

**CITY OF OCOEE
APPLICATION FORM FOR SMALL SCALE AMENDMENT
TO THE CITY OF OCOEE COMPREHENSIVE PLAN**

A. Applicant Information

1. Applicant's Name: _____
2. Applicant's Address: _____
3. Applicant's Telephone Number: _____
4. Applicant's Facsimile Number: _____

B. Property Owner's Information

1. Property Owner's Name: _____
2. Property Owner's Address: _____
3. Property Owner's Telephone Number: _____
4. Property Owner's Facsimile Number: _____

C. Subject Property Information

1. Location: _____
2. Acreage of Property: _____
3. Current Use: _____
4. Proposed Use: _____
5. Existing Zoning: _____
6. Proposed Zoning: _____
7. Existing Future Land Use Designation: _____
8. Proposed Future Land Use Designation: _____
9. Does the Property Owner hold title to other property in the vicinity? If so, where? _____
10. Has an amendment for the adjacent property been processed within the past two years? _____

D. Surrounding Property Information

1. Zoning:	North:	_____	East:	_____
	South:	_____	West:	_____
2. Future Land Use:	North:	_____	East:	_____
	South:	_____	West:	_____

E. Required Submittals

- 1. _____ Completed Application Form
- 2. _____ Flat fee and review deposit
- 3. _____ Completed Owner's Affidavit
- 4. _____ Completed Annexation and Initial Zoning Hold Harmless Agreement
- 5. _____ Completed Applicant's Acknowledgment
- 6. _____ Location Map
- 7. _____ Legal description and boundary survey of the property
- 8. _____ Title certification complying with 177.041, FS.¹
- 9. _____ A list of surrounding property owners within 300' of the subject property, excluding right-of-ways and lakes.
- 10. _____ Supplemental information as may be required from time to time to process the application.

F. Available Facilities

1. *Water Service* -

- a. Nearest water main: _____
- b. Anticipated water demand: _____
- c. Water capacity available: _____

2. *Sewer Service* -

- a. Nearest sewer main: _____
- b. Anticipated sewer demand: _____
- c. Sewer capacity available: _____

¹ This review does not guarantee capacity availability for public facilities or roads for the project. The applicant may reserve capacity for all public facilities and roads by obtaining a Capacity Reservation Certificate.

3. *Roads* -

- a. Nearest roadway access: _____
- b. Anticipated trips per day: _____
- c. Roadway capacity available: _____

4. *Fire Service* -

- a. Location of nearest fire hydrant: _____
- b. Fire district: _____
- c. Estimated fire response time: _____
- d. Will any hazardous materials be stored here? _____

5. *Police Service* -

- a. Police service district: _____
- b. Estimated police response time: _____

6. *Stormwater Service:*

- a. Location of stormwater retention pond: _____
- b. Existing stormwater pond to be used: _____
- c. New stormwater system to be built: _____
- d. Stormwater will be handled during DRC Review: _____

7. *Solid Waste* -

- a. Nearest solid waste dump: _____
- b. Disposal capacity available: _____
- c. How will any hazardous waste be disposed: _____

8. *Recreation* -

- a. Anticipated recreation impact: _____
- b. Nearest park facility: _____
- c. Recreation capacity available: _____

G.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.
2. That *they/she/he* desire(s) to apply for a small scale comprehensive plan amendment for said property.
3. That *they/she/he* have/has appointed _____ to act as the Owner's Authorized Agent to represent the Owner in connection with the proposed action and the real property described in this application.
4. That *they/she/he* agrees to be bound by the action(s) of the Owner's Authorized Agent designated in paragraph 3 above and the Ocoee Land Development Code.
5. 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/her/his* 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.
6. 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 feet (300') of the perimeter of the subject parcel, as recorded in the latest official Orange County Tax Rolls.

7. 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 Commission or the Board of Adjustment, and will remain posted until final determination (City Commission adopted or denial), after which time the notices are to be removed and destroyed.

Owner's Signature

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

Notary Public
Print Name: _____
My Commission Expires: _____

[NOTARIAL SEAL]

Owner's Signature

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

Notary Public
Print Name: _____
My Commission Expires: _____

[NOTARIAL SEAL]

Owner's Signature

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

Notary Public

H. Owner Acknowledgment

1. I, _____, acknowledge that the City of Ocoee may not defend any challenge to my proposed amendment and related development approvals, and that it may be my sole obligation to defend any and all actions and approvals which authorize the use or development of my property. Submission of this form initiates a process and does not imply approval by the City of Ocoee or any of its boards, commissions, or staff. (This authorization must be notarized.)

2. I hereby represent that I have the lawful right and authority to file this application.

3. Signature of the authorized applicant: _____
<name of applicant>

Date: _____

(This section of the Acknowledgment must be completed by the notary.)

State of: _____

County of: _____

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State and County last aforesaid to take acknowledgments, personally appeared before me _____ and who produced _____ as identification and who executed the foregoing instrument freely and voluntarily for the uses and purposes expressed therein and _____ acknowledged before me under oath that _____ executed the same.

WITNESS my hand and official seal in the County and State last aforesaid this _____ day of _____, _____.

[NOTARIAL SEAL]

Notary Public

Printed Name

Certificate Number

My commission expires:
