ORANGE COUNTY, FLORIDA

LAND

DEVELOPMENT

PROCESS

COMMUNITY, ENVIRONMENTAL & DEVELOPMENT SERVICES DEPARTMENT
Land Development Process
Departments & Divisions

Community, Environmental & Development Services
- Building Safety
- Code Enforcement
- Environmental Protection
- Fiscal & Operational Support
- Parks and Recreation
- Planning
- Transportation Planning
- Zoning

County Attorney’s Office

Family Services
- Neighborhood Preservation & Revitalization

Fire Rescue
- Office of the Fire Marshal

Office of Accountability
- 911 Communications

Public Works
- Development Review
- Public Works Engineering
- Stormwater Management
- Traffic Engineering
- Roads & Drainage

Utilities
- Utilities Customer Service
- Utilities Engineering

Administrative Services
- Real Estate Management

Orange County Health Department
Orange County Property Appraiser
Orange County Public Schools
# Land Development Process

## Table of Contents

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

### 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
# Land Development Process

## Table of Contents

### Zoning Adjustment
- B1. Board of Zoning Adjustment Process

### Zoning Review
- Z1. Nonconforming Use Review Process
- Z2. Alcoholic Beverage Application Review Process
- Z3. Lot Split Review Process

### Environmental Permitting
- E1. Conservation Area Determination
- E2. Conservation Area Impact
- E3. Boat Ramp Permit
- E4. Dock Permit
- E5. Dock Permit by Variance or Waiver
- E6. Shoreline Alteration/Dredge & Fill
- E7. Lakeshore Vegetation Removal
- E8. Conservation Area Authorization Process
- E9. Environmental Protection Commission Process
- E10. Petition of Binding Determination

### Concurrency Management
- Y1. Concurrency Management Process
- Y2. Deminimus Process
- Y3. Capacity Encumbrance Process
- Y5. Capacity Bank Management Process
- Y6. Capacity Information Letter
- Y7. Concurrency Vested Rights Process
- Y8. School Agreement Process
- Y9. Roadway Agreement Committee

### Impact Fees
- I1. Residential Impact Fee Determination
- I2. Commercial Impact Fee Determination
- I3. Impact Fee Committee Management
- I4. Transportation Credit Account
- I5. School Credit Account
- I6. Nonprofit Impact Fee Grants
- I7. School Impact Fee Eligibility Form
- I8. Impact Fee Refund Determination
- I9. Appeal of Impact Fee Determination
Land Development Process
Table of Contents

Comprehensive Planning
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
A1. Address Management Process Flow
A2. Individual Address Assignment
A3. Model Home Assignment
A4. Commercial Address Assignment
A5. Plat Address Assignment
A6. Street Name Petition
A7. Reserved Street Name
Rezoning
Conventional Rezoning Process
DRC Management
Change Determination
Review Process

1. SUBMIT APPLICATION TO DRC OFFICE
2. PLAN SUFFICIENCY REVIEW
   - Sufficient
   - Insufficient
3. TECHNICAL REVIEW GROUP (TRG) (OPTIONAL)
4. COMMENTS SENT BY DRC OFFICE TO APPLICANT
5. REVIEW BY DEVELOPMENT ENGINEERING, EPD, PLANNING, ZONING, UTILITIES, FIRE RESCUE, PARKS, SCHOOLS, ENGINEERING, HEALTH, TRAFFIC ENGINEERING, AND TRANSPORTATION PLANNING

- Sufficient
- Insufficient

6. DRC COORDINATOR SCHEDULES APPLICATION FOR THE NEXT AVAILABLE DRC MEETING

- DRC COORDINATOR
- DRC COORDINATOR SCHEDULES APPLICATION FOR THE NEXT AVAILABLE DRC MEETING

- Substantial
- Non-Substantial

7. PLAN APPROVED BY DRC?
   - Yes - PSP / LUP
   - Yes - Development Plan
   - No - Plan Resubmitted

8. REVISED PLANS SUBMITTED (IF REQUIRED)
   - Revised Plan is now the Approved Plan
   - Revised Plan is now the Approved Plan

9. PLAN SCHEDULED FOR PUBLIC HEARING WITH BCC

- Yes - PSP LUP
- Yes - Development Plan

- APPEALS, CONTINUES, DENIALS & PUBLIC NOTIFICATION FOLLOW REGULAR LUP OR PSP PROCESS

- Appeal to BCC
- Redesign & Resubmit or Appeal to BCC

10. APPROVED PLAN MUST BE ON FILE (PSP/LUP/DP)

- Non-Binding Meeting Between Applicant & Staff (Optional)

11. ADDITIONAL INFORMATION PROVIDED BY APPLICANT
DRC Management
PD Land Use Plan
Amendment (LUPA) Process

- **AMENDED LUP SUFFICIENT?**
  - **Sufficient**
    - **PLANNING PROJECT MANAGER ASSIGNED**
    - **FOLLOWS LUP PROCESS FOR APPROVAL**
    - **LUP AMENDMENT APPROVED**
  - **Insufficient**
    - **ADDITIONAL INFORMATION PROVIDED BY APPLICANT**
    - **CHANGE DETERMINATION REQUIRED**
    - **SUBMIT COMPLETED LUP APPLICATION & FEE TO PLANNING**

- **INCREASE IN PD SIZE?**
  - **Yes**
    - **AMENDED LUP SUFFICIENT?**
  - **No**
    - **APPROVED LAND USE PLAN MUST BE ON FILE**
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?

Denial Overturned

REQUEST APPROVED

Sustains Denial

30 DAY APPEAL PERIOD

DECISION APPEALED?

Yes

APPEAL LETTER RECEIVED FROM APPLICANT

SCHEDULING OF BCC PUBLIC HEARING

No

PUBLIC NOTIFICATION

DENIAL SUSTAINED

APPEAL OVERTURNED?

Yes

BCC PUBLIC HEARING

PRODUCE BCC STAFF REPORT

No

10 DAY APPEAL PERIOD

DECISION APPEALED?

Yes

APPEALED TO 9TH CIRCUIT COURT

No
REVIEW BY DEVELOPMENT ENGINEERING, LEGAL, AND PLANNING FOR SIGNOFF

DRC APPROVAL

MEMO BY PLANNING TO ADD PROJECT TO CONSENT AGENDA

APPEAL TO BCC

Yes

No

DRC OFFICE PROCESSES

INCLUDES 10 COPIES DEVELOPMENT ORDER

REVIEW FOR COMMENTS

FEES PAID BY APPLICANT FOR EXECUTION AND RECORDING

DRC HEARING

APPLICATION SUBMITS AMENDMENT OR EXTENSION REQUEST TO DRC

APPLICANT RETURNS TO PLANNING TO PAY FEE

SEND TO STATE

REVIEW BY STATE

LETTER OF SATISFACTION TO DRC OFFICE

APPLICATION SUBMITS AMENDMENT OR EXTENSION REQUEST TO DRC

APPLICANT RETURNS TO PLANNING TO PAY FEE

SEND TO STATE

REVIEW BY STATE

LETTER OF SATISFACTION TO DRC OFFICE

APPLICATION SUBMITS AMENDMENT OR EXTENSION REQUEST TO DRC

APPLICANT RETURNS TO PLANNING TO PAY FEE

SEND TO STATE

REVIEW BY STATE

STATE / APPLICANT EXTERNAL PROCESS

SUBSTANTIAL OR NON-SUBSTANTIAL

THERE MUST BE AN EXISTING DRI

APPEAL TO 9TH CIRCUIT COURT

DENIED

Approved

BCC HEARING APPROVAL

FEES PAID BY APPLICANT FOR EXECUTION AND RECORDING

AGENDA DEVELOPMENT

SIGNATURE BY GROWTH MANAGEMENT DIRECTOR

MEMO BY PLANNING TO ADD PROJECT TO CONSENT AGENDA

APPEAL TO BCC

Yes

No

DRC OFFICE PROCESSES

INCLUDES 10 COPIES DEVELOPMENT ORDER

REVIEW FOR COMMENTS

FEES PAID BY APPLICANT FOR EXECUTION AND RECORDING

DRC HEARING

APPLICATION SUBMITS AMENDMENT OR EXTENSION REQUEST TO DRC

APPLICANT RETURNS TO PLANNING TO PAY FEE

SEND TO STATE

REVIEW BY STATE

LETTER OF SATISFACTION TO DRC OFFICE

APPLICATION SUBMITS AMENDMENT OR EXTENSION REQUEST TO DRC

APPLICANT RETURNS TO PLANNING TO PAY FEE

SEND TO STATE

REVIEW BY STATE

STATE / APPLICANT EXTERNAL PROCESS

SUBSTANTIAL OR NON-SUBSTANTIAL

THERE MUST BE AN EXISTING DRI

APPEAL TO 9TH CIRCUIT COURT

DENIED

Approved

BCC HEARING APPROVAL

FEES PAID BY APPLICANT FOR EXECUTION AND RECORDING

AGENDA DEVELOPMENT

SIGNATURE BY GROWTH MANAGEMENT DIRECTOR

MEMO BY PLANNING TO ADD PROJECT TO CONSENT AGENDA

APPEAL TO BCC

Yes

No

DRC OFFICE PROCESSES

INCLUDES 10 COPIES DEVELOPMENT ORDER

REVIEW FOR COMMENTS

FEES PAID BY APPLICANT FOR EXECUTION AND RECORDING

DRC HEARING

APPLICATION SUBMITS AMENDMENT OR EXTENSION REQUEST TO DRC

APPLICANT RETURNS TO PLANNING TO PAY FEE

SEND TO STATE

REVIEW BY STATE

STATE / APPLICANT EXTERNAL PROCESS

SUBSTANTIAL OR NON-SUBSTANTIAL

THERE MUST BE AN EXISTING DRI

APPEAL TO 9TH CIRCUIT COURT

DENIED

Approved

BCC HEARING APPROVAL

FEES PAID BY APPLICANT FOR EXECUTION AND RECORDING

AGENDA DEVELOPMENT

SIGNATURE BY GROWTH MANAGEMENT DIRECTOR

MEMO BY PLANNING TO ADD PROJECT TO CONSENT AGENDA

APPEAL TO BCC

Yes

No

DRC OFFICE PROCESSES

INCLUDES 10 COPIES DEVELOPMENT ORDER

REVIEW FOR COMMENTS

FEES PAID BY APPLICANT FOR EXECUTION AND RECORDING

DRC HEARING

APPLICATION SUBMITS AMENDMENT OR EXTENSION REQUEST TO DRC

APPLICANT RETURNS TO PLANNING TO PAY FEE

SEND TO STATE

REVIEW BY STATE

STATE / APPLICANT EXTERNAL PROCESS

SUBSTANTIAL OR NON-SUBSTANTIAL

THERE MUST BE AN EXISTING DRI

APPEAL TO 9TH CIRCUIT COURT

DENIED

Approved

BCC HEARING APPROVAL

FEES PAID BY APPLICANT FOR EXECUTION AND RECORDING

AGENDA DEVELOPMENT

SIGNATURE BY GROWTH MANAGEMENT DIRECTOR

MEMO BY PLANNING TO ADD PROJECT TO CONSENT AGENDA

APPEAL TO BCC

Yes

No

DRC OFFICE PROCESSES

INCLUDES 10 COPIES DEVELOPMENT ORDER

REVIEW FOR COMMENTS

FEES PAID BY APPLICANT FOR EXECUTION AND RECORDING

DRC HEARING

APPLICATION SUBMITS AMENDMENT OR EXTENSION REQUEST TO DRC

APPLICANT RETURNS TO PLANNING TO PAY FEE

SEND TO STATE

REVIEW BY STATE

STATE / APPLICANT EXTERNAL PROCESS

SUBSTANTIAL OR NON-SUBSTANTIAL

THERE MUST BE AN EXISTING DRI

APPEAL TO 9TH CIRCUIT COURT

DENIED

Approved

BCC HEARING APPROVAL

FEES PAID BY APPLICANT FOR EXECUTION AND RECORDING

AGENDA DEVELOPMENT

SIGNATURE BY GROWTH MANAGEMENT DIRECTOR

MEMO BY PLANNING TO ADD PROJECT TO CONSENT AGENDA

APPEAL TO BCC

Yes

No

DRC OFFICE PROCESSES

INCLUDES 10 COPIES DEVELOPMENT ORDER

REVIEW FOR COMMENTS

FEES PAID BY APPLICANT FOR EXECUTION AND RECORDING

DRC HEARING

APPLICATION SUBMITS AMENDMENT OR EXTENSION REQUEST TO DRC

APPLICANT RETURNS TO PLANNING TO PAY FEE

SEND TO STATE

REVIEW BY STATE

STATE / APPLICANT EXTERNAL PROCESS

SUBSTANTIAL OR NON-SUBSTANTIAL

THERE MUST BE AN EXISTING DRI

APPEAL TO 9TH CIRCUIT COURT

DENIED

Approved

BCC HEARING APPROVAL

FEES PAID BY APPLICANT FOR EXECUTION AND RECORDING

AGENDA DEVELOPMENT

SIGNATURE BY GROWTH MANAGEMENT DIRECTOR

MEMO BY PLANNING TO ADD PROJECT TO CONSENT AGENDA

APPEAL TO BCC

Yes

No

DRC OFFICE PROCESSES

INCLUDES 10 COPIES DEVELOPMENT ORDER

REVIEW FOR COMMENTS

FEES PAID BY APPLICANT FOR EXECUTION AND RECORDING

DRC HEARING

APPLICATION SUBMITS AMENDMENT OR EXTENSION REQUEST TO DRC

APPLICANT RETURNS TO PLANNING TO PAY FEE

SEND TO STATE

REVIEW BY STATE

STATE / APPLICANT EXTERNAL PROCESS

SUBSTANTIAL OR NON-SUBSTANTIAL

THERE MUST BE AN EXISTING DRI

APPEAL TO 9TH CIRCUIT COURT

DENIED

Approved

BCC HEARING APPROVAL

FEES PAID BY APPLICANT FOR EXECUTION AND RECORDING

AGENDA DEVELOPMENT

SIGNATURE BY GROWTH MANAGEMENT DIRECTOR

MEMO BY PLANNING TO ADD PROJECT TO CONSENT AGENDA

APPEAL TO BCC

Yes

No

DRC OFFICE PROCESSES

INCLUDES 10 COPIES DEVELOPMENT ORDER

REVIEW FOR COMMENTS

FEES PAID BY APPLICANT FOR EXECUTION AND RECORDING

DRC HEARING
Plan Review
Engineering Construction Plan (1)
Review Process

PROJECTS INCLUDE SUBDIVISIONS, ENGINEERING PROJECTS, MASS GRADING INDIVIDUAL LOT GRADING & WALLS

SUBMIT CONSTRUCTION PLANS & FEES TO DEVELOPMENT ENGINEERING

REVIEW BY DEVELOPMENT ENGINEERING ENVIRONMENTAL PROTECTION & UTILITIES ENGINEERING

FINAL CONSTRUCTION PLANS APPROVED

REPLY TO COMMENTS & RESUBMIT

FDEP PERMIT APPLICATION (IF REQUIRED)

SUBMIT FINAL CONSTRUCTION PLANS TO DEVELOPMENT ENGINEERING

UTILITY FEES PAID AT UTILITIES DEPARTMENT

PLAN REVIEW, CAP & INSPECTION FEES

PRE-CONSTRUCTION MEETING HELD & DEVELOPMENT ENGINEERING INSPECTION FEES PAID

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

APPROPRIATE PERMIT FEES PAID

ALL NECESSARY PERMITS OBTAINED?

HOLD PLACED

YEAR END INSPECTION WITH DISCREPANCY LETTERS

FINAL INSPECTION & CERTIFICATION OF COMPLETION ISSUED BY DEVELOPMENT ENGINEERING

CLOSEOUT PAPERWORK SUBMITTED & APPROVED BY DEVELOPMENT ENGINEERING

UTILITIES ENGINEERING FINAL INSPECTION & HOLDS RELEASED

INSPECTIONS, INFRASTRUCTURE BUILT & DEVELOPED

ENGINEER PLAN REVISIONS (IF NECESSARY)

FEDERAL, STATE & LOCAL PERMITS (IF NECESSARY)

MILESTONE & PERIODIC

YES

INSPECTION APPROVED?

INSPECTION & CERTIFICATE OF MAINTENANCE ISSUED

PROJECTS INCLUDE SUBDIVISIONS, ENGINEERING PROJECTS, MASS GRADING INDIVIDUAL LOT GRADING & WALLS
REVIEW BY DEVELOPMENT ENGINEERING, EPD, REAL ESTATE MANAGEMENT, PLANNING, ZONING, UTILITIES, PARKS, SURVEY, CONCURRENCY, COMPTROLLER, LEGAL, 911, PROPERTY APPRAISER AND TRANSPORTATION PLANNING (NOTE 1)

Acceptance

Issues

MAKE APPROPRIATE CORRECTIONS OR SUPPLY ADDITIONAL INFORMATION

PRE-SUBMITTAL MEETING HELD WITH APPLICANT TO REVIEW PLAT

SUBMIT SUBDIVISION PLAT TO DEVELOPMENT ENGINEERING & PAY FEES

REVIEW BY DEVELOPMENT ENGINEERING, EPD, REAL ESTATE MANAGEMENT, PLANNING, ZONING, UTILITIES, PARKS, SURVEY, CONCURRENCY, COMPTROLLER, LEGAL, 911, PROPERTY APPRAISER AND TRANSPORTATION PLANNING (NOTE 1)

Concurrent Reviews

PLAT BASED ON DP OR PSP?

BCC PUBLIC HEARING

APPROVED CONSTRUCTION PLANS AND EITHER AN APPROVED PSP OR DEVELOPMENT PLAN MUST BE ON FILE

FEES ONLY PAID ONCE AT FIRST SUBMITTAL

Amended Plat

APPEALED TO 9TH CIRCUIT COURT

APPEAL TO CIRCUIT COURT OR SUBMIT AMENDED PLAT

PRELIMINARY ADDRESS ASSIGNMENT BY ZONING

Concurrent Reviews

STORMWATER MANAGEMENT NOTIFIED

Yes

No

CIRCULATE FOR SIGNATURES

BCC CONSENT AGENDA

SUBDIVISION FINAL PLAT RECORDED

Row review by Transportation Planning

SCHOOL CAPACITY REVIEW BY PLANNING

MSBU SETUP BY COMPTROLLER

GATED COMMUNITY REVIEW BY LEGAL

STREET NAME APPROVAL BY 911

CONCURRENCY REVIEW BY TP & CMO

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
Timber Harvesting Permit Review Process

1. Submit completed application to Zoning Division.
2. If zoned appropriate?
   - Yes: Contact Development Engineering.
   - No: Application not accepted.
3. If rural comp plan designation?
   - Yes: Environmental Protection Review.
   - No: Application not accepted.
4. If comp plan wetlands impact?
   - Yes: Survey or Surveyors certification regarding protected trees.
   - No: Make appropriate corrections or supply additional information.
5. If epd approval?
   - Yes: Obtain land use permit.
   - No: Application not accepted.
6. If ground clearing or heavy earth moving?
   - Yes: Application not accepted.
   - No: Payment fees.
7. Activities must commence within 6 months of permit issuance or permits shall become void.

APPLICATIONS PROCESSED

Prepared by Orange County CEDS Development Services - Updated April 2016
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?
  - Yes: Permit
  - No: Application denied

- Application denied
  - Make appropriate corrections or supply additional information
  - Revisions

- Code enforcement board
  - Non-compliance

- Permit valid for six (6) months

- Post-inspection compliance?
  - Yes: Permit closed
  - No: Revisions

- Individual tree removals on developed property only

Prepared by Orange County CEDS Development Services - Updated April 2016
Site Work Permitting
Undeveloped Property Tree Removal Permit Process

Submit completed application to Zoning Division

Environmental Protection Review

EPD Approval?

Yes

Application not accepted

No

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

Interested in Shade & Understory Tree Removals on Undeveloped Property

Survey or Surveyors Certification regarding Protected Trees

Comp Plan Wetlands Impact?

Yes

Make appropriate corrections or supply additional information

No

Yes

Ground Clearing or Heavy Earth Moving?

No

Yes

Contact Development Engineering

Approval obtained?

Yes

Applications processed

No

Application not accepted

For Shade & Understory Tree Removals on Undeveloped Property

Applications processed

Pay Fees

Permit issued

No
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

PERMIT ISSUED

No

ADDITIONAL INFORMATION PROVIDED BY APPLICANT TO ZONING DIVISION

REVIEW BY ZONING

DIVISION APPROVAL?

Yes

APPLICANT CONTACTED BY ZONING DIVISION

No

SITE IN COMPLIANCE?

Yes

ARBOURIST INSPECTION (OPTIONAL)

No

PERMIT FEES ASSESSED AND COLLECTED

PROJECT SITE COMPLETED FOR LAND USE

MONITORING UNTIL COMPLIANCE

Yes

SITE IN COMPLIANCE?

PERMIT CLOSED

No

BUSINESS ACTIVITY IS PROHIBITED WITH A LAND USE PERMIT
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.
8. Inspections passed?
9. Concurrency passed?
   a. Yes: Concurrency process.
   b. No: Impact fees assessed.
11. Applicant receives use permit packet to prepare for inspections by building safety and fire loss.
Structure Permitting
Tent Permit
Review Process

SUBMIT COMPLETED APPLICATION TO ZONING DIVISION & FEES ASSESSED

400 SQ. FT. OR 50+ PEOPLE?

BUILDING SAFETY REVIEW

FIRE DEPARTMENT FOR APPROVAL & FEES ASSESSED

Yes

No

ADEQUATE PAPERWORK?

Yes

No

PERMIT ISSUED & FEES PAID

INCLUDES POWER OF ATTORNEY, SITE PLAN, FLAME SPREAD CERTIFICATE, & LETTER OF PERMISSION STATING THAT RESTROOMS WILL BE PROVIDED.
Structure Permitting
Demolition Permit Process

APPLICANT SUBMITS
APPLICATION & SITE PLAN TO ZONING DIVISION

REVIEW BY ZONING STAFF

APPLICATION COMPLETE?
Yes
FORWARDED TO BUILDING SAFETY FOR REVIEW

No

APPLICATION COMPLETE?
Yes
PRE-DEMO INSPECTION

No

REVIEW BY BUILDING SAFETY STAFF

UTILITY DISCONNECTS?
Yes
COMPLETE FORM

No
ASBESTOS ABATEMENT FORM (EPD)?

Yes

RESOLVE ISSUES

REMOVAL FROM TAX ROLLS

FINAL INSPECTION FOR IMPACT FEE CREDITS

DEMOLITION PERMIT ISSUED

DEMOLITION PERMIT FEES PAID

ADDRESS RETIRED

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

Page 30 of 83 Prepared by Orange County CEDS Development Services - Updated April 2016
APPLICANT REQUESTS FLOOD ZONE DETERMINATION FROM STORMWATER MANAGEMENT

REVIEW BY STORMWATER MANAGEMENT STAFF

PROPERTY WITHIN FLOOD ZONE?

Yes

FLOOD PLAIN REQUIRED

PROPERTY WITHIN FLOODWAY?

Yes

ADDITIONAL REVIEW BY STORMWATER MANAGEMENT STAFF

No

NO FLOOD PLAIN PERMIT REQUIRED

STORMWATER HOLD ON CERTIFICATE OF OCCUPANCY RELEASED

APPLICANT SUBMITS FEMA ELEVATION CERTIFICATE

CONSTRUCTION COMPLETED

FLOOD PLAIN PERMIT ISSUED

APPLICANT COMPLETES FLOOD PLAIN PERMIT APPLICATION & PAYS FEE

Yes

No

FLOOD PLAIN PERMIT ISSUED

CONSTRUCTION COMPLETED

APPLICANT SUBMITS FEMA ELEVATION CERTIFICATE

STORMWATER HOLD ON CERTIFICATE OF OCCUPANCY RELEASED

NO FLOOD PLAIN PERMIT REQUIRED

PROPERTY WITHIN FLOOD ZONE?

No

Yes

PROPERTY WITHIN FLOODWAY?

No

Yes

APPLICANT COMPLETES FLOOD PLAIN PERMIT APPLICATION & PAYS FEE

FLOOD PLAIN PERMIT ISSUED

CONSTRUCTION COMPLETED

APPLICANT SUBMITS FEMA ELEVATION CERTIFICATE

STORMWATER HOLD ON CERTIFICATE OF OCCUPANCY RELEASED
Structure Permitting
Pre-Power Application Process

1. Applicant submits pre-power form to building safety.
2. Address verification.
3. Signed and notarized?
   - Yes: Validate contractor license.
   - No: Outstanding fees?
     - Yes: Perform inspection.
     - No: Address verification.
4. Validate contractor license?
   - Yes: Perform inspection.
   - No: Outstanding fees?
5. Outstanding fees?
   - Yes: Perform inspection.
   - No: Address verification.
6. Power company contacted to activate power.
7. Inspection results verified by chief electrical inspector.
8. Perform inspection.
9. Schedule inspections.
10. Verify permit history and status.

P8
Structure Permitting
Request for Temporary Certificate of Occupancy Process

APPLICANT REQUESTS TEMPORARY CERTIFICATE OF OCCUPANCY FROM BUILDING SAFETY

APPLICANT REQUESTS TEMPORARY CERTIFICATE OF OCCUPANCY FROM BUILDING SAFETY

ADDRESS VERIFICATION

A2

A4

SIGN AND NOTARIZED?

Yes

No

VALID CONTRACTOR LICENSE?

Yes

No

OUTSTANDING FEES?

Yes

No

TCO ISSUED

TCO LETTER SIGNED BY BUILDING OFFICIAL

PERFORM INSPECTION

Pass

Fail

SCHEDULE INSPECTIONS

HOLDS?

Yes

No

VERIFY PERMIT HISTORY AND STATUS

REQUEST DENIED

CERTIFICATE VALID FOR 30 DAYS

DEPARTMENT APPROVAL?

Yes

No

REQUEST DENIED

PREPARED BY ORANGE COUNTY CEDS DEVELOPMENT SERVICES - UPDATED APRIL 2016
APPLICANT SUBMITS COVER LETTER WITH DOCUMENTATION & FEE TO ZONING DIVISION

APPLICANT SUBMITS COVER LETTER WITH DOCUMENTATION & FEE TO ZONING DIVISION

REVIEW BY ZONING STAFF

DOCUMENTATION SUFFICIENT?

Yes → DETERMINATION

No → Revisions or Rejections

DOCUMENTATION SUFFICIENT?

Yes → DETERMINATION

No → Revisions or Rejections

DETERMINATION?

Yes → LETTER TO APPLICANT FOR APPROVAL

No → Revisions or Rejections

LETTER TO APPLICANT FOR APPROVAL

DENIAL LETTER SENT TO APPLICANT

APPEALED?

Yes → DENIAL UPHELD BY BZA?

No → APPEAL DENIED

No → Revisions or Rejections

DENIAL UPHELD BY BZA?

Yes → APPLICATION DENIED

No → Revisions or Rejections

APPLICATION DENIED
Zoning Review
Alcoholic Beverage Application
Review Process

APPLICANT SUBMITS STATE APPLICATION, SUPPORTING DOCUMENTATION & FEE TO ZONING DIVISION

REVIEW BY ZONING STAFF

APPLICATION COMPLETE?

FIELD CHECK FOR MEASUREMENTS (IF REQUIRED)

ISSUES DISCOVERED?

LETTER OF DENIAL

MEASUREMENTS INCLUDE SCHOOLS, CHURCHES, PACKAGE SALES & ADULT ENTERTAINMENT

DOCUMENTS RETURNED TO APPLICANT

APPLICATION SUBMITTED TO STATE FOR BEVERAGE LICENSE
Environmental Permitting
Conservation Area Impact Process

1. Submit Application & Fees to Environmental Protection Division

2. Review by Environmental Protection Staff

3. Site Visit (if not performed recently)

4. Enforcement Proceedings

5. Enforcement Issue?
   - Yes
     - Application Complete?
       - Yes
         - Epo Decision Appealed?
           - Yes
             - Case Closed
           - No
             - Permit Issued
         - No
       - No
         - Request for Additional Information (RAI)
         - Yes
           - Special Protection Zone or Class 1?
             - Yes
               - Case Closed
             - No
               - Scheduling of Bcc Public Hearing
             - No
               - Application Closed
         - No
           - Response Received?
             - Yes
               - Epo Decision Appealed?
                 - Yes
                   - Permit Issued
                 - No
                   - Permit Denied
             - No
               - Bcc Decision Appealed?
                 - Yes
                   - Appealed to 9th Circuit Court
                 - No
                   - Bcc Approval Appealed?
                     - Yes
                       - Permit Issued
                     - No
                       - Permit Issued

6. Compliance Met?
   - Yes
     - Bcc Approval Appealed?
       - Yes
         - Permit Issued
       - No
         - Permit Issued
     - No
       - Case Closed

7. Continues until within compliance

Prepared by Orange County CEDS Development Services - Updated April 2016
Environmental Permitting
Boat Ramp Permit
Process

1. REVIEW BY ENVIRONMENTAL PROTECTION STAFF
   
2. SITE VISIT
   
3. PRODUCE BCC STAFF REPORT
   
4. RAMP APPROVED BY BCC?
   
5. PUBLIC NOTIFICATION
   
6. SCHEDULING OF BCC PUBLIC HEARING
   
7. APPLICATION COMPLETE?
   
8. REQUEST FOR ADDITIONAL INFORMATION (RAI)
   
9. APPLICATION CLOSED
   
10. RESPONSE RECEIVED?
    
11. ENFORCEMENT ISSUE?
    
12. ENFORCEMENT PROCEEDINGS INITIATED
    
13. PERMIT DENIED
    
14. BCC DECISION APPEALED?
    
15. APPEALED TO 9th CIRCUIT COURT
    
16. PERMIT ISSUED
    
17. BUILDING SAFETY NOTIFIED FOR BUILDING PERMIT
    
18. CASE CLOSED
    
19. COMPLIANCE MET?
20. CONTINUES UNTIL WITHIN COMPLIANCE
SUBMIT APPEAL & FEE TO EPD

TIMELY APPEAL?
Yes

EPC HEARING SCHEDULED

PUBLIC NOTIFICATION

SUBMIT APPEAL & FEE TO EPD

No

APPEAL CLOSED

ACTIVE CASE APPEALED TO EPC

SCHEDULING OF BCC PUBLIC HEARING

Public Notification

PRODUCE BCC STAFF REPORT

BCC PUBLIC HEARING

No

BCC DECISION

BCC DECISION APPEALED?
Yes

APPEALED TO 9TH CIRCUIT COURT

No

DECISION LETTER SENT

PRODUCE EPC STAFF REPORT

EPC RECOMMENDATION

APPEALS OF NOV’S DO NOT MOVE TO BCC

SCHEDULING OF BCC PUBLIC HEARING

APPEAL OF RECOMMENDATION OR PUBLIC HEARING CALLED BY BCC

EPC HEARING SCHEDULED

PUBLIC NOTIFICATION

BCC ON CONSENT

BCC DECISION

PREPARED BY ORANGE COUNTY CEDS DEVELOPMENT SERVICES - UPDATED APRIL 2016

Page 48 of 83

Yes

EPC DECISION APPEALED?

No

DECISION LETTER SENT

EPC DECISION APPEALED?

Yes

APPEALED TO 9TH CIRCUIT COURT

No

DECISION LETTER SENT

PREPARED BY ORANGE COUNTY CEDS DEVELOPMENT SERVICES - UPDATED APRIL 2016
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)

3. Response Received?
   - Yes: Response to RAI
   - No: Application Closed

4. Determination Letter Sent
   - EPA Decision Appealed?
     - Yes: EPO Decision Stands
     - No: Scheduling of BCC Public Hearing

5. Scheduling of BCC Public Hearing
   - Public Notification
   - Produce BCC Staff Report
   - BCC Determination
   - BCC Determination Accepted?
     - Yes: Accepted
     - No: Appealed to 9th Circuit Court

6. Application Withdrawn

Application Withdrawn

Petition Decision Stands

E10
Page 49 of 83 Prepared by Orange County CEDS Development Services - Updated April 2016
Concurrent Management
Demimis Process

SUBMIT APPLICATION & FEES TO CONCURRENCE MANAGEMENT OFFICE

REVIEW BY CONCURRENCE MANAGEMENT OFFICE STAFF

APPLICATION COMPLETE? Yes

REVIEW BY TRANSPORTATION PLANNING, PARKS, UTILITIES, DEVELOPMENT ENGINEERING, SCHOOLS, ZONING, PLANNING AND MASS TRANSIT ENTITIES

REVIEW APPROVALS? No

Yes

CEL PROCESS

DENIAL

Approved

ISSUANCE OF DEMIMIS APPROVAL LETTER (WITHIN 10 DAYS)

VALID FOR 1 YEAR

PROJECT ENDS

PERMITTING PROCESS

PERMIT PULLED WITHIN 1 YEAR

REAPPLY

Yes

No

Revisions or Rejections

No

Yes

Y5

Y3

Y5

P1

P2

Y5

Y3

Y5
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

- ACCOUNT CLOSED / CAPACITY RELEASED / REFUND ISSUED
  - VALID FOR 3 YRS
  - REMAINING TRIPS RETURNED TO CAPACITY BANK

- EXTENSION ISSUED
  - Approved
  - Failing Roadway Review
  - Review by Transportation Planning
  - Denied
  - REAPPLY FOR CEL

- REQUEST FOR EXTENSION?
  - Yes
  - Approved
  - Reapply for CEL
  - Denied
  - Zero Balance

- ACCOUNT STATUS?
  - Yes
  - Approved
  - Reapply for CEL
  - Denied

- REMAINING TRIPS RETURNED TO CAPACITY BANK

APPROVED CEL MUST BE ON FILE AND VALID

Expired before Completion

Prepared by Orange County CEDS Development Services - Updated April 2016
Concurrency Management
Capacity Information Letter
Process

SUBMIT APPLICATION & FEES TO CONCURRENCY MANAGEMENT OFFICE

REVIEW BY CONCURRENCY MANAGEMENT OFFICE STAFF

APPLICATION COMPLETE? Yes

REVIEW BY TRANSPORTATION PLANNING, PARKS, UTILITIES, DEVELOPMENT ENGINEERING, SCHOOLS, ZONING, PLANNING AND MASS TRANSIT ENTITIES

ISSUANCE OF CAPACITY INFORMATION LETTER (CIL) WITHIN 10 DAYS

IF NOT SERVED BY ORANGE COUNTY UTILITIES, A LETTER FROM SERVICE PROVIDER NEEDED

REVISIONS OR REJECTIONS

CIL ONLY USED TO REPORT CURRENT STATE OF CAPACITY, AND DOES NOT GUARANTEE FUTURE CAPACITY WILL BE AVAILABLE

APPLICATION COMPLETE? No
Concurrency Management
Orange County Public Schools (OCPS)
Appeal/Mitigation/Proportionate Share Agreement

1. **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**
     - **Conduct Analysis and Send Approval or Denial Letter**
     - **Meeting Held with Applicant (Optional)**
     - **Applicant Receives Denial Letter**

2. **Sign Contract and Return to OCPS**
   - **OCPS Agenda**
     - **Final Review/BCC Preparation**
     - **APPROVAL**
     - **DENIED**
     - **APPEALED TO 9TH CIRCUIT COURT**

3. **APPLICANT NOTIFIED**
   - **APPLICANT NOTIFIED, AGREEMENT RECORDED**
   - **Issuance of Capacity Encumbrance Letter**

4. **Contact Julie Salvo**
   - **JULIE.SALVO@OCPS.NET**
   - **407-317-3200 Ext 2002139**

Prepared by Orange County CEDS Development Services - Updated April 2016
I1. As part of the permit process, impact fees are assessed.

New Development?

Yes → Replacement Structure?

Yes → Impact Fees Calculated

No → No Fees Assessed

No → Removed After 1983?

Yes → Impact Fees Assessed

No → All Fees Assessed

Yes → School and Parks & Recreation Fees Assessed

No → Transportation, Fire, Law Impact Fee Credits

If Yes, Credits Applied for Transportation, Fire, Law

Yes → School Only

Original Dwelling Unit on Site Jan 1, 1993 or Thereafter

Yes → Transportation, Fire, Law Impact Fee Credits

No → No Impact Fees Assessed

Yes → After Jan 1, 2008?

Yes → Only Parks & Recreation Fees Calculated

No → MUST BE DEMOLISHED AFTER 1/1/2006 TO RECEIVE PARKS & RECREATION CREDIT

Impact Fees Revised (If Needed)

P2

Pay Under Protest?

Yes → Fee Determination Appealed

No → Impact Fees Paid/Permit Issued

Yes → Impact Fees Paid

No → Impact Fees Deferred? (Note 2)

Yes → Permit Issued

No → Lien Processed (Note 3)

P5

Certificate of Occupancy

P6

Satisfaction of Lien

P7

Pre-Power* (Optional)

P8

Permit Issued

P9

Lien Processed (Note 3)

P10

Appeal to Circuit Court

P11

Impact Fees Revised (If Needed)

I2

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

NOTE: MULTI-FAMILY RESIDENTIAL FOLLOWS THE COMMERCIAL PERMITTING PROCESS AND THE RESIDENTIAL IMPACT FEE ASSESSMENT PROCESS
* LAW AND FIRE IMPACT FEES MUST BE PAID

- **AIF REQUEST MUST BE MADE PRIOR TO BUILDING PERMIT ISSUANCE**
- **IMPACT FEES ASSESSED FOR TRANSPORTATION, LAW ENFORCEMENT & FIRE**
- **AS PART OF THE PERMIT PROCESS, IMPACT FEES ARE ASSESSED**
- **NEW DEVELOPMENT?**
  - Yes: **REPLACEMENT STRUCTURE?**
    - Yes: **REMOVED AFTER 1983?**
      - Yes: **TRANSPORTATION, LAW ENFORCEMENT & FIRE IMPACT FEE CREDITS ESTABLISHED**
      - No: **IMPACT FEES PAID/PERMIT ISSUED**
    - No: **IMPACT FEES CALCULATED**
  - No: **IMPACT FEES NOT ASSESSED UNLESS ADDITIONAL SQUARE FOOTAGE IS ADDED OR USE IS CHANGED**
- **CHANGE OF SIZE OR USE?**
  - Yes: **PERMIT ISSUED**
  - No: **IMPACT FEES PAID**
- **FEES DEFERRED?**
  - Yes: **CERTIFICATE OF OCCUPANCY**
  - No: **SATISFACTION OF LIEN**
  - **PRE-POWER* (OPTIONAL)**

P1: 
- **PAY UNDER PROTEST?**
  - Yes: **FEE DETERMINATION APPEALED?**
    - Yes: **ICF DETERMINATION ACCEPTED?**
      - Yes: **DETERMINATION ACCEPTED**
      - No: **DETERMINATION APPEALED**
    - No: **DETERMINATION ACCEPTED**
  - No: **DETERMINATION ACCEPTED**

D7: 
- **IMPACT FEES PAID/PERMIT ISSUED**

D8: 
- **PERMIT ISSUED**

P8: 
- **PERMIT ISSUED**

D9: 
- **IMPACT FEES PAID/PERMIT ISSUED**

- **NOTE: MULTI-FAMILY RESIDENTIAL FOLLOWS THE COMMERCIAL PERMITTING PROCESS AND THE RESIDENTIAL IMPACT FEE ASSESSMENT PROCESS**
  - **LAW AND FIRE IMPACT FEES MUST BE PAID**

Page 60 of 83 Prepared by Orange County CEDS Development Services - Updated April 2016
Impact Fees
Transportation Credit Account (TCA) Management

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.
I5
OCPS SENDS LETTER
OF AUTHORIZATION TO
CONCURRENCY
MANAGEMENT OFFICE

CAPACITY USE
RECEIPT (CUR)
ISSUED

DRAW DOWN
FROM CREDIT
ACCOUNT

ACCOUNT
STATUS?
Zero Balance
ACCOUNT
CLOSED

Additional Credit Balance Remaining

S1
AN EXECUTED CAPACITY ENHANCEMENT
AGREEMENT OR DONATION TO OPCS MUST BE
ON FILE WITH OCPS TO OPEN A SCA ACCOUNT

S2

P2

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
No → LETTER OF DENIAL

SCHEDULED FOR BCC HEARING
Yes → GRANT APPROVED?
No → APPEALED?

GRANT APPROVED?
Yes → APPLICANT NOTIFIED OF AWARDED AMOUNT
No → APPLICATION DENIED

APPLICATION DENIED

APPEALED?
Yes → LETTER OF DENIAL
No → APPLICATION DENIED

ASSIGNMENT LETTER RECEIVED BY CONCURRENCY OFFICE

CAPACITY USE RECEIPT (CUR) ISSUED

CREDITS APPLIED TO IMPACT FEES
Yes → WITHIN 12 MONTHS OF BCC APPROVAL?
No → GRANT EXPIRES

BUILDING PERMIT ISSUED

WITHIN 12 MONTHS OF BCC APPROVAL?
Yes → CREDITS APPLIED TO IMPACT FEES
No → GRANT EXPIRES
Impact Fees
School Impact Fee
Eligibility Form Management

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
Letter submitted?
Yes
Building permit issued
Reduced school impact fees applied
Full school impact fees paid
No
Form denied

This option only available for plans submitted to Building Safety prior to increase in impact fees
Approval letter must be submitted to impact fee office for fee adjustment
Refund requested with letter of approval attached

Prepared by Orange County CEDS Development Services - Updated April 2016
REFUND REQUEST LETTER SUBMITTED TO CMO WITH ATTACHMENTS

REVIEW BY STAFF

APPLICATION COMPLETE?

Yes

VALIDATION OF OVERPAYMENT & RESEARCH OF ADDITIONAL DOCUMENTATION

REFUND MEMORANDUM CREATED FOR ADMINISTRATIVE APPROVAL

REQUEST DENIED

No

Revisions or Rejections

REFUND APPROVED?

No

DECISION APPEALED?

Yes

APPEALED TO IFC

No

MEMORANDUM SENT TO FINANCE FOR PROCESSING

APPEAL DENIED?

Yes

CHECK ISSUED AND MAILED TO REQUESTOR
Impact Fees

Appeal of Impact Fee Determination

Aplicant 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?

Yes: Staff makes revision to determination based on IFC decision.

No: Determination stands.

IFC decision appealed?

Yes: Staff makes revision to determination based on IFC decision.

No: Determination accepted?

Yes: Staff makes revision to determination based on BCC decision.

No: Appeal to circuit court.

Determination accepted?

Yes: Staff makes revision to determination based on BCC decision.

No: Appeal to circuit court.

NOTE: The impact fee committee (IFC) meets twice a month on the second and fourth Thursday.

Page 67 of 83 Prepared by Orange County CEDS Development Services - Updated April 2015
Comprehensive Planning
Comprehensive Plan (CP) Amendments
Expedited Regular Cycle

1. **Pre-Application Conference Required**
   - Submit Application & Fees to Planning Division

2. **Sufficiency Review**
   - Insufficient
     - Additional Information Provided by Applicant
   - Sufficient
     - Public Notification

3. **Public Notification**
   - Scheduling of LPA Public Hearing

4. **PRODUCE LPA STAFF REPORT**
   - Applicant postpones or withdraws
     - Yes
     - LPA Adoption Public Hearing
     - DEO Determines Application Complete Letter Within 5 Days
     - Compliance Review (30 Days)
     - Application Withdrawn
     - Yes
     - AMENDMENT TRANSMITTED?
     - No
     - Review Stops
     - CANNOT BE RESUBMITTED FOR TWO YEARS (FLU 8.8.6)
   - No
     - Transmittal to Reviewing Agencies for Comments
     - BCC Adoption within 180 days of receipt of agency comments

5. **PRODUCE TRANSMITTAL REPORT**
   - AMENDMENT TRANSMITTED?
     - Yes
     - Transmittal to Reviewing Agencies for Review
     - DEO Determines Application Complete Letter Within 5 Days
     - Compliance Review (30 Days)
     - Application Withdrawn
     - Yes
     - AMENDMENT FOUND IN COMPLIANCE?
     - No
     - AMENDMENT EFFECTIVE
     - Yes
     - APPEAL?
     - No
     - Within 30 days
     - APPEAL TO FL DIVISION OF ADMINISTRATIVE HEARINGS
   - No
     - REVIEW STOPS

6. **PRODUCE ADOPTION REPORT**
   - Review Stops

7. **APPLICATION WITHDRAWN**
   - Application Withdrawn

8. **PUBLIC HEARING**
   - Local Planning Agency (LPA) Transmittal Public Hearing
   - PRODUCE BCC STAFF REPORT

NOTE: FLORIDA STATUTE 163.3184 (3).

Page 69 of 83 Prepared by Orange County CEDS Development Services - Updated April 2016
Comprehensive Planning
Consistency Vested Rights Determination for the CP

SUBMIT APPLICATION & FEES TO PLANNING DIVISION

SUFFICIENCY REVIEW

NON-BINDING PRE-APPLICATION CONFERENCE WITH PLANNING DIVISION (OPTIONAL)

REVIEW BY COUNTY ATTORNEY'S OFFICE

MEETING BY STAFF TO REVIEW LEGAL RECOMMENDATIONS

DETERMINATION

APPEAL PERIOD

LETTER OF "GRANDFATHERING" ISSUED

"GRANDFATHER" DETERMINATION

APPEAL?

Yes

No

APPEAL?

Yes

No

APPEAL?

Yes

No

ADDITIONAL APPEALS?

Yes

No

ADDITIONAL APPEALS?

Yes

No

ADDITIONAL APPEALS?

Yes

No

ADDITIONAL APPEALS?

Yes

No

LETTER OF DENIAL

DENIAL OF VESTING

LETTER OF DENIAL

APPEAL PERIOD

APPEAL PERIOD

APPEAL PERIOD

LETTER OF DENIAL

VESTED RIGHTS CERTIFICATE ISSUED

APPEALS TO 9TH CIRCUIT COURT

NOTE: ARTICLE XI, DIVISION 4, OC CODE

VALID GRANDFATHERING

DENIAL OF VESTING RIGHTS

CERTIFICATE

ISSUED

APPEAL?

No

No

Yes

Yes

Yes

Yes

No

No

No

No

Yes

Yes

Yes

Yes

Yes

Yes

Yes

Yes
Comprehensive Planning
Capital Improvement Element Management

- 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

- Annual Review & Update Cycle

- Capital Improvement Bank & Model Updates by Transportation Planning
- Capital Improvement Budget Finalized by OMB
- Capital Improvement Element Update by Planning (Optional)
- Traffic Trip Counts Updated by Traffic Engineering

- Based on Project Additions, Deletions, Deferrals or Delays

- Water, Wastewater & Solid Waste Capacity Update from Utilities Engineering
- Park Capacity Update from Parks & Recreation
- School Capacity Update from OCPS

- Park Capacity Update from Parks & Recreation

- Waters, Wastewater & Solid Waste Capacity Update from Utilities Engineering

- Must be adopted by December 1st of each year

Prepared by Orange County CEDS Development Services - Updated April 2016
School Capacity
Capacity Enhancement Agreement Process

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

PROJECT CANNOT MOVE FORWARD

CEA APPROVAL BY OCPS BOARD?

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

No

DEVELOPMENT DETERMINED TO NEED ADDITIONAL CAPACITY BY PLANNING

APPROVAL BY OCPS BOARD?

Yes

PERMITS ISSUED BASED ON CAPACITY APPROVED

FINAL PLAT RECORDING

PREPAYMENT OF IMPACT FEES PRIOR TO APPROVAL

PREPAYMENT OF IMPACT FEES UPON APPROVAL

SUBDIVISION PLATTING PROCESS

FOR ALL NON-VESTED SINGLE-FAMILY HOUSING

FOR MULTI-FAMILY DP'S ONLY

Yes

PREPAYMENT OF IMPACT FEES UPON APPROVAL

PREPAYMENT OF IMPACT FEES PRIOR TO APPROVAL

SUBDIVISION PLATTING PROCESS

PERMITS ISSUED BASED ON CAPACITY APPROVED

FINAL PLAT RECORDING

PREPAYMENT OF IMPACT FEES PRIOR TO APPROVAL

SUBDIVISION PLATTING PROCESS

FOR ALL NON-VESTED SINGLE-FAMILY HOUSING

FOR MULTI-FAMILY DP'S ONLY
Address Management
Address Management Process Flow

GENERAL PUBLIC ADDRESS REQUESTS AND LAND DEVELOPMENT

ZONING ADDRESSING PROCEDURES

FIRE RESCUE
MAINTAIN LANDMARKS AND ALIAS'

FIRE RESCUE
VALIDATE STREET NAMES AND APARTMENT ADDRESSES

NEW CHANGED ADDRESS NOTIFICATIONS

911 ADMINISTRATION
MSAG ADDRESS VALIDATED/CORRECTED

ADDRESS REPORTED TO 911 ADMINISTRATION AS EXCEPTIONS

MATCHES?

No

GENERAL PUBLIC REQUESTS FOR TELEPHONE SERVICE

TELECOMMUNICATIONS PROVIDER ISSUES WORK ORDER

FIELD TECHNICIANS VALIDATE SITE ADDRESS / CORRECT WORK ORDER

WORK ORDER ADDRESS VALIDATED AGAINST MSAG DATABASE

MSAG DATABASE (INTRADO)

PUBLIC SAFETY ANSWERING POINT (PSAP) ANSWERS AND ROUTES CALL

OTHER DISPATCH AGENCIES

LAND DEVELOPMENT TRANSACTIONS THAT CHANGE ADDRESS DATA

COUNTY GIS
GIS DATA MAINTENANCE

COUNTY GIS
PUBLISH GIS DATA

ORANGE COUNTY GIS REPOSITORY (GIS & ADDRESS DATA)

TELECOMMUNICATIONS PROVIDER ROUTES CALL

TELECOMMUNICATIONS PROVIDER PROCESS CALL AGAINST MSAG

911 ADMINISTRATION
UPDATE GIS/ADDRESS DATA

911 ADMINISTRATION
UPDATE ALL REGIONAL MAPPING DATABASES

FIRE RESCUE
UPDATE GIS/ADDRESS DATA

FIRE RESCUE
DISPATCH GEOLOCATES CALL AGAINST DATABASE

FIRE RESCUE
DISPATCH ASSIGN AND ROUTES RESPONSE

OC EMERGENCY RESPONDERS

911 ADMINISTRATION
UPDATE PSAP'S 911 MAPS

911 ADMINISTRATION
MSAG ADDRESS VALIDATED/CORRECTED

NEW/CHANGED ADDRESS NOTIFICATIONS

GENERAL PUBLIC 9-1-1 CALLS

COUNTY GIS
GIS DATA MAINTENANCE

OTHER DISPATCH AGENCIES

PUBLIC SAFETY ANSWERING POINT (PSAP) ANSWERS AND ROUTES CALL

OTHER DISPATCH AGENCIES

GENERAL PUBLIC ADDRESS REQUESTS AND LAND DEVELOPMENT
Address Management
Individual Address Assignment Process

APPLICANT REQUESTS ADDRESS NUMBER ASSIGNMENT

REVIEW BY ZONING STAFF

VALID ADDRESS?

Yes

ADDRESS ASSIGNED TO PROPERTY

INVOICE ISSUED

No

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

Revisions or Rejections
APPLICANT REQUESTS PRE-ADDRESS NUMBER ASSIGNMENT FOR MODEL HOME

REVIEW BY ZONING STAFF

VALID ADDRESS?

ADDRESS RANGES EXIST?

ADDRESS RANGES CREATED

REVISIONS OR REJECTIONS

APPLICANT SUBMITS LETTER WITH PERMIT PACKAGE

ZONING SENTS APPROVAL LETTER TO APPLICANT

ADDRESS ASSIGNED TO PROPERTY AS PROPOSED

ACTIVATED & INVOICE ISSUED

SUBJECT TO CHANGE

ADDRESS DISTRIBUTED TO 911 & UTILITIES
Address Management
Commercial Development
Assignment Process

APPLICANT SUBMITS BUILDING SITE PLANS FOR ADDRESS ASSIGNMENT

REVIEW BY ZONING STAFF

STREET NAMES APPROVED?

ADDRESS RANGE(S) EXISTS?

ADDRESS RANGE(S) CREATED

STREET NAME APPROVAL BY 911

STREETS OR REJECTIONS

INVOICE ISSUED

ADDRESS ASSIGNED TO PROPERTY AS ACTIVE

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

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

- Yes → ADDRESS RANGE(S) EXISTS?
  - Yes → ADDRESS RANGE(S) CREATED
  - No → STREET NAME APPROVED BY 911?
  - No → STREET NAME RECORDED BY 911
  - Yes → PETITION APPROVED BY 911?
  - No → PETITION REJECTED

- No → RANGE(S) CREATED

STREET NAME CHANGE DISTRIBUTED TO 911, UTILITIES & U.S. POSTAL SERVICE

INVOICE ISSUED

PETITION SIGNED & COPY TO CUSTOMER

ADDRESS & STREETS UPDATED AS ACTIVE

PROPERTY OWNERS NOTIFIED
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

STREET NAME(S) RECORDED AS RESERVED

RESERVATION FOR ONE YEAR
Land Development Process

Glossary

AIF – Alternative Impact Fee
APF – Adequate Public Facilities
BCC – Board of County Commissioners
BZA – Board of Zoning Adjustment
CAD – Conservation Area Determination
CAI – Conservation Area Impact
CEA – Capacity Enhancement Agreement
CEDS – Community, Environmental & Development Services Department
CEL – Capacity Encumbrance Letter
CIE – Capital Improvements Element of the CPP
CIL – Capacity Information Letter
CIP – Capital Improvement Program
CMO – Concurrency Management Official
CMS – Concurrency Management System
CP – Comprehensive Plan
CRC – Concurrency Review Committee
CUR – Capacity Use Receipt
DP – Development Plan

DRC – Development Review Committee
DRI – Developments of Regional Impact
DU – Dwelling Unit
EAR – Evaluation & Appraisal Report
EPC – Environmental Protection Commission
EPD – Environmental Protection Division
EPO – Environmental Protection Official
ESL – Environmentally Sensitive Lands
FAR – Floor Area Ratio
FDEP – Florida Department of Environmental Protection
FLU – Future Land Use
FLUM – Future Land Use Map
FOS – Fiscal & Operational Support Division
FR – Fire Rescue Department
GOP – Goals, Objectives & Policies of the CPP
HGL – Hydraulic Grade Line
IFC – Impact Fee Committee
LDC – Land Development Code
Land Development Process
Glossary

LOMA – Letter of Map Amendment
LOMR – Letter of Map Revision
LOS – Level of Service
LPA – Local Planning Agency
LUP – Land Use Plan
LUPA – Land Use Plan Amendment
MSTU – Municipal Service Taxing Unit
NFIP – National Flood Insurance Program
NHWE – Normal High Water Elevation
NOI – Notice of Intent
NPDES – National Pollutant Discharge Elimination System
OCPS – Orange County Public Schools
OCU – Orange County Utilities Department
OMB – Office of Management & Budget
ORC – Objectives, Recommendations & Comments Report
PD – Planned Development
PSP – Preliminary Subdivision Plan
PTV – Petition to Vacate
PW – Public Works Department

PZC – Planning & Zoning Commission
R & D – Roads & Drainage Division
RAC – Roadway Agreement Committee
RAI – Request for Additional Information
RCID – Reedy Creek Improvement District
REM – Real Estate Management Division
ROW – Right of Way
SAP – Specific Area Plan
SCA – School Credit Account
SDRC – School Development Review Committee
SFHA – Special Flood Hazard Area
TCA – Transportation Credit Account
TCO – Temporary Certificate of Occupancy
TDR – Transfer of Development Rights
TIF – Transportation Impact Fee Zone
TP – Transportation Planning Division
TPG – Transportation Planning Group
TRG – Technical Review Group
USA – Urban Service Area