



OSCEOLA COUNTY

Community Development District Checklist

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The purpose of this document is to provide guidance on the process and support documentation necessary to process a Community Development District Petition in accordance with F.S. 190.005 Establishment of District and the Osceola Land Development Code, Chapter 2, Section 2.1.2.

Include items on checklist as separate documents (ie. Petition to Establish, Petitioner's Agreement, Ordinance).

Step 1.

Submit completed Community Development District application. This can be done online by visiting <https://permits.osceola.org>

As an alternative, paper applications can be submitted to:

Osceola County Planning & Design

1 Courthouse Square, Suite 1400

Kissimmee, FL 34741

Check payable to: Osceola County Board of County Commissioners

Step 2.

Following this page is the CDD 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.

*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.

Community Development District Petition Review Submittal Checklist

- Community Development Application** (Universal cover sheet for all development applications)
- \$6,700 fee for districts less than 2,500 acres**
 - For districts greater than 2,500 acres, petition must be filed to the Florida Land and Water Judicatory Commission pursuant to F.S. Chapter 190.005 (1) (a). A \$15,000 filing fee shall be charged for this petition.
 - The county may conduct a public hearing to consider the relationship of the petition to factors specified per F.S. Chapter 190.005 (1) (b). 1.
- Agent Authorization/Ownership Affidavit:** Landowner consent in may be used in lieu of 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(s):** Include parcel number of subject properties. Parent parcel number may be referenced.
- Petition to establish:**
 - Metes and Bounds*
 - A metes and bounds description of the external boundaries of the district.
 - Any real property within the external boundaries of the district which is to be excluded from the district which is to be excluded from the district shall be specifically described.
 - The last known address of all owners of such real property shall be listed.
 - The petition shall also address the impact of the proposed district on any real property within the external boundaries of the district which is to be excluded from the district.
 - Landowner Consent*
 - The written consent to the establishment of the district by all landowners whose real property is to be included in the district (or documentation demonstrating that the petitioner has control by deed, trust agreement, contract, or option of 100% of the real property to be included in the district).
 - When real property to be included in the district is owned by a governmental entity and subject to a ground lease described in F.S. 190.003(14), the written consent by such governmental entity shall be included.
 - Board of Supervisors*
 - A designation of five persons to be the initial members of the board of supervisors who shall serve in that office until replaced by elected members as provided in F.S 190.006.
 - The Proposed Name of the District*
 - Map Illustrations*
 - A map of the proposed district showing major trunk water mains and sewer interceptors and outfalls if in existence.
 - Land Uses

- A designation of the future general distribution, location, and extent of public and private uses of land proposed for the area within the district.
 - This designation is by the future land use plan element of the effective local government comprehensive plan of which all mandatory elements have been adopted by the applicable general- purpose local government in compliance with the Community Planning Act.

- Timetable*
 - The proposed timetable of construction of the district services and the estimated cost of constructing the proposed services.
 - The proposal shall be based upon available data.
 - These estimates shall be submitted in good faith but are not binding and may be subject to change.

- Costs*
 - A statement of estimated regulatory costs in accordance with the requirements of F.S. 120.541.

- Petitioner's Agreement**
 - Reference any related project numbers (Concept Plan, Preliminary Subdivision, Site Development Plan)
 - Draft Interlocal Agreement
 - Include exhibits of enhancements. Include explanation of how enhancements go above and beyond Osceola County County Land Development Code.
- Table of Enhancements (supplemental)**
- Ordinance to Establish District**
 - Ordinance shall be in compliance with and pursuant to the Uniform Community Development District Act of 1980, Chapter 190, *Florida Statutes*.
- Draft Public Hearing Notice**

This application checklist was derived from F.S Title XIII, Chapter 190