approval, copy of DRC minutes); and
- 7) Copy of the complete legal description and Property Appraiser's map for the subject property



**COMMERCIAL PROJECT**

Name of project (as approved by County): \_\_\_\_\_

Date on which site development plan was approved: \_\_\_\_\_

Has the site development plan approval expired? \_\_\_\_\_

**DESCRIBE** building activity, which has occurred on site, and the approximate date(s) on which such activity has occurred: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Appropriate Supporting Documentation for Commercial Projects & Projects Subject to the Site Development Ordinance Basis**

- 1) Copy of the Building Permit(s) associated with the project; if no Building Permits, then proof of the continued validity of the Site Plan;
- 2) Copy of the minutes of the Board of County Commissioners' approval of the project;
- 3) Copy of any development approval(s) and/or Developers Agreement(s) associated with the project;
- 4) Copies of any documents required by the development approval(s) or Developers Agreement(s);
- 5) Copy of the complete legal description and Property Appraiser's map for the subject property

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**COMMON LAW**

**DESCRIBE** official action taken by County *specifically with respect to development* of the property, which led the property owner to undertake obligations or expenses in good faith reliance on such official action: \_\_\_\_\_

\_\_\_\_\_

**DESCRIBE** and document obligations (other than land purchase costs and payment of taxes) incurred by the owner, including, but not limited to, legal and professional expenses *related directly to the development* of the property: \_\_\_\_\_

\_\_\_\_\_

**DESCRIBE** why it would be unfair for the County to deny the property owner the opportunity to complete the project based on the project's effects on the levels of service as adopted by the comprehensive plan and implemented through the County concurrency management system:

\_\_\_\_\_

\_\_\_\_\_



**Appropriate supporting documentation for “Common Law Vested Rights” Basis**

- 1) Copy of the development approval(s), Binding Letter(s) of Vested Rights including any amendments thereto, Developers Agreement(s) or other official action taken by County in connection with the project that were relied upon by the applicant;
- 2) Copy of all documents required by a development approval(s), Developers Agreement(s) or other official action taken by County in connection with the project;
- 3) Evidence of extensive obligations, expenses (other than land purchase costs and payment of taxes) including, but not limited to, legal and professional expenses, or other change in position, related directly to the development that have been incurred by the property owner in association with the project in good faith reliance on the actions taken by the County \*\*Evidence can also be provided through a notarized Affidavit of Expenses – forms are available upon request\*\*;
- 4) Copy of any additional documentation supporting the owner’s claim for vested rights; and
- 5) Copy of the complete legal description and Property Appraiser’s map for the subject property

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**ADDITIONAL INFORMATION:**

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TCVRC Application Number (Assigned by the County): \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**SECTION 5: APPLICANT SIGNATURE:**

I, the undersigned, have read this application and hereby attest that the above-referenced information is true and correct to the best of my knowledge and, during the pendency of this application, I understand my continuing obligation to notify the Concurrency Management Official, in writing, of the inaccuracy of any statement or representation which was incorrect when made or which becomes incorrect by virtue of changed circumstances or new information.

\_\_\_\_\_  
Signature of Property Owner or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Person Completing This Form

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_, as an individual/officer/agent, on behalf of himself /herself or on behalf of \_\_\_\_\_, a \_\_\_\_\_ corporation/ partnership/ limited liability company. 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 last aforesaid this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Notary Seal)

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_





TCVRC Application Number (Assigned by the County): \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**AGENT AUTHORIZATION FORM FOR  
TRANSPORTATION CONCURRENCY VESTED RIGHTS APPLICATION**

I, \_\_\_\_\_, as the property owner of the property described below, hereby give my permission for \_\_\_\_\_, to act as my agent<sup>1</sup> for the purpose of applying for vested rights from the transportation concurrency requirements of the Orange County, Florida Code of Ordinances.

Legal Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Property Owner

**<sup>1</sup>IN THE EVENT THAT THE ABOVE AUTHORIZED AGENT IS NO LONGER ACTING ON THE OWNER'S BEHALF SAID PROPERTY OWNER MUST NOTIFY THE CONCURRENCY MANAGEMENT OFFICE VIA WRITTEN REQUEST.**

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_, as an individual/officer/agent, on behalf of himself /herself or on behalf of \_\_\_\_\_, a \_\_\_\_\_ corporation/ partnership/ limited liability company. 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 last aforesaid this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Notary Seal)

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_



**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 (Street/P.O. Box, City and Zip Code): \_\_\_\_\_  
\_\_\_\_\_

Business Phone (     ) \_\_\_\_\_

Facsimile (     ) \_\_\_\_\_

**INFORMATION ON CONTRACT PURCHASER, IF APPLICABLE**

Name: \_\_\_\_\_

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

Business Phone (     ) \_\_\_\_\_

Facsimile (     ) \_\_\_\_\_

**INFORMATION ON AUTHORIZED AGENT, IF APPLICABLE**

**(Agent Authorization Form must be attached)**

Name: \_\_\_\_\_

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

Business Phone (     ) \_\_\_\_\_

Facsimile (     ) \_\_\_\_\_



**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:**

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**(Use additional sheets of paper if necessary)**



**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.

\_\_\_\_\_  
Signature of Property Owner  Contract Purchaser  Date  
or Authorized Agent (*Check One*)

Print Name and Title of Person completing this form: \_\_\_\_\_

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

Business Phone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_, as an individual / officer / agent, on behalf of himself / herself or on behalf of \_\_\_\_\_, a \_\_\_\_\_ corporation/partnership /limited liability company. 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 last aforesaid this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

(Notary Seal)

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.*



**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:** \_\_\_\_\_

**PART I** *(Please complete all of the following)*

Name and Address of Principle (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  No

2. Name and address of individual or business entity: \_\_\_\_\_

Are they registered Lobbyist? Yes  No

3. Name and address of individual or business entity: \_\_\_\_\_

Are they registered Lobbyist? Yes  No

4. Name and address of individual or business entity: \_\_\_\_\_

Are they registered Lobbyist? Yes  No

5. Name and address of individual or business entity: \_\_\_\_\_

Are they registered Lobbyist? Yes  No

6. Name and address of individual or business entity: \_\_\_\_\_

Are they registered Lobbyist? Yes  No

7. Name and address of individual or business entity: \_\_\_\_\_

Are they registered Lobbyist? Yes  No

8. Name and address of individual or business entity: \_\_\_\_\_

Are they registered Lobbyist? Yes  No



**PART II**

**EXPENDITURES**

For this report, "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 Expenditures	Name of Party Incurring Expenditure	Description of Activity	Amount Paid
<b>TOTAL EXPENDED THIS REPORT</b>			<b>\$</b>



**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 further 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 incurred related to this project prior to the scheduled Board of County Commissioner meeting. 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.

\_\_\_\_\_  
Signature of Property Owner  $\Delta$  Contract Purchaser  $\Delta$   
or Authorized Agent

\_\_\_\_\_  
Date

Print Name and Title of Person completing this form: \_\_\_\_\_

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

Business Phone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_, as an individual / officer / agent, on behalf of himself / herself or on behalf of \_\_\_\_\_, a \_\_\_\_\_ corporation/partnership /limited liability company. 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 last aforesaid this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

(Notary Seal)

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.*