



## **APPLICATION FOR SMALL-AREA & LARGE-AREA REZONINGS**

ORANGE COUNTY PLANNING AND ZONING COMMISSION (PZC)  
ORANGE COUNTY PLANNING DIVISION  
201 S. ROSALIND AVENUE, ORLANDO, FL 32801  
407-836-5600 OR REZONING@OCFL.NET

### **Instructions to the Applicant**

#### **SECTION 1: GENERAL INFORMATION**

##### **PUBLIC HEARING(S) AND REZONING TYPES**

There are four types of rezonings: 1) Small-Area rezonings; 2) Large-Area rezonings; 3) Master Plan rezonings; and 4) Planned Development (PD) rezonings. **For PD and Master Plan rezonings, this is not the correct application.** You will need the *TRG/DRC application* that can be found through the DRC Office website [www.ocfl.net/drc](http://www.ocfl.net/drc). Master Plans are for sites over 20 acres. See Code Section 40-13 for information on Small-Area and Large Area rezonings.

**Small-Area** rezonings consist of property up to 10.00 acres and no more than 1 transect zone. A concept plan is not required. Small-Area rezonings require a public hearing with the Planning and Zoning Commission (PZC). A Recommendation from the PZC is forwarded to the Board of County Commissioners (BCC) as a consent item (Recommendation Book). The PZC recommendation could be appealed or the item pulled by a Commissioner and a public hearing with the BCC will be required and scheduled approximately 1 to 2 months after the Recommendation Book goes to the BCC.

**Large-Area** rezonings consist of properties 10.01 to 20.00 acres, OR rezonings seeking more than 1 transect zone (for sites up to 20 acres), and any Special Zone. **A concept plan is required.** See Section 40-28 for Concept Plan requirements. Large-Area rezonings require a public hearing with the PZC and the BCC. See Orange Code Section 40-29 for submission requirements.

The PZC and/or BCC may impose restrictions on any rezoning request at a Public Hearing.

##### **APPEALS**

Appeals of the decision of the Planning and Zoning Commission may be made to the Board of County Commissioners within fifteen (15) calendar days from the date of that PZC decision. Appeal forms are located at the Planning Division office or online at: [www.ocfl.net/PlanningDevelopment/DevelopmentReview.aspx](http://www.ocfl.net/PlanningDevelopment/DevelopmentReview.aspx)

##### **REFUNDS**

If the Applicant withdraws their application prior to the preparation of the newspaper advertisement, they may request a partial refund that will be equal to half of the application fee. If the Applicant withdraws the application after the preparation of the newspaper advertisement, all fees are non-refundable.

If the Applicant requests a continuance, time and date not determined, for more than two (2) calendar months, the applicant will forfeit the original application fee and will be required to pay a fee equal to the current application fee prior to requesting the application to proceed.

If the Applicant delays or causes a delay or request that the application be continued and re-advertisement is required, the applicant shall be responsible for the re-advertisement fee of \$200.00.

**PLEASE NOTE:** This application cannot be accepted unless all pages of this application and required documentation are provided. Submission of incomplete applications will not be accepted nor determined to meet the application filing deadline. All rezoning requests shall be consistent with the Orange County Comprehensive Plan (OCCP).

##### **REQUIRED DOCUMENTATION**

- |  |   |
|--|---|
| <input type="checkbox"/> Legal description of the subject property   | <input type="checkbox"/> Specific Project Expenditure Report(s)                       |
| <input type="checkbox"/> Property Appraiser's Map highlighting the subject property<br>(Property Appraiser website, include owner info page) | <input type="checkbox"/> Incorporation document(s) (if applicable)                    |
| <input type="checkbox"/> Boundary Survey or Site Plan  | <input type="checkbox"/> Warranty Deed(s) (if applicable).                            |
| <input type="checkbox"/> Agent Authorization Form(s)   | <input type="checkbox"/> OCPS Formal School Capacity Determination<br>(if applicable) |
| <input type="checkbox"/> Relationship Disclosure Form(s)   | <input type="checkbox"/> Concept Plan (for Large-Area rezonings only)                 |

\*Additional documents may be requested in order to facilitate the rezoning request\*

### **AGENT AUTHORIZATION FORM**

If the applicant is not the owner of record of the property, the owner must complete and sign the attached **Agent Authorization Form** included with this application packet. If there are multiple property owners, a separate **Agent Authorization Form** is required for each owner.

### **RELATIONSHIP DISCLOSURE FORM (RDF)**

For all development-related project applications, Relationship Disclosure Forms shall be completed by the principal or the principal's authorized agent (when accompanied by an Agent Authorization Form on file with the County) and shall be submitted to the department processing your application prior to the development-related item being considered for review and/or approval by Orange County. It is required for this application.

### **SPECIFIC PROJECT EXPENDITURE REPORT (SPER)**

The Specific Project Expenditure Report (SPER) 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 BCC. It is required for this application.

### **COMMUNITY MEETING**

A community meeting may be required dependent on the type of request and as determined by staff and/or the District Commissioner. If a Community Meeting is required, the applicant shall be responsible for the payment of all invoiced facility rental fees at least one (1) week prior to the meeting date.

### **PUBLIC NOTIFICATION & SITE VISIT**

-Prior to the PZC hearing, a poster is required to be placed on the property. The County will provide the poster. The applicant must pick it up and post it. A poster is not required for the BCC hearing.

-Surrounding property owners will be notified of the request by mail. It may benefit you to meet with surrounding property owners prior to the public hearing date.

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

### **APPLICANT RESPONSIBILITIES**

- The Applicant is required to place one or more **posters** on the property that displays information related to the proposed rezoning. The Planning Division will notify the Applicant when the posters are available for pick-up which is approximately 2 weeks prior to the PZC hearing. The poster must be posted on the property at least 10 days prior to the hearing. Failure to post the property according to the instructions may result in a postponement of the hearing. The cost of materials to place the poster(s) on the property is the responsibility of the applicant.
- The Applicant or an authorized representative must be present at the PZC and BCC Public Hearings. If the applicant is not present, the PZC or BCC may continue or deny the request. If continued, there may be an additional fee.
- Remain accessible for communication via email and/or phone throughout the review process.
- Provide any additional information or supporting materials requested by County staff.
- Submit separate applications for wetland determination and/or school capacity determination, if applicable.

## **SECTION 2: FEES**

- Rezoning fee for Small-Area and Large-Area rezonings = \$1,531.00
- Appeal of PZC decision = \$483.00
- Re-advertisement Fee = \$200.00
- Community Meeting School Reservation Fee (varies – depending on the school, but is typically \$50-\$150)

All payments are made payable to "Orange County BCC" and are due upon submittal of an application.

### **PUBLIC INFORMATION NOTICE:**

Pursuant to Florida's public records laws, this application is subject to public disclosure upon request. If information contained within this application should be treated as confidential and/or exempt from public records, it is the applicant's responsibility to notify Orange County staff at the time the application is submitted. Applicant must be prepared to provide documentation supporting their request for confidentiality.

**SECTION 3: To be completed by Applicant (please print)**

An optional pre-application meeting has been held already? Yes \_\_\_\_ No \_\_\_\_ If yes, on what date? \_\_\_\_\_

Applicant Information		Property Owner Information (if a corporation/trust, include the name of an authorized contact as listed in the corporation or trust documents)	
Name:		Name:	
Company:			
Address:		Address:	
Phone:		Phone:	
Fax:		Fax:	
Email Address:		Email Address:	

Parcel IDs # (required): \_\_\_\_\_

Current Zoning: \_\_\_\_\_ to Proposed Zoning: \_\_\_\_\_

Current Use(s):		Proposed Use(s):	
Previous Use(s):		Property Acreage:	ac.

Is this rezoning associated with a proposed Comprehensive Plan Amendment? Yes \_\_\_\_ No \_\_\_\_

If yes, provide amendment information below:

Comprehensive Plan Amendment #:		Comprehensive Plan Amendment Request:	
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Detailed reason for request and proposed use (required):

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Does the owner own any adjacent parcels? Yes \_\_\_\_ No \_\_\_\_ If yes, list the Parcel ID Number(s) below:

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**SECTION 4: APPLICANT/OWNER CERTIFICATION**

I, \_\_\_\_\_ (Applicant's Printed Name), have read Sections 1 and 2 of this application, understand Orange County's submittal requirements for this application, and all information provided in Section 3 is accurate and factual.

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

Complete applications with accompanying documents can be submitted to [Rezoning@ocfl.net](mailto:Rezoning@ocfl.net) or in-person at 201 S. Rosalind Avenue, Orlando, 2<sup>nd</sup> Floor.



# 2025 Planning & Zoning Commission Public Hearing Schedule

## Filing Deadline Dates\*

June 9, 2025

July 14, 2025

August 11, 2025

September 8, 2025

October 13, 2025

November 7, 2025

December 8, 2025

January 12, 2026

February 9, 2026

March 9, 2026

## PZC Hearing Dates\*

July 18, 2025\*\*\*

August 21, 2025

September 18, 2025

October 16, 2025

November 20, 2025

December 18, 2025

January 15, 2026

February 19, 2026

March 19, 2026

April 16, 2026

\*Filing dates do not correspond to hearing dates. Timing of a rezoning request from application submittal to public hearing is dependent on several factors including community meeting scheduling and/or concept plan review for large area rezonings.

\*\*BCC hearing dates are not listed here. A BCC hearing is required for all Large-Area rezonings after the PZC hearing (approximately 1 to 2 months after). Small-Area rezonings go to the BCC as a Recommendation Book consent item and may require a separate BCC public hearing.

\*\*\*PZC hearings are typically the 3<sup>rd</sup> Thursday of the month except for July 18<sup>th</sup> which is a Friday.

### ►► IMPORTANT APPLICANT INFORMATION ◀◀

The **Applicant** is required to place one or more **posters** on the property. Orange County will notify the **applicant** when to pick up the poster(s). Failure to post the property according to the instructions may result in a postponement of your hearing. **All posters shall be picked up two weeks prior to the public hearing date.**

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

The **Applicant** or an **authorized representative** must be present at the PZC Public Hearing. If the applicant is not present, the PZC may continue or deny the request.

The PZC or BCC may impose specific restrictions on any rezoning request at the Public Hearing.

Appeals of the decision of the Planning and Zoning Commission may be made to the Board of County Commissioners within fifteen (15) calendar days from the date of that PZC decision. Appeals must be filed with the Planning Division; appeal forms may be located at the Planning Division office or online at [www.ocfl.net](http://www.ocfl.net).

You may contact the Planning Division for assistance with your application at the following numbers:

PZC Administrative Staff **407-836-5632** or the Planning Division **407-836-5600 (Main Line)**

***When inquiring about your application, please reference this case number:***

**Case #: RZ - \_ \_ - \_ \_ - \_ \_**