

Comprehensive Plan Amendment (CPA)

Application Package

This package is intended to provide you with the information necessary for you to complete an application for Comprehensive Plan Amendment. The information requested to be a part of your application represents the minimum requirements for submittal under the Osceola 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 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.

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 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.

COMPREHENSIVE PLAN AMENDMENT APPLICATION

Osceola County Planning Department
 1 Courthouse Square, Suite 1400
 Kissimmee, Florida 34741
 (407) 742-0200

Application #
 Application Received:
 TRC date:
 Planning Commission:
 BCC (Transmittal Hearing):
 BCC (Adoption Hearing):

---- **DISCLAIMER** ----

Please be advised that the Osceola County Comprehensive Plan is currently being amended, in accordance with the Evaluation and Appraisal Report (EAR) requirements set forth in Chapter 183 of the Florida Statutes. While every effort is being undertaken to finalize these EAR-based amendments, staff may recommend delaying or denying any applications for large-scale comprehensive plan changes, that are dependent upon the amendments, until that process is complete.

General Instruction: Complete this application and submit 2 copies to the Planning and Zoning Department. If the space provided is not adequate, please attach a separate sheet(s) and reference by item number. You are encouraged to make an appointment with the county planning staff prior to filling out and submitting an application.

I. APPLICANT INFORMATION

	Applicant	Owner	Agent/Engineer
Contact:			
Address:			
Phone:			
Fax:			
Email:			

II. PROPERTY

A. *Legal Description*

Applications without adequate legal descriptions will **not** be accepted for processing.

1. Attach a copy of the Property Deed or Legal Survey and
2. Provide the Tax Identification Number (*available at Osceola County Property Appraiser's Office*)

III. FUTURE LAND USE MAP

Number of Acres: _____

From: _____

To: _____

IV. SUBMITTAL INFORMATION

The County is required by Chapter 163, Florida Statutes, and Chapter 9J-5, Florida Administrative Code, to submit copies of each Comprehensive Plan Amendment to the Florida Department of Community Affairs (DCA) for their review. The following information must be provided by the Applicant to ensure that DCA will accept the application. ***The Applicant will be responsible to address any objections, recommendations, or comments from DCA.***

A. Size

Provide an estimate of the total build out of the site, for both the existing and future land use, based on developable property and maximum density or intensity of development. In your analysis include the following information:

- 1. Developable Area (*total land area minus wetlands*)
- 2. Number of Residential Units per acre.
- 3. Total Number of Residential Units at build out.
- 4. For Commercial Land Uses describe type of use.

B. Location and Compatibility

- 1. Use of Adjacent Properties (ie: vacant, single-family residential, multi-family residential, commercial, etc)

Existing Use

Future Land Use Designation

- a. North _____
- b. East _____
- c. South _____
- d. West _____

- 2. Subject Property

- a. Current Actual Use _____
- b. Future Land Use Map Designation _____

C. Availability of Infra-structure

1. Sanitary Sewer and Potable Water

- a. Is the property located within the five-year service area of a public or private utility provider for:
 - 1. Potable Water Y / N
 - 2. Sanitary Sewer Y / N

Service Provider Name: _____

- b. If available, please attach a letter of availability from the provider.
- c. If potable water and/or sanitary sewer are not available, are soils suitable for septic tanks and well systems?

2. Transportation

- a. Based on the total build out of the property, identify the primary transportation facilities that will provide access to the site.
- b. Demonstrate that the transportation network will be adequate to support the development of the sites future land use.

3. Drainage

- a. Describe generally how the drainage system will function for the proposed site.
- b. Describe any existing water management problems.
- c. Indicate any constraints in the vicinity of the property, which would affect or inhibit the ability to obtain Water Management District permits.

4. Parks and Recreation

If applicable, provide the total acreage required for park facilities based on the County=s current level of service of 1 acre per 1,000 County residents. This figure should be based on build out of the parcel. This requirement is applicable to residential land uses only.

D. *Demonstrated Need*

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.

E. *Local Trends*

Cite other existing development or development approvals in the area.

F. *Satisfaction of Other Planning Concepts*

If applicable, provide documentation as to 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. Additionally, please provide the development time line.

V. CERTIFICATION

I certify that, to the best of my knowledge and belief, all information supplied with is application is true and accurate, and that I am:

- () Owner of the property described herein
- () Party to an agreement for purchase of this property
- () An agent for the owner or purchaser of this property

DATE: _____

SIGNATURE: _____

***Please list signature of all owners of the property

Please print name(s) listed above

Note: *The current owner of the property must sign the application or a written authorization for applicant or agent to apply in the owner=s behalf must accompany this request. All letters of authorization must be notarized.*

Large Scale Amendments (those exceeding 10 acres or involving text changes)

At the first hearing date of the Board of County Commissioners (BCC), large-scale amendments will be considered for transmittal to the Department of Community Affairs (DCA). Large-scale amendments will be adopted by the Board of County Commissioners at the second hearing date.

Small Scale Amendments (10 acres or less)

The County can adopt up to 80 acres under the small-scale requirements in a calendar year. If the 80 acres is exceeded, the amendment(s) will be held until the next calendar year. Small-scale amendment applications will follow the regular hearings and reviews schedule found on the insert of this form. The Technical Review Committee dates do not apply to comprehensive plan amendments.

Application Fee: \$2,300.00 (up to/including 10 acres)
\$6,700.00 (more than 10 acres).

Fire Review Fee: \$65.00

Please complete this form and include with your submittal

TRANSMITTAL FORM

Application No. _____

OSCEOLA COUNTY Planning and Zoning
1 Courthouse Square – Suite 1400, Kissimmee, FL 34741
Phone: (407)742-0200 Fax: (407) 742-0206

TYPE OF SUBMITTAL

(Please check one)

- New Application**
- Revisions to an existing application**
- Response to Staff comments**
- Landscape As-Built** – *to be scanned and routed directly to Environmental*
- Engineering As-Built Drawings and/or Close Out Documents-** *to be scanned and routed directly to Development Review*

Engineering Improvement Plans (EIP) ONLY

- Residential Subdivision** (\leq 100 lots/tracts) Fee: \$3,029 + \$14 per lot/tract
- Residential Subdivision** ($>$ 100 lots/tracts) Fee: \$4,193 + \$9 per lot/tract
- Industrial/Commercial Subdivision** Fee: \$3,351 + \$39 per acre/fraction
- Site Development/New Development** (\leq 2 acres) Fee: \$1,385
- Site Development/New Development** ($>$ 2 acres) Fee: \$2692
- Revision to an approved EIP** (EIP# _____) Fee: \$340

General Information:

Date: _____

Address of Property: _____

Parcel ID Number _____

Project Name: _____

Company: _____ Fax No. _____

Applicant Name: _____ Phone No. _____

E-mail Address: _____

Comments/Documents Submitted:

Delivered by:

_____ / _____ / _____

Print Signature Date

For Office Use:

Routing: Scanning → Sufficiency

Received by: _____ / _____

Name Date

NOTICE TO APPLICANTS:

This application may require one or more public hearings. Attendance at all hearings by the Applicant or a representative is recommended. Inquiries from the public, the Planning Commission or the Board of County Commissioners for information or clarification may necessitate a response from the Applicant. Consequently, non-attendance may result in a vote for denial or continuance to a future hearing date.

Planning/Zoning Office