



Osceola County Community Development Application

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

Application No.: _____
Date Received: _____
DRC Meeting: _____
OCPC Meeting: _____
BOA Meeting: _____
BCC Meeting: _____

Submittal Type

- Administrative Waiver
- Comprehensive Plan Amendment
- Concurrency Management
- Dimensional Variance
- Conditional Use
- Easement Vacation
- Home Occupation
- Land Variance
- Land Clearing Permit-
- Lot Split
- Noise Variance
- Planned Development Application
- Plat Vacation
- Re-aggregation
- Road R/W Vacation
- Site Development Plan
- Soil Excavation
- Preliminary Subdivision
- Final Subdivision**
- Transfer of Development Rights
- Variance From LDC
- Zoning Map Amendment
- FEMA MT-1
- FEMA MT-2
- Flood Permit
- Floodzone determination/P RP
- Land Alteration
- _____

Applicant:

Name: _____
Firm: _____
Address: _____
Email: _____
Phone: _____ Fax: _____

Agent (Contact Person):

Name: _____
Firm: _____
Address: _____
Email: _____
Phone: _____ Fax: _____

Owner:

Name: _____
Firm: _____
Address: _____
Email: _____
Phone: _____ Fax: _____

Project:

Project Name: _____
Parcel ID No(s): _____
Total Acreage: _____
Site Address: _____
General Location: _____

Full Legal Description:

Provide a complete legal description. Include the complete parcel number of the property as well as Plat Book and Page (if applicable) or attach a copy of the deed(s) of record for all lands within the project boundary. (Deeds of record are available from the County Clerk's Office.) You may submit a digital CAD file of the boundary survey in AutoCAD or Microstation compatible format. If applicable include the street address.

Request:



Osceola County Final Subdivision Plan (FS) Application Package & Instructions

Osceola County Board of County Commissioners
Community Development Department
1 Courthouse Square, Suite 1400
Kissimmee, FL 34741
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This package is intended to provide you with the information necessary to complete an application for a Final Subdivision 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 any additional information you feel necessary to enhance the reviewers' understanding of what is being proposed.

Following this page is a form which is intended to serve as the first several pages and/or the cover pages of your application. This form is available from this office via diskette or we will gladly email it to you. You are encouraged to take advantage of working directly on electronic copies of our form.

Following the application form is a Final Subdivision 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 the Osceola County Land Development Code. The Land Development Code can be viewed on our Website (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 Land Development Code.

A Project Coordinator will work with you throughout the application process and will provide you with 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.

Note: The Platting process may require the submittal of a bond, surety or other security to guarantee public improvements in accordance with the Land Development Code Chapter 4.

Osceola County Final Subdivision Plan

Submittal Items

Please do not leave any blanks on this application.

GENERAL INSTRUCTIONS:
This application must be completed and submitted to the Development Review Department along with the required fee and additional information necessary to be considered for review.

Requirements for a FS Application can be viewed at <http://www.osceola.org/agencies-departments/community-development/offices/zoning/land-development-code.html>

To assist you in determining information on the water/sewer facilities, you may want to contact your local provider.

GENERAL INFORMATION

- Sheet Size: 24" x 36"
- Title, Legend & Location Block, to be located in the lower right corner of the sheet
- Location Sketch (oriented in same direction as lotting scheme) at approximately 1" = 2,000'
- Scale 1" = 100' for lots up to one acre, all other to sufficient scale to show details
- Section, Township, and Range of the subdivision
- Legal Description
- North Arrow
- Name of adjacent subdivisions showing Plat Book and Page and lotting layout
- Legend defining all symbols, scale and

General Information:

This application must be completed and submitted to the Development Review Department along with the required fee & additional information necessary for consideration by the Technical Review Staff.

Proposed Name and Unit: _____
 Location: (include Section, Township and Range) _____
 Future Land Use Designation: _____ Current Zoning District: _____
 Planned Development (PD) if associated: _____ If associated please include the EIP (Engineering Improvement Plan), SDP (Site Development Plan) and/or CDP (Comprehensive Development Plan) number. _____
 Water supply: Well _____ Utility _____ Utility Provider Name: _____
 Method of Sewage Disposal Well _____ Utility _____ Utility Provider Name: _____

Name of Access Road(s): _____

Is the Road County Maintained Yes _____ No _____ Is the Road Paved Yes _____ No _____

Site Statistics:

Acreage: _____ Number of Lots: _____ Number of Tracts: _____ Minimum Lot Size: _____
 Own Adjacent Property? Yes _____ No _____ Short Term Rental? Yes _____ No _____
 How many miles of internal roadways are included in the subdivision? _____

Site Information:

Public Safety: Where are the two nearest fire stations located? _____
 Do you propose any offsets for law enforcement impacts? If so, please specify.

Residential:

Will there be any impacts to the schools? If so, how will the developer offset them? _____
 Will there be a site dedicated to the school district? _____
 If yes, which phase will contain the school site? _____

Access:

What road will the project get access from? _____
 Are there, or will there be sidewalks, if this development is within 2 miles of the schools servicing this development? _____
 Will this development construct sidewalks? Interior _____ Exterior _____

Design:

What design criteria will be used for this development (ie: traditional neighborhood, townhome)?

SURVEYOR CERTIFICATION:

I CERTIFY THAT, to the best of my knowledge and belief, all information supplied with this application is accurate and I have examined and am familiar with the Land Development Code of Osceola County and Chapter 177 of the Florida Statutes and have complied with the requirements of said regulations and statute.

Date: _____ Signature: _____

Please print name listed above: _____

- Location of all Permanent Reference Markers (PRMs) and Permanent Control Points (PCPs) in conformance with Florida Statutes
- Data sufficient to readily determine and reproduce all lines
- Right of Way lines, widths and names of all streets and roads
- Radius, central angle and arc length of all curved streets and property lines
- Lot numbers and block designations
- Lot lines, bearings, and lot dimensions
- Location and width of canals and water ways
- Dedications, reservations and easements location, width and usage either graphically illustrated, incorporated by reference or shown in a note
- Certification blocks as required by Florida Statutes and this Land Development Code
- Certificate of Consent and approval by mortgagee as a separate instrument or on the plat (Joinder and Consent)
- Certificate of Title or Ownership and Encumbrance Report
- Tax Certification Letter from Property Appraisers Office
- Boundary Survey and Closure Report
- Declaration of Covenants and Restrictions (if applicable)

Amount of Fee Submitted
\$ _____

Certification:

I CERTIFY THAT, to the best of my knowledge, 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 Certificate from 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.

Authorized Signer: _____ Date: _____

Printed Name: _____ Title: _____
 Owner/Agent/Trustee/Corporation/Association ***Please list signature of all owners of the property.

FINAL SUBDIVISION APPLICATION PACKAGE REQUIREMENTS

_____ **Community Development Application.**

_____ **Final Subdivision Application.**

_____ **Authority:** 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 2.4. **All letters of authorization must be notarized.**

_____ **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, but need not describe each individual parcel, unity of title is necessary however. 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. Please include a digital CAD file of the boundary survey in AutoCAD or Microstation compatible format (if applicable).

_____ **Parcel Number:** Include parcel number of subject property. Parent parcel number may be referenced.

_____ **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.

_____ **Existing State of the Parcel:** A map or visual display that depicts all existing structures, easements, rights-of-ways, platted roads, rights of ingress and egress, drainage easements, drainage swales, etc. and any other features existing on the land in question.

_____ **Affidavit:** 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.

_____ **Provide Proof of Ownership:** A copy of the tax bill or a print out from the Property Appraiser's is required.

_____ **Certificate of Title or Ownership and Encumbrance Report** (Original is required for recording.)

_____ **Tax Certification Letter** from the Property Appraisers Office– (Original is required for recording.)

_____ **FS Plans:** One folded copy of the Final Subdivision Plan (24" x 36" only), or submit electronically. The Final Subdivision Plan shall consist of a fully executed and correct plat map, which meets All state and county standards. The FS Plan shall include all applicable information as listed in the left margins.

_____ **Response Letter:** A letter responding to comments **must** be included with all FS revisions.

_____ **Application Fee:** Final Subdivision Plans - \$2,700.00

_____ **Fire Review Fee:** Final Subdivision Plans - \$65.00