

**CITY OF OCOEE**

**LAND DEVELOPMENT CODE**

**SUFFICIENCY TABLE WITH NOTES**

- The Sufficiency Table is a checklist to help identify the types of information and documentation needed for various types of projects. The Notes that correspond to each informational item contained within the table better describe the level of detail required. These Sufficiency items are further identified in Article IV of the Ocoee Land Development Code, (LDC) which should be consulted for all technical details relating to each application type.
- Failure to provide the required information identified for each type of project may constitute an incomplete application and preclude City review until all items are furnished.
- In order to expedite sufficiency review, a specific number of copies for each type of information is identified in the (#) column; however, one sufficiency check set should be submitted to the Development Services Department for review prior to submission of multiple plan and documentation sets to ensure that all necessary information is provided.
- A Pre-Application Conference with Development Services Department staff is required to ensure that the applicant and project consultants are provided the information needed to enable City staff to review and process the proposed project in the most expeditious manner.
- A Project Manager will be assigned to each case to serve as a resource person and a contact for questions regarding processing and informational requirements. The Project Manager will furnish and review Application Forms, Owner's Affidavit Forms, Hold Harmless Agreements, School Concurrency Forms, Traffic Study Methodology, Fee Schedules, Impact Fee Schedules, Conditions of Approval, Concurrency Forms and similar items affecting each application.

**CITY OF OCOEE SUFFICIENCY TABLE**

Application Type	Information Required (See Table Notes)	# of copies	Annexation / Zoning	Rezoning	Conceptual Approval	Special Exception	Variance	Road / Easement Vacation	Short Form Plat	JPA Amendment	Sm Scale Comp Plan Amendment	Lg Scale Comp Plan Amendment	Sm Scale Site Plan	Preliminary Lg Scale Site Plan	Final Lg Scale Site Plan	Rezoning / PUD Land Use Plan	Preliminary Subdivision Plan	Final Subdivision Plan	Final Plat	
1	Application w / Fee	1	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
2	Owner's Affidavit	1	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
3	Legal Description	1	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
4	Title Opinion	1						●											●	
5	Sealed Boundary Survey	3 / 8	● /	● /	● /	● /	● /	● /	● /	● /	● /	● /	● /	● /	● /	● /	● /	● /	● /	● /
6	Hold Harmless Agreement	1	●																	
7	Certificate of Concurrency	1			○	○				●	●	●	●	●	●	●	●	●	●	●
8	Title Sheet	8		●	●	○						●	●	●	●	●	●	●	●	●
9	Names, Addresses & Telephone Numbers	8		●	●	○						●	●	●	●	●	●	●	●	●
10	Prominent North Arrow	8		●	●	○						●	●	●	●	●	●	●	●	●
11	Location Map	8		●	●	○						●	●	●	●	●	●	●	●	●
12	Scale of Each Sheet	8		●	●	○						●	●	●	●	●	●	●	●	●
13	Existing Zoning and Land Use	8		●	●	○						●	●	●	●	●	●	●	●	●
14	School Concurrency Forms	3	○	○	○	○			○	○	○	○	○	○	○	○	○	○	○	○
15	Bubble Plan	8		●												●				
16	Site Use Data	8		●	●	○		●	●	●	●	●	●	●	●	●	●	●	●	●
17	Maximum Building Coverage	8		●	●	○		●	●	●	●	●	●	●	●	●	●	●	●	●
18	Existing Streets Information	8		●	●	○		●	●	●	●	●	●	●	●	●	●	●	●	●
19	Existing Intersections / Rights-of-Way	8		●	●	○		●	●	●	●	●	●	●	●	●	●	●	●	●
20	Existing Topography / Tree Survey / Aerial Photo	8		○	●	○		○	○	○	○	○	○	○	○	○	○	○	○	○
21	Wooded Areas and Conservation Zones	8		○	●	○		○	○	○	○	○	○	○	○	○	○	○	○	○
22	100 Year Federal Flood Plain	8		○	●	○		○	○	○	○	○	○	○	○	○	○	○	○	○
23	Soil Types / Wekiva Protection Zones	8		○	●	○		○	○	○	○	○	○	○	○	○	○	○	○	○
24	Jurisdictional Boundaries of Wetlands	8		○	●	○		○	○	○	○	○	○	○	○	○	○	○	○	○
25	25' Upland Buffer	8		○	●	○		○	○	○	○	○	○	○	○	○	○	○	○	○
26	Surface / Subterranean Improvements	8		○	●	○		○	○	○	○	○	○	○	○	○	○	○	○	○
27	Existing / Proposed Buildings	8		○	●	○		○	○	○	○	○	○	○	○	○	○	○	○	○
28	Conceptual Site Plan	8			●	○				○	○		●		○	○	○	○	○	○
29	Conceptual Building Elevations	8			●	○				○	○	●	●	●	●	●	●	●	●	●
30	Open Space and Recreation Areas	8			○							●	●	●	●	●	●	●	●	●
31	Buffer Zones / Greenbelts	8			○							●	●	●	●	●	●	●	●	●
32	Pedestrian / Bike Paths and Sidewalks	8			○							●	●	●	●	●	●	●	●	●
33	Preliminary Stormwater Management Plan	8			○			○					●		●	●	●	●	●	●
34	Proposed Waivers	8		●	○							●	●	●	●	●	●	●	●	●
35	Conditions of Approval Sheet	8			○							●	●	●	●	●	●	●	●	●
36	Preliminary On-Site Soils Report	3											●			●				
37	Generalized Layout and Grading Plan	8						○					●			●				
38	Traffic Study / Mitigation Plan	3										●	●	●	●	●	●	●	●	●
39	Roadway Improvements	8										●	●	●	●	●	●	●	●	●
40	Provisions for Support Utilities	8						○					●		●	●	●	●	●	●
41	Existing / Proposed Easements	8						○				●	●	●	●	●	●	●	●	●
42	Parking Spaces / Location / Layout	8											●			●	●	●	●	●
43	Conceptual Landscape Plan	8											●			●				
44	Phasing Plan / Roads, Util., Sewer, Storm Water	8										●	●	●	●	●	●	●	●	●
45	Areas to be Conveyed / Dedicated	8						○				●	●	●	●	●	●	●	●	●
46	Final Layout / Grading Plan / SWPPP	8										●		●					●	
47	Final Plan and Profile Drawings	8										●		●					●	
48	Final Water Distribution Facilities Plans	8										●		●					●	
49	Final Sanitary Sewage Facilities Plans	8										●		●					●	
50	Final Reclaimed Water Distribution Facilities Plan	8										●		●					●	
51	Final Drainage / Stormwater Management Plans	8										●		●					●	
52	Soil Borings / Geotechnical Report	3										●		●					●	
53	Conservation Tracts / Easements	8										●		●					●	
54	Detailed Landscaping Plans / Tree Save Plan	8										●		●					●	
55	Public Sidewalks / Bikeway Details	8										●		●					●	
56	Engineering Calculations / Specifications	3										●		●					●	
57	Site Lighting Plan / Photometric Calculations	8										●		●					●	
58	Proposed Public Improvements Credits	1										●		●	●	●	●	●	●	●
59	Proposed Legal Instruments	1										●		●	●	●	●	●	●	●
60	Street Signage / Striping Plans	8										●		●					●	
61	Plat Drawing per Florida Statutes	8						●												●
62	Estimated Cost of Improvements	1						○												●
63	Surety for Improvements	1						○												●
64	Prepaid Tax Deposits and Lien Settlement	1						●												●
65	Warranty Deed for Public Dedications	1						○												●
66	HOA / POA Documents	1						○												●
67	Certificaton of Payment of Taxes and Liens	1						●												●
68	Tax Escrow Receipt	1						●												●
69	911 Letter for Street Names	1																		●
70	Streetlight Agreement	1																		●

● Information Required

○ Information may or may not be required (check with Development Services Department)

1. Forms for each application type are available from the Development Services Department or from the City of Ocoee Web Site. Projects requiring more than one application shall pay the Fee required for each type of application. Multiple applications are typically processed in tandem, and one consolidated set of plans and information is usually permitted for review.

2. A current Property Appraiser record of ownership or recorded deed shall be submitted as proof of ownership for the property legally described in the application. A City of Ocoee Owner's Affidavit must also accompany the application identifying the owner(s) and specifying who will act as agent for the project.

3. A metes and bounds Legal Description for the application property needs to be provided which matches the certified boundary survey or sketch of description. Where plan sets are required for the application, the legal description should be placed on the boundary survey sheet.

4. A current Certification of Title and Encumbrances less than six months old shall be provided by an attorney or title company which covers the entire property, including lands to be conveyed to the City.

5. A current Boundary Survey certified by a surveyor registered in the State of Florida is required. The survey should show all property boundaries in metes and bounds format, indicate all existing horizontal / vertical improvements on and adjacent to the property, and indicate gross / net acreage of the site. A Sketch of Description may be allowed for roadway and easement vacation applications.

6. A Hold Harmless Agreement per Form 16 in the LDC is required to be executed for all annexations and initial zoning applications.

7. A Preliminary and / or Final Certificate of Concurrency Application (Forms 23 & 24) must be submitted to ensure adequate public facilities and services for new development are provided.

8. The Title Sheet shall identify the proposed name of the project, the application type (i.e. Small Scale Site Plan), submittal and revision dates and general location of the property subject to the application.

9. The Names, Addresses, and Telephone Numbers of the owner, developer, engineer, architect, landscape architect, geotechnical engineer, surveyor, and all other professional firms contributing to the project shall be located on the Title Sheet.

10. A North Arrow shall be located on every drawing in a prominent location.

11. A small scale Location Map shall be delineated on the Title Sheet which identifies the site in relation to local landmarks and the surrounding roadway network.

12. The Scale of Each Drawing shall be identified on each sheet in a prominent location. The scale of each drawing should ensure that all pertinent details are easy to read and should generally not be smaller than 1" = 100'.

13. The Existing Zoning and Land Use of the subject property and every parcel adjoining the property shall be identified on the drawing.

14. Orange County Public Schools has application forms which are utilized to process Capacity Enhancement and Concurrency Determinations. The applicant is responsible for submitting these applications directly to OCPS and paying the appropriate application fees. A copy of each OCPS application should be provided to the City for informational purposes, and all approvals shall be coordinated with OCPS to ensure that Orange County and State of Florida regulations are satisfied.

15. A Bubble Plan shall be provided which is a schematic drawing delineating generalized uses to be located on a property. This includes identification of surrounding roadways, the locations of existing utilities, the layout of proposed access points to the property, and conservation areas together with any other data needed to adequately understand the general development program planned for the property.

16. Site Use Data shall be identified on a plan sheet which delineates the general layout of the project. This would include building setbacks, required buffers, gross and net site area, acreage of each planned use within a multi-use project together with the following additional data for each land use type:

Residential: Maximum gross density, net density, total number of units, type of units breakdown, minimum net lot size by type, minimum net living area by type, internal setbacks, total parking spaces by type, building heights, percent building coverage, open space area, recreation area, retention pond area, school age populations, total impervious area, and area of the site subject to the Wekiva Protection Act, if any.

Commercial / Office / Service / Industrial / Public / or Quasi-Public Use: Types of uses, gross floor area by use, floor area ratio, building height, total parking spaces by type, open space area, internal buffers / setbacks, retention pond area, total impervious area, and area of the site subject to the Wekiva Protection Act, if any.

17. The Maximum Building Coverage shall be computed as a percentage of gross area based upon limits established by the LDC.

18. Existing Streets adjoining the site shall be identified by name and existing rights-of-way and pavement locations delineated as well as existing access points both on site and on the opposite side of all adjoining streets.

19. Delineate Existing Street Intersections and Rights-of-Way within 500 feet of all access points to the property as well as planned right-of-way widths of adjoining streets as identified in the Ocoee Master Transportation Plan.

20. Existing Topography at one (1) foot contour intervals based upon Orange County datum shall be provided including an Existing Tree Survey identifying all protected trees 8" or over DBH labeled by size and species on the survey next to each tree. Additionally, a recent digital Color Aerial Photograph of the site at the same scale as the layout drawing for the property should be provided to better identify all site features. City staff may request that various layers of site information be superimposed over the color aerial to better understand the project design parameters.

21. All Wooded Areas containing protected trees as well as Conservation Zones containing jurisdictional wetlands and / or water bodies shall be delineated on all layout drawings.

22. The limits of the 100-year FEMA Flood Plain and normal high water elevations of all lakes and wetlands within and adjoining the site shall be delineated on all topographical and plan layout sheets.

23. Identify and delineate Soil Types using the U.S. Soil Conservation Service System. If any "A" soils or soils indicative of underlying "karst" features exist on or within 200' of the site, then an analysis meeting the requirements of the Wekiva Protection Act and policies contained within the Ocoee Comprehensive Plan must be undertaken to determine whether portions of this site are subject to further regulations.

24. Identify the Jurisdictional Boundaries of all Water Bodies and Wetland areas subject to SJRWMD and ACOE regulations and delineate on all topographical and plan layout sheets.

25. A minimum 25-foot wide Upland Buffer adjoining jurisdictional wetland areas and 100-year floodplain zones shall be delineated on all topographic and plan layout sheets.

26. Delineate all existing Surface and Subterranean Improvements adjoining or crossing the property including both public and private utilities and stormwater facilities.

27. Identify the location, dimensions, and uses of all Existing / Proposed Buildings on site together with building setbacks as required by the LDC.

28. A Conceptual Site Plan delineating a schematic layout shall be provided to help visualize the project and specify an overall development program. At minimum, a planimetric layout of the project showing key attributes of the site is required to form the basis for entitlement approvals.

29. Conceptual Building Elevations which demonstrate compliance with the visual design attributes identified in the LDC shall be incorporated into the plan set of drawings. These elevations will preliminarily establish the colors and character of the buildings to be ultimately constructed as part of the project.

30. The acreage and percentage of Open Space and Recreation Areas shall be identified and a listing of proposed facilities to be provided based upon the total number of housing units.

31. Delineate all required Buffer Zones and Greenbelts proposed within the site based upon underlying zoning and LDC requirements.

32. Existing and proposed Pedestrian / Bike Paths as well as Sidewalks on and adjacent to the property shall be delineated and laid out to connect all buildings, parking areas, recreation and open space areas in accordance with LDC requirements and handicapped access regulations.

33. A Preliminary Stormwater Management Plan showing the location, size, configuration, and typical cross section of all proposed retention / detention ponds including a conveyance system layout shall be delineated together with generalized stormwater management calculations meeting City of Ocoee and SJRWMD requirements.

34. Proposed Waivers from the LDC shall be listed in a waiver table identifying the existing code language, the existing code section, the proposed waiver, and the justification for the request, which should provide for an off-setting public benefit.

35. A Conditions of Approval Sheet shall be included for all site development projects. The City of Ocoee has a standard set of COA's that are required to be a part of each project, and these may be augmented by project specific conditions.

36. A Preliminary On-Site Soils Report shall be provided by a geotechnical engineer including boring data at the proposed locations of all retention / detention ponds. The report should be based upon the Soil Conservations Service Classification System and include specific depth and extent of areas where muck exists.

37. The Generalized Layout and Grading Plan for the site shall be delineated indicating primary cut and fill areas and showing the locations of all lots, buildings, roadways and parking areas as well as other site features such as retention / detention ponds, open space and recreation areas.

38. A Traffic Study identifying impacts to surrounding roadways and intersections in the vicinity of the project is required. The study shall follow the standardized City of Ocoee methodology to ensure that adequate levels of service are maintained. In cases where trips exceed certain thresholds, a Mitigation Plan may need to be developed which minimizes impacts to the overall transportation system of the City.

39. Both on and off-site Roadway Improvements to be built in support of the project shall be delineated schematically. All roadways shall meet City of Ocoee standards with appropriate pavement widths and be consistent with planned roadway sections as specified in the Ocoee Comprehensive Plan and any site-specific traffic studies.

40. Provisions for Support Utilities for the project shall be identified including preliminary layouts and sizes of potable water, reclaimed water, sewage systems, fire lines, and refuse storage areas in accordance with the LDC, State regulations and flowage calculations.

41. All Existing and Proposed Easements needed for utilities, landscape buffers, stormwater ponds, conservation areas, cross / joint access locations and similar site specific attributes shall be delineated.

42. The Locations and Preliminary Layout of all proposed Parking Spaces to be provided on site shall be shown with typical dimensions and the number of parking spaces for each type of use specified. Parking and loading facilities shall meet LDC requirements, be located within 150 feet of the use they serve and be designed with regard to pedestrian safety, handicapped accessibility and include adequate lighting.

43. A Conceptual Landscape Plan shall be provided identifying typical types of trees, shrubs, vines and ground cover materials to be utilized which meet LDC requirements together with typical cross sections for buffers, parking area islands, building perimeters and screening applications. The plan shall also take into account City arbor requirements to preserve existing protected trees where possible.

44. A Phasing Plan for Roads, Utilities, Sewer, Water Facilities, and Stormwater Management shall be delineated for the project and ensure that each phase may stand on its own as an independent unit.

45. Identify all Areas to be Conveyed and / or Dedicated as part of the project including road rights-of-way, parks, play areas, school sites, utility locations, public buildings and other similar public / quasi public uses.

46. The Final Layout and Grading Plan for the project shall identify the location and dimensions for all site features with corresponding existing / final contours at one-foot intervals or spot elevations in sufficient detail to undertake construction. Pad elevations for lots and / or building sites shall be proposed as well as spot elevations along streets, sewage swales and within paved parking areas. A separate Stormwater Pollution Prevention Plan (SWPPP) shall also be provided meeting City and State requirements.

47. Final Plan and Profile Drawings for all streets, storm sewers, sanitary sewers, and outfall ditches shall be provided. Additionally, detail drawings for all project facilities should be provided on separate sheets.

48. Final Plans for all Water Distribution Facilities including off-site main extensions shall be provided, including all appropriate construction details.

49. Final Plans for all Sanitary Sewage Facilities including collection systems, off-site extensions, and lift stations shall be provided including all appropriate construction details.

50. Final Plans for all Reclaimed Water Distribution Facilities including off-site main extensions shall be provided including all appropriate construction details.

51. Final Plans and Drainage Report for all Stormwater Management facilities including locations and cross sections for retention / detention ponds, conveyance systems, inlets, drainage swales, and related drainage facilities such as retaining walls shall be provided including all appropriate construction details.

52. Soil Borings taken at appropriate locations with profile specifications including a detailed Geotechnical Report prepared by a Geotechnical Engineer for all streets, sewers, and stormwater retention / detention ponds shall be provided in support of all construction plans.

53. All Conservation areas which are to be preserved shall be shown as Tracts to be owned by the City of Ocoee through dedication or by an HOA or POA with designated maintenance responsibilities. All wetlands and water bodies shall, at a minimum, provide drainage Easements to the City of Ocoee for emergency purposes.

54. Detailed Landscaping Plans, including a Tree Save Plan identifying protective measures, shall be provided as well as an irrigation plan. Plans shall specify the location, size, and total number of plants by type, and include computations demonstrating how the plan complies with individual LDC landscape requirements for perimeter buffers, utilities / trash enclosure screening, parking lot landscape islands, stormwater pond buffers and environmental enhancement.

55. All Public Sidewalks required by the LDC shall be shown with detailed specifications as well as all Bikeway Details for projects which incorporate such stand-alone facilities.

56. Engineering Calculations needed in support of all final plans shall be submitted for each project, as directed by the City Engineer, and detailed construction specifications shall be incorporated into the plans to guide development of site improvements.

57. A detailed Site Lighting Plan supported by Photometric Calculations shall be provided for all parking lots, sidewalks, driveways, loading areas, common areas, and streets in accordance with LDC regulations. Cut-sheets for all specified light fixtures shall be incorporated into the plans for both site and building lighting.

58. All Proposed cost sharing, payback, Credits to impact fees applicable to both on and off-site Public improvements stipulated by the City which otherwise exceed normal development requirements for the project should be specified.

59. A statement shall be provided indicating all Proposed Legal Instruments that will be created to provide for management of common areas and facilities.

60. A separate plan sheet shall be provided identifying all proposed Street Signage and Striping Plans for public and private roadways.

61. A Plat Drawing per current Florida Statutes and administrative regulations shall be provided. The plat shall be signed, sealed and certified by a registered professional surveyor including all certificates of government approval and certificates of dedication with joinders and consent. Paper copies of the plat should be submitted for review with the final mylar copy to be submitted when it is ready for City Commission Approval.

62. An Estimated Cost of Improvements by the project engineer or a copy of the contract for construction shall be provided when platting occurs prior to Certificate of Completion.

63. Surety for Improvements such as a cash deposit, letter of credit or performance bond shall be provided when platting occurs prior to Certificate of Completion.

64. A completed Statement of Prepaid Tax Deposit and Lien Settlement Requirements Form must be submitted to the Orange County Property Appraisers office and a receipt showing same must be provided to the City.

65. A Warranty Deed must be submitted for each tract of land set aside for Public Dedication such as park sites, rights-of-way, stormwater ponds, left station sites, etc.

66. Home Owners Associations and Property Owners Association Documents including deed restrictions and covenants created to control future maintenance and uses within the project shall be provided.

67. A Certification of Payment of Taxes and Liens is required from the Orange County Property Appraisers Office.

68. A Tax Escrow Receipt is required showing payment of prepaid taxes for the current year.

69. A Letter is required from Orange County **911** Fire and Rescue Division indicating their approval of all Street Names on the plat.

70. A Street Light Agreement (Form 12) is required for upgraded street lights and annual payments for the additional cost to supply such fixtures within all subdivisions.