



Planning, Environmental, and Development Services
Planning Division

Comprehensive Plan Amendment Applicant's Handbook

Planning Division

Planning, Environmental, and Development Services
Department

201 S. Rosalind Avenue | Orlando, FL | 32801

P: 407-836-5600

Updated: June 6, 2023

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SECTION 1 - APPLICATION SUBMITTAL AND REVIEW

Application Submittal

Once complete, submit the application package to the Planning Division, Comprehensive Planning Section staff and pay the appropriate application fees (see below).

The Planning Division is located at 201 South Rosalind Avenue, 2nd Floor, Orlando, Florida. Only complete applications will be accepted for review and processing.

The submitted application and notarized forms/documents must be **ORIGINAL**. Copies of the application or any notarized forms/documents will not be accepted.

An application will not be accept that is a copy of the original, incomplete, or does not contain the required data and analysis.

All documents must be submitted in person, by the applicant.

The application package includes:

1. Application Form
2. Agent Authorization Form (if required)
3. Special Project Expenditure Report and Relationship Disclosure Form
4. Required data and analysis
5. Application fee (do not include a copy of the payment)

The Orange County fees for Future Land Use Map Amendment applications are as follows:

Application Fees*	
Conventional Rezoning	\$1,531.00
Small Scale Amendment	\$3,426.00
Regular Cycle (Large Scale) Amendment	\$6,047.00
Text Amendment	\$6,047.00
*Cost of Public Notice Requirements is Included in the Application Fee Any community meeting facility use fees are not included.	

Applications for Regular Cycle (Large Scale) Future Land Use Map Amendments are accepted twice a year, as part of an amendment cycle.

Applications for Small Scale Future Land Use Map Amendments are accepted quarterly.

All amendment requests begin with a pre-application meeting.

Amendment Types

There are two amendment types: small scale amendment and regular cycle amendment.

Ten Acres or Less

Properties of less than ten gross acres in the aggregate are considered to be Small Scale amendments. Under certain circumstances, the Planning Manager or his/her designee may determine that a property of less than ten acres must be processed as a Regular Cycle Amendment. Such circumstances include: potential for regional or state interest; involve an amendment to a Joint Planning Area Agreement; a Developer's Agreement; expansion of the Urban Service Area; or other complicating concerns.

Ten to Fifty Acres

Per 163.3187(1), F.S. and interpretive guidance provided by the Florida Department of Economic Opportunity, Orange County may process certain amendments involving a use of 50 acres or fewer as a small scale development amendment. The following provides guidance for making that decision.

Properties of ten to 50 gross acres are considered to be regular cycle amendments, but may qualify for processing as small scale amendments, as the Planning Manager determines. Such properties *may* include:

- Those previously developed properties within the Urban Service Area that are proposed for redevelopment;
- Those that include mixed income development with a significant number of County certified affordable housing units at locations that score high on the County Access and Opportunity Model;
- Those properties proposed for Preservation future land use designation;
- Are proposed to create a vertical mix of uses within buildings; or
- Are County initiated amendments.

Ten Acres or More

Regular cycle amendments will include those that are judged by the Planning Manager to have a potential for regional or state interest, involve a Joint Planning Area Agreement, Developer's Agreement, Urban Service Area expansion, are located in the Rural Service Area or a Rural Settlement, or have other complicating concerns.

Multiple Properties

Contiguous properties can be submitted on one application upon authorization of all property owners if a separate Parcel ID number/legal description and Agent Authorization forms are submitted for each property owner. Multiple applications on contiguous parcels or on separate parcels that demonstrate a common plan of development to circumvent the 10 acre threshold for Small Scale Development Future Land Use Map Amendments are prohibited and may be refused at the Planning Manager's discretion.

Requests for Additional Information

All documentation pertaining to the amendment (including revised or updated traffic and environmental analyses) shall be routed to the Planning Division, at which time it will be forwarded to the appropriate agencies. Staff reserves the right to request additional information at a later date, should clarification be necessary due to further analysis, site visits, the community meeting, or the public hearing process.

Refund Policy - Regular Cycle Amendments

If the applicant for a Large-Scale Comprehensive Plan Amendment withdraws three weeks prior to the published newspaper advertisement for any public hearing, the applicant may request a partial refund equal to half of the application fee. Applications withdrawn after this time will not receive a refund. Pursuant to 163.3184, FS, Large-Scale Comprehensive Plan Amendments processed under the Expedited State Review and State Coordinated Review processes must be adopted within 180 days of the County receiving DEO's and reviewing agencies' comments. If the Large Scale Comprehensive Plan Amendment is not adopted within the 180-day timeframe, the applicant will forfeit all fees and will be required to submit a new application and pay the current application fee to proceed. The availability, or lack thereof, of any concurrency-related public facility shall have no impact on the foregoing refund policy. The applicant shall be responsible for any fees associated with continuing an application to the next available amendment cycle, including, but not limited to, notification, advertising, and document production.

Application Review

After an application is submitted, staff will review the application package within **10 business days** of receipt to ensure that the application and the required data and analysis are sufficient.

In order to ensure that the application is found sufficient and no unnecessary delays occur, an applicant should review the sections listed below before submitting an application:

- Section 3—Application Form Instructions
- Section 4 – Justification Statement; and
- Section 5 – Required Data and Analysis.

Staff will contact the applicant if the application is deficient and request additional information to correct the deficiency. Resubmitted applications or additional information are due within **14 calendar days** of notice from the Planning Division, unless an extension is granted by the Planning Manager or his/her designee. Once an application package is found sufficient, staff will contact the applicant to confirm the community meeting date and the dates of the required public hearings before the Local Planning Agency and the Board of County Commissioners.

Site Visit Information

The submittal of the complete application authorizes Planning Division staff to enter upon the property at any reasonable time for the purpose of a site visit in connection with review of this application.

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SECTION 2 - COMMUNITY MEETING, PUBLIC HEARINGS, AND STATE REVIEW

Community Meeting

A community meeting is required prior to the first public hearing, unless waived by the District Commissioner. The community meeting provides the initial opportunity to engage the community in the amendment process. At the community meeting, Planning Division staff will give an overview of the amendment process. The applicant is provided an opportunity to present the proposal. Those in attendance are given time to ask questions or voice support for or concerns about the proposed amendment.

Planning staff will schedule the community meeting based upon the District Commissioner's and applicant's availability. The Planning Division provides the community meeting notices to property owners within a minimum of 500 feet of the property proposed for the amendment, in accordance with the Orange County Public Notification task Force requirements. The community meeting is also advertised on the County calendar and the Orange County Atlas.

In some instances, the applicant may be assessed an additional fee by the hosting facility to cover the costs associated with the community meeting. All fees must be paid no later than 14 calendar days prior to the scheduled community meeting. Should this requirements not be met, the community meeting will be cancelled, and the amendment will be postponed to a later cycle.

Public Notification Requirements

The County must advertise the request in the *Orlando Sentinel* prior to any public hearing.

- The public hearing before the **Local Planning Agency** shall be advertised in the newspaper at least **10 days** in advance of the hearing.
- Advertisement for a **Board of County Commissioners transmittal public** hearing must be published **7 days** prior to the hearing,
- Advertisement for a **Board of County Commissioners adoption public** hearing must be published **5 days** prior to the hearing.

Property Posting

Applicants are required to place "Notice of Public Hearing" posters on the property 10 business days prior to the first public hearing. A poster is required for every 500 feet of frontage along a public right-of-way. An affidavit of posting will be provided by Planning staff and must be notarized and returned to the project planner, with photos if available, prior to the first public hearing. Orange County staff will prepare the posters and will notify the applicant when ready for pickup. Posting instructions will be included. Failure to timely post the notice on the property according to the instructions may result in the postponement of any hearing.

Public Hearings

The required public hearings are determined by the type of application.

A **Regular Cycle Amendment** requires a total of four (4) public hearings:

- Two transmittal hearings
- Two adoption hearings

The transmittal public hearings are before the **Local Planning Agency (LPA)** and the **Board of County Commissioners (BCC)**. At each hearing Planning staff will present the request along with the staff recommendation. Members of the public are welcome to speak in support of or in opposition to the proposed amendment. The LPA makes a *recommendation* to the BCC to **transmit** or **do not transmit**. The BCC will vote to **transmit** the amendment or **do not transmit** the amendment.

If the BCC votes to transmit, the request is sent to the **Florida Department of Economic Opportunity (DEO)**. Within 30 days of receipt send comments directly to the County. The applicant will be provided a copy of all comment letters from the State agencies and may be asked to provide additional data and analysis in order to respond to the comments.

The BCC shall hold the adoption hearing within 180 days after receipt of agency comments, if the County fails within 180-days to hold a second public hearing, the amendment shall be deemed withdrawn unless extended by agreement and notice to the State and any affected party that provided comments on the amendment.

After the **DEO** review period, the request will proceed through the **adoption public hearings**.

The adoption public hearings are held before the **Local Planning Agency (LPA)** and the **Board of County Commissioners (BCC)**. At each hearing, planning staff will present the request along with the staff recommendation. Members of the public are welcome to speak in support of or in opposition to the proposed amendment. The LPA makes a *recommendation* to the BCC to **adopt** or **do not adopt**. The BCC will vote to **adopt** the amendment or **do not adopt** the amendment.

A **Small Scale Amendment** requires two (2) public hearings:

These are held before the **Local Planning Agency (LPA)** and the **Board of County Commissioners (BCC)**. At each hearing the staff will present the request along with the staff recommendation. Members of the public are welcome to speak in support or opposition to the proposed amendment. The LPA makes a *recommendation* to the BCC to **adopt** or **do not adopt**. The BCC will vote to **adopt** the amendment or **do not adopt** the amendment.

Any affected party may submit comments or speak at the public hearings. **The applicant is required to attend all of the public hearings to present and respond to any questions and concerns regarding the proposal.** After receiving staff's recommendation and input from both the applicant and any affected parties, the LPA makes a recommendation to the BCC. The BCC considers these recommendations for approval and, as stated above, votes to adopt or do not adopt the requested amendment.

Effective Date

If approved, and not challenged by an affected person, the amendment will become effective 31 days after the Florida Department of Economic Opportunity notifies the County the plan amendment package is complete.

SECTION 3 - APPLICATION FORM INSTRUCTIONS

This section provides instructions to assist an applicant in properly completing the Future Land Use Map Amendment Application Form. The application form can be filled out electronically using Adobe Acrobat Reader.

Part A. Applicant Information

A.1 Applicant – Indicate by checking the appropriate box whether the owner of the subject property is the applicant or an authorized agent is the applicant. If the owner is the applicant, skip A.2 – A.5

A.2 Agent Name and Title – Provide the agent’s name and title.

A.3 Agent Company – Provide the agent’s company or firm.

A.4 Agent Address – Provide the agent’s postal address.

A.5 Agent Contact Information – Provide the agent’s contact information.

A.6 Owner Name(s) – Provide the owner name(s). Ensure that the names read as they do on the Orange County Property Appraiser’s website. If the owner is a business, provide a copy of the incorporation document(s) or a printout from Sunbiz.org verifying that the applicant has the authority to handle the application. If the property is owned by a trust, provide a copy of the trust documents.

A.7 Owner Address – Provide the owner postal address(es).

A.8 Owner Contact Information – Provide the owner contact information.

Part B Request

B.1 Project Name – Provide a working name for the project.

B.2 Application Type – Indicate by checking the appropriate box whether this Future Land Use Map (FLUM) Amendment is Large-Scale or Small Scale (see Section 1 Amendment types). Also indicate if this includes a conventional rezoning request.

B.3 Subject Property Address – Provide the address of the subject property. If no official address has been assigned, provide a description of the general location.

B.4 Parcel Identification Number – Provide the Parcel Identification Number(s) for the subject property. The Parcel Identification Number can be found on the Orange County Property Appraiser’s website.

B.5 Acreage - Provide the size of the subject property in gross acres. This information can be found on the Orange County Property Appraiser’s website. Also, provide the net developable acreage. This is the gross acreage less any water bodies and/or wetland acreage on the site. (see page 10 for additional information)

B.3 Subject Property Address – Provide the address of the subject property. If no official address has been assigned, provide a description of the general location.

B.4 Parcel Identification Number – Provide the Parcel Identification Number(s) for the subject property. The Parcel Identification Number can be found on the Orange County Property Appraiser’s website.

B.5 Acreage - Provide the size of the subject property in gross acres. This information can be found on the Orange County Property Appraiser's website. Also, provide the net developable acreage. This is the gross acreage less any water bodies and/or wetland acreage on the site. (see page 10 for additional information)

B.6 Use of Property – Provide the existing and proposed uses of the property in terms of gross square feet, dwelling units, student beds, etc. If there are not structures on the site, the existing use shall be listed as vacant. The land uses and units counts may be amended in response to public or other review comments; however changes may only be made up to two weeks after state review comments are received for a regular cycle amendment or two weeks after the community meeting for small scale amendments. If changes are desired after those deadlines then the review will be moved to the next review cycle to allow adequate time for review of the changes and preparation of legal notices.

B.7 FLUM Designation – Provide the existing and proposed FLUM designations for the subject property. This information can be obtained at the pre-application meeting, or by contacting the Planning Division at 407-836-5321.

B.8 Zoning District – Provide the existing and proposed zoning districts for the subject property. This information can also be obtained during the pre-application meeting, or by contacting the Planning Department at 407-836-5321.

Part C Additional Information

C.1 Prior Submissions – If a prior amendment application has been submitted for any of the properties included in this request, please indicate the year, cycle, and outcome of the application, including the date of the final public hearing, if one was held.

C.2 Pre-Application Meeting – Provide the date of the pre-application meeting. Do not initial, as staff will confirm the pre-application meeting date.

Part D Data and Analysis Checklist

For information about the documents listed in Part D – Data and Analysis Checklist, see Section 5 Data and Analysis Required.

Part E Acknowledgements, Authorization, and Certification

Read the acknowledgements, authorization, and certification statements. The applicant should sign and type or print his or her name and date in blue ink. If the applicant is the property owner, all of the property owners should sign and type or print their names and date in blue ink. Documents requiring notarization must be submitted as originals, i.e. not as photocopies or scans.

SECTION 4 - JUSTIFICATION STATEMENT REQUIREMENTS

The application should include an original justification statement and at a minimum discuss:

- The legal description of the property, including the Parcel ID Number(s);
- The size of the subject property in acres;
- The existing land uses of the subject property and abutting properties to the immediate north, east, south, and west
- The existing Future Land Use Map (FLUM) designation(s) of the subject property and the abutting properties to the immediate north, south, east, and west;
- The proposed FLUM designation of the subject property; and
- Land Use Compatibility Analysis—Provide an explanation of how the proposed FLUM Amendment is compatible with the existing adjacent and nearby land uses. Describe how the proposed amendment would be compatible with the adjacent and nearby future land use designations.
- Provide an explanation of how the proposed amendment is consistent with the Goals, Objectives, and Policies of the Orange County Comprehensive Plan. If the proposed amendment conflicts with a Goal, Objective, or Policy, explain the measures proposed to mitigate the potential conflict.
- Using the table on the next page, include the maximum development that could occur on the site under the proposed FLUM designation.
- Density/Intensity Change.

Future Land Use	Maximum Density/FAR	Zoning
Rural/Agricultural	1 du/10 ac	A-1, A-2, A-R, R-CE
Rural Settlement 1/5 ¹ (see note)	1 du/5 ac	R-CE-5, A-1, A-2, PD ³
Rural Settlement 1/2 ¹ (see note)	1 du/2 ac	R-CE-2, R-CE-5, A-R, A-1, A-2, PD ³
Rural Settlement 1/1 ¹ (see note)	1 du/ac	R-CE, R-CE-Cluster, R-CE-2, R-CE-5, A-1, A-2, PD ³
Rural Settlement Low Density ¹	2 du/ac	R-CE, R-CE-Cluster, R-CE-2, R-CE-5, PD ³
Low Density Residential	4 du/ac	R-CE ¹ , R-1, R-1A, R-1AA, R-1AAA, R-1AAAA, R-2 ² , R-T-1, R-T-2, R-L-D, PD, U-V
Low-Medium Density Residential	10 du/ac + workforce housing bonus	R-1, R-2, R-T, R-T-1, PD, U-V
Medium Density Residential	20 du/ac + workforce housing bonus	R-2, R-3, UR-3, PD, U-V
Medium-High Density Residential	35 du/ac + workforce housing bonus	R-2, R-3, UR-3, PD, U-V
High Density Residential	50 du/ac + workforce housing bonus	R-2, R-3, UR-3, PD, U-V
Neighborhood Residential	20 du/ac / 0.4 FAR	NR, PD
Neighborhood Activity Corridor	25 du/ac / 1.0 FAR	NAC, PD
Neighborhood Center	40 du/ac / 2.0 FAR	NC, PD
Office	1.25 FAR	P-O, PD
Commercial	1.5 FAR ⁴	C-1, C-2, C-3, P-O, PD
Industrial	0.75 FAR	I-1A, I-1/I-5, I-2/I-3, I-4, PD
Institutional	2.0 FAR	Any
Educational	2.0 FAR	PD
Planned Development	See FLU8.1.2 and FLU8.1.4	PD
Activity Center Mixed Use/ Activity Center Residential	See I-Drive Element	PD
Growth Center	See FLUE	PD
Innovation Way	See FLU5.1.7	IW-PD-RP
I-Drive District Overlay	See Conceptual Regulating Plan, Map 23 of FLUM Map Series	PD, C-1, C-2, I-2/I-3
Village (Horizon West)	PD required for all new development; A-1, A-2, A-R, R-CE (within overlay classification)	
Mixed Use Corridor (administratively initiated)	3.0 FAR ⁴	PD
Mixed-Use Development Activity Center		PD
Community Village Center (Four Corners)		PD
Traditional Neighborhood Development (Avalon Park)		PD
Preservation (PRES)	Designation recognizes publicly or privately owned lands of significant environmental importance for the purpose of environmental protection.	

SECTION 5 - DATA AND ANALYSIS REQUIREMENTS

This section provides details and information about the preferred methodology for the data and analysis that must, unless otherwise indicated, accompany a Future Land Use Map (FLUM) Amendment application.

Agent Authorization Form

Attach a signed and notarized Agent Authorization Form, if the owner of the subject site is not the applicant and has assigned an agent to file the application and make binding statements and commitments regarding the amendment request.

Property Information

Certified Survey or Property Appraiser's Map – A certified survey is required if the request is for a portion of a parcel. If the request is for an entire parcel, staff will accept a certified survey or the Orange County Property Appraiser's map illustrating the exact parcel in lieu of the survey, upon staff approval. This map can be obtained by visiting the Orange County Property Appraiser's website at www.ocpafl.org.

Property Appraisers Information – Print the information contained on the Orange County Property Appraiser's website regarding the subject site.

GIS Shapefile – If the parcel boundary is changing,, please provide a GIS (Geographic Information System) shapefile matching the legal description based on a certified survey (on CD) created as a polygon feature in the following projected coordinate system: NAD 1983 StatePlane Florida East FIPS 0901 Feet. The projection is Transverse Mercator.

Location Maps – Please provide the following maps:

1. A site/location map of the subject site;
2. Existing land use map;
3. Zoning map;
4. Floodplain map (Large-Scale Amendment only);
5. Topographical map (Large-Scale Amendment only)
6. Vegetation map using the Florida Land Cover Classification System (FLCCS)

Small Area and Special Studies

If an amendment request requires the completion of a small area study, the applicant must meet with Planning Division staff to determine the level of analysis and the format and length of the study. Required small area studies must be submitted concurrently with the amendment application unless the Planning Manager or his/her designee grants permission to extend the deadline. Special studies may include, but are not limited to, land use studies, vacant land analyses, and demonstrated need for the land use change.

Public Facilities

Environmental Assessment – If the Orange County Environmental Protection Division indicates there may be wetlands, surface water, and/or other environmentally sensitive land on the property, a Conservation Area Determination (CAD) is required as part of the Comprehensive Plan Amendment application package.

For questions regarding the CAD process, please contact EPD's Environmental Permitting and Compliance Section at 407-836-1400.

Transportation Capacity Analysis – Provide traffic data and analysis for the proposed FLUM Amendment based on approved methodology and the calculated development potential. The applicant must contact Mirna Barq of the Transportation Planning Division at 407-836-7893. Properties located within an Alternative Mobility Area (AMA) may also be required to complete a Planning Context Assessment Study. If a transportation capacity analysis or planning context assessment study is required it must be submitted with the Comprehensive Plan Amendment application package in order for the application to be deemed sufficient.

School Capacity – For a proposed FLUM amendment entailing residential development, other than student or senior housing, provide the following:

1. At the time of application submittal for a Comprehensive Plan amendment to the Planning Division, the applicant **must** complete the online OCPS Formal Capacity Determination Application and provide a receipt of payment with the application package.
2. The applicant must e-mail Sue Watson at Sue.Watson@ocfl.net requesting a Proposed Development Profile for the subject site. In the email include the following information:
 - a. Parcel ID numbers(s);
 - b. Total number of residential units and the type (single-family, townhomes, or multi-family);
 - c. Requested FLUM designation;
 - d. Project name.

Environmental Assessment

Conservation Area Determination - If maps or other resources available to indicate that there may be wetlands or surface waters on the property, a completed Conservation Area Determination (CAD) is required as part of the Comprehensive Plan Amendment application package, and must be received prior to the application being found “sufficient” for any application proposing a Planned Development land use or is otherwise dependent on a clear understanding of developable acreage to determine density or other purposes, unless deemed unnecessary by EPD. If any encroachment is planned to wetlands, wetland buffers or surface waters then a Conservation Area Impact (CAI) permit will also be required as part of the Comprehensive Plan Amendment application package, and should be submitted early in the review if being relied on for density calculations.

For questions regarding the CAD or CAI processes, please contact the Orange County Environmental Protection Division at 407-836-1400.

Please complete the following table:

Developable Acreage and Plan Review

<i>Type Acreage</i>	<i>Acreages</i>	<i>Information Source</i>
Gross		
Existing wetland		
Existing surface water		Named Lake(s) & Normal High Water Elevation (NHWEs) =
Net developable - No wetland/surface water impacts		
County Conservation Area Determination #	CAD#	
If no CAD, include a copy of receipt of submittal		
Requested wetland impact		
Requested surface water impact		
County Conservation Area Impact Permit #	CAI#	
Net developable - Including wetland/surface water impacts		
Wetland remaining post-impact		
Surface water remaining post-impact		
Note on plan that surface waters require protective upland pollution abatement swales	Note on plan	
Wetland/Surface Water Buffer – No impacts (Minimum 25 foot wide upland buffers and greater for sensitive ecological areas)		
Wetland/Surface Water Buffers-Post-buffer impacts		

All acreages regarding conservation areas and wetland buffers are considered approximate until finalized by a Conservation Area Determination (CAD) and a Conservation Area Impact (CAI) Permit.

Approval of any plan does not authorize any direct (wetlands and surface waters) or indirect (protective vegetated buffers) conservation area impacts. Until wetland permitting is complete, the **developable acreage is the gross** acreage less the wetlands and surface waters. Do not assume any wetland, surface water or buffer encroachments without a valid permit. In addition to preservation of existing shoreline wetlands and protective upland buffers, a pollution abatement swale shall be provided upland of streams and canals and the normal high water elevation on all lakes. Parcel and lot design shall include these features. The applicant is advised not to make financial decisions based upon development within a wetland or surface water area. Any plan showing development in a wetland or surface water area without Orange County and other jurisdictional governmental agency wetland permits is speculative and may not be approved.

Application for a comprehensive plan amendment, rezoning to planned development and/or a lot split will require a completed Conservation Area Determination (CAD) with a certified wetland boundary survey approved by the Environmental Protection Division (EPD). The CAD is the official Orange County wetland delineation process and cannot be replaced by an ecological study or environmental assessment report prepared by a consultant.

Unless it was determined at the pre-application meeting that a CAD will not be required, then at a minimum, evidence (receipt of submittal and fee paid) that a CAD has been requested from EPD must be submitted with the comprehensive plan amendment application to find it complete. A final CAD including the approved certified boundary survey delineating all acreages, must be received prior to the Planning & Zoning Commission (i.e. LPA) transmittal hearing for a regular cycle amendment, or the LPA adoption hearing if for a small-scale cycle amendment, otherwise, the plan will not be heard.

Environmental Habitat Assessment - Submit a review of the local habitat (flora and fauna). Include percent of site surveyed and review technique, account for seasonal variation, potential for and observation of imperiled species. Identify any known existing state and federal habitat / wildlife permits.

Please see Comprehensive Plan Policy FLU6.6.10 and related policies for guidance on the scope of soil (site aquifer recharge) and vegetation analysis for lands within the Wekiva Study Area.

Environmental Site Contamination Assessment - Provide a statement of current and previous land use. Although not required now, submit a Phase I and/or Phase II Environmental Site Assessment if you have it. This may be a concern during the development review process depending upon the prior land use history of the subject site. Has this property been the location of petroleum spills, solid waste disposal or processing, agricultural activity (for example landscape or vegetable nurseries or citrus groves), or a golf course or other uses where application of fertilizer, pesticide or herbicides is common and may have sites of spillage or contaminant residue due to long term use. Depending upon the site history this could be the cause of time delays in the development process and is needed prior to site development or platting. If available now, then submit any completed Phase I, II or limited sampling Environmental Site Assessments (ESA) to avoid future delays to the Orange County Development Engineering Division (ATTN: Platting Office) and to the Environmental Protection Division (Attention: Development Review Committee Representative).

Additional Required Forms

Relationship Disclosure Form – The Relationship Disclosure Form is a disclosure of a personal or professional relationship to the Mayor or any member of the Board of County Commissioners by the principal and his/her agent and the principal’s lobbyist, contractors, and consultants (if applicable) for certain projects or issues that will come before the Board of County Commissioners. It is **required** for this application. For questions regarding this form, please contact 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 principal and his/her agent and the principal’s lobbyist, contractors, and consultants (if applicable) for certain projects or issues that will come before the Board of County Commissioners. It is **required** for this application. For questions regarding this form, please contact the Orange County Attorney’s Office at 407-836-7320.

If at any time during the process this information changes, it is the duty and responsibility of the applicant/agent to notify staff and submit a revised Relationship Disclosure Form and/or Specific Project Expenditure Report for inclusion in the case file.



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PLANNING DEPARTMENT USE ONLY

Application # _____ Submittal Date _____
Application Fee Paid Yes No Acceptance Date _____
Application Fee Amount \$ _____ Project Manager _____
Commission District _____ Concurrent Rezoning Yes No
Notes _____

PART A – APPLICANT INFORMATION

A.1 Applicant Owner (If checked, skip A.2-A-5) Authorized Agent
A.2 Agent Name _____
A.3 Agent Company _____
A.4 Agent Address _____
A.5 Agent Contact Information Phone _____ Phone _____
Email Address _____
A.6 Owner Name _____
A.7 Owner Address _____
A.8 Owner Contact Information Phone _____ Phone _____
Email Address _____

PART B – REQUEST

B.1 Project Name _____
B.2 Application Type Large-Scale Small-Scale Conventional Rezoning
B.3 Subject Property Address _____
B.4 Parcel Identification Number(s) _____
B.5 Gross acreage: _____ Net acreage: _____
Existing Proposed
B.6 Use of Property _____
B.7 FLUM Designation _____
B.8 Zoning Designation _____

PART C – ADDITIONAL INFORMATION

C.1 Prior Submissions Yes No _____
C.2 Pre-Application Meeting Yes No Date _____ Initials (Staff Only) _____
C.3 Received and Read Applicant’s Handbook Yes No _____

PART D – DATA AND ANALYSIS CHECKLIST

Justification Statement

Meets requirements outlined in Section 5 Yes No

Required Forms

- Agent Authorization Form (Signed and Notarized)
- Relationship Disclosure Form (Signed and Notarized) Specific Project Expenditure Report (Signed and Notarized)

Property Information

- Certified Survey (only if for a portion of parcel) Property Appraiser’s Map
- Property Appraiser’s Information GIS Shapefile (only if parcel boundary is changing)

Location Maps:

- Aerial Site/Location Map Future Land Use Map Soils Map
- Floodplain Map (Only for Large-Scale) Zoning Map
- Topographical Map (Only for Large-Scale)

Small Area and Special Studies

Required by Staff Yes No

Public Facilities

- Environmental Assessment School Capacity Documents
- Transportation Capacity Analysis

PART E – ACKNOWLEDGEMENTS, AUTHORIZATION, AND CERTIFICATION

The applicant agrees and understands that this application is submitted pursuant to the Orange County Comprehensive Plan and Chapter 163, Part II, Florida Statutes (The Community Planning Act). The application must be filed in person during the plan amendment submission period to: Orange County Planning Division, Comprehensive Planning Section, 201 South Rosalind Avenue, 2nd Floor, Orlando, Florida 32801. Application completeness is the responsibility of the applicant.

The public record of this application consists of the application; the exhibits, documents or materials prepared by the applicant and submitted to the Planning Division, review documentation; information and/or materials prepared by the Planning Division; public comments submitted to the Planning Division; and public comments made during the community meeting (s) or public hearings for this application.

Applicant Signature(s), all property owners must sign

I hereby certify that all information submitted with and pursuant to this application is true and correct to the best of my knowledge and belief.

Signature of Applicant	Type or Print Name	Date
Signature of Applicant	Type or Print Name	Date
Signature of Applicant	Type or Print Name	Date

AGENT AUTHORIZATION FORM



FOR PROJECTS LOCATED IN ORANGE COUNTY, FLORIDA

I/WE, (PRINT PROPERTY OWNER NAME) _____,
 AS THE OWNER(S) OF THE REAL PROPERTY DESCRIBED AS FOLLOWS, _____,
 DO HEREBY AUTHORIZE TO ACT AS MY/OUR AGENT (PRINT AGENT'S NAME), _____,
 TO EXECUTE ANY PETITIONS OR OTHER DOCUMENTS NECESSARY TO AFFECT THE APPLICATION APPROVAL REQUESTED
 AND MORE SPECIFICALLY DESCRIBED AS FOLLOWS, _____, AND TO
 APPEAR ON MY/OUR BEHALF BEFORE ANY ADMINISTRATIVE OR LEGISLATIVE BODY IN THE COUNTY CONSIDERING THIS
 APPLICATION AND TO ACT IN ALL RESPECTS AS OUR AGENT IN MATTERS PERTAINING TO THE APPLICATION.

Date: _____ Signature of Property Owner _____ Print Name Property Owner _____

Date: _____ Signature of Property Owner _____ Print Name Property Owner _____

STATE OF FLORIDA :
 COUNTY OF _____:

I certify that the foregoing instrument was acknowledged before me this _____ day of _____, 20____, by
 _____ 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 stated above on the _____ day of _____
 in the year _____.

(Notary Seal) Signature of Notary Public _____
 Notary Public for the State of Florida

My Commission Expires: _____

Legal Description(s) or Parcel Identification Number(s) are required:
PARCEL ID #:
LEGAL DESCRIPTION:

For Staff Use Only:

Initially submitted on _____

Updated On _____

Project Name (as filed) _____

Case or Bid No. _____

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: _____

For
staff
use
only

Part I

Please complete all of the following:

Name and Address of Principal (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 ___ or No ___
2. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No ___
3. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No ___
4. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No ___
5. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No ___
6. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No ___
7. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No ___
8. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No ___

For Staff Use Only:
 Initially submitted on _____
 Updated On _____
 Project Name (as filed) _____
 Case or Bid No. _____

Part II
Expenditures:

For this report, an "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 Expenditure	Name of Party Incurring Expenditure	Description of Activity	Amount Paid
TOTAL EXPENDED THIS REPORT			\$

For Staff Use Only:

Initially submitted on _____

Updated On _____

Project Name (as filed) _____

Case or Bid No. _____

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 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(s) incurred relating to this project prior to the scheduled Board of County Commissioner meeting. I further acknowledge and agree that failure to comply with these requirements to file the specific expenditure report and all associated amendments may result in the delay of approval by the Board of County Commissioners for my project or item, any associated costs for which I shall be held responsible. 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.

Date: _____

Signature of Principal or Principal's Authorized Agent
(*check appropriate box*)

PRINT NAME AND TITLE: _____

STATE OF FLORIDA :
COUNTY OF _____ :

I certify that the foregoing instrument was acknowledged before me this ____ day of _____, 20__ by _____ . 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 stated above on the ____ day of _____, in the year _____.

(Notary Seal)

Signature of Notary Public
Notary Public for the State of Florida
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.

For Staff Use Only:
Initially submitted on _____
Updated on _____
Project Name (as filed) _____
Case Number _____

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.

For
staff
use
only

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 also required to be attached)

Name: _____

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

Business Phone () _____

Facsimile () _____

For Staff Use Only:
Initially submitted on _____
Updated on _____
Project Name (as filed) _____
Case Number _____

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:

(Use additional sheets of paper if necessary)

For Staff Use Only:
Initially submitted on _____
Updated on _____
Project Name (as filed) _____
Case Number _____

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 Owner, Contract Purchaser
or Authorized Agent

Date: _____

Print Name and Title of Person completing this form: _____

STATE OF FLORIDA :
COUNTY OF _____ :

I certify that the foregoing instrument was acknowledged before me this ____ day of _____, 20__ by _____. 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 stated above on the ____ day of _____, in the year _____.

(Notary Seal)

Signature of Notary Public
Notary Public for the State of Florida
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.

