

THIS SPACE FOR
CITY USE ONLY

PROJECT NO. _____
FEE _____
DEPOSIT AMOUNT _____
DATE PAID _____
RECEIPT NO. _____

**CITY OF OCOEE
APPLICATION FOR SUBDIVISION OR SITE PLAN REVIEW**

(PLEASE TYPE OR PRINT ALL INFORMATION)

CHECK APPROPRIATE ITEM:

1. SUBDIVISION REVIEW

A. Residential

2 - 20 Lots	_____ \$2,500.00
21 - 200 Lots	_____ \$3,500.00
More than 200 Lots	_____ \$5,000.00

B. Non-Residential

2 - 5 Lots	_____ \$2,500.00
6 - 10 Lots	_____ \$3,500.00
More than 10 Lots	_____ \$5,000.00

2. SITE PLAN REVIEW

A. Residential

12 - 25 Units	_____ \$1,500.00
26 - 100 Units	_____ \$2,500.00
More than 100 Units	_____ \$3,500.00

B. Non-Residential

25,000 - 50,000 Square Feet	_____ \$2,500.00
50,001 - 100,000 Square Feet	_____ \$3,000.00
More than 100,000 Square Feet	_____ \$3,500.00

NOTE: All the categories above require a minimum \$1,000.00 review deposit in addition to the flat fee.

A separate application fee is collected for each action sought and for non-contiguous parcels or for parcels held under separate ownership.

Application for Subdivision or Site Plan Review

3. APPLICANT'S NAME: _____
APPLICANT'S ADDRESS: _____

TELEPHONE NUMBER: _____

4. OWNER OF RECORD: _____
OWNER'S ADDRESS: _____

(If more than one, please attach additional sheets)

5. PROPERTY LOCATION:
A. DIRECTIONS TO PROPERTY:

B. LEGAL DESCRIPTION: ALL APPLICATIONS FOR SUBDIVISION OR SITE PLAN REVIEW MUST PROVIDE THREE (3) EXECUTED, CERTIFIED AND SEALED BOUNDARY SURVEYS FOR THE SUBJECT PARCEL, WHICH SHALL INCLUDE A METES-AND-BOUNDS LEGAL DESCRIPTION. ATTACH SURVEY WITH FULL LEGAL DESCRIPTION AS EXHIBIT. SPECIFY BELOW: SECTION-TOWNSHIP-RANGE-SUBDIVISION-LOT-AND-BLOCK, AS APPLICABLE.

C. PROPERTY TAX ID. NO(S):

6. BRIEFLY SPECIFY THE DEVELOPMENT HISTORY AND OWNERSHIP OF THE SUBJECT PARCEL(S) SINCE JANUARY 1, 1985, INCLUDING YEAR LOT WAS CREATED, PRESENT ZONING, YEAR ANNEXED, AND PREVIOUSLY SUBMITTED DEVELOPMENT APPLICATIONS, ETC.:

7. PROPOSED USE OF THE SUBJECT PARCEL IF THE PRESENT APPLICATION(S) IS/ARE GRANTED?

8. SPECIFY ZONING OF PARCELS IMMEDIATELY ADJACENT TO THE SUBJECT PARCEL:

A. NORTH: _____

B. SOUTH: _____

C. EAST: _____

D. WEST: _____

9. NUMBER OF EXISTING BUILDINGS AND EXISTING LAND USE OF THE SUBJECT PARCEL:

10. BRIEFLY ADDRESS THE FOLLOWING:

A. THE NEED AND JUSTIFICATION FOR THE REQUESTED ACTION:

11. HOW WILL THE FOLLOWING ESSENTIAL SERVICES BE PROVIDED?

A. POTABLE WATER: _____

B. WASTEWATER TREATMENT: _____

C. STORMWATER MANAGEMENT _____

D. RECREATION: _____

E. SCHOOLS AND PROJECTED NUMBER OF SCHOOL AGE CHILDREN: _____

F. MAIN HIGHWAY ACCESS (A traffic study may be required): _____

G. FIRE PROTECTION (NOTE: Fire flow data will be required before final platting): _____

- 12. SUBMIT A PRELIMINARY PLAN ILLUSTRATING THE FOLLOWING (NOT PUD) (SEE: Land Development Code, Article IV.)
 - A. PROJECT NAME.
 - B. NAME, ADDRESS, AND TELEPHONE NUMBER OF THE APPLICANT, OWNER, ENGINEER, AND SURVEYOR.
 - C. SUBMITTAL AND REVISION DATES.
 - D. PROMINENT NORTH ARROW.
 - E. SCALE AT NOT LESS THAN 1" = 100'
 - F. A "SEALED" BOUNDARY SURVEY, INCLUDING A LEGAL DESCRIPTION, TOTAL ACREAGE, AND SHOWING LINEAR DIMENSIONS AND SURVEY HEADINGS.
 - G. EXISTING AND PROPOSED ZONING OF SUBJECT PROPERTY AND ADJOINING PARCELS.
 - H. LOCATION MAP WHICH CLEARLY SHOWS THE SUBJECT PARCEL WITH RESPECT TO EXISTING ROADS AND LANDMARKS.
 - I. LOCATION, NAME, RIGHT-OF-WAY WIDTHS, AND PAVEMENT WIDTH OF EXISTING STREETS AND PROPOSED INGRESS AND EGRESS POINTS.
 - J. EXISTING TOPOGRAPHY AT ONE (1) FOOT CONTOUR INTERVALS BASED ON THE ORANGE COUNTY DATUM, IDENTIFY AT LEAST TWO (2) BENCH MARKS.
 - K. VEGETATION TYPES, WOODED AREAS, AND LIKELY CONSERVATION ZONES.
 - L. LIMITS OF 100-YEAR FEDERAL FLOOD PLAIN AND NORMAL HIGH WATER ELEVATIONS OF ALL LAKES AND WETLANDS.
 - M. IDENTIFY SOIL TYPES USING THE U.S. SOIL CONSERVATION SERVICE SYSTEM.
 - N. ANY OTHER INFORMATION DEEMED NECESSARY AND APPROPRIATE BY APPLICANT TO HELP DETERMINE COMPLIANCE WITH THE CITY OF OCOEE'S DEVELOPMENT CODES. LIST AND ILLUSTRATE ITEMS SO IDENTIFIED:

13. PRELIMINARY SUBDIVISION PLAN REQUIREMENTS (PUD)

THE PRELIMINARY SUBDIVISION PLAN FOR THE ENTIRE PROJECT OR ANY PHASE SHALL INCLUDE ALL OF THE INFORMATION REQUIRED FOR THE LAND USE PLAN, BUT IN GREATER DETAIL. PROPERLY IDENTIFIED EXHIBITS AND SUPPORT MATERIALS SHALL ALSO BE INCLUDED. THE PLAN SHALL INCLUDE AT A MINIMUM THE FOLLOWING INFORMATION:

- A. PROJECT NAME (INDICATE IF DIFFERENT THAN APPROVED LAND USE PLAN).
- B. NAME, ADDRESS, AND TELEPHONE NUMBER OF THE APPLICANT, OWNER, ENGINEER, AND SURVEYOR.
- C. SUBMITTAL AND REVISION DATES.
- D. EXISTING ZONING OF SUBJECT PROPERTY AND ADJOINING PARCELS.
- E. LOCATION MAP WHICH CLEARLY SHOWS THE SUBJECT PARCEL WITH RESPECT TO EXISTING ROADS AND LANDMARKS AND IDENTIFYING THE RELATIONSHIP OF THE PRELIMINARY SUBDIVISION PLAN TO THE APPROVED LAND USE PLAN.
- F. LOCATION, NAME, RIGHT-OF-WAY WIDTHS, AND PAVEMENT WIDTH OF EXISTING STREETS AND PROPOSED INGRESS AND EGRESS POINTS.
- G. EXISTING TOPOGRAPHY AT ONE (1) FOOT CONTOUR INTERVALS BASED ON THE ORANGE COUNTY DATUM; IDENTIFY AT LEAST TWO (2) BENCH MARKS.
- H. VEGETATIVE TYPES, WOODED AREAS, AND CONSERVATION ZONES.
- I. LIMITS OF THE 100-YEAR FEDERAL FLOOD PLAIN AND NORMAL HIGH WATER ELEVATIONS OF ALL LAKES AND WETLANDS. SETBACKS FROM THE NORMAL HIGH WATER ELEVATION OF ALL NATURAL WATER BODIES SHALL BE A MINIMUM OF 50 FEET FOR BUILDINGS, PARKING AREAS, AND DRAINAGE FACILITIES.
- J. IDENTIFY SOIL TYPES USING THE U.S. SOIL CONSERVATION SERVICE SYSTEM.
- K. JURISDICTIONAL BOUNDARIES OF ALL WATER BODIES AND CONSERVATION AREAS FROM THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT, THE FLORIDA DEPARTMENT OF ENVIRONMENTAL REGULATION, AND THE UNITED STATES ARMY CORPS OF ENGINEERS.
- L. THE FOLLOWING INFORMATION AT A SCALE NO SMALLER THAN 1" = 100':
 - (1) EXISTING STREET INTERSECTIONS OR RIGHTS-OF-WAY WITHIN FIVE HUNDRED (500) FEET OF ACCESS POINTS.
 - (2) EXISTING SURFACE AND SUBTERRANEAN IMPROVEMENTS ALONG PRIMARY STREETS IN THE VICINITY OF THE PROJECT.
 - (3) PROPOSED BUILDING LOCATIONS, DIMENSIONS, AND USES.
 - (4) MAXIMUM BUILDING HEIGHT (STORIES AND FEET) FOR EACH PROPOSED STRUCTURE.

- (5) MAXIMUM BUILDING COVERAGE AS A PERCENTAGE OF GROSS ACREAGE.
- (6) ACREAGE AND PERCENTAGE OF COMMON OPEN SPACE AND RECREATION AREAS. BUFFER ZONES AND GREENBELTS SHALL BE PROVIDED WITHIN ALL PLANNED UNIT DEVELOPMENTS IN ORDER TO ENHANCE THE LIVING AND WORKING ENVIRONMENT. AT LEAST TWO (2) PERCENT OF THE GROSS LAND AREA SHALL BE OPEN SPACE IN THE FORM OF BUFFER ZONES AND GREENBELTS. IN ADDITION TO THE BUFFER ZONE AND GREENBELT REQUIREMENTS, OPEN SPACE AREAS WITHIN INDIVIDUAL SITES SHALL COMPLY WITH THE STANDARDS AS INDICATED IN THE APPROPRIATE SECTIONS OF THE PLANNED UNIT DEVELOPMENT DISTRICT.
- (7) PEDESTRIAN AND BIKE PATH FACILITIES LAYOUT, IF ANY. VEHICULAR AND PEDESTRIAN PASSAGEWAYS SHALL BE SEPARATED ON PUBLIC RIGHTS-OF-WAY. WHEN APPROPRIATE, A SYSTEM OF WALKWAYS AND BICYCLE PATHS CONNECTING BUILDINGS, COMMON OPEN SPACES, RECREATION AREAS, COMMUNITY FACILITIES AND PARKING AREAS SHALL BE PROVIDED AND ADEQUATELY LIGHTED.
- (8) STORMWATER MANAGEMENT PLANS, AS REQUIRED BY THIS CODE. THE DESIGN AND CONSTRUCTION OF THE STORMWATER MANAGEMENT SYSTEM SHALL BE IN ACCORDANCE WITH THE SUBDIVISION REGULATIONS AND APPLICABLE CODES, ORDINANCES, RESOLUTIONS, RULES AND REGULATIONS.
- (9) ON-SITE SOILS BORING REPORT BASED UPON SOIL CONSERVATION SERVICE CLASSIFICATION SYSTEM. (IF MUCK SOILS EXIST, THE DEPTH AND EXTENT MUST BE IDENTIFIED)
- (10) A GENERALIZED GRADING PLAN INDICATING PRIMARY CUT AND FILL AREAS.
- (11) IDENTIFICATION OF ALL ROADWAY IMPROVEMENTS TO BE PROVIDED IN CONNECTION WITH THE DEVELOPMENT, WHETHER ON-SITE OR OFF-SITE. ALL STREETS SHALL MEET MINIMUM CITY OF OCOEE STANDARDS WITH APPROPRIATE DESIGN WIDTHS OF PAVEMENT SURFACES TO ACCOMMODATE PROJECTED TRAFFIC AND TO PROVIDE FREE MOVEMENT FOR SAFE AND EFFICIENT USE WITHIN THE DEVELOPMENT. LOCAL STREETS SHALL PROVIDE ACCESS WITHIN THE PLANNED UNIT DEVELOPMENT IN A MANNER THAT WILL DISCOURAGE THROUGH TRAFFIC AND PROVIDE FOR ACCESSIBILITY TO PARKING AREAS SERVING EACH GROUP OF UNITS. LOCAL STREETS SHALL BE DESIGNED AND LOCATED SO THAT FUTURE URBAN DEVELOPMENT WILL NOT REQUIRE CONVERSION OF THE LOCAL STREETS TO ARTERIAL ROUTES. ARTERIAL AND COLLECTOR STREETS SHALL BE FREE OF BACKING MOVEMENT FROM ADJOINING PARKING AREAS.
- (12) METHOD OF PROVIDING SUPPORT UTILITIES INCLUDING POTABLE WATER, SEWER, FIRE FLOWS AND REFUSE STORAGE AREAS. CENTRAL WATER SYSTEMS, SEWAGE SYSTEMS, UTILITY LINES AND EASEMENTS SHALL BE PROVIDED IN ACCORDANCE WITH THE APPROPRIATE SECTIONS OF ARTICLE IV AND VI OF THIS LAND DEVELOPMENT CODE AND APPLICABLE CODES, ORDINANCES, RESOLUTIONS, RULES AND REGULATIONS.

- (13) EXISTING AND PROPOSED EASEMENTS.
 - (14) NUMBER OF PARKING SPACES REQUIRED BY ORDINANCE AND THE LOCATION OF ALL PARKING SPACES PROVIDED. PARKING AND LOADING FACILITIES REQUIREMENTS SHALL MEET THE MINIMUM REQUIREMENTS SET FORTH IN ARTICLE VI. PARKING AREAS SHALL BE LOCATED WITHIN 150 FEET OF THE USE THEY SERVE. PARKING AREAS SHALL BE PAVED AND DESIGNED WITH REGARD TO PEDESTRIAN SAFETY AND INCLUDE ADEQUATE STREET LIGHTING FACILITIES.
 - (15) A DETAILED LANDSCAPE PLAN CONSISTING OF TREES, SHRUBS, VINES, GROUND COVER OR ANY COMBINATION THEREOF. AUTOMATIC IRRIGATION FACILITIES SHALL BE INSTALLED IN ALL LANDSCAPED COMMON AREAS. ATTENTION SHOULD BE GIVEN TO THE TYPE AND LOCATION OF TREES IN ORDER TO PROVIDE FOR RELIEF FROM THE EXPOSURE OF THE SUN ON BOTH BUILDINGS AND PAVED AREAS. ATTENTION SHOULD ALSO BE GIVEN TO THE LOCATION AND TYPE OF PLANTING IN AND AROUND PARKING AREAS, AROUND REFUSE STORAGE AREAS, AND IN BUILDING SETBACK AREAS TO ACHIEVE PROPER SCREENING OF THESE AREAS FROM OCCUPIED BUILDINGS AND EXTERIOR ROADWAYS. DEVELOPMENT PLANS SHALL COMPLY WITH THE LANDSCAPE AND ARBOR ORDINANCE IN ADDITION TO SPECIFIC REQUIREMENTS OF THIS ORDINANCE.
- M. THE PROVISIONS OF ROAD, WATER, SEWER, AND STORMWATER MANAGEMENT FOR THE PROPOSED PHASE INCLUDING ITS RELATIONSHIP TO THE MASTER STORMWATER PLAN.
 - N. A DETAILED TRAFFIC STUDY (WHEN REQUIRED BY THE DRC) IDENTIFYING EXISTING LEVELS OF SERVICE ON SURROUNDING ROADS AND INTERSECTIONS IN THE VICINITY OF THE PROJECT TOGETHER WITH PROPOSED IMPROVEMENTS TO BE MADE TO MAINTAIN ADEQUATE LEVELS OF SERVICE AND MINIMIZE IMPACTS TO THE OVERALL TRANSPORTATION SYSTEM OF THE CITY.
 - O. AREAS TO BE CONVEYED OR DEDICATED AND IMPROVED FOR ROADWAYS, PARKS, PLAYGROUNDS, SCHOOL SITES, UTILITIES, PUBLIC BUILDINGS, AND OTHER SIMILAR PUBLIC AND QUASI-PUBLIC USES.
 - P. APPLICATION FOR DEVELOPMENT APPROVAL OF A DEVELOPMENT OF REGIONAL IMPACT (WHEN REQUIRED).
- (IF THE DEVELOPER IS NOT SUBDIVIDING THE PROPERTY, THE ABOVE APPLICABLE ITEMS SHALL BE INCLUDED ON A PRELIMINARY SITE PLAN RATHER THAN THE PRELIMINARY SUBDIVISION PLAN REFERRED TO.)
- 14. APPLICANT SHALL SUBMIT A LIST OF THE OWNERS' NAMES AND MAILING ADDRESSES FOR ALL PROPERTY LYING WITHIN THREE HUNDRED (300) FEET OF THE PERIMETER OF THE SUBJECT PROPERTY, PER THE LATEST ORANGE COUNTY PROPERTY APPRAISERS AD VALOREM TAX ROLL. FAILURE TO IDENTIFY ALL ADJACENT PROPERTY OWNERS MAY CAUSE THE SUBMITTED APPLICATION TO BE DENIED.

CITY OF OCOEE, FLORIDA

OWNER'S AFFIDAVIT

STATE OF _____

COUNTY OF _____

Before me, the undersigned personally appeared _____, who being first duly sworn on oath, depose(s) and say(s):

1. That they/she/he are/is the fee-simple owner(s) of the property legally described in this application and that the attached ownership list is made a part of the affidavit and contains the legal description(s) for the real property, and the names and mailing addresses of all owners having an interest in said land.

2. That they/she/he desire(s) _____
(specify action sought) for said property.

3. That they/she/he/ have/has appointed _____
(specify himself or agent) to act as agent in their/her/his behalf to accomplish the above.

4. That they/she/he affirm(s), certif(y)(ies) and will comply with all ordinances, regulations and provisions of the City Code of the City of Ocoee, and that all statements and diagrams submitted herewith are true and accurate to the best of their/his/her knowledge and belief and further, that this application and attachments shall become part of the official records of the City of Ocoee, and are not returnable.

5. That the accompanying adjacent property owners list is, to the best of their/her/his knowledge, a complete and accurate list of the owner's names and mailing addresses for all property lying within three hundred (300) feet of the perimeter of the subject parcel, as recorded on the latest official Orange County Tax Rolls.

6. That prior to the public hearing, if applicable, signs will be prominently posted on the subject parcel not less than twelve (12) days before the application will be considered by the Planning and Zoning Board or the Board of Adjustment, and will remain posted until final determination, after which time the notices are to be removed and destroyed.

Owner's Signature

Sworn to and subscribed before me this ____ day of _____, 20____, by _____, who is personally know to me or who produced _____ as identification, and who took an oath.

Notary Public

My commission number: _____

My commission expires: _____

Application for Subdivision or Site Plan Review

Owner's Signature

Sworn to and subscribed before me this ____ day of _____, 20____, by _____, who is personally know to me or who produced _____ as identification, and who took an oath.

Notary Public

My commission number: _____

My commission expires: _____

Owner's Signature

Sworn to and subscribed before me this ____ day of _____, 20____, by _____, who is personally know to me or who produced _____ as identification, and who took an oath.

Notary Public

My commission number: _____

My commission expires: _____

OWNERSHIP LIST

PARCEL ONE:

OWNER'S NAME: _____

OWNERSHIP INTEREST: _____

MAILING ADDRESS: _____

LEGAL DESCRIPTION:

PARCEL TWO:

OWNER'S NAME: _____

OWNERSHIP INTEREST: _____

MAILING ADDRESS: _____

LEGAL DESCRIPTION:

Application for Subdivision or Site Plan Review

PARCEL THREE:

OWNER'S NAME: _____

OWNERSHIP INTEREST: _____

MAILING ADDRESS: _____

LEGAL DESCRIPTION:

*** NOTE: ATTACH ADDITIONAL SHEETS IF MORE THAN THREE PARCELS.**