



# Osceola County

## School Compliance Review Plan

### Application Package & Instructions

Osceola County Board of County Commissioners  
1 Courthouse Square, Site 1400, Kissimmee, FL 34741  
Phone: (407) 742-0200 Fax: (407) 742-0205

This package is intended to provide you with the information necessary for you to complete an application for a School Compliance Review Plan (CR) Plan. The information requested to be a part of your application represents the minimum requirements for submittal under the Osceola County Land Development Code. You are encouraged to submit whatever additional information you feel necessary to enhance the reviewer's understanding of what is being proposed.

Following this page is the CR application. You are encouraged to take advantage of working directly on electronic copies of our form. This application must be completed and submitted to the Community Development Department along with the required fee and additional information necessary to be considered by the Community Development staff.

Below is a detailed CR Checklist which lists all of the information required to be included with your application in order for it to be processed. If staff determines within three business days the information submitted is not complete or in conformity with the checklist you will be advised and the application will not be scheduled for review until all information is received. The requirements for this information can be found in Chapter 3 of the Osceola County Land Development Code. The Land Development Code may be viewed on our Website ([www.osceola.org](http://www.osceola.org)). You are encouraged to study the appropriate portions of the Code before proceeding with your application. You are also encouraged to use the outline of this checklist as your table of contents for your application. In that way, you will know that your packet contains all of the information required by the Code.

A Project Coordinator will work with you throughout the application process and will provide you information about any meetings and public hearings that may affect your application. Our objective in this process is to make it as clearly understandable as possible so that you are able to secure all the approvals you seek in a timely manner.

#### SCHOOL COMPLIANCE PLAN REVIEW SUBMITTAL CHECKLIST

- Community Development Application-(Universal Cover sheet for all Development Applications)
- School Compliance Review Plan Application
- Authority/ Ownership Affidavit: The name of all parties having interest in the subject property, or certification that the applicant is authorized to sign the application as the agent pursuant to the Osceola Land Development Code, Chapter 2, Section 2.1.2. All letters of authorization must be notarized.
- Parcel Number: Include parcel number of subject property. Parent parcel number may be referenced.
- Zoning and Future Land Use Information
  - I. Existing FLUM classification(s) applicable to the property;
  - II. Existing zoning districts applicable to the property, including any overlay districts.
- Legal Description: A legal description of the subject property sufficiently detailed so as to locate said property on county maps or aerial photographs sufficient for recording in public records. If the application includes multiple contiguous parcels, the legal description shall describe the perimeter boundary of the total area. Any legal description, which is not sufficiently detailed so as to locate said property on County maps, shall be rejected and owner may be required to provide a certified survey boundary sketch.
- Area Location Map: The location of the subject property indicated on a map or an aerial photograph. This map shall reference known major streets and geographic features with sufficient clarity as to be recognizable by the general public. Information about abutting lands shall include names of recorded owners of all abutting lots and parcels (only when Level 3 Compliance Review is required).
- Please include a digital CAD file of the boundary survey in AutoCAD
- Please include a digital CAD file of the detailed site plan in AutoCAD
- Existing Conditions (Shown on a separate plan sheet):

- a. Existing thoroughfares/streets, both on and within 500 feet of the proposed school site, including:
    - I. thoroughfare/street names;
    - II. location of each thoroughfare/street and associated intersections;
    - III. right-of-way of all thoroughfares/streets; and
    - IV. median locations, if applicable.
  - b. Existing lot lines and easements on the property, indicating the purpose of each easement, and:
    - I. Utility poles, overhead power lines and street lighting poles and fixtures.
  - c. Existing buildings, structures and active uses, on the property. Any buildings, structures or land areas that have been designated as local landmarks, or are listed on the National Register of Historic Places, should be specifically noted. If buildings or structures exist on the property, the applicant shall submit an affidavit that the buildings and structures will be removed or that the proposed use of the building, structures, and land is, or will be, in compliance with all applicable requirements of the Land Development Code.
  - d. A topographic map showing land contours at one-foot intervals. Contour lines shall be shown 50 feet beyond the boundary of the proposed school site.
  - e. The 100-year flood elevation and limits of the 100-year floodplain and any floodway.
  - f. Existing surface water bodies, wetlands, streams and canals, both on and within 50 feet of the proposed development, including:
    - I. Normal high water elevation or boundary;
    - II. Attendant drainage areas for each; and
    - III. Area, extent and type of wetlands.
- Proposed Development
    - a. A site plan delineating proposed buildings, structures, active and passive uses, vehicular use areas such as parking areas and internal access drives, and other plan elements including:
      - I. Scaled dimensions;
      - II. On and off-site tracts to be publicly dedicated for such purposes as: storm water management; road right-of-way; pedestrian or bicycle facilities; utilities, conservation; recreation/open space; or other public use; and,
      - III. Proposed building or structure heights.
      - IV. Stacking alignment/location and on site stacking capacity.
    - b. Proposed phasing of the school development.
    - c. A setback/landscape plan for the site or applicable portion thereof depicting active and passive uses and associated Thoroughfare, Building or Active Edge setbacks, landscape plantings required by the provisions of this Section (including type, size and quantities), method of irrigation of all landscaped areas, proposed walls and fences, existing trees to be retained, and methods/procedures for protecting existing trees during construction.
  - A tree survey indicating the location, diameter at breast height (DBH), and type of all existing trees with a DBH equal to or greater than 4 inches. This information may be shown on the aerial photograph, a separate plan sheet or with the site plan. This requirement is applicable only for new school sites and only for the areas of the site where existing trees will be retained as part of the site landscaping or for required active edge buffers.
  - Provide Proof of Ownership: A copy of the tax bill or a print out from the Property Appraiser's office is required.
  - Application Fee
  - If the application is submitted by the School District of Osceola County, then a letter from the Technical Working Group (TWG) certifying that all applicable requirements of Article VIII ("Public School Siting") of the Interlocal Agreement have been satisfied should be submitted. The TWG report required in Sec. 8.02 (F) shall be attached to the letter; and shall identify off-site improvements which will be required to serve the development as determined in consultation with the County's Traffic Engineering Director, Planning Official and Development Review Manager. Said letter will be attached to all subsequent development orders.



# OSCEOLA COUNTY

## School Compliance Review Plan Application

Osceola County Board of County Commissioners  
Community Development Department  
1 Courthouse Square, Suite 1400  
Kissimmee, Florida 34741  
Phone (407) 742-0200 Fax (407) 742-0205

Application Number: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
DRC Meeting : \_\_\_\_\_  
PC Meeting: \_\_\_\_\_  
BCC Meeting: \_\_\_\_\_

### Submittal Type

- Community Development Application
- School Compliance Review Plan Application
- Authority/Ownership Application
- Proof of Ownership
- Legal Description
- Area Location Map
- Existing State of Parcel
- Affidavit regarding existing structures
- Application fees  

_____
Level 1
_____
Level 2
_____
Level 3
- Administrative Appeal  
Fee \$ \_\_\_\_\_

**School Name:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

### Project Information:

**Current Zoning District:** \_\_\_\_\_ **Current Future Land Use:** \_\_\_\_\_  
**Current Use(s):** \_\_\_\_\_

**Proposed Grade(s):** \_\_\_\_\_  
**Proposed Use(s):** \_\_\_\_\_

**Prior/Related Applications (if applicable):** \_\_\_\_\_

### Site Information

**Name of Access Road:** \_\_\_\_\_  
**Is the Road County Maintained** \_\_\_\_\_ **Is the Road Paved** \_\_\_\_\_  
**Is the Access Road designed to Urban or Rural Standards** \_\_\_\_\_

### Utility Providers:

**Existing Well** \_\_\_\_\_ **Proposed Well** \_\_\_\_\_ **Utility System** \_\_\_\_\_  
**Utility Provider** \_\_\_\_\_

**\*\*NOTE:** Pursuant to Policy 1.2.2 Potable Water Element of the Comprehensive Plan all new development within the adopted Urban Growth Boundary shall be required to connect to central potable water systems, except in situations where the development of fewer than 4 adjacent single-family residential lots is proposed, and these services do not exist within 200 feet.

**Existing Septic** \_\_\_\_\_ **Proposed Septic** \_\_\_\_\_ **Utility System** \_\_\_\_\_  
**Utility Provider** \_\_\_\_\_

**\*\*NOTE:** Pursuant to Policy 1.1.3 Sanitary Sewer Element of the Comprehensive Plan all new development within the adopted Urban Growth Boundary shall be required to connect to central sanitary sewer systems, except in situations where the development of fewer than 4 adjacent single-family residential lots is proposed, and these services do not exist within 200 feet.

### Certification:

I CERTIFY THAT, to the best of my knowledge and belief, all information supplied with this application is true and accurate, and that I am:

- Landowner:** A landowner or his /her agent where authorized in writing, provided however that: Where the fee owner has entered into a contract for the sale of the property, whether it be an agreement for deed, sales contract, or otherwise, then the purchaser may initiate the application when specifically authorized in the contract to do so or by another legal document authorizing same. Where there is more than one owner, then all such owners must jointly initiate the application or petition.
- Trustee:** Where the property is subject to a land trust agreement, the trustee may initiate the application when the trustee has submitted evidence that he/she is authorized by the trust document to do so, either individually or with other trustees.
- Corporation/Partnership:** Where the fee owner is a corporation or partnership then the president or general partner may initiate the application and must provide proof that the corporation or partnership exists including a Certificate from the Secretary of State stating that the corporation is in good standing.
- Association:** Where the fee owner is an association, the association or its governing body may appoint an agent, in writing, to initiate the application on behalf of the association. Proof that the association exists must accompany the application.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Authorized Signer

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_