ORANGE COUNTY ZONING DIVISION
201 South Rosalind Avenue, 1st Floor, Orlando, Florida 32801
Phone: (407) 836-3111 Email: Zoning@ocfl.net
www.ocfl.net

Application – Model Home

The Zoning Division reviews applications for construction in advance of platting, including Model Homes. This is done in accordance with Orange County Code Sec. 30-83.

Parent Property Information:

Owner's Name: _____Applicant's Name:_____

Project Address: _____City/State/Zip: _____

Parcel ID(s)#: _____

_____

Owner's Number: _____Applicant's Number:_____

Owner's Email: _____ Applicant's Email: _____

Provide the existing Orange County Subdivision number (PSP-00-00-000): _____

SUBMITTAL REQUIREMENTS:

- ☐ Completed application form.
- ☐ Authorization letters from the area's controlling utility provider shall be submitted verifying the availability (or non-availability) of central sewer and/or water services
- ☐ One (1) electronic copy of a plot plan showing the parking for the model homes.
- ☐ One (1) electronic copy of an approved subdivision plan (or plat) which indicates where the models are to be located.
- ☐ Legal description of the property.
- ☐ List of the street names approved by 911. The street names must be shown on the subdivision plan or plat.
- ☐ For each proposed model lot, a signed and sealed letter, prepared by a registered professional engineer, certifying that the lot is not located within the 100-year flood plain, or a flood plain permit.
- ☐ Notarized Agent Authorization form is required, if applicant is not the owner of the property. Also, if there are multiple owners then a form is required for each individual or entity.
- ☐ A completed hold harmless and indemnification agreement, in a word document format, using the County's template. **Please note that the recorded hold harmless and indemnification agreement, completed in accordance with the review process on the County webpage, will be required to be provided to the Zoning Division prior to issuance of an approved permit
- ☐ Non-Refundable application fee (Fee Directory) Additional fee if EPD review required (Fee Directory)

Property Owner's Affidavit

I, _____ of_____ do hereby stipulate that I understand and agree with the following restrictions and requirements associated with the issuance of a model home building permit. This request and accompanying documents are made part of this statement.

1. We shall utilize a preliminary final plat with the proposed street name,

   _____

   which has been approved by the Zoning Division for the issuance of a permanent street address and agree to pay the appropriate fees as required for the issuance of said address.

2. We certify to the Orange County Zoning Division that the applicant is the sole owner of all property contiguous to and fronting on the street in the preliminary final plat.

3. A scaled site plan, of which we have provided, illustrates that there are no other property owners other than the applicant that are affected by the change.

4. We acknowledge any permitting is at the risk and expense of the applicant/developer if changes are made with the respect to the final recorded plat; and that no Certificate of Occupancy will be issued until an amended building permit is purchased, providing a permanent address, with the appropriate fee required.

5. We acknowledge that no certificate of Occupancy shall be issued until a Certificate of Completion is issued for the subdivision: and all construction and permitting is at the risk and expense of the applicant/developer.

_____
Property Owner's Signature

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20___, by _____ who is personally known to me or who has produced _____as identification and who did/did not take an oath.

_____ Notary Stamp:
Notary Public Signature