



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 Planned Development (PD) Application Package & Instructions

Osceola County Board of County Commissioners
1 Courthouse Square, Site 1400, Kissimmee, FL 34741
Phone: (407) 742-0200 Fax: (407) 742-0205

This package is intended to provide you with the information necessary for you to complete an application for a Planned Development (PD) or Planned Development Amendment. The information requested is the minimum required under the Osceola County Land Development Code. Please note that PDs are expected to be unique and a benefit to the community at large, and as such this zoning is expected to exceed the minimums within the Land Development Code (LDC). You are encouraged to submit whatever additional information you feel necessary to adequately communicate to the reviewers what is being proposed.

Included in this package is a form which is intended to serve as the cover page(s) of your application and a specific Planned Development Application. These forms are available from Community Development electronically. You are encouraged to take advantage of working directly on the electronic copies of our form(s).

A Planned Development Checklist, which lists all of the information required to be included with your application in order for it to be deemed sufficient and processed is also provided for your use. *Staff will determine if the information submitted is complete and in conformity with the checklist. We will then issue a letter of sufficiency and the application will be scheduled for review.* The requirements for this information can be found in Chapter 3 of the Osceola County Land Development Code.

The Land Development Code may be viewed on our Website Osceola.org You are encouraged to review 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.

Once the application is deemed sufficient, an assigned Project Coordinator will work with you throughout the review process and will provide you information about any meetings that will affect your application.

Each Planned Development Application will require at least one (1) Development Review Committee (DRC) Meeting, a public hearing before the Osceola County Planning Commission, and a final public hearing before the Board of County Commission. Additionally, a Community Meeting may be required to be determined at DRC. The applicant or an authorized agent must be present at the Planning Commission and Board of County Commission Meetings. If an applicant is not present, the request may be continued or denied. Our objective in this process is to make the County's expectations as clear as possible so that you are able to secure all the necessary approvals required in a timely manner.



OSCEOLA COUNTY Planned Development Application

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Kissimmee, Florida 34741
Phone (407) 742-0200 Fax (407) 742-0205

DRC Meeting: _____
OCPC Meeting: _____
BOA Meeting: _____
BCC Meeting: _____

Submittal Type

- Planned Development Application*
- Concurrency Application*
- Property Appraisers Map*
- Legal Description*
- Master Use Plan*
- Written Statement/ Narrative*
- Application fees*
- New Planned Development \$6,500.00*
- Planned Development - Major Amendment \$5,400.00*
- Planned Development - Minor Amendment \$2,000.00*

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

Project Information:

Is this a PD Amendment? Yes ___ No ___ If yes list prior PD number(s) _____
If this is an amendment, is this a minor or major amendment? _____
Prior/Related Applications (if applicable) _____

Current Zoning District: _____ Current Land Use Designation: _____
Current Use(s): _____

Proposed Use(s): _____
Proposed Density: _____ Proposed FAR Intensity: _____

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 _____

Schools:

Will there be a site dedicated to the school district? _____
If yes, which phase will contain the school site? _____

Description of how this application exceed Standard Performance Standards:

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: _____

****All development information provided shall be assumed consistent with the requirements of the Osceola County Comprehensive Plan and Land Development code.**

PLANNED DEVELOPMENT SUBMITTAL CHECKLIST:

The following list represents the minimum submission requirements for a planned development application. The applicant is encouraged to provide any supplemental information deemed necessary to fully portray the nature of the proposed planned development.

- Planned Development Application with Cover Sheet
- Authority/Ownership Affidavit: The name of all parties having ownership interest in the subject property, and certification 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. (Included on Application Cover Sheet)
- Legal Description: A legal description of the subject property sufficiently detailed so as to locate said property on county maps or aerial photographs sufficient for recording in public records. If the application includes multiple contiguous parcels, the legal description shall describe the perimeter boundary of the total area, but need not describe each individual parcel. Any legal description which is not sufficiently detailed such that the property can be located on County maps may be rejected and the owner may be required to provide a certified Sketch of Legal or Boundary Survey.
- Digital file of the boundary shall be provided. (If applicable)
- Narrative: A written statement/narrative shall be provided outlining how the proposed project has met the Planned Development objectives outlined in Chapter 3 of the Osceola County Land Development Code. This should be submitted in both Word and PDF
- Master Use Plan Exhibits: Shall be a visual depiction of the development intent of the applicant. It shall be prepared in such a way that the line/text work is easily read. It shall be prepared at an appropriate scale, and on maximum sheet size of 24"x36". The required information for the Master Use Plan is as follows:
 1. Master Development Program and any anticipated phasing for the project shall be indicated on the Master Use Plan and the development program associated with each phase;
 2. Development Program illustrated in a "Bubble Plan" indicating development parcels, open space, access points etc.;
 3. Site data including tabulation of the total number of gross acres in the project, the acreage to be devoted to each of the several types of primary uses; single family residential, multi-family residential, commercial, industrial areas, open space and the total number of dwelling units, F.A.R., building height.
 4. The Master Use Plans shall depict the conceptual development parcels and their usage. The uses shall be represented generally, e.g.: Residential shall be divided into single family attached, single family detached, multi-family, or timeshare; short term rental. Commercial shall be divided into hotel/motel, retail, business/office or resort residential. Industrial shall be identified as either warehousing or manufacturing, with the latter described as light, heavy or assembly. Other uses shall be identified on a case-by-case basis. Dimensional standards shall be indicated on the plan and shall include, but not be limited to:
 - a. Minimum and maximum density and type of residential development (single family, multi-family etc.);
 - b. Minimum lot sizes;
 - c. Minimum setbacks and standards for encroachment into the public right-of-way;
 5. Vicinity Map with a north arrow (1"=2000' preferred scale) with emphasis on the major roadway network within one (1) mile of the proposal;
 6. Existing zoning and land use of adjacent properties;
 7. Existing land uses on the subject property which are requested to continue until development ensues;
 8. Proposed right(s)-of-way widths for all proposed internal and external public and / or private roadways and their conceptual points of access to internal, adjacent and external roadways and anticipated ownership of those facilities;
 9. Anticipated emergency vehicle access and circulation;
 10. Existing topography with contour intervals of five feet (5') or less tied to U.S.G. S. or other acceptable datum and the location and approximate boundaries of all jurisdictional wetlands shall be identified together with soil types according to the soil survey of the Soil Conservation Service. (websoilsurvey.nrcs.usda.gov);
 11. General location of surface treatment of drainage easements and of all drainage ponds;
 12. Locations of all existing and proposed parking locations with parking generation rates indicated;
 13. Location, type and height of lighting devices within the public realm. If silent, lighting will adhere to the Land Development Code;
 14. A signage plan describing and illustrating the size, location, type and materials of all signs. If silent, signage standards will adhere to the Land Development Code.
 15. A landscape plan showing general locations of all features including fences, walls, planters, significant vegetation and any other landscaping elements;
 16. Location of all pedestrian systems, open areas and recreation areas, with a description of these improvements;
 17. Any applicable actions that have been approved by the Board of County Commissioners which may regulate development (i.e., overlay designations, off-site improvement information, DRI development orders etc.);
- Additional information may be requested by the County as appropriate, and any information required above may be waived by the County Manager.
- A traffic report addressing the impact of the development on the road network may be required in conjunction with the submittal of the Master Use plan, if deemed necessary by the County Engineer. The County Engineer shall specify the data and methodology to be utilized.
- Number of Copies: One (1) original application in both Word format and PDF. Electronic submittal is preferred, either online or in person.