



OSCEOLA COUNTY

COMPREHENSIVE PLAN AMENDMENT APPLICATION

SUBMITTAL REQUIREMENT

The purpose of this document is to provide guidance on the process and support documentation necessary to process a Comprehensive Plan Amendment.

Step 1. Submit completed Comprehensive Plan Amendment application.

This can be done online by visiting <https://permits.osceola.org/default.aspx>. 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. Upload or include documentation for basic sufficiency:

- Property Card (include all parcel ID's)
- Legal description (Legal Survey or Property Deed required)
- Agent authorizations

Step 3. The following information is needed for a fully sufficient application.

Availability of Infrastructure:

Is the property located within the five-year service area of a public or private utility provider?

Potable Water Yes No

Sanitary Sewer Yes No

Service Provider Name: If available, please attached a letter of availability from the provider.

Transportation

Identify primary transportation facilities that will be used to access the site. Identify transit availability. If the property is anticipated to generate truck traffic, a study may be required.

Environmental/Drainage

Describe any existing water management problems and indicate any constraints in the vicinity of the property, which would affect or inhibit the ability to obtain Water Management District permits.

Justification

Describe whether there is a need for the proposed land use at the site in question. The applicant may submit a study prepared in a professionally accepted manner. The following considerations are appropriate.

Local Trends/Demographic - Market Analysis

Cite other existing development or development approvals in the area. A market analysis is required for Urban Infill Center designations.

Satisfaction of Planning Concepts

- Narrative demonstrating compliance with the criteria in the comprehensive plan for the requested land use designation.
- Explanation of how the proposed amendment would satisfy other planning concepts, such as directing growth to existing urbanized areas or relieving future development pressure on agricultural land, wetlands, or conservation areas.
- For applications that include compatible residential zoning districts, include information about existing and planned parks and schools that will serve the property.
- Development timeline, if known.



OSCEOLA COUNTY

Comprehensive Plan Amendment (CPA) 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: _____
Sufficiency Review: _____

DRC Meeting: _____
PC Meeting: _____
BCC Meeting: _____

Submittal Type

- Community Development Application*
- Small Scale**
Amending the Future Land Use on less than 50 acres
- Large Scale**
Amending 50 acres or more or Amending Comprehensive Plan Text or map(s)
- Authority/Ownership Affidavit*
- Legal Description and or Boundary Survey*
- Concurrency Application*
- Location Map or Aerial*
- Narrative and/or Statement*
- Documentation from Water or Sewer Provider*
- Traffic impact analysis or equivalent narrative*
- Data and Analysis to support application*
- Statement of consistency with Osceola Comprehensive Plan*

Project Name: _____
Contact Name: _____ Phone: _____
Pre-Application File Number: _____

Project Information:

Small Scale Amendment (less than 50 acres) _____
Large Scale Amendment (50 acres or more/Text) _____

Parcel ID number(s) for the site? (May attach additional sheets if necessary) _____

Current Land Use Designation: _____
Proposed Land Use Designation: _____
Current Zoning District: _____

Please list any concurrent applications: _____

Other site Information:

Any other information about the site? _____

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: _____

For more information go to www.leg.state.fl.us
Chapter 163 3184 & 163.3187

- Application Fees Small-Scale \$3,000.00*
- Large-Scale \$6,000.00*