

**HOLD HARMLESS & INDEMNIFICATION AGREEMENT (HHA)
 MINIMUM SUBMITTAL REQUIREMENTS CHECKLIST
 ORANGE COUNTY, FLORIDA
 DRC OFFICE**

Please verify by initialing next to the following items. If not applicable to your project, please write N/A.

PROJECT NAME:	Should match the associated PD Land Use Plan
ASSOCIATED CASE #	Provide the associated case #
PARCEL ID #(s)	Provide all the Parcel ID number(s)
AGREEMENT	Submit a word & pdf version
TRG / DRC APPLICATION	A full completed application with appropriate signature(s) and property owner email address.
AGENT AUTHORIZATION FORM (AAF)	Provide a signed and notarized Agent Authorization Form granting the designated agent authority to act on behalf of the property owner.
RELATIONSHIP DISCLOSURE FORM (RDF)	Submit a completed Relationship Disclosure Form disclosing any direct or indirect business, professional, or family relationships with County staff or elected officials, as required.
SPECIFIC EXPENDITURE REPORT (SER)	Provide a completed Specific Expenditure Report identifying all individuals and entities compensated to influence the decision-making process for the application.
SB 1080 APPLICATION WAIVER	Submit a signed SB 1080 Waiver form if the applicant seeks to waive statutory timeframes associated with application review.
FEE:	Submit payment of the required application fee, as applicable.

I, _____, (Applicant’s Printed Name) understand and acknowledge the above submittal requirements (as applicable) of this Hold Harmless & Indemnification Agreement application and the potential delay to my project if I do not provide all applicable information as outlined in the above checklist.

Typed/Printed Name Signature Date

Corporate Title (if applicable)