



# Osceola County

## Preliminary Subdivision Plan (PS)

### Application Package & Instructions

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

This package is intended to provide you with the information necessary to complete an application for a Preliminary 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 Preliminary 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 Chapters 2, 3 and 4 of the Osceola County Land Development Code. The Land Development Code can 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 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.

Requirements for a Preliminary Subdivision Plan Application can be viewed at <http://www.osceola.org/agencies-departments/community-development/offices/zoning>



# 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/ PRP
- Land Alteration
- Minor PD 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submittal Items

# Osceola County Preliminary Subdivision Plan

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 PS Application can be viewed at [www.osceola.org/GO/LDC](http://www.osceola.org/GO/LDC)

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 - sufficient to show required details
- Section, Township, and Range of the subdivision
- Legal Description
- North Arrow
- Name of adjacent subdivisions showing Plat Book and Page and adjacent roadways
- General Topography on site and grades immediately adjacent
- Location of existing conditions on and adjacent to the tract

**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: \_\_\_\_\_

**Associated Application #'s:** Planned Development (PD), Zoning Map Amendment (ZMA), Development of Regional Impact (DRI) Comprehensive Development Plan (CDP), Concept Plan (CP) number and/or any other associated applications: \_\_\_\_\_

Water Supply: Well \_\_\_\_\_ Utility \_\_\_\_\_ Utility Provider Name: \_\_\_\_\_

Method of Sewage Disposal: Well \_\_\_\_\_ Septic \_\_\_\_\_ Provider Name: \_\_\_\_\_

**Name of Access Road(s):** \_\_\_\_\_

Is the Road County Maintained: \_\_\_\_\_ Yes \_\_\_\_\_ No Is the Road Paved \_\_\_\_\_

**Site Statistics:**

Acreage: \_\_\_\_\_ Number of Lots: \_\_\_\_\_ Number of Tracts: \_\_\_\_\_ Minimum Lot Size: \_\_\_\_\_

Own Adjacent Property? Yes \_\_\_\_\_ No \_\_\_\_\_ Short Term Rental? Yes \_\_\_\_\_ No \_\_\_\_\_

**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? \_\_\_\_\_

**Design:**

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

List the number of Product types provided: (Supporting documentation must be provided) \_\_\_\_\_

**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.

## PRELIMINARY SUBDIVISION APPLICATION PACKAGE REQUIREMENTS

- Setback lines shown from streets and natural water bodies
- Phasing shown by illustrating the separate divisions
- Identification of wetlands and 100 year flood plain as applicable
- Tree Point requirements for the subdivision
- Existing streets, including name and right of way width within 300 feet of the proposed entrance
- Proposed streets
- Proposed Lot Layout
- Proposed Recreation and Open Space areas
- Proposed Stormwater Management areas
- Additional information to include approved development standards and a table for all tracts with proposed maintenance responsibility.
- Additional information including proposed vacations of rights of way
- Amount of Fee Submitted \$ \_\_\_\_\_

\_\_\_\_\_ **Community Development Application.**

\_\_\_\_\_ **Preliminary 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 is required.

\_\_\_\_\_ **PS Plans:** One copy of the Preliminary Subdivision Plan, or submit electronically. The Preliminary Subdivision Plan shall include the information summarized on the sidebars and attached sheet. Notes should be used whenever possible to explain or identify additional information that is important to the understanding of the site and the plan of development. All property being subdivided shall have the appropriate zoning for the land uses being proposed. The PS Plan shall include all applicable information as listed herein:

\_\_\_\_\_ **Application Fee:** Preliminary Subdivision Plans - \$3,400.00

\_\_\_\_\_ **Fire Review Fee:** Preliminary Subdivision Plans - \$150.00

**After each round of review:**

\_\_\_\_\_ **Response Letter:** A letter responding to comments must be included with all PS revisions.

The applicant, or representative of the applicant, shall post a sign, or multiple signs, as provided by the County on the property a minimum of ten (10) days in advance of the public hearing and remain in place until the requested action has been heard and decided or withdrawn from consideration by the applicant.

Preliminary Subdivision plans require Development Review Committee approval (DRC) and final approval from the Board of County Commissioners BCC as per the Land Development Code. A Community Meeting and review by Planning Commission may also be required.

## PRELIMINARY SUBDIVISION PLAN (PS)

### SUBMISSION REQUIREMENTS

The following list represents the minimum submission requirements for Preliminary Subdivision Plans. The applicant is encouraged to provide any supplemental information deemed necessary to fully portray the nature of the proposed preliminary subdivision. A site plan containing the following information is required:

1. Project Title
2. Parcel ID#(s) Provide the parcel ID number(s) on the cover sheet under the Project Title.
3. Contact Information: Provide the name, address and telephone number of the Owner/Developer and all other consultants involved with the project.
4. Location Map showing the major roadways leading to the project and general location.
5. Legal description/ Sketch of Legal of parent property and acreage.
6. General topography of the subject site (USGS data is sufficient)
7. Show preliminary wetland lines and locations of canals and waterways and corresponding setbacks.
8. Location and base flood elevation of any flood prone area
9. Provide an estimate for the average amount of fill in feet to be used and adjacent properties grade.
10. Provide information regarding expected Import and/or Export volume of fill and proposed haul routes.
11. Provide a tree survey overlay of the site plan locating all trees four (4) inches in diameter at breast height (DBH) or greater notating any trees to be preserved. In lieu of a survey, an aerial photograph at an appropriate scale may be acceptable.
12. Contiguous Ownership: Display and note all contiguous properties under ownership or control of the owner/developer.
13. Site Information: Future Land Use, Current Zoning, total acreage, net developable acreage, preserved wetlands acreage.
14. A statement describing how the site plan is consistent with the Zoning designation in accordance with the Land Development Code.
15. List any requested any variances or waivers.
16. Adjacent Streets: Provide the Name, location, right of way widths for all existing streets, rights of ways, and platted streets within 300' of all proposed access points for the Project
17. Development Standards to include number of residential lots and/or commercial lots, number of tracts, number of residential dwelling units proposed, density/intensity, all appropriate floor area ratios (FAR), proposed lot sizes, maximum building heights, maximum impervious area, all applicable setbacks, proposed and required parking calculations and any other design standards appropriate to the proposed application.
18. The location of all proposed streets, driveways, points of ingress/egress, sidewalks, multi-use trails, loading areas, parking spaces and landscape islands, primary residential areas, commercial areas, recreational areas and common open space areas.
19. Proposed conceptual lot lines
20. Open Space: Design of common open space that clearly reflects the compatibility of the variety of primary and secondary uses proposed.
21. Recreation: Identify all recreational tracts. Include the type of facility, setbacks, access, parking, landscaping and buffering as applicable
22. Stormwater Management: Provide location and approximate size of the proposed stormwater collection system
23. Right of Way Dedications: Show any proposed dedications on the plan.
24. Product types: An illustrative plan or vignettes demonstrating the required number of product types for your project.
25. If applicable, identify any minor revisions or refinements based upon site engineering and permitting considerations, and described as to how they do not significantly alter any previously approved plans.
26. Provide all previous file references in lower right corner of Title sheet.

\*Plans shall be prepared in such a way that the line/text work is easily read and at an appropriate scale on maximum sheet size of 24"x36". Plans may be accompanied by additional supporting documents.

Note: Projects requiring an HCMP that is approved after an approval of a PS that substantially changes the approved PS as determined by code will be required to be submitted as a new PS application.