ORANGE COUNTY, FLORIDA

LAND DEVELOPMENT PROCESS

COMMUNITY, ENVIRONMENTAL & DEVELOPMENT SERVICES DEPARTMENT
## Land Development Process

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**County Attorney's Office**

**Family Services**

- Neighborhood Preservation & Revitalization

**Fire Rescue**

- Office of the Fire Marshal

**Office of Accountability**

- 911 Communications

**Orange County Health Department**

**Orange County Property Appraiser**

**Orange County Public Schools**
1. Overview of the Land Development Process

**Rezoning**
- R1. Conventional Rezoning Process

**DRC Management**
- D1. Preliminary Subdivision Plan (PSP) Review Process
- D2. Planned Development (PD/LUP) Rezoning Process
- D3. PD Development Plan Review Process
- D4. Change Determination Review Process
- D5. PD Land Use Plan (LUP) Amendment Process
- D6. Septic Tank Variance Process
- D7. Management of Appeals to the DRC
- D8. Development Order Amendment Review Process

**Plan Review**
- N2. Engineering Construction Plan Review Process (2)

**Plat Review**
- T1. Subdivision Plat Approval Process

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**Site Work Permitting**
- L2. Earthwork Permit Review Process
- L3. Timber Harvesting Permit Review Process
- L4. Developed Property Tree Removal Permit Process
- L5. Undeveloped Property Tree Removal Permit Process
- L6. Land Use Permit Process
- L7. Land Use Permit Process – Tenant Change Only

**Structure Permitting**
- P1. Commercial Plan Review Process
- P2. Residential Plan Review Process
- P3. Use Permit Review Process
- P4. Tent Permit Review Process
- P5. Demolition Permit Process
- P6. Flood Plain Permit Process
- P7. Billboard Permit Process
- P8. Pre-Power Application Process
- P9. Temporary Certificate of Occupancy Process
- P10. Construction Trailer Building Permit Process
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Land Development Process
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- C1. Comprehensive Plan (CP) Regular Cycle
- C2. Comprehensive Plan (CP) Expedited Regular Cycle
- C3. Comprehensive Plan (CP) Small Scale
- C4. Consistency Vested Rights Determination for the CP
- C5. Capital Improvement Element Management

School Capacity
- S1. Capacity Enhancement Agreement

Vacations
- V1. Petition to Vacate

Address Management
- A2. Individual Address Assignment
- A3. Model Home Assignment
- A4. Commercial Address Assignment
- A5. Plat Address Assignment
- A6. Street Name Petition
- A7. Reserved Street Name
Land Development Management
Overview of the Land Development Approval Process

**Development Review**

- **PROJECT MUST HAVE PROPER FLU AND ZONING PRIOR TO SUBMITTAL**
  - Pre-Submittal Meeting Held with Applicant (Optional)
  - Submit Preliminary Subdivision Plan/Development Plan & Fees to DRC Coordinator, Planning
  - Development Project Manager Assigned


- **Technical Review Group (TRG) (Optional)**

- **Project Manager Works with Applicant to Resolve Issues**

- **Submit Revised Plans to DRC Coordinator**

- **PSP/DP Approved by DRC**

- **PSP Scheduled for Public Hearing with BCC**

- **Final Construction Plans Approved**

- **Final Construction Plans Submitted for Review**

**Plan Review**

- **Plan Review**
  - School Capacity Review (Residential)
  - Plat Technical Review
  - Concurrency Review

**Concurrent Reviews**

- **S1**

**Permit Review**

- **Certificate of Completion Issued**
- **Closeout Paperwork Submitted & Approved**
- **Inspections, Infrastructure Built & Developed**
- **Pre-Construction Meeting Held & Inspection Fees Paid**

**Development Review**

- **Address Assignment by Zoning**
- **Building Permit Issued**
- **Subdivision Final Plat Recorded**
- **Subdivision Final Plat Approved**

**Permit Review**

- **Impact Fees Paid**
- **All Inspections Passed**
- **Certificate of Occupancy Issued**

**Notes:**
- **C1, C2, C3, R1, & D2**
- **D1, D3**
- **P1, P2, & $**
- **I1, I2, & $**
- **I**
- **S1**
- **T1**
- **Y1**
- **N1**

**Prepared by Orange County CEDS Development Services - Updated April 2016**

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Rezoning
Conventional Rezoning Process

1. **Submit Applications for Rezoning & Fees to Planning Division**
2. **Withdraw Application**
   - **Can Issues Be Resolved?**
     - **Yes**
       - **Resolve Issues**
     - **No**
       - **Schedule PZC Public Hearing**
   - If no, **keep tab to next**.
   - If yes, **tab to Review by Planning, EPD, Transportation Planning, Code Enforcement, Neighborhoods, Utilities, Parks, and Schools**
4. **Do Any Outstanding Issues Exist?**
   - **No**
     - **File for an Amendment to CP Future Land Use Map**
   - **Yes**
     - **Withdraw Application**
5. **Application Consistent with CP?**
   - **Yes**
   - **No**
     - **Appealed to 9th Circuit Court**
6. **Additional Appeals?**
   - **Yes**
   - **No**
   - **APPEAL PERIOD 10 DAYS**
7. **Rezoning Approved by BCC?**
   - **Yes**
   - **Approved**
   - **No**
   - **Appeal Period 15 Days**
8. **Rezoning Approved by BCC?**
   - **Yes**
   - **Appeals Received or Public Hearings Called by BCC Within 15 Days**
   - **No**
9. **Appeals to 9th Circuit Court**
   - **Appealed to 9th Circuit Court**
   - **Denied**
10. **Prepare BCC Staff Report**
    - **Yes**
    - **Community Meeting Determined?**
      - **Yes**
      - **Resolve Issues**
      - **No**
      - **Schedule BCC Public Hearing**
11. **Schedule BCC Public Hearing**
    - **Yes**
    - **Appeal to BCC**
    - ** Denied**
12. **Produce BCC Staff Report**
    - **Public Notification**
    - **Scheduling of BCC Public Hearing**
    - **Yes**
    - **Appeals Received or Public Hearings Called by BCC Within 15 Days**

DRC Management
Preliminary Subdivision Plan (PSP) Review Process

PRE-SUBMITTAL MEETING HELD WITH APPLICANT (OPTIONAL)

SUBMIT PSP & FEES TO DRC COORDINATOR, PLANNING

PSP SUFFICIENT?

Sufficient → DEVELOPMENT ENGINEERING PROJECT MANAGER ASSIGNED

COMMUNITY MEETING REQUIRED?

No → COMMUNITY MEETING REQUIRED? (if yes tab to next, If no tab to REVIEW BY DEVELOPMENT ENGINEERING, EPD, PLANNING, ZONING, UTILITIES, FIRE RESCUE, PARKS, SCHOOLS, ENGINEERING, HEALTH, TRAFFIC ENGINEERING, AND TRANSPORTATION PLANNING)

Yes → REVIEW BY DEVELOPMENT ENGINEERING, EPD, PLANNING, ZONING, UTILITIES, FIRE RESCUE, PARKS, SCHOOLS, ENGINEERING, HEALTH, TRAFFIC ENGINEERING, AND TRANSPORTATION PLANNING

COMMUNITY MEETING REQUIRED?

No → PUBLIC MEETING

Yes → COMMUNITY MEETING (PRIOR TO DRC)

COMMUNITY MEETING DETERMINED? (if no tab to next, if yes tab to next)

Yes → COMMUNITY MEETING

No → PSP SCHEDULED FOR PUBLIC HEARING WITH BCC

PSP APPROVED BY DRC? (if yes tab to SCHEDULE FOR NEXT AVAILABLE DEVELOPMENT REVIEW COMMITTEE MEETING, if no tab to next)

Yes → COMMUNITY MEETING DETERMINED?

No → PSP APPROVED

APPEALED TO 9TH CIRCUIT COURT

Yes → COMMUNITY MEETING REQUIRED? (if yes tab to next, If no tab to REVIEW BY DEVELOPMENT ENGINEERING, EPD, PLANNING, ZONING, UTILITIES, FIRE RESCUE, PARKS, SCHOOLS, ENGINEERING, HEALTH, TRAFFIC ENGINEERING, AND TRANSPORTATION PLANNING)

No → COMMUNITY MEETING REQUIRED? (if yes tab to next, If no tab to REVIEW BY DEVELOPMENT ENGINEERING, EPD, PLANNING, ZONING, UTILITIES, FIRE RESCUE, PARKS, SCHOOLS, ENGINEERING, HEALTH, TRAFFIC ENGINEERING, AND TRANSPORTATION PLANNING)

PSP APPROVED AT BCC HEARING?

Yes → PSP APPROVED

No → Additional Information Provided by Applicant

Yes → SUBMIT PSP & FEES TO DRC COORDINATOR, PLANNING

No → REDESIGN & RESUBMIT OR APPEAL TO BCC

PSP APPROVED

Yes → PSP APPROVED

No → PSP APPROVED AT BCC HEARING?

Yes → PRODUCE BCC STAFF REPORT

No → COMMUNITY MEETING DETERMINED?

Yes → COMMUNITY MEETING

No → PUBLIC MEETING

Yes → PUBLIC MEETING

No → PSP SCHEDULED FOR PUBLIC HEARING WITH BCC

REVISED PLANS SUBMITTED (IF REQUIRED)

Yes → REDESIGN & RESUBMIT OR APPEAL TO BCC

No → SCHEDULE FOR NEXT AVAILABLE DEVELOPMENT REVIEW COMMITTEE MEETING

Yes → DRC STAFF REPORT & AGENDA

No → PSP APPROVED

APPEALED TO 9TH CIRCUIT COURT (end of flow chart branch)

PSP APPROVED (end of flow chart)
DRC Management
Change Determination
Review Process

- **APPROVED PLAN MUST BE ON FILE (PSP/LUP/DPP)**
- **NON-BINDING MEETING BETWEEN APPLICANT & STAFF (OPTIONAL)**
- **SUBMIT APPLICATION TO DRC OFFICE**
  - ADDITIONAL INFORMATION PROVIDED BY APPLICANT
  - **PLAN SUFFICIENCY REVIEW**
  - Insufficient
- Sufficient
- **TECHNICAL REVIEW GROUP (TRG) (OPTIONAL)**
- **COMMENTS SENT BY DRC OFFICE TO APPLICANT**
- **REVIEW BY DEVELOPMENT ENGINEERING, EPD, PLANNING, ZONING, UTILITIES, FIRE RESCUE, PARKS, SCHOOLS, ENGINEERING, HEALTH, TRAFFIC ENGINEERING, AND TRANSPORTATION PLANNING**
- **DRC COORDINATOR SCHEDULES APPLICATION FOR THE NEXT AVAILABLE DRC MEETING**
- **DRC RECOMMENDS CHANGE DETERMINATION**
  - Substantial
  - Non-Substantial
  - **PLAN APPROVED BY DRC?**
    - Yes - PSP / LUP
      - **PLAN SCHEDULED FOR PUBLIC HEARING WITH BCC**
    - Yes - Development Plan
      - **APPEALS, CONTINUES, DENIALS & PUBLIC NOTIFICATION FOLLOW REGULAR LUP OR PSP PROCESS**
    - No
      - **REDESIGN & RESUBMIT OR APPEAL TO BCC**
      - **PLAN SCHEDULED FOR PUBLIC HEARING WITH BCC**
- **REVISED PLANS SUBMITTED (IF REQUIRED)**
- **REVISED PLAN IS NOW THE APPROVED PLAN**
- **REDESIGN & RESUBMIT OR APPEAL TO BCC**
PD Land Use Plan Amendment (LUPA) Process

1. **APPROVED LAND USE PLAN MUST BE ON FILE (D2)**

2. **INCREASE IN PD SIZE?**
   - **Yes**: 
     - **AMENDED LUP SUFFICIENT?**
       - **Sufficient**: 
         - **PLANNING PROJECT MANAGER ASSIGNED**
         - **FOLLOWS LUP PROCESS FOR APPROVAL**
         - **LUP AMENDMENT APPROVED**
       - **Insufficient**: 
         - **ADDITIONAL INFORMATION PROVIDED BY APPLICANT**

3. **No**: 
   - **CHANGE DETERMINATION REQUIRED (D4)**
   - **SUBMIT COMPLETED LUP APPLICATION & FEE TO PLANNING ($)**
Septic Tank Variance Process

1. Submit completed variance application & fee to planning.
2. Plans are reviewed by the county engineer.
   - EPD supports
     - Review by environmental protection
       - EPD denies
         - Review by DRC
           - Overturned denial
             - VARIANCE APPROVED
               - NOTICE TO STATE OF VARIANCE APPROVAL
           - Sustains denial
             - APPEALED TO BCC
               - Approved
                 - VARIANCE REQUEST DENIED
               - Sustains denial
                 - VARIANCE REQUEST DENIED
4. SEPTIC TANK IS NOT APPROVED BY STATE DUE TO ORANGE COUNTY CODE
   - SUBMIT COMPLETED VARIANCE APPLICATION & FEE TO PLANNING
   - SEPTIC TANK IS NOT APPROVED BY STATE DUE TO ORANGE COUNTY CODE

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DENIAL APPEALED TO THE DRC TO BE OVERTURNED OR UPHELD

APPLICANT REQUESTS DRC HEARING ON COMMITTEE DENIAL

DRC STAFF REPORT & AGENDA

APPEAL OVERTURNED BY DRC?

REQUEST APPROVED

Denial Overturned

Sustains Denial

30 DAY APPEAL PERIOD

DECISION APPEALED?

Yes

APPEAL LETTER RECEIVED FROM APPLICANT

SCHEDULING OF BCC PUBLIC HEARING

PUBLIC NOTIFICATION

DECISION OVERTURNED?

Yes

BCC PUBLIC HEARING

PRODUCE BCC STAFF REPORT

Yes

10 DAY APPEAL PERIOD

DECISION APPEALED?

No

DENIAL SUSTAINED

DENIAL SUSTAINED

APPEALED TO 9TH CIRCUIT COURT

Yes

APPEAL OVERTURNED?

No

APPEALED TO 9TH CIRCUIT COURT
**DRC Management**

**Development Order Amendment Review Process**

1. **APPLICANT SUBMITS AMENDMENT OR EXTENSION REQUEST TO DRC**
   - **SEND TO STATE**
   - **REVIEW BY STATE**
2. **LETTER OF SATISFACTION TO DRC OFFICE**
3. **DV**
   - **APPLICANT RETURNS TO PLANNING TO PAY FEE**
   - **DRC OFFICE PROCESSES**
   - **DRC HEARING**
   - **REVIEW FOR COMMENTS**
   - **DRC APPROVAL**
     - **SUBSTANTIAL OR NON-SUBSTANTIAL**
   - **APPEAL TO BCC**
     - **APPEAL TO 9TH CIRCUIT COURT (15 DAY APPEAL PERIOD)**
     - **DIRECTOR OF CEDS OFFICE DISTRIBUTES RECORDED COPIES OF DEVELOPMENT ORDER**
4. **STATE / APPLICANT EXTERNAL PROCESS**
5. **THERE MUST BE AN EXISTING DRI**
   - **APPLICATION RETURNS TO PLANNING TO PAY FEE**
   - **DRC OFFICE PROCESSES**
   - **DRC HEARING**
   - **REVIEW FOR SIGNOFF**
   - **DRC APPROVAL**
     - **if yes tab to Memo Planning to add project to consent agenda**
   - **APPEAL TO BCC**
     - **APPEAL TO 9TH CIRCUIT COURT (15 DAY APPEAL PERIOD)**
     - **DIRECTOR OF CEDS OFFICE DISTRIBUTES RECORDED COPIES OF DEVELOPMENT ORDER**
      - **BCC HEARING APPROVAL**
6. **APPEAL TO 9TH CIRCUIT COURT**
   - **Denied**
   - **BCC HEARING APPROVAL**
   - **APPEAL TO 9TH CIRCUIT COURT**
     - **15 DAY APPEAL PERIOD**
     - **COMPTROLLER OFFICE FOR RECORDING**
     - **DIRECTOR OF CEDS OFFICE DISTRIBUTES RECORDED COPIES OF DEVELOPMENT ORDER**
     - **AGENDA DEVELOPMENT**
8. **SIGNATURE BY GROWTH MANAGEMENT DIRECTOR**
9. **MEMO BY PLANNING TO ADD PROJECT TO CONSENT AGENDA**

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**A Flow Chart to follow with two Starting Points.**

**Starting point 1: THERE MUST BE AN EXISTING DRI**
- **APPLICANT SUBMITS AMENDMENT OR EXTENSION REQUEST TO DRC**
- **SEND TO STATE**
- **REVIEW BY STATE**
- **LETTER OF SATISFACTION TO DRC OFFICE**
- **DV**
  - **APPLICANT RETURNS TO PLANNING TO PAY FEE**
  - **DRC OFFICE PROCESSES**
  - **DRC HEARING**
  - **REVIEW FOR SIGNOFF**
  - **DRC APPROVAL**
    - **if no tab to next, if yes tab to Memo Planning to add project to consent agenda**
  - **APPEAL TO BCC**
    - **APPEAL TO 9TH CIRCUIT COURT (15 DAY APPEAL PERIOD)**
    - **DIRECTOR OF CEDS OFFICE DISTRIBUTES RECORDED COPIES OF DEVELOPMENT ORDER**

**Starting point 2 begins: State Applicant External Process (tab back to letter of satisfaction to DRC office)**
Plan Review
Engineering Construction Plan (1)
Review Process

1. Projects include subdivisions, engineering projects, mass grading, and individual lot grading & walls.
2. Submit construction plans & fees to development engineering.
3. Review by development engineering environmental protection & utilities engineering.
4. Final construction plans approved?
   - Yes: FDEP permit application (if required).
   - No: Reply to comments & resubmit.
5. Utilities engineering final inspection & holds released?
   - Yes: Pre-construction meeting held & development engineering inspection fees paid.
   - No: Obtain row, underground utility, excavation/fill permits (if required).
6. Appropriate permit fees paid?
   - Yes: All necessary permits obtained?
   - No: Hold placed.
7. Year end inspection with discrepancy letters.
8. Final inspection & certification of completion submitted by development engineering.
9. Closeout paperwork submitted & approved by development engineering.
10. Utilities inspection approved?
    - Yes: Final acceptance & certificate of maintenance issued.
    - No: Milestone & periodic.
11. Inspections, infrastructure built & developed?
    - Yes: Inspections, infrastructure built & developed.
    - No: Federal, state & local permits (if necessary).
12. Manager plan revisions (if necessary).
Plat Review
Subdivision Plat Approval Process

NOTE 1: A CHANGE IN SUBDIVISION CONSTRUCTION PLANS, A CHANGE DETERMINATION TO A PSP, OR A REVISED DEVELOPMENT PLAN MAY STOP THE PLAT REVIEW PROCESS UNTIL THE CHANGE IS APPROVED OR DENIED. REVIEW CYCLES CONTINUE UNTIL PLAT IS APPROVED, WITHDRAWN OR CLOSED OUT AFTER A PERIOD OF INACTIVITY.
Site Work Permitting
Right of Way & Underground Utility
Review Process
Site Work Permitting
Earthwork Permit
Review Process

SUBMIT APPLICATION TO DEVELOPMENT ENGINEERING

APPLICATION REVIEWED BY DEVELOPMENT ENGINEERING

APPLICATION ISSUES?

APPLICATION DENIED

OC APPROVED PLANS?

PERMIT APPROVABLE?

COUNTY ENGINEER REVIEW & APPROVAL

PAY FEES & OBTAIN MOT (IF APPLICABLE)

APPLICATION ISSUES? (APPLICATION FEE, EARTHWORKS CALCS, AUTHORIZATION LETTER REQUIRED. IF NOT RESOLVED, APPLICATION DENIED.)

If Yes, return to Submit Application to Development Engineering, If No, tab to next.

BORROW PIT?

PERMIT APPROVABLE? (If No, tab to next, If Yes, tab to County Engineer Review & Approval.)

Let's continue with the process:

PLANS ARE REVIEWED BY ENVIRONMENTAL PROTECTION & APPROVED

PLANS ARE REVIEWED BY AN ENGINEER WITH DEVELOPMENT ENGINEERING & APPROVED

PLANS ARE REVIEWED BY AN ARBORIST WITH ZONING & APPROVED

PLANNED DEVELOPMENT?

APPROVED PSP OR DP?

DRC FOR APPROVAL

BCC CONSENT AGENDA

PERMIT CLOSED

PERMIT CLOSED (End of Flow Chart)

5TH RENEWAL?

DRC FOR APPROVAL (Next Step tab back to LETTER OF CREDIT FOR SITE STABILIZATION)

LETTER OF CREDIT FOR SITE STABILIZATION (Next Step tab back to County Engineer Review & Approval.)

PLANS ARE REVIEWED BY DEVELOPMENT ENGINEERING

APPLICATION DENIED (End of Flow Branch)

APPLICATION FEE, EARTHWORKS CALCS, AUTHORIZATION LETTER REQUIRED. IF NOT RESOLVED, APPLICATION DENIED.
Site Work Permitting
Timber Harvesting Permit Review Process

- Submit completed application to Zoning Division
  - Business tax receipt and property agricultural exemption required; land use permit concurrent review
    - Zoned appropriate?
      - Yes: rural comp plan designation?
        - Yes: comp plan wetlands impact?
          - Yes: contact development engineering
            - Approval obtained?
              - Yes: application not accepted
            - No: application not accepted
        - No: survey or surveyors certification regarding protected trees
          - No: application not accepted
          - Yes: permit issued
    - No: make appropriate corrections or supply additional information
      - Yes: environmental protection review
        - EPD approval?
          - Yes: application not accepted
          - No: ground clearing or heavy earth moving?
            - Yes: contact development engineering
              - Approval obtained?
                - Yes: approval obtained?
                  - Yes: application not accepted
                - No: application not accepted
            - No: application not accepted
      - No: permit issued

Activities must commence within 6 months of permit issuance or permits shall become void.

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Site Work Permitting
Developed Property Tree
Removal Permit Process

SUBMIT COMPLETED APPLICATION AND SITE MAP TO ZONING DIVISION & PAY FEES

ZONING REVIEW

PRE-INSPECTION

APPLICATION APPROVED?

OBTAIN PERMIT

POST- INSPECTION COMPLIANCE?

PERMIT CLOSED

APPLICATION DENIED

No

MAKE APPROPRIATE CORRECTIONS OR SUPPLY ADDITIONAL INFORMATION

Revisions

PERMIT VALID FOR SIX (6) MONTHS

CODE ENFORCEMENT BOARD

Non-compliance

INDIVIDUAL TREE REMOVALS ON DEVELOPED PROPERTY ONLY

Revisions

APPLICATION APPROVED?

Yes

Yes

Yes

Yes

Revisions

Yes

Yes

Yes

Yes

Yes
Site Work Permitting
Undeveloped Property Tree Removal Permit Process

For Shade & Understory Tree Removals on Undeveloped Property

Submit Completed Application to Zoning Division

Zoned Appropriate?

Yes

Survey or Surveyors Certification Regarding Protected Trees

No

Application Not Accepted

Yes

Make Appropriate Corrections or Supply Additional Information

Environmental Protection Review

EPD Approval?

Yes

Ground Clearing or Heavy Earth Moving?

No

Application Not Accepted (End of Flow Branch)

Yes

Comp Plan Wetlands Impact?

APPLICATION NOT ACCEPTED

Yes

Contact Development Engineering

No

Approval Obtained?

APPLICATION NOT ACCEPTED

Yes

APPLICATIONS PROCESSED

No

Pay Fees

Permit Issued

Activities Must Commence Within 6 Months of Permit Issuance or Permits Shall Become Void.

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Site Work Permitting
Land Use Permit Process
Tenant Change Only

PERMITS ARE FOR DEAD STORAGE ONLY, INCLUDING RV/BOAT STORAGE, TEMPORARY PARKING, VACANT PROPERTY USE AND TIMBER HARVESTING

SUBMIT COMPLETED APPLICATION AND PLANS TO ZONING DIVISION

REVIEW BY ZONING STAFF

APPLICATION SUFFICIENT?

Yes

SUBMITTAL FEE ASSESSED AND COLLECTED

No

MAKE APPROPRIATE CORRECTIONS OR SUPPLY ADDITIONAL INFORMATION

APPLICATION SUFFICIENT?

Yes

Tenant Change Only

REVIEW BY ZONING

APPLICATION SUFFICIENT?

Yes

REVIEW BY ZONING STAFF

APPLICATION SUFFICIENT?

Yes

SUBMITTAL FEE ASSESSED AND COLLECTED

No

MAKE APPROPRIATE CORRECTIONS OR SUPPLY ADDITIONAL INFORMATION

APPLICATION SUFFICIENT?

Yes

Tenant Change Only

REVIEW BY ZONING

APPLICATION SUFFICIENT?

Yes

REVIEW BY ZONING STAFF

APPLICATION SUFFICIENT?

Yes

SUBMITTAL FEE ASSESSED AND COLLECTED

No

MAKE APPROPRIATE CORRECTIONS OR SUPPLY ADDITIONAL INFORMATION

APPLICATION SUFFICIENT?

Yes

Tenant Change Only

REVIEW BY ZONING

APPLICATION SUFFICIENT?

Yes

REVIEW BY ZONING STAFF

APPLICATION SUFFICIENT?

Yes

SUBMITTAL FEE ASSESSED AND COLLECTED

No

MAKE APPROPRIATE CORRECTIONS OR SUPPLY ADDITIONAL INFORMATION

APPLICATION SUFFICIENT?

Yes

Tenant Change Only

REVIEW BY ZONING

APPLICATION SUFFICIENT?

Yes

REVIEW BY ZONING STAFF

APPLICATION SUFFICIENT?

Yes

SUBMITTAL FEE ASSESSED AND COLLECTED

No

MAKE APPROPRIATE CORRECTIONS OR SUPPLY ADDITIONAL INFORMATION

APPLICATION SUFFICIENT?

Yes

Tenant Change Only

REVIEW BY ZONING

APPLICATION SUFFICIENT?

Yes

REVIEW BY ZONING STAFF

APPLICATION SUFFICIENT?

Yes

SUBMITTAL FEE ASSESSED AND COLLECTED

No

MAKE APPROPRIATE CORRECTIONS OR SUPPLY ADDITIONAL INFORMATION

APPLICATION SUFFICIENT?

Yes

Tenant Change Only

REVIEW BY ZONING

APPLICATION SUFFICIENT?

Yes

REVIEW BY ZONING STAFF

APPLICATION SUFFICIENT?

Yes

SUBMITTAL FEE ASSESSED AND COLLECTED

No

MAKE APPROPRIATE CORRECTIONS OR SUPPLY ADDITIONAL INFORMATION

APPLICATION SUFFICIENT?

Yes

Tenant Change Only

REVIEW BY ZONING

APPLICATION SUFFICIENT?

Yes

REVIEW BY ZONING STAFF

APPLICATION SUFFICIENT?

Yes

SUBMITTAL FEE ASSESSED AND COLLECTED

No

MAKE APPROPRIATE CORRECTIONS OR SUPPLY ADDITIONAL INFORMATION

APPLICATION SUFFICIENT?

Yes

Tenant Change Only

REVIEW BY ZONING

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REVIEW BY ZONING STAFF

APPLICATION SUFFICIENT?

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APPLICATION SUFFICIENT?

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Tenant Change Only

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Tenant Change Only

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APPLICATION SUFFICIENT?

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Tenant Change Only

REVIEW BY ZONING

APPLICATION SUFFICIENT?

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REVIEW BY ZONING STAFF

APPLICATION SUFFICIENT?

Yes

SUBMITTAL FEE ASSESSED AND COLLECTED

No

MAKE APPROPRIATE CORRECTIONS OR SUPPLY ADDITIONAL INFORMATION

APPLICATION SUFFICIENT?

Yes

Tenant Change Only

REVIEW BY ZONING
Structure Permitting
Commercial Plan
Review Process

New Construction

OBTAIN APPLICATION & FEES,
FIRE LOSS MANAGEMENT
ROUTE SHEET AND PLAN
REVIEW CHECKLIST FROM
BUILDING SAFETY

SUBMIT NEW
CONSTRUCTION PLANS OR
CORRECTIONS (9 SETS) TO
BUILDING SAFETY

OR

SUBMIT ALTERATIONS OR
CORRECTIONS
(6 SETS) TO BUILDING
SAFETY

REVIEW FOR NEW
CONSTRUCTION PLANS
AND CORRECTIONS
IS COMPLETED WITHIN
21 CALENDARS DAYS

REVIEW FOR ALTERATIONS
IS COMPLETED IN
APPROXIMATELY 7
CALENDARS DAYS

ADDRESS ASSIGNMENT
BY ZONING

BUILDING PLANS
APPROVED?

CASE 1

INSPECTIONS,
HOLDS &
REVISIONS

PRE-POWER
APPLICATION
(OPTIONAL)

CERTIFICATE OF
OCCUPANCY

ONLY IF INTENT
TO OCCUPY;
LETTER OF
COMPLETION
AVAILABLE FOR
NON-OCCUPANCY

CONTINUES UNTIL
ALL HOLDS HAVE
BEEN REMOVED
AND INSPECTIONS
PASSED

CASE 2

NOTICE OF
COMMENCEMENT

OBTAIN BUILDING
PERMITS &
PAY FEES

CONTACT PLANS
COORDINATOR FOR
APPLICABLE FEES AND
NECESSARY DOCUMENTS
FOR PULLING BUILDING
PERMITS

CONTACT PLANS
COORDINATOR FOR
APPLICABLE FEES AND
NECESSARY DOCUMENTS
FOR PULLING BUILDING
PERMITS

OBTAIN ALL COMMENTS
FROM PLANS COORDINATION
ONCE ALL DIVISION REVIEWS
ARE COMPLETE
CONCERNING ALL DIVISION
WHICH DENIED THE PLANS

OBTAIN ROW,
UNDERGROUND
UTILITY, EXCAVATION/
FILL, FDEP,
NPDES PERMITS
(IF REQUIRED)

FEES
ASSIGNED
PER
DIVISION

RESUBMITALS & REVISIONS RETURN TO BUILDING SAFETY FOR REVIEW

A1

New Construction

A2

BUILDING PLANS
APPROVED?

APPROVED

DENIED

RESUBMITALS & REVISIONS RETURN TO BUILDING SAFETY FOR REVIEW

A2

RESUBMITALS & REVISIONS RETURN TO BUILDING SAFETY FOR REVIEW

A2

RESUBMITALS & REVISIONS RETURN TO BUILDING SAFETY FOR REVIEW

A2
Structure Permitting
Residential Plan
Review Process

1. Submit completed application to zoning division.
2. Submit construction plans (2 sets) to zoning.
3. Plans are reviewed by zoning.
   - Approved
   - Denied
4. Address assignment by zoning.
   - Approved
   - Address assignment by zoning.
5. To health department for septic permit.
   - Yes
   - Septic needed?
     - Yes
     - To stormwater management for flood permit.
     - Flood zone impact?
       - Yes
       - To environmental protection for cad permit.
       - Conservation impact?
         - Yes
         - Continue until all holds have been removed.
         - Continue until all holds have been removed.
         - Certificate of occupancy.
         - Review by building safety including sub permits.
         - Revise plans are reviewed by building safety.
         - Approved
         - Resubmit.
         - Make appropriate corrections or supply additional information.
         - Utilities capital charges assessed.
         - Building plans approved?
           - Yes
           - Building plans approved?
           - No
           - Building plans approved?
6. Review by development engineering.
   - Continue until all holds have been removed.
   - Certificate of occupancy.
   - Inspections.
   - Obtain building permits & pay fees.
   - Issue holds.
   - Impact fees assessed.
   - Utilities capital charges assessed.
   - Building plans approved?
     - Yes
     - Building plans approved?
     - No
     - Building plans approved?

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Structure Permitting

Use Permit

Review Process

1. Applicant applies for business permit in tax receipts office.
2. Zoning division review.
3. Zoning fee assessed.
4. Commercial review in division of building safety.
5. Building fees assessed & use permit issued.
6. Pay building and zoning fees.
7. Inspections scheduled.
10. Inspections passed?
   - Yes → Certificate of occupancy.
   - No → Requirements not met?
     - No → Certificate of occupancy.
     - Yes → Interiors alterations process.
Structure Permitting
Tent Permit Review Process

SUBMIT COMPLETED APPLICATION TO ZONING DIVISION & FEES ASSESSED

FIRE DEPARTMENT FOR APPROVAL & FEES ASSESSED

400 SQ. FT. OR 50+ PEOPLE?

BUILDING SAFETY REVIEW

INADEQUATE PAPERWORK?

INCLUDES POWER OF ATTORNEY, SITE PLAN, FLAME SPREAD CERTIFICATE, & LETTER OF PERMISSION STATEING THAT RESTROOMS WILL BE PROVIDED

PERMIT ISSUED & FEES PAID

Yes

No

Yes

No
Structure Permitting
Demolition Permit Process

1. APPLICANT SUBMITS APPLICATION & SITE PLAN TO ZONING DIVISION

2. REVIEW BY ZONING STAFF

3. APPLICATION COMPLETE?
   - Yes: FORWARDED TO BUILDING SAFETY FOR REVIEW
   - No: Revisions or Rejections

4. PRE-DEMO INSPECTION

5. REVIEW BY BUILDING SAFETY STAFF

6. REMOVAL FROM TAX ROLLS

7. FINAL INSPECTION FOR IMPACT FEE CREDITS

8. DEMOLITION PERMIT ISSUED

9. DEMOLITION PERMIT FEES PAID

10. ADDRESS RETIRED

11. ASBESTOS ABATEMENT FORM (EPD)?
    - Yes: UTILITY DISCONNECTS?
    - No: RESOLVE ISSUES

12. UTILITY DISCONNECTS?
    - Yes: COMPLETE FORM
    - No: RESOLVE ISSUES

- IMPACT FEE CREDITS ARE APPLIED TO FEE DETERMINATION AT TIME OF NEW CONSTRUCTION PERMITTING

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**Structure Permitting**

**Flood Plain Permitting Process**

- **Applicant Requests Flood Zone Determination from Stormwater Management**
- **Review by Stormwater Management Staff**
  - *Property within Flood Zone?*
    - Yes: *Flood Plain Permit Required*
      - Yes: **Additional Review by Stormwater Management Staff**
      - No: **No Flood Plain Permit Required**
    - No: **No**
  - **Stormwater Hold on Certificate of Occupancy Released**

- **Applicant Submits FEMA Elevation Certificate**
  - **Construction Completed**
    - **Flood Plain Permit Issued**
      - Yes: **Applicant Completes Flood Plain Permit Application & Pays Fee**
      - No: **No Flood Plain Permit Required**
  - **No**
Structure Permitting
Pre-Power Application Process

1. Applicant submits pre-power form to Building Safety
2. Address verification
3. Signed and notarized?
   - Yes: Proceed to next step
   - No: Loop back to the beginning to resubmit form
4. Valid contractor license?
   - Yes: Proceed to next step
   - No: Loop back to the beginning to resubmit form
5. Outstanding fees?
   - Yes: Loop back to the beginning to resubmit form
   - No: Proceed to next step
6. Inspect results verified by Chief Electrical Inspector
7. Perform inspection
   - Pass: Proceed to next step
   - Fail: Schedule inspections
8. Power company contacted to activate power
9. Verify permit history and status

Two options, yes or no; "no" will go loop back to the beginning to resubmit form; "yes" will proceed to next step.
Process will return to beginning and restart

Failure requires re-scheduling of inspections until pass.
Structure Permitting
Request for Temporary Certificate of Occupancy Process

APPLICANT REQUESTS TEMPORARY CERTIFICATE OF OCCUPANCY FROM BUILDING SAFETY

ADDRESS VERIFICATION

APPLICANT REQUESTS TEMPORARY CERTIFICATE OF OCCUPANCY FROM BUILDING SAFETY

SIGNED AND NOTARIZED?

Yes

OUTSTANDING FEES?

Yes

No

TCO LETTER SIGNED BY BUILDING OFFICIAL

PERFORM INSPECTION

Yes

SCHEDULE INSPECTIONS

No

TCO ISSUED

FAIL

HOLDS?

Yes

VERIFY PERMIT HISTORY AND STATUS

No

REQUEST DENIED

CERTIFICATE VALID FOR 30 DAYS
Structure Permitting
Construction Trailer
Building Permit Process

SALES TRAILER OR PERMANENT OFFICE BUILDINGS: REQUIRE 9 SETS OF PLANS, COMMERCIAL PERMIT FEES AND PROCESSING TIMES WILL APPLY

CONSTRUCTION TRAILER 8’ x 32’ AND LARGER: DOCUMENTATION INCLUDES 2 SETS OF PLANS WITH STATE APPROVED MODULAR BUILDING PLANS, ENGINEERED FOUNDATION AND TIE DOWN PLANS, ENGINEERED RAMP PLANS, SITE PLAN WITH LEGAL DESCRIPTION, ENERGY CALCULATIONS (IF APPLICABLE), AND APPROVAL LETTER FROM DEPT. OF COMMUNITY AFFAIRS (DCA)

CONSTRUCTION TRAILER 8’ x 32’ AND SMALLER: DOCUMENTATION INCLUDES 2 SITE PLANS WITH LEGAL DESCRIPTION, 2 FLOOR PLANS, AND IF CONTRACTOR NOT PRESENT THAN AN ORIGINAL NOTARIZED POWER OF ATTORNEY IS REQUIRED

SUBMIT COMPLETED APPLICATION AND PLANS TO ZONING DIVISION

MAKE APPROPRIATE CORRECTIONS OR SUPPLY ADDITIONAL INFORMATION

No

REVIEW BY ZONING STAFF

APPLICATION SUFFICIENT?

Yes

ADDRESS VERIFICATION

A2

REVIEW BY BUILDING SAFETY – COMMERCIAL PLANS REVIEW

ADDITIONAL INFORMATION PROVIDED BY APPLICANT TO BUILDING SAFETY DIVISION

Issues

Permit Fees Assessed and Collected

PLAN APPROVAL?

Yes

APPLICANT INFORMED OF REASON FOR DENIAL

No

PERMIT FEES ASSESSED AND COLLECTED

Yes

HEALTH DEPARTMENT FOR HOLDING TANK PERMIT

No

PERMIT ISSUED

Building Inspection

1

PERMIT CLOSED

No

HOLDING TANK REQUIRED?

Yes

PERMIT FEES ASSESSED AND COLLECTED

$
Zoning Review
Nonconforming Use
Review Process

APPLICANT SUBMITS COVER LETTER WITH DOCUMENTATION & FEE TO ZONING DIVISION

REVIEW BY ZONING STAFF

DOCUMENTATION SUFFICIENT?
Yes
No

DETERMINATION?
Approved
Denied

LETTER TO APPLICANT FOR APPROVAL

DENIAL LETTER SENT TO APPLICANT

APPEALED?
Yes
No

DENIAL UPHELD BY BZA?

APPLICATION DENIED

Revisions or Rejections

Yes
No

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Zoning Review
Alcoholic Beverage Application Review Process

1. **APPLICANT SUBMITS STATE APPLICATION, SUPPORTING DOCUMENTATION & FEE TO ZONING DIVISION**
2. **REVIEW BY ZONING STAFF**
3. **APPLICATION COMPLETE?**
   - Yes: **FIELD CHECK FOR MEASUREMENTS (IF REQUIRED)**
   - No: **No**

   **Measurements include schools, churches, package sales & adult entertainment**

4. **ISSUES DISCOVERED?**
   - Yes: **LETTER OF DENIAL**
   - No: **ZONING SIGNS OFF ON APPLICATION**
5. **DOCUMENTS RETURNED TO APPLICANT**
6. **APPLICATION SUBMITTED TO STATE FOR BEVERAGE LICENSE**

Revisions or Rejections
Environmental Permitting
Conservation Area Impact
Process

SUBMIT APPLICATION &
FEES TO ENVIRONMENTAL
PROTECTION DIVISION

APPLICATION COMPLETE?
Yes
No

ENFORCEMENT ISSUE?
Yes
No

SITE VISIT
(IF NOT
PERFORMED
RECENTLY)

ENFORCEMENT
PROCEEDINGS

APPLICATION COMPLETE?
Yes
No

REQUEST FOR
ADDITIONAL
INFORMATION
(RAI)

RESPONSE RECEIVED?
Yes
No

ENFORCEMENT ISSUE?
Yes
No

APPLICATION CLOSED
Yes
No

PERMIT APPROVED
BY EPO?
Yes
No

SPECIAL
PROTECTION ZONE
OR CLASS 1?
Yes
No

EPO DECISION
APPEALED?
Yes
No

PERMIT DENIED
Yes
No

CASE CLOSED
Yes
No

PERMIT ISSUED

EPO DECISION
APPEALED?
Yes
No

APPLICATION CLOSED
(end of flow branch)

PERMIT ISSUED

BCC APPROVAL
APPEALED?
Yes
No

PERMIT APPROVED
BY BCC?
Yes
No

CONTINUES UNTIL
WITHIN COMPLIANCE

PERMIT DENIED
(End of Flow branch)

COMPLIANCE
MET?

BCC DECISION
APPEALED?
Yes
No

PUBLIC NOTIFICATION

BCC DECISION
APPEALED?
Yes
No

APPEALED TO 9TH
CIRCUIT COURT

PRODUCE BCC
STAFF REPORT

CAI PERMIT
APPROVED BY
BCC?
Yes
No

BCC APPROVAL
APPEALED?
Yes
No

PERMIT ISSUED

CONTINUES UNTIL
WITHIN COMPLIANCE

PREPARED BY
Orange County CEDS Development Services - Updated April 2016
Environmental Permitting
Dock Permit Process by Waiver or Variance

1. **Application Received Through Standard Dock Process**
   - **Waiver or Variance Required?**
     - **Waiver**
       - **Letter of No Objection Received?**
         - No
         - **35 Day Notice Sent to Affected Neighbors**
         - **Can Variance Approved by EPO?**
           - Yes
           - **Case Closed**
           - No
           - **35 Day Notice Sent to Affected Neighbors**
           - **E9 Staff Report for EPC**
           - **EPC Hearing & Recommendation to BCC**
           - **EPC Hearing Notice Sent to Objectors and Applicant**
           - **EPC Hearing & Recommendation to BCC**
           - **BCC Waiver/Variance Approval?**
             - Yes
             - **Appealed to 9th Circuit Court**
             - No
             - **Appeal?**
               - Yes
               - **Appealed to 9th Circuit Court**
               - No
               - **Case Closed**
               - No
               - **Case Closed**
     - **Variance**
       - **Side Setback or Terminal Platform**
         - **Objection Received?**
           - No
           - **Dock Permit Issued**
           - **Compliance Met?**
             - Yes
             - **Case Closed**
             - No
             - **Case Closed**
           - **35 Day Notice Sent to Affected Neighbors**
           - **EPC Hearing & Recommendation to BCC**
           - **EPC Hearing Notice Sent to Objectors and Applicant**
           - **EPC Hearing & Recommendation to BCC**
           - **BCC Waiver/Variance Approval?**
             - Yes
             - **Appealed to 9th Circuit Court**
             - No
             - **Case Closed**
             - No
             - **Case Closed**

2. **Standard Dock Permit Process**
   - **Both a Waiver and Variance May Be Required**
     - **35 Day Notice Sent to Affected Neighbors**
     - **Can Variance Approved by EPO?**
       - Yes
       - **Case Closed**
       - No
       - **35 Day Notice Sent to Affected Neighbors**
       - **EPC Hearing & Recommendation to BCC**
       - **EPC Hearing Notice Sent to Objectors and Applicant**
       - **EPC Hearing & Recommendation to BCC**
       - **BCC Waiver/Variance Approval?**
         - Yes
         - **Appealed to 9th Circuit Court**
         - No
         - **Case Closed**
         - No
         - **Case Closed**
     - **Side Setback or Terminal Platform**
       - **Objection Received?**
         - No
         - **Dock Permit Issued**
         - **Compliance Met?**
           - Yes
           - **Case Closed**
           - No
           - **Case Closed**
         - **35 Day Notice Sent to Affected Neighbors**
         - **EPC Hearing & Recommendation to BCC**
         - **EPC Hearing Notice Sent to Objectors and Applicant**
         - **EPC Hearing & Recommendation to BCC**
         - **BCC Waiver/Variance Approval?**
           - Yes
           - **Appealed to 9th Circuit Court**
           - No
           - **Case Closed**
           - No
           - **Case Closed**

3. **Side Setback or Terminal Platform**
   - **Objection Received?**
     - No
     - **Dock Permit Issued**
     - **Compliance Met?**
       - Yes
       - **Case Closed**
       - No
       - **Case Closed**
     - **35 Day Notice Sent to Affected Neighbors**
     - **EPC Hearing & Recommendation to BCC**
     - **EPC Hearing Notice Sent to Objectors and Applicant**
     - **EPC Hearing & Recommendation to BCC**
     - **BCC Waiver/Variance Approval?**
       - Yes
       - **Appealed to 9th Circuit Court**
       - No
       - **Case Closed**
       - No
       - **Case Closed**
     - **Appeal?**
       - Yes
       - **Appealed to 9th Circuit Court**
       - No
       - **Case Closed**
       - No
       - **Case Closed**
     - **Case Closed**

4. **Case Closed**
Environmental Permitting
Shoreline Alteration - Dredge & Fill Permit Process

1. COPY OF APPLICATION SENT TO APPLICABLE NAVIGATION BOARD

2. REVIEW BY ENVIRONMENTAL PROTECTION STAFF

3. SITE VISIT

4. PRODUCE BCC STAFF REPORT

5. PUBLIC NOTIFICATION

6. SCHEDULING OF BCC PUBLIC HEARING

7. REQUEST FOR ADDITIONAL INFORMATION (RAI)

8. RESPONSE RECEIVED?

9. APPLICATION COMPLETE?

10. APPLICATION CLOSED

11. ENFORCEMENT ISSUE?

12. ENFORCEMENT PROCEEDINGS INITIATED

13. PERMIT APPROVED BY BCC?

14. BCC DECISION APPEALED?

15. PERMIT DENIED

16. PERMIT ISSUED

17. BUILDING SAFETY NOTIFIED FOR BUILDING PERMIT

18. CASE CLOSED

19. COMPLIANCE MET?

20. CONTINUES UNTIL WITHIN COMPLIANCE
Environmental Permitting
Conservation Area
Authorization Process

1. Submit application & fees to Environmental Protection Division

2. Review by Environmental Protection Staff

3. Site visit

4. Enforcement issue?
   - Yes → Enforcement proceedings initiated
   - No → Application complete?

5. Application complete?
   - Yes → Authorization approved?
   - No → Request for additional information (RAI)

6. Request for additional information (RAI)?
   - Yes → Compliance met?
     - Yes → Case closed
     - No → Continues until within compliance
   - No → Application closed

7. Compliance met?
   - Yes → Case closed
   - No → Application closed

8. Authorization approved?
   - Yes → Proceed to EPC
   - No → Appeal?

9. Appeal?
   - Yes → Proceed to EPC
   - No → Application closed
Environmental Permitting
Petition of Binding
Determination Process

1. SUBMIT APPLICATION & FEES TO ENVIRONMENTAL PROTECTION DIVISION
2. REVIEW BY ENVIRONMENTAL PROTECTION STAFF
   - APPLICATION COMPLETE?
     - Yes: DETERMINATION LETTER SENT
     - No: REQUEST FOR ADDITIONAL INFORMATION (RAI)
6. RESPONSE RECEIVED?
   - Yes: PETITION DECISION STANDS
   - No: APPLICATION CLOSED
3. DETERMINATION APPEALED?
   - Yes: EPO DECISION APPEALED?
     - Yes: SCHEDULING OF BCC PUBLIC HEARING
     - No: PRODUCE BCC STAFF REPORT
4. BCC DETERMINATION ACCEPTED?
   - Yes: BCC DETERMINATION ACCEPTED?
     - Yes: PETITION DECISION STANDS
     - No: APPLICATION WITHDRAWN
   - No: APPLICATION WITHDRAWN

- If no proceed to next
- If yes go back to application complete?
Concurrency Management

Concurrency Management Process Flow

1. Submit Application & Fees to Concurrency Management Office
   - Application Type?
     - Yes - CIL
     - Yes - CEL
     - Yes - DEMI
     - No - File for an Amendment to CP Future Land Use Map

2. Permit Pulled within Encumbrance Period
   - Yes - CEL Extension Process
   - No - Capacity Reservation Process

3. Letter Issuance
   - Capacity Encumbrance Letter
   - Mitigation, Prop-Share or Expedited Prop-Share Agreement Executed
   - OCPS or RAC Review Committee (Within 60 Days)

4. Capacity Information Letter
   - Prepaid Impact Fee Credit Account

5. Vested Rights Determination
   - Capacity Bank & Model Updates

6. Capacity Information Letter
   - Deminimus Process
   - Capacity Encumbrance Letter

7. Review by Transportation Planning, Parks, Utilities, Development Engineering, Schools, Zoning, Planning and Mass Transit Entities

8. Application Consistent with CP?
   - Yes - CIL
   - Yes - CEL
   - Yes - DEMI
   - No - Capacity Encumbrance Letter Denial?

9. Deminimus Denial?
   - No - Cel Process
   - Yes - Denial

10. Capacity Reflected in Annual Update to the Capital Improvement Element

CIL is a non-binding letter which does not encumber capacity.
Concurrence Management
Demimiss Process

1. Submit Application & Fees to Concurrency Management Office

2. Review by Concurrency Management Office Staff

3. Application Complete?
   - Yes: Proceed to next step
   - No: Revisions or Rejections

4. Review by Transportation Planning, Parks, Utilities, Development Engineering, Schools, Zoning, Planning and Mass Transit Entities

5. Review Approvals?
   - Denial: Proceed to next step
   - Approved: Proceed to next step

6. Issuance of Demimiss Approval Letter (within 10 days)

7. Permit Pulled Within 1 Year
   - Yes: Proceed to next step
   - No: Reapply

8. Project Ends

9. Permitting Process
   - Yes: Proceed to next step
   - No: Reapply
Concurrency Management
Capacity Reservation
Certificate Process

1. SUBMIT APPLICATION & FEES TO CONCURRENCY MANAGEMENT OFFICE

2. CREATION OF CAPACITY RESERVATION CERTIFICATE & FINANCIAL ACCOUNT (WITHIN 14 DAYS)

3. ASSIGNMENT REQUEST RECEIVED

4. CAPACITY USE RECEIPT (CUR) ISSUED

5. BUILDING PERMIT ISSUED

6. CUR VALIDATION/DRAW DOWN FROM RESERVATION ACCOUNT

7. ACCOUNT STATUS?
   - Yes
     - EXTENSION ISSUED
       - Approved
       - FAILING ROADWAY REVIEW BY TRANSPORTATION PLANNING
         - Approved
         - REMAINING TRIPS RETURNED TO CAPACITY BANK
         - ACCOUNT CLOSED / CAPACITY RELEASED
       - Denied
       - REAPPLY FOR CEL
         - REMAINING TRIPS RETURNED TO CAPACITY BANK
   - No
     - EXPRESSED BEFORE COMPLETION
     - REQUEST FOR EXTENSION?
       - Yes
       - ACCOUNT CLOSED / CAPACITY RELEASED / REFUND ISSUED
       - Zero Balance
       - ACCOUNT CLOSED / CAPACITY RELEASED
       - REMAINING TRIPS RETURNED TO CAPACITY BANK
   - No
     - ACCOUNT CLOSED / CAPACITY RELEASED
     - REMAINING TRIPS RETURNED TO CAPACITY BANK

8. APPROVED CEL MUST BE ON FILE AND VALID

9. VALID FOR 3 YRS

10. REMAINING TRIPS RETURNED TO CAPACITY BANK

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Concurrency Management
Capacity Bank Management Process

- Capacity Encumbered
- Encumbered Capacity Bank (E)
- Reserved Capacity Bank (R)
- Permitted Capacity Bank (P)
- Permitted Capacity Bank (P)
- Available Capacity Bank (A)
- Model Variables Input Updates
- Level of Service (LOS) Re-Evaluation

Updates and Changes Reflected as Available Capacity
Concurrency Management
Capacity Information Letter Process

1. Submit Application & Fees to Concurrency Management Office

2. Review by Concurrency Management Office Staff

3. Application Complete?
   - Yes: Proceed to next
   - No: Revisions or Rejections

4. Review by Transportation Planning, Parks, Utilities, Development Engineering, Schools, Zoning, Planning and Mass Transit Entities

5. Issuance of Capacity Information Letter (CIL) Within 10 Days

CIL Only used to report current state of capacity, and does not guarantee future capacity will be available.

If not served by Orange County Utilities, a letter from service provider needed.
Concurrency Management
Concurrency Vested Rights Process

1. **SUBMIT APPLICATION & FEES TO CONCURRENCY MANAGEMENT OFFICE**
   - **Revisions or Rejections**
     - **No**
       - **APPLICATION COMPLETE?**
         - **Yes**
           - **REVIEW BY LEGAL**
             - **DETERMINATION BY LEGAL**
               - **Approved**
               - **VESTED RIGHTS GRANTED AND CERTIFICATE ISSUED**
               - **APPEAL TO CIRCUIT COURT**
                 - **DENIAL APPEAL FILED WITHIN 30 DAYS**
                   - **DENIAL OF VESTING**
                     - **LETTER OF DENIAL**
                       - **APPEAL PERIOD (30 DAYS)**

     - **Yes**
       - **APPLICATION COMPLETE?**
         - **Yes**
           - **REVIEW BY LEGAL**
             - **DETERMINATION BY LEGAL**
               - **Approved**
               - **VESTED RIGHTS GRANTED AND CERTIFICATE ISSUED**
               - **APPEAL TO BCC**
                 - **DENIAL APPEAL FILED WITHIN 30 DAYS; COPY OF APPEAL SENT TO OCPS**
                   - **DENIAL OF VESTING**
                     - **LETTER OF DENIAL**
                       - **APPEAL PERIOD (30 DAYS)**

       - **No**
         - **DETERMINATION**
           - **APPEAL HEARING**
             - **APPEAL TO DRC**
               - **APPEAL?**
                 - **Yes**
                   - **APPEAL PERIOD (30 DAYS)**

         - **DENIAL APPEAL FILED WITHIN 30 DAYS; COPY OF APPEAL SENT TO OCPS**
           - **DENIAL OF VESTING**
             - **LETTER OF DENIAL**
               - **APPEAL PERIOD (30 DAYS)**

2. **APPEAL TO CIRCUIT COURT**
   - **DENIAL APPEAL FILED WITHIN 30 DAYS**
     - **Denied**
       - **FILE CLOSED**
     - **Approved**
       - **VESTED RIGHTS GRANTED AND CERTIFICATE ISSUED**

3. **APPEAL TO BCC**
   - **DENIAL APPEAL FILED WITHIN 30 DAYS; COPY OF APPEAL SENT TO OCPS**
     - **Denied**
       - **FILE CLOSED**
     - **Approved**
       - **VESTED RIGHTS GRANTED AND CERTIFICATE ISSUED**

4. **DETERMINATION**
   - **APPEAL HEARING**
     - **APPEAL TO DRC**
       - **APPEAL?**
         - **Yes**
           - **APPEAL PERIOD (30 DAYS)**
         - **No**
           - **WRITTEN DECISION WITHIN 90 DAYS**

5. **Action Taken by CMO Within 45 Days of Application Submittal**
   - **Approved**
   - **Denied**
     - **ACTION TAKEN BY CMO WITHIN 45 DAYS OF APPLICATION SUBMITTAL**
       - **VESTED RIGHTS GRANTED AND CERTIFICATE ISSUED**

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Prepared by Orange County CEDS Development Services - Updated April 2016
Concurrency Management
Orange County Public Schools (OCPS)
Appeal/Mitigation/ Proportionate Share Agreement

STEP 1: CONDUCT ANALYSIS AND SEND APPROVAL OR DENIAL LETTER

MEETING HELD WITH APPLICANT (OPTIONAL)

APPLICANT RECEIVES DENIAL LETTER

SUBMIT APPLICATION & FEES TO OCPS

SCHOOL DEVELOPMENT REVIEW COMMITTEE

PREPARE DRAFT CONTRACT

APPLICANT, OCPS AND ORANGE COUNTY GOVERNMENT AND LEGAL REVIEW DRAFT CONTRACT - (2 WEEKS)

SIGN CONTRACT AND RETURN TO OCPS

OCPS AGENDA

FINAL REVIEW/ BCC PREPARATION

APPROVAL

DENIED

APPROVED

APPLICANT NOTIFIED

APPLICATION NOTIFIED, AGREEMENT RECORDED

ISSUANCE OF CAPACITY ENCUMBRANCE LETTER

CONTACT JULIE SALVO JULIE.SALVO@OCPS.NET OR 407-317-3200 EXT 2002139

(6 WEEKS) SCHOOL BOARD INFORMATION ITEM

APPEALED TO 9TH CIRCUIT COURT

BCC AGENDA
Concurrency Management
Roadway Agreement Committee (RAC)
Transportation
Appeal/Mitigation/Proportionate-Share Agreement

1. Applicant receives denial letter
2. Submit application to Transportation Planning
3. Pre-meeting held with applicant
4. Case information sent to RAC chairman, legal, risk management, planning, county engineer, traffic engineering, real estate management, development engineering and transportation planning for review
5. RAC meeting agenda and package distributed
6. RAC public meeting
7. Approved by RAC?
   - Yes: Branch A1-1
   - No: Branch A1-2
8. Agreement ready for BCC?
   - Yes: Branch C1-1
   - No: Branch C1-2
9. BCC hearing
10. Agreement approved by BCC?
    - Yes: Branch D1-1
    - No: Branch B1-3
11. Agreement denied

Branch A1-1: Final review

Branch A1-2: Agreement ready for BCC?
   - Yes: Branch C1-1
   - No: Branch C1-2

Branch B1-1: Scheduling of BCC agenda item

Branch B1-2: Produce BCC agenda memorandum

Branch B1-3: BCC hearing

Branch B1-4: Agreement approved by DRC?
   - Yes: Branch A1-1
   - No: Branch F1

Branch C1-1: Applicant notified, agreement recorded, and proportionate share satisfied

Branch C1-2: Issuance of capacity encumbrance letter within 21 days

Branch C2-1: Denial appealed?

Branch D1-1: Agreed appealed to 9th circuit court

Branch E1: Agreement approved by DRC?
   - Yes: Branch A1-1
   - No: Branch F1

Branch F1: Denial appealed to BCC?
   - Yes: Branch G
   - No: Branch G

Branch G: Agreement denied

Note 1: Applicant must submit evidence of title, appraisal, legals and sketches.

Prepared by Orange County CEDS Development Services - Updated April 2016
Impact Fees
Residential Impact Fee Determination

NOTE 1: IF APPLICANT REPLACES A MOBILE HOME OR MULTI-FAMILY WITH A SINGLE FAMILY RESIDENTIAL, THEY WILL GET CREDITS BASED ON PREVIOUS USE BUT NOT TO EXCEED THE DOLLAR AMOUNT THAT THE PRIOR LAND USE WILL BE CHARGED TODAY, AND THEY WILL BE REQUIRED TO PAY THE DIFFERENCE OF THE IMPACT FEES AT ISSUANCE OF THE BUILDING PERMIT.

NOTE 2 – RESIDENTIAL FEE DEFERRAL AVAILABILITY – ONLY APPLICABLE TO:
- SINGLE FAMILY RESIDENTIAL OR DUPLEXES – ALL FEES TO CO
- MOBILE HOME – LAW ONLY TO CO
- MULTI-FAMILY – RESIDENTIAL OVER $1M – TRANSPORTATION TO CO, LAW & FIRE TO PRE-POWER
- MULTI-FAMILY – PARKS - ONLY FOR CERTIFIED AFFORDABLE HOUSING TO PRE-POWER

NOTE 3: LIEN OPTION ONLY AVAILABLE FOR MULTI-FAMILY OVER $1M

AS PART OF THE PERMIT PROCESS, IMPACT FEES ARE ASSESSED

AIF REQUEST MUST BE MADE PRIOR TO BUILDING PERMIT ISSUANCE

NEW DEVELOPMENT?

Yes

REPLACEMENT STRUCTURE?

No

IMPACT FEES NOT ASSESSED UNLESS ADDITIONAL DWELLING UNITS ARE CREATED

No

IMPACT FEES ASSESSED FOR TRANSPORTATION, LAW ENFORCEMENT, FIRE, PARKS & RECREATION AND SCHOOLS

IMPACT FEES RECALCULATED

Yes

SCHOOL ONLY, ORIGINAL DWELLING UNIT ON SITE JAN 1, 1993 OR THEREAFTER

No

SCHOOL AND PARKS & RECREATION FEES ASSESSED

TRANSPORTATION, FIRE, LAW IMPACT FEE CREDITS

Yes

ON SITE JAN 1, 1993?

No

REMOVED AFTER 1983?

Yes

ALL FEES ASSESSED

No

IMPACT FEES CALCULATED

PAY UNDER PROTEST?

No

FEE DETERMINATION APPEALED?

Yes

Appealed

Yes

FEE DETERMINATION ACCEPTED?

No

DRC DETERMINATION APPEALED?

Yes

Appealed

Yes

DRC DETERMINATION ACCEPTED?

No

BCC DETERMINATION APPEALED?

Yes

Appealed

Yes

BCC DETERMINATION ACCEPTED?

No

APPEAL TO CIRCUIT COURT

IMPACT FEES REVISED (IF NEEDED)

S

IMPACT FEES PAID

P2

PERMIT ISSUED

P2

CERTIFICATE OF OCCUPANCY

P2

S

SATISFACTION OF LIEN

PRE-POWER* (OPTIONAL)

P2

PERMIT ISSUED

P2

LIEN PROCESSED (NOTE 3)

S

IMPACT FEES DEFERRED? (NOTE 2)

S

IMPACT FEES PAID/PERMIT ISSUED

S

IMPACT FEES NOT ASSIGNED UNLESS ADDITIONAL DWELLING UNITS ARE CREATED

IF YES, CREDITS APPLIED FOR TRANSPORTATION, FIRE, LAW

S

S

P5

IMPACT FEES PAID/PERMIT ISSUED

IMPACT FEES REVISED (IF NEEDED)

IMPACT FEES NOT ASSESSED UNLESS ADDITIONAL DWELLING UNITS ARE CREATED

IMPACT FEES ASSESSED FOR TRANSPORTATION, LAW ENFORCEMENT, FIRE, PARKS & RECREATION AND SCHOOLS

NOTE 1: IF APPLICANT REPLACES A MOBILE HOME OR MULTI-FAMILY WITH A SINGLE FAMILY RESIDENTIAL, THEY WILL GET CREDITS BASED ON PREVIOUS USE BUT NOT TO EXCEED THE DOLLAR AMOUNT THAT THE PRIOR LAND USE WILL BE CHARGED TODAY, AND THEY WILL BE REQUIRED TO PAY THE DIFFERENCE OF THE IMPACT FEES AT ISSUANCE OF THE BUILDING PERMIT.

NOTE 2 – RESIDENTIAL FEE DEFERRAL AVAILABILITY – ONLY APPLICABLE TO:
- SINGLE FAMILY RESIDENTIAL OR DUPLEXES – ALL FEES TO CO
- MOBILE HOME – LAW ONLY TO CO
- MULTI-FAMILY – RESIDENTIAL OVER $1M – TRANSPORTATION TO CO, LAW & FIRE TO PRE-POWER
- MULTI-FAMILY – PARKS - ONLY FOR CERTIFIED AFFORDABLE HOUSING TO PRE-POWER

NOTE 3: LIEN OPTION ONLY AVAILABLE FOR MULTI-FAMILY OVER $1M

Prepared by Orange County CEDS Development Services - Updated April 2016
Impact Fees
Commercial Impact Fee Determination

AS PART OF THE PERMIT PROCESS, IMPACT FEES ARE ASSESSED.

- Step 1: AIF REQUEST MUST BE MADE PRIOR TO BUILDING PERMIT ISSUANCE.

- Step 2: NEW DEVELOPMENT? If yes skip to step 4. If no, continue to step 3.

- Step 3: CHANGE OF SIZE OR USE? (IMPACT FEES NOT ASSESSED UNLESS ADDITIONAL SQUARE FOOTAGE IS ADDED OR USE IS CHANGED) If yes skip to step 7. If no, continue to step 4.

- Step 4: REPLACEMENT STRUCTURE? If yes, go to step 5; if no, continue to step 7.

- Step 5: REMOVED AFTER 1983? If yes, go to step 6; if no, continue to step 7.

- Step 6: TRANSPORTATION, LAW ENFORCEMENT & FIRE IMPACT FEE CREDITS ESTABLISHED

- Step 7: IMPACT FEES ASSESSED FOR TRANSPORTATION, LAW ENFORCEMENT, FIRE

- Step 8: IMPACT FEES CALCULATED

- Step 9: PAY UNDER PROTEST? If yes, go to step 10; if no, continue to step 11.

- Step 9.2: IMPACT FEES PAID/PERMIT ISSUED ($) then go to step 10

- Step 10: FEE DETERMINATION APPEALED? If yes, go to step 11; if no, continue to step 12.

- Step 11: IFC DETERMINATION ACCEPTED? (I3) if yes skip to step 12. If no, continue to step 11.2.

- Step 11.2: DRC DETERMINATION ACCEPTED? (D7) if yes skip to step 12. If no, continue to step 11.3.

- Step 11.3: BCC DETERMINATION ACCEPTED? if yes skip to step 12.

- Step 11.4: APPEAL TO CIRCUIT COURT

- Step 12: IMPACT FEES REVISED (IF NEEDED)

- Step 13: FEES DEFERRED? (ONLY AVAILABLE FOR COMMERCIAL OVER $1M) if yes skip to step 14; if no, continue to step 15.

- Step 14: LIEN PROCESSED ($)

- Step 15: PERMIT ISSUED (P1)

- Step 16: PRE-POWER* (OPTIONAL) (P8)

- Step 17: SATISFACTION OF LIEN ($) 

- Step 18: CERTIFICATE OF OCCUPANCY (End of chart)

- Step 19: IMPACT FEES PAID ($)

- Step 20: PERMIT ISSUED (P1). Jump to step 18 to finish the flow chart.

NOTE: MULTI-FAMILY RESIDENTIAL FOLLOWS THE COMMERCIAL PERMITTING PROCESS AND THE RESIDENTIAL IMPACT FEE ASSESSMENT PROCESS. * LAW AND FIRE IMPACT FEES MUST BE PAID.
Impact Fees
Impact Fee Committee Management

Step 1. AIF STUDY PURSUED?
if yes skip to step 2.

Step 2. APPLICANT MAY CONDUCT PRELIMINARY PROJECT REVIEW WITH IFC

Step 3. APPLICANT WANTS TO PROCEED? if yes skip to step 4.

Step 4. APPLICANT SUBMITS AIF APPLICATION & FEE

Step 5. CMO Assigns AIF Number and Forwards Application to IFC Coordinator

Step 6. STUDY REQUIRED?
if no skip to step 6.2

Step 6.1. APPLICANT SUBMITS AIF STUDY METHODOLOGY AND MEETING APPLICATION WITH DISCLOSURE FORMS TO IFC COORDINATOR

Step 6.2. APPLICANT SUBMITS AIF TRANSFER REPORT AND MEETING APPLICATION WITH DISCLOSURE FORMS TO IFC COORDINATOR

Step 6.3. STAFF REVIEW OF AIF TRANSFER REPORT, RECOMMENDATION TO IFC

Step 7. IFC REVIEW OF STUDY METHODOLOGY.
There may be revisions that send the study back to step 6, if not continue onto step 9.

Step 8. CONDUCT AIF STUDY BASED ON APPROVED METHODOLOGY

Step 9. SUBMIT AIF STUDY REPORT TO IFC COORDINATOR.
There may be revisions that send the study back to step 9, if not continue onto step 11.

Step 10. STAFF REVIEW OF AIF STUDY REPORT, RECOMMENDATION TO IFC

Step 11. IFC RECOMMENDATION & STAFF REPORT

Step 12. APPLICANT SIGNS DEVELOPER’S AGREEMENT AND PAYS MONITORING FEE ($)

Step 13. BCC CONSENT AGENDA

Step 14. BCC APPROVAL?

Step 15. APPEALED TO 9TH CIRCUIT COURT (flow chart ends)

Step 16. AGREEMENT APPROVED

Step 17. AGREEMENT APPROVED (I2) Flow chart ends

NOTE: THE IMPACT FEE COMMITTEE (IFC) MEETS TWICE A MONTH ON THE SECOND AND FOURTH THURSDAY.
Impact Fees
Transportation Credit Account (TCA) Management

1. TRANSPORTATION PLANNING VERIFIES % OF COMPLETION OF PROJECT & MAKES RECOMMENDATION TO ALLOW IMPACT FEE CREDITS

2. CHAIRMAN OF THE RAC SENDS MEMO TO CONCURRENCY MANAGEMENT OFFICE TO CREATE TCA

3. CREDIT ACCOUNT CREATED

4. ACKNOWLEDGEMENT LETTER SENT TO APPLICANT

5. APPLICANT SUBMITS ASSIGNMENT LETTER

6. CAPACITY USE RECEIPT (CUR) ISSUED

7. BUILDING PERMIT ISSUED

8. VALIDATION OF CUR LETTER

9. DRAW DOWN FROM CREDIT ACCOUNT

10. ACCOUNT STATUS?

   - Zero Balance: ACCOUNT CLOSED
   - Additional Credit Balance Remaining:

   Additional Credit Balance Remaining

   - P1
   - P2

   - Y9

NOTE: CREDITS ARE NOT SPECIFIC TO A PROJECT AND CAN BE USED ANYWHERE WITHIN A PARTICULAR IMPACT FEE ZONE BASED ON THE DEVELOPERS AGREEMENT.

NOTE: THE TCA CAN HAVE MORE THAN ONE MEMORANDUM FROM THE RAC ASSIGNING ADDITIONAL FUNDS.

AN EXECUTED AGREEMENT MUST BE ON FILE TO OPEN A TCA ACCOUNT.

TCA ESTABLISHED FOR A SPECIFIC ENTITY FOR A SPECIFIC DOLLAR AMOUNT.

Appliances are not specific to a project and can be used anywhere within a particular impact fee zone based on the developer's agreement. The TCA can have more than one memorandum from the RAC assigning additional funds.

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Impact Fees
School Credit Account (SCA) Management

Step 1. OCPS verifies that a project meets the credit requirements.
Step 2. OCPS sends letter of authorization to concurrency management office.
Step 3. Applicant submits assignment letter if additional credit balance remains, skip to step 10.
Step 4. Credit account created.
Step 5. Applicant prepays school impact fees.
Step 6. Capacity use receipt (CUR) issued.
Step 7. Building permit issued.
Step 8. Validation of CUR letter.
Step 9. Draw down from credit account.
Step 10. Account status?
- Additional credit balance remaining: Proceed to step 11.

Note: Credits are specific to particular parcel ID's.
THE MAXIMUM GRANT IS ONLY AVAILABLE TO NONPROFIT ORGANIZATIONS THAT MEET CRITERIA
* PER ADMIN REGULATION 6.15.01

APPLICATION SUBMITTED TO CONCURRENCY MANAGEMENT OFFICE

REVIEW BY LEGAL, NEIGHBORHOOD SERVICES & CITIZENS COMMISSION FOR CHILDREN STAFF

APPLICATION APPROVED?

Yes

SCHEDULED FOR BCC HEARING

Yes

APPLICATION APPROVED?

Yes

GRANT APPROVED?

Yes

APPLICANT NOTIFIED OF AWARDED AMOUNT

APPLICATION DENIED

No

APPEALED?

No

LETTER OF DENIAL

Yes

BUILDING PERMIT ISSUED

Yes

CREDITS APPLIED TO IMPACT FEES

WITHIN 12 MONTHS OF BCC APPROVAL?

Yes

GRANT EXPIRES

No

CAPACITY USE RECEIPT (CUR) ISSUED

ASSIGNMENT LETTER RECEIVED BY CONCURRENCY OFFICE

No
I7
FORM SUBMITTED TO CONCURRENCY MANAGEMENT OFFICE

SENT TO LEGAL FOR REVIEW

REQUEST APPROVED?

Yes

APPLICANT NOTIFIED BY APPROVAL LETTER

APPLICANT GOES TO IMPACT FEE OFFICE FOR FEE ADJUSTMENT

No

FORM DENIED

REDUCED SCHOOL IMPACT FEES APPLIED

LETTER SUBMITTED?

Yes

BUILDING PERMIT ISSUED

APPROVAL LETTER MUST BE SUBMITTED TO IMPACT FEE OFFICE FOR FEE ADJUSTMENT

No

Full School Impact Fees Paid

P2

P2

BUILDING PERMIT ISSUED

REFUND REQUESTED WITH LETTER OF APPROVAL ATTACHED

P2

I8

THIS OPTION ONLY AVAILABLE FOR PLANS SUBMITTED TO BUILDING SAFETY PRIOR TO INCREASE IN IMPACT FEES

Step 1. FORM SUBMITTED TO CONCURRENCY MANAGEMENT OFFICE

Step 2. SENT TO LEGAL FOR REVIEW

Step 3. REQUEST APPROVED? if yes jump to step 4.

Step 4. APPLICANT NOTIFIED BY APPROVAL LETTER

Step 5. APPLICANT GOES TO IMPACT FEE OFFICE FOR FEE ADJUSTMENT

Step 6. LETTER SUBMITTED? (APPROVAL LETTER MUST BE SUBMITTED TO IMPACT FEE OFFICE FOR FEE ADJUSTMENT) if no skip to step 9.

Step 7. REDUCED SCHOOL IMPACT FEES APPLIED ($)

Step 8. BUILDING PERMIT ISSUED (P2)

Step 9. FULL SCHOOL IMPACT FEES PAID ($)

Step 10. BUILDING PERMIT ISSUED (P2)

Step 11. REFUND REQUESTED WITH LETTER OF APPROVAL ATTACHED (I8)
Impact Fees
Impact Fee Refund Determination

Step 1. REFUND REQUEST LETTER SUBMITTED TO CMO WITH ATTACHMENTS

Step 2. REVIEW BY STAFF

Step 3. APPLICATION COMPLETE?
   - Yes: Go to Step 4.
   - No: Return to step 1.

Step 4. VALIDATION OF OVERPAYMENT & RESEARCH OF ADDITIONAL DOCUMENTATION

Step 5. REFUND MEMORANDUM CREATED FOR ADMINISTRATIVE APPROVAL

Step 6. REFUND APPROVED?
   - Yes: Go to Step 11.
   - No: Go to Step 7.

Step 7. DECISION APPEALED?
   - Yes: Go to Step 9.
   - No: Go to Step 8.

Step 8. REQUEST DENIED (dead end)

Step 9. APPEALED TO IFC

Step 10. APPEAL DENIED?
   - Yes: Go to Step 8.
   - No: Go to Step 11.

Step 11. MEMORANDUM SENT TO FINANCE FOR PROCESSING

Step 12. CHECK ISSUED AND MAILED TO REQUESTOR

Revisions or Rejections

BASED ON ORANGE COUNTY CODE CHAPTER 23:
ROAD SEC. 23-97
LAW SEC. 23-33
FIRE SEC. 23-63
PARKS SEC. 23-184
SCHOOLS SEC. 23-143 & INTERLOCAL AGREEMENT

Impact Fee Refund Determination

Orange County CEDS Development Services - Updated April 2016

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Impact Fees

Appeal of Impact Fee Determination

APPLICANT SUBMITS WRITTEN APPEAL REQUEST AND MEETING APPLICATION WITH DISCLOSURE FORMS TO IFC COORDINATOR

APPLICANT HAS BEEN DENIED A REQUEST FOR REFUND OF IMPACT FEES OR DISAGREES WITH STAFF DETERMINATION ON FEE ASSESSMENT

APPLICANT PAYS APPEALS FEE

REQUEST REVIEWED BY IMPACT FEE COMMITTEE

IFC APPEAL GRANTED?

STAFF MAKES REVISION TO DETERMINATION BASED ON IFC DECISION

IFC DECISION APPEALED?

STAFF MAKES REVISION TO DETERMINATION BASED ON IFC DECISION

DETERMINATION STANDS

DRC DETERMINATION ACCEPTED?

STAFF MAKES REVISION TO DETERMINATION BASED ON DRC DECISION

Appealed

Appealed

STAFF MAKES REVISION TO DETERMINATION BASED ON COURT DECISION

APPEAL TO CIRCUIT COURT

BCC DETERMINATION ACCEPTED?

STAFF MAKES REVISION TO DETERMINATION BASED ON BCC DECISION

NOTE: THE IMPACT FEE COMMITTEE (IFC) MEETS TWICE A MONTH ON THE SECOND AND FOURTH THURSDAY

PREPARED BY ORANGE COUNTY CEDS DEVELOPMENT SERVICES - UPDATED APRIL 2016

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Comprehensive Planning
Comprehensive Plan (CP) Amendments
Small Scale Cycle

- **Pre-Application Conference Required**

  - Submit Application & Fees to Planning Division
    - Sufficient
      - Public Notification
      - Community Meeting
      - Scheduling of LPA Public Hearing
      - Public Notification
      - Produce LPA Staff Report
      - Applicant postpones or withdraws
    - Insufficient
      - Additional Information Provided by Applicant
        - Application Withdrawn
  - Insufficient
    - Additional Information Provided by Applicant
      - Application Withdrawn
  - Applicant postpones or withdraws
    - Application Withdrawn

- **Application Withdrawn**

  - Local Planning Agency (LPA) Adoption Public Hearing
    - Scheduling of BCC Public Hearing
      - Applicant postpones or withdraws
        - Application Withdrawn
    - Applicant postpones or withdraws
      - Application Withdrawn

- **Application with Withdrawn**

  - Appeal to 9th Circuit Court
    - Amended Approved by BCC?
      - Approved
        - Amendment Approved by BCC
          - Board of County Commissioners (BCC) Adoption Public Hearing
            - Applicant postpones or withdraws
              - Application Withdrawn
            - Yes
              - Produce BCC Staff Report
                - Public Notification
  - Amended Approved by BCC?
    - Denied
      - Yes
        - Appeal?
          - Yes
            - Appeal to FL Division of Administrative Hearings
              - Within 30 Days
                - Yes
                  - Appeal to FL Division of Administrative Hearings
                    - Within 30 Days
                      - Yes
                        - Effective 31 Days after Adoption
                          - Cannot be resubmitted for two years (FLU 8.8.6)

- **Public Notification**

  - Property posted 10 days prior to LPA
    - Applicant postpones or withdraws
      - Application Withdrawn

- **Sufficient**

  - Board of County Commissioners (BCC) Adoption Public Hearing
    - Applicant postpones or withdraws
      - Application Withdrawn
    - Yes
      - Produce BCC Staff Report
        - Public Notification
  - Application Withdrawn
    - Yes
      - Produce BCC Staff Report
        - Public Notification

- **Note:** Florida Statute 163.3187

Prepared by Orange County CEDS Development Services - Updated April 2016
An annual review and update cycle begins, leading to a level of service (LOS) analysis report to the concurrency management office & planning. This report is then followed by an office of management & budget (OMB) conducts capital improvement program review. Following this, the capital improvement element update by planning is conducted. Based on project additions, deletions, deferrals or delays, the traffic trip counts are updated by traffic engineering.

- **Start Option 1:** ANNUAL REVIEW & UPDATE CYCLE
  - LEVEL OF SERVICE (LOS) ANALYSIS REPORT TO CONCURRENCY MANAGEMENT OFFICE & PLANNING
  - CAPITAL IMPROVEMENT ELEMENT UPDATE BY PLANNING
  - OFFICE OF MANAGEMENT & BUDGET (OMB) CONDUCTS CAPITAL IMPROVEMENT PROGRAM REVIEW
  - LEVEL OF SERVICE RE-EVALUATION

- **Start Option 2:** WATER, WASTEWATER & SOLID WASTE CAPACITY UPDATE FROM UTILITIES ENGINEERING
  - PARK CAPACITY UPDATE FROM PARKS & RECREATION
  - SCHOOL CAPACITY UPDATE FROM OCPS

- **Start Option 3:** PARK CAPACITY UPDATE FROM PARKS & RECREATION
  - WATER, WASTEWATER & SOLID WASTE CAPACITY UPDATE FROM UTILITIES ENGINEERING

- **Start Option 4:** SCHOOL CAPACITY UPDATE FROM OCPS
  - WATER, WASTEWATER & SOLID WASTE CAPACITY UPDATE FROM UTILITIES ENGINEERING
School Capacity
Capacity Enhancement Agreement Process

DEVELOPMENT DETERMINED TO NEED ADDITIONAL CAPACITY BY PLANNING

APPLICANT SUBMITS REQUEST FOR CAPACITY ENHANCEMENT AGREEMENT (CEA) TO OCPS

CEA APPROVAL BY OCPS BOARD?

PROJECT CANNOT MOVE FORWARD

Yes

AGREEMENT EXECUTED

EXECUTED CEA SUBMITTED TO PLANNING

FINAL APPROVAL OF LAND USE OR PD ZONING WITH CEA CONDITIONS

DEVELOPER FILES PSP AND DP REQUEST TO DRC FOR APPROVAL

PREPAYMENT OF IMPACT FEES UPON APPROVAL ($) (FOR MULTI-FAMILY DP'S ONLY)

PERMITS ISSUED BASED ON CAPACITY APPROVED

FINAL PLAT RECORDING

PREPAYMENT OF IMPACT FEES PRIOR TO APPROVAL ($) (FOR ALL NON-VESTED SINGLE-FAMILY HOUSING)

SUBDIVISION PLATTING PROCESS

PREPAYMENT OF IMPACT FEES UPON APPROVAL FOR MULTI-FAMILY DP'S ONLY

PROJECT CANNOT MOVE FORWARD (end of flow chart branch)

CEA APPROVAL BY OCPS BOARD?

No

DEVELOPMENT DETERMINED TO NEED ADDITIONAL CAPACITY BY PLANNING

Completed process branches

School Capacity Capacity Enhancement Agreement Process
Vacations
Petition to Vacate (PTV) Process

APPLICANT CONTACTS DEVELOPMENT ENGINEERING TO REQUEST FEASIBILITY RESEARCH

STAFF EXAMINATION OF REQUEST FOR FEASIBILITY

MANDATORY MEETING WITH APPLICANT TO DISCUSS DOCUMENTATION NEEDED TO PROCEED

APPLICANT GATHERS NECESSARY INFORMATION

REVIEW BY STAFF FOR FEASIBILITY:
UTILITY EASEMENT – REAL ESTATE MANAGEMENT (REM), DRAINAGE EASEMENT – REM & ROADS AND DRAINAGE (R&D), RIGHT OF WAY – REM, R&D, ENGINEERING RIGHT-OF-WAY (R/W) ADMINISTRATION SECTION AND TRANSPORTATION PLANNING

ISSUES OR OBJECTIONS?

Yes 
CONTACT APPLICANT TO DISCUSS

No 
APPLICANT SUBMITS DOCUMENTATION & FEES ($)

BCC PUBLIC HEARING

PRODUCE BCC STAFF REPORT

PUBLIC NOTIFICATION

SCHEDULING OF BCC PUBLIC HEARING

STAFF PROCESSES PAPERWORK

APPLICANT SUBMITS DOCUMENTATION & FEES

PTV RECORDED BY OFFICIAL RECORDS

CANCELLED BY OFFICIAL RECORDS

PTV HEARD BY BCC?

Yes 
APPROVED

No 
DENIED

30 DAY APPEAL PERIOD

ADDITIONAL APPEALS?

Yes 
PTV HEARD BY BCC?

No 
APPEALED TO 9TH CIRCUIT COURT

REQUEST WITHDRAWN BY APPLICANT

CAN ISSUES BE RESOLVED?

Yes 
APPEALED TO 9TH CIRCUIT COURT

No 
PTV RECORDED BY OFFICIAL RECORDS

NEW PETITION IS NEEDED

PREVIOUS PETITION IS STILL PENDING
Address Management
Individual Address Assignment Process

1. APPLICANT REQUESTS ADDRESS NUMBER ASSIGNMENT
2. REVIEW BY ZONING STAFF
3. VALID ADDRESS? (A5)
4. ADDRESS ASSIGNED TO PROPERTY
5. INVOICE ISSUED

- Revisions or Rejections

ADDRESS DISTRIBUTED TO 911, OUC, UTILITIES, PROPERTY APPRAISER, SUPERVISOR OF ELECTIONS & U.S. POSTAL SERVICE

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Address Management
Model Home Assignment Process

APPLICANT REQUESTS PRE-ADDRESS NUMBER ASSIGNMENT FOR MODEL HOME

REVIEW BY ZONING STAFF

VALID ADDRESS?

Yes

ADDRESS RANGE(S) EXISTS?

Yes

APPLICANT SUBMITS LETTER WITH PERMIT PACKAGE

ZONING SENDS APPROVAL LETTER TO APPLICANT

ADDRESS ASSIGNED TO PROPERTY AS PROPOSED

ACTIVATED & INVOICE ISSUED

ADDRESS DISTRIBUTED TO 911 & UTILITIES

No

ADDRESS RANGE(S) CREATED

ADDRESS ASSIGNED TO PROPERTY AS PROPOSED

SUBJECT TO CHANGE

ADDRESS RANGE(S) EXISTS?

No

REVISIONS OR REJECTIONS

ADDRESS ASSIGNED TO PROPERTY AS PROPOSED ($) (TWO OPTIONS TO CHOOSE FROM)

Yes

ADDRESS DISTRIBUTED TO 911 & UTILITIES

PREPARED BY ORANGE COUNTY CEDS DEVELOPMENT SERVICES - UPDATED APRIL 2016

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Address Management
Commercial Development Assignment Process

APPLICANT SUBMITS BUILDING SITE PLANS FOR ADDRESS ASSIGNMENT

REVIEW BY ZONING STAFF

STREET NAMES APPROVED?

Yes

ADDRESS RANGE(S) EXISTS?

No

RANGE(S) CREATED

STREET NAME APPROVAL BY 911

No

Revisions or Rejections

Yes

ADDRESS RANGE(S) EXISTS?

No

STREET NAME APPROVAL BY 911

ADDRESS RANGE(S) EXISTS?

Yes

ADDRESS RANGE(S) EXISTS?

No

ADDRESSES ASSIGNED TO PROPERTY AS ACTIVE

OPTION 1: INVOICE ISSUED

$ (end of flow chart)

OPTION 2: ADDRESS DISTRIBUTED TO 911, OUC, UTILITIES, PROPERTY APPRAISER, SUPERVISOR OF ELECTIONS & U.S. POSTAL SERVICE (end of flow chart)
Address Management
New Plat Assignment Process

1. APPLICANT SUBMITS PRELIMINARY PLAT FOR ADDRESS ASSIGNMENT
2. REVIEW BY ZONING STAFF
3. STREET NAMES APPROVED?
   - Yes → ADDRESS RANGE(S) EXISTS?
   - No → RANGE(S) CREATED

4. STREET NAME APPROVAL BY 911
5. ADDRESS RANGE(S) EXISTS?
   - Yes → ADDRESS DISTRIBUTED TO 911, OUC, UTILITIES, PROPERTY APPRAISER, SUPERVISOR OF ELECTIONS & U.S. POSTAL SERVICE
   - No → ADDRESS MODIFICATIONS MADE
7. CHANGES?
   - Yes → ADDRESS MODIFICATIONS MADE
   - No → NOTIFY CUSTOMER OF APPROVED ADDRESSES
8. ADDRESS DISTRIBUTED TO 911, OUC, UTILITIES, PROPERTY APPRAISER, SUPERVISOR OF ELECTIONS & U.S. POSTAL SERVICE
9. APPLICANT RETURNS TO ZONING
10. INVOICE ISSUED

Legend:
- Yes
- No
- Revisions or Rejections
- FROM PUBLIC WORKS PSP
- CHANGES?
- ADDRESS DISTRIBUTED TO 911, OUC, UTILITIES, PROPERTY APPRAISER, SUPERVISOR OF ELECTIONS & U.S. POSTAL SERVICE
- APPLICANT RETURNS TO ZONING
Address Management
Street Name Petition Assignment Process

APPLICANT SUBMITS REQUEST FOR STREET NAME ASSIGNMENT → REVIEW BY ZONING STAFF → STREET NAMES APPROVED?

Yes → ADDRESS RANGE(S) EXISTS?

Yes → RANGE(S) CREATED

No → STREETS NAME APPROVED?

No → PETITION REJECTED

Yes → APPROVED BY 911?

Yes → INVOICE ISSUED

No → STREET NAME RECORDED BY 911 → ADDRESS RANGE(S) EXISTS?

Yes → PETITION SIGNED & COPY TO CUSTOMER

No → STREETS NAME CHANGE DISTRIBUTED TO 911, UTILITIES & U.S. POSTAL SERVICE

PROPERTY OWNERS NOTIFIED → ADDRESSES & STREETS UPDATED AS ACTIVE

PREPARED BY ORANGE COUNTY CEDS DEVELOPMENT SERVICES - UPDATED APRIL 2016
APPLICANT SUBMITS REQUEST FOR STREET NAME ASSIGNMENT TO 911

REVIEW BY 911 STAFF FOR DUPLICATION AND “SOUND A LIKE” STREET NAMES

STREET NAMES APPROVED?

Yes
STREET NAME(S) RECORDED AS RESERVED
CUSTOMER NOTIFIED

No
REJECTIONS & REVISIONS

RESERVATION FOR ONE YEAR
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<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>AIF</td>
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<tr>
<td>APF</td>
<td>Adequate Public Facilities</td>
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<td>BCC</td>
<td>Board of County Commissioners</td>
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<td>BZA</td>
<td>Board of Zoning Adjustment</td>
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<td>CAD</td>
<td>Conservation Area Determination</td>
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<td>CEL</td>
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<td>Capital Improvements Element of the CPP</td>
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