

**Orange County, Florida**  
**Minor Variation Application**

Planning, Environmental and Development Services Department, Planning Division – DRC Office  
201 South Rosalind Avenue, 2<sup>nd</sup> Floor, Orlando, Florida 32801

Email completed application to: [DRC\\_Help@ocfl.net](mailto:DRC_Help@ocfl.net)

**1. Project Information**

***Note: If requesting more than one variation, a separate application is required for each.***

Project Name:	
Master Plan Name: (if applicable)	
PSP Name (as approved by the BCC): (if applicable)	
DP Name: (if applicable)	
Building Permit Number: (if applicable)	
Pre-application Meeting #:	
Pre-application Meeting Date:	
Sector:	
Place Type:	
Zoning District:	
Commission District:	
Location (North / South of):	
Location (East / West of):	
Parcel ID Number(s):	
Property Address:	
Acreage:	
Explain <i>in detail</i> how the variation request complies with "Table 4: Review of Plan Changes: Non-Substantial Changes and Minor Variation:	

**Orange County, Florida  
Minor Variation Application**

**2. Standard Requesting Variation from: (select one)**

***Note: If requesting more than one variation, a separate application is required for each.***

<b>Type of Change:</b>
<input type="radio"/> Development Program and Trip and Parking Generation Table
<input type="radio"/> Building Location and Site Layout Changes (Horizontal)
<input type="radio"/> Building Height
<input type="radio"/> Civic Space
<input type="radio"/> Local Road Alignment and Location other than Master Plans
<input type="radio"/> Local Road Alignment and Location within Master Plans
<input type="radio"/> Local Road Cross-Section
<input type="radio"/> Lot Sizes
<input type="radio"/> Stormwater Ponds in association with a Master Plan
<input type="radio"/> Existing Developments in SZ-EN or SZ-ED
<input type="radio"/> Existing Developments in SZ-HI or SZ-LI

**3. Owner / Applicant Information**

<b>Applicant / Primary Contact / Authorized Agent<sup>1</sup></b>	<b>Owner (If multiple owners, add additional sheets as necessary)</b>
Company:	Company:
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone:	Phone:
Email:	Email:

1. If applicant isn't the owner, an Agent Authorization form is required

**4. Required Documentation (Note: Additional documents may be requested)**

<input type="radio"/> Agent Authorization Form(s) (if applicable)	<input type="radio"/> Fee
<input type="radio"/> Relationship Disclosure Form(s)	<input type="radio"/> Title Work
<input type="radio"/> Specific Project Expenditure Report(s)	<input type="radio"/> Incorporation Documents (if applicable)
<input type="radio"/> Site Plan	<input type="radio"/> Concept Plan (if applicable)

Note: For specific plan requirements, please see the applicable sufficiency checklist on the Orange County Development Review Committee website at:  
<http://www.orangecountyfl.net/OpenGovernment/FollowOurBoards/DevelopmentReviewCommittee.aspx>

**5. Fees**

Minor Variation:	\$638.00
DRC / BCC Appeal	\$741.00

Note: Fees should be paid online through Fast Track [OC FastTrack - Home](#)

**Orange County, Florida  
Minor Variation Application**

**6. General Information**

This application will not be considered sufficient and shall not be processed until all required application information and required documentation are provided to the Planning Division. ***All signed application documents shall be originals; no copies shall be accepted. If any information regarding the project (ownership, applicant, request, etc.) changes during the review process, the applicant is required to provide an updated application to the Planning Division.***

New PDs - shall be prohibited except where PD zoning and associated LUPs or Regulating Plans (RPs) are required by the Orange County Comprehensive Plan, including properties within Avalon Park, Horizon West (Village Code and Horizon West Town Center), Innovation Way, or the Lake Pickett study areas or their defined master-planned community boundaries. PDs that are exempt pursuant to this section are subject to the standards and processes in Chapter 40: Planned Developments, and to their respective LUP approvals.

Density Activation Application: A Density Activation Application (DAA) may be needed for new residential developments in the Targeted Sector when the proposed number of homes goes beyond what was allowed under the previous 2030 Comprehensive Plan. A DAA will not be required if a project has already been approved through a Future Land Use Map Amendment (FLUMA) or rezoning under Vision 2050, or is exempt per Comprehensive Plan Policies PS1.3.5 & PS 1.3.6. If not exempt, applicants must first apply for and attend a Technical Review Group (TRG) pre-application meeting, followed by obtaining an Orange County Public Schools (OCPS) Capacity Determination. Depending on the results of that capacity review, alternative procedural pathways may require approval from either the Development Review Committee (DRC) or the Board of County Commissioners (BCC).

Agent Authorization Form: If the applicant is not the owner of the property, the owner must complete and sign the County's Agent Authorization Form. If there are multiple property owners, a separate Agent Authorization Form is required for each owner. If the property is held by any entity other than an individual, the appropriate corporate and/or trust documents are required.

Relationship Disclosure Form: For all DRC project applications, a Relationship Disclosure Form shall be completed by the owner or the owner's authorized agent (when accompanied by a valid Agent Authorization Form on file with the County) and shall be submitted to the Planning Division concurrent with the application. All questions regarding the Relationship Disclosure Form shall be directed to 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 owner and her / his agent and the owner's lobbyist, contractors, consultants, if applicable, for certain projects or issues that will come before the BCC. This form is required for all DRC applications. All questions regarding the Specific Project Expenditure Report shall be directed to the Orange County Attorney's Office at (407) 836-7320.

Concept Plan(s): Concept Plans are required for pre-application meetings for all Master Plans and Subdivision Plans and must comply with Section 40-28.

**Orange County, Florida  
Minor Variation Application**

Public Notification and Site Visit: The applicant is required to place one or more posters on the property for Land Use Plan, Land Use Plan Amendment, and Preliminary Subdivision Plan applications. The Planning Division will notify the applicant when the posters are prepared and ready for pick up. Failure to post the property according to the posting instructions may result in the postponement of a required public hearing.

For certain application types, surrounding property owners will be notified of the request by mail. Orange County staff will coordinate the mailer.

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

Community Meeting: A community meeting may be required for this request. If a community meeting is required, the applicant shall be responsible for the payment of all fees associated with the meeting at the time of scheduling. Additionally, the time and date of the community meeting shall be coordinated with the District Commissioner and venue.

Public Hearing: This application may require one or more public hearings. Attendance at all hearings by the applicant or representative is required. Inquiries from the public, the Planning and Zoning Commission, or the Board of County Commissioners for information or clarification may necessitate a response from the applicant. Consequently, non-attendance may result in a vote of denial or a continuance to a future hearing date. Hearings that are continued due to the applicant's actions may require re-advertisement. All costs related to notice of rescheduled hearings and / or additional community meetings shall be the responsibility of the applicant.

## **7. Signature / Title Work**

I, the undersigned, have read this application and hereby attest that the above-referenced information is true, complete, and correct to the best of my knowledge and, during the pendency of this application, I understand my continuing obligation to promptly notify the DRC Office, in writing, of any statement or representation which was incorrect or incomplete when made or which becomes incorrect or incomplete by virtue of changed circumstances. Any false information or misrepresentation made on this application, or other forms as required by this application may be grounds for revocation of any approval granted by the Development Review Committee, Planning and Zoning Commission, or the Board of County Commissioners.

I acknowledge and accept that an application for the project types listed below may not be deemed sufficient unless and until a current title insurance policy (if available) is provided, as set forth below; if none is currently available, then a title commitment with copies of the deed(s) and all encumbrances shall be provided.

Unless otherwise noted, applications for the following projects shall require a copy of a current title insurance/title commitment with copies of the ownership deed(s) and all encumbrances\*:

- Planned Development / Land Use Plan (most current title policy available shall be provided)\*\*

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**Orange County, Florida  
Minor Variation Application**

- Preliminary Subdivision Plan\*\*
- Development Plan
- Any substantial change to an approved plan/project that requires Board of County Commissioners' approval\*\*
- Certain non-substantial changes, as determined by the DRC\*\*\*

**837.06 False official statements.—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 of the second degree, punishable as provided in s. 775.082 or s. 775.083.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\* All title work shall be updated prior to construction plan approval, prior to any dedication, at plat submittal, and immediately prior to plat recording. "Current" title work means nothing greater than 90 days old.

\*\*Title policy/commitment shall be received, reviewed, and deemed satisfactory prior to item being scheduled on BCC agenda.

\*\*\*Plan changes shall not become effective until title work is received, reviewed, and deemed satisfactory.