



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

Land Development Code Variance 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): _____

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:** _____

EXPLANATION OF REQUEST FOR ADMINISTRATIVE WAIVER

Referenced LDC Code(s)

(Site the section(s) of the Osceola County Land Development Code from which you are requesting relief)

Requested deviation from the code:

(Provide a detailed request of what portion of the code, and the extent of the requested relief. If needed a separate narrative may be provided to fully explain the reason for the request)

Please describe any circumstances that may have initiated this request.

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

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: A Waiver/Variance request may be granted by the County Manager for deviation from any performance criteria the County Manager may deem appropriate. This application must be completed and submitted to the Osceola County Development Review Office along with the required fee. All documentation and supporting evidence related to the justification for Administrative Waiver must provide a notarized letter of authorization from the property owner with this application.