



Osceola County Community Development Application

Osceola County Board of County
Commissioners
Community Development Department
1 Courthouse Square, Suite 1400
Kissimmee, FL 34741

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

Submittal Type

- Administrative Waiver
- Comprehensive Plan Amendment
- Concurrency Management
- Conditional Use/Communication Towers
- Dimensional Variance
- Easement Vacation
- Environmental Resource & Wetland Resource Permit
- Habitat Conservation & Management Plan
- Home Occupation
- Land Variance
- Land Clearing Permit- Commercial & Subdivision
- Land Clearing Permit- Single Family/ Residential
- Lot Split
- Noise Variance
- Pre-App Meeting
- Planned Development Application
- Plat Vacation
- Public Hearing Sign affidavit
- Re-aggregation
- Road R/W Vacation
- School Compliance Review Plan
- Site Development Plan
- Soil Excavation
- Subdivision Approval
- Transmittal Form
- Variance From LDC
- Zoning Map Amendment

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 Habitat Conservation & Management Plan Application Instructions

Community Development - 1 Court House Square, Suite 1100 – 407-742-0200

This package is intended to provide you with the information necessary for you to complete an application for a Habitat Conservation & Management Plan (HCMP). 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 reviewers understanding of what is being proposed.

Following this page is the HCMP 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 HCMP 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 4 of the Osceola County Land Development Code. The Land Development Code may 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 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.

HABITAT CONSERVATION & MANAGEMENT PLAN REVIEW SUBMITTAL CHECKLIST

- Community Development Application**-(Universal Cover sheet for all Development Applications)
- Habitat Conservation & Management 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.
- Provide Proof of Ownership:** A copy of the tax bill or a print out from the Property Appraiser's office is required.
- 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.
- 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
- Map Illustrations**
 - i. Location Map
 - ii. Aerial Photograph
 - iii. Wetlands, and Wetland Impacts
 - iii. Vegetative Communities and/or Land Use Cover Map
 - v. Natural Resources Map –the location of all currently existing natural resources and species locations including wildlife management areas
 - vi. Natural Resources Conceptual Map – A map indicating the proposed location of natural resources and species; including nesting and foraging areas as well as proposed plantings or landscape for corridors or management areas

- vii. Wildlife Corridors – A map illustrating the current/potential wildlife corridors on site, including but not limited to; all current and proposed conservation easement locations and/or boundaries, conservation areas, lake protection areas, and stormwater retention/detention areas, for each species included within the HCMP. This can be illustrated on one (1) map or multiple maps
- viii. Offsite Corridors and Linkages – A map illustrating the potential wildlife corridors and linkages to adjacent sites that will allow for and promote the movement of the species identified within the HCMP. This map should include the location of all eco-passages and road crossings
- Legal Documents:**
 - i. Conservation Easement Documentation – Potential easement language, as well as copies of approved easements
 - ii. Financial Assurance Documents – Documents illustrating the perpetual funding mechanism(s) for the various components of the HCMP. This would include bonds, letters of credit, or other applicable mechanisms.
- Educational Materials:** A plan for the education of residents, and how that information will be disseminated shall be included in the HCMP. It shall outline the educational materials, medium and funding for the education efforts in perpetuity.
 - i. Conservation Areas Signage examples;
 - ii. Homeowner Educational Materials, to include the Species Identification Guide provided by Osceola County;
 - iii. Association documents illustrating how new homeowners will receive educational materials and information;
 - iv. A Plan to determine how and where educational materials will be posted, updated, and distributed.
- Issued Permits:** all issued permits for the project(s) subject to this HCMP. Updated or new permits received shall be submitted with the HCMP Biennial Performance Report.
- Long Term Management**
 - i. **Funding:** The initial HCMP shall contain a plan for the perpetual funding all aspects of the HCMP, which will not be subject to homeowner or property owner referenda, including but not limited to
 - a. The long term maintenance required for all habitat management areas;
 - b. Habitat restoration;
 - c. Construction and maintenance of eco-passages.
 - ii. **Property Management:** The Master Developer shall identify a Master Property Owners' Association or other similar entity (a Community Development District for example) as the successor to the Master Developer for long-term funding and implementation of the HCMP.
 - iii. **Maintenance:** The following property maintenance shall be identified for each applicable activity including, at a minimum; the location(s) of the activity, methods, cycles, schedules, and procedures.
 - a. Prescribed Burns/Fire Management;
 - b. Hydrological Protection and Enhancement;
 - c. Invasive/Exotic Species Prevention and Controls (maintenance of 10% or less of invasive/exotic presence);
 - d. Native Vegetation Management;
 - e. Security, Barriers and Signage.
- Easements:** Conservation easements shall be established and conveyed to a Master Property Owners' Association or other similar entity and, if applicable, other co-grantee entities, with the capacity and capability of conserving the lands and resources contained within a prospective easement. Grantees may include, but are not limited to Water Management Districts, and the Florida Fish and Wildlife Conservation Commission.
 - i. The conservation easements referenced above shall include a requirement that the Grantee(s) provide for an educational plan identifying the manner in which future residents of the development will be informed about the restrictions associated with the habitat management and conservation areas.
 - ii. Information about the HCMP shall be recorded as part of the chain of title for each parcel within the development.
 - iii. Easements shall be submitted to the County and incorporated into the approved HCMP document. Compliance with all easement requirements and any new easements obtained shall be reported biennially in the HCMP Biennial Performance Report.

Monitoring

- i. **Monitoring Plan:** All conservation areas shall be monitored on a regular basis to evaluate the general condition, vegetation, security and to identify any other conditions that may conflict with the protection and management goals. The Monitoring Plan shall be submitted, to the best of the applicant's ability, with the initial HCMP application, and updated thereafter as information becomes available. The Monitoring Plan shall, at a minimum, consist of the following:
 - a. **General Approach** – Outlining the approach for monitoring with qualitative evaluations on a regular basis to identify any maintenance needs. Any areas which are part of mitigation areas approved and/or permitted through the state or federal permitting agencies will be subject to permit specific conditions. These monitoring requirements should be reported as completed in the biennial monitoring report, and any findings by the respective agencies should be reported.
 - b. **Success Criteria and Quantitative Aspects** – During the permitting process, the regulating agencies evaluate conditions of an area to determine appropriate success criteria. Upon receipt of said permits, the associated criteria shall be included and incorporated into the HCMP and the reporting and submittal requirements of the HCMP Biennial Performance Report.
 - c. **Schedule** – The timeframes and frequency of monitoring, maintenance, and reporting activities are typically established by the respective regulatory agencies. For those activities with established monitoring the applicant shall submit copies of the submitted reports to the County as part of the HCMP Biennial Performance Report. However, for activities not regulated through a permitting agency, a monitoring, maintenance, and reporting schedule should be developed, adhered to and copies of the monitoring and findings, as well as any corrective actions, should be submitted with the HCMP Biennial Performance Report.
- ii. **HCMP Biennial Performance Report:** In order to support the County's ongoing monitoring and administration responsibilities related to the implementation of the HCMP, the Master Developer shall provide a biennial report to the County which evaluates the performance of the HCMP and the results achieved through the date of the report.
 - a. County Staff will provide comments, findings and recommendations as a result of the review of the HCMP Biennial Performance Report.
 - b. The Master Developer shall identify specific actions to be taken within the next biennial period to address or mitigate the County's findings and recommendations to bring it in compliance with the HCMP.

- Revisions to the HCMP:** Any revisions to the approved HCMP shall be approved using the same process as the original approval of the HCMP. Any modifications as a result of the Environmental Resource Permit (ERP) and/or Final Development Order (FDO) shall be incorporated into all subsequent HCMP Biennial Performance Report.



Habitat Conservation & Management Plan Application

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Phone: (407)742-0200 ~ Fax: (407)742-0205

Application No.: _____
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Submittal Checklist

- Community Development Application
- Habitat Conservation & Management Plan Application
- HCMP Application to be Exempt
- HCMP Modification Application
- HCMP Biennial Performance Report
- Authority/Ownership Affidavit
- Proof of Ownership
- Application Fee: \$1,000.00

Project Name: _____
Contact Name: _____ **Phone:** _____

Project Information:

Current Zoning District: _____ **Current Future Land Use:** _____

Current Use(s): _____

Proposed Use(s): _____

Prior/ Related Applications (If applicable): _____

Site Information:

Location Description: _____

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 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.

Signature: _____ **Date:** _____

Authorized Signer

Printed Name: _____ **Title:** _____

**OSCEOLA COUNTY
AGENT AUTHORIZATION FORM**

I/we, as the owner(s) of real property in Osceola County, Florida, which is described below do hereby authorize the following person or persons to act as my/our agent to execute any petitions, applications, or other documents necessary to affect the application approval requested and more specifically described below, and to appear on my behalf before any administrative or legislative body in the County concerning the application(s) and to act in all respects as my/our agent in matters pertaining to the requested application(s).

Agent Information [PLEASE PRINT]

Name(s): _____
Company: _____
Phone: _____ Email: _____

Requested Application(s): _____

Subject Property [PLEASE PRINT]

Address: _____
Parcel ID(s): _____
Legal Description: _____
_____ See Attached

Property Owner(s) Information [PLEASE PRINT]]

Property Owner Name(s): _____
Address: _____
Phone: _____ Email: _____

SIGNED AUTHORIZATION

DATE	SIGNATURE	PRINTED NAME OF PROPERTY OWNER
DATE	SIGNATURE	PRINTED NAME OF PROPERTY OWNER

STATE OF FLORIDA
COUNTY OF OSCEOLA

The forgoing document was (or affirmed) and subscribed to before me this _____ day of 20____ by _____ who is personally known to me or who produced _____ as identification.

Public Notary Seal:

Signature of Notary
Notary # _____
My Commission Expires: _____