



OSCEOLA COUNTY COMMUNITY DEVELOPMENT 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 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
- 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
- _____

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 Micro station compatible format. If applicable include the street address.

Request:



OSCEOLA COUNTY

Administrative Waiver Application

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

Application No: _____
Date Received: _____
Approval: _____

Submittal Checklist

- Community Development Application
- Application for Administrative Waiver
- Authority/Ownership Affidavit
- Proof of Ownership
- Legal Description
- Area Location Map
- Existing State of Parcel
- Site Plan or Survey of Property
- Application fees \$550.00

Project Name: _____
Contact Name: _____ Phone: _____

Project Information:

Current Zoning District: _____ Current Future Land Designation: _____

Current Use(s): _____

Proposed Zoning District: _____

Proposed Use(s): _____

Proposed Density: _____

Proposed Intensity: _____

SECTION I: (PROPERTY INFORMATION)

Address of the Property where the waiver is requested: _____

Parcel Number: _____

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 _____

LOCATION OF PROPERTY/SPECIFIC DIRECTIONS TO THE PROPERTY

(Osceola County may attempt to visit the property. Please indicate if special arrangements need to be made prior to a site visit (i.e. gated property, dogs, applicant/owner desires to be present)

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: _____

Section II

CRITERIA/REQUEST DETAILS

Existing lot dimensions of said property are as follows:

- (1) Lot Width _____
- (2) Lot Depth _____
- (3) Total Lot Area (Square Footage) _____

Water: Well Central Water Sewer: Septic Tank Central Sewer

Zoning Classification: _____

Land Use Classification: _____

Required Development Standards:

Minimum Lot Area: _____
 Minimum Lot Width: _____
 Minimum Setbacks: Front _____ Rear _____ Side _____
 Minimum Conditioned Floor Area: _____
 Building Height: _____
 Minimum Number of Parking Spaces: _____

FOR SIGNAGE REQUESTS ONLY:

Maximum Height: _____
 Minimum Ground Clearance: _____
 Minimum Setbacks: Front _____ Rear _____ Side _____

Requested Development Standards:

Minimum Lot Area: _____
 Minimum Lot Width: _____
 Minimum Setbacks: Front _____ Rear _____ Side _____
 Minimum Conditioned Floor Area: _____
 Building Height: _____
 Minimum Number of Parking Spaces: _____

FOR SIGNAGE REQUESTS ONLY:

Maximum Height: _____
 Minimum Ground Clearance: _____
 Minimum Setbacks: Front _____ Rear _____ Side _____

Requested Waiver Difference:

(The difference between required standards and requested standards is the amount of your waiver difference. Identify or explain this difference below).

Minimum Lot Area: _____
 Minimum Lot Width: _____
 Minimum Setbacks: Front _____ Rear _____ Side _____

FOR SIGNAGE REQUESTS ONLY:

Maximum Height: _____
 Minimum Ground Clearance: _____
 Minimum Setbacks: Front _____ Rear _____ Side _____

EXPLANATION OF REQUEST FOR ADMINISTRATIVE WAIVER

Please describe any circumstances that may have initiated this waiver request.

If the waiver is granted, please explain how it will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

Is the waiver being sought, providing for reasonable use of the land, building, or structure? Please explain.

Describe what you plan to do with the property if the waiver is granted. (If the request is made in order to obtain a building permit for a structure, please describe the type of structure and dimensions.)

NOTE: No waiver shall be granted if the request is not consistent with the intent and purpose of the Osceola County Comprehensive Plan, including the balance and mix of uses, and the Land Development Code.

General Instructions: An Administrative Waiver may be granted for up to a 15% deviation from any performance criteria. Performance criteria is considered to be but is not limited to lot width/size, building height, setbacks, alternative parking arrangements or any other criteria the County Manager may deem appropriate. An applicant may also receive an Administrative Waiver for applications that generally do not require a multi-disciplinary review. This application must be completed and submitted to the Osceola County Planning and Zoning Office along with the required fee. All documentation and supporting evidence related to the justification for Administrative Waiver must be included. If you are not the owner of the property, you must provide a notarized letter of authorization from the property owner with this application.