



**AMENDMENT TO THE CITY OF OCOEE
COMPREHENSIVE PLAN APPLICATION**

Development Services – Planning Division
1 N. Bluford Avenue | Ocoee, FL 34761
Phone: 407.905.3157

Received Date – Office Use Only

A. Applicant Information

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

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 Email Address: _____

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: _____
3. *Roads* -
 - a. Nearest roadway access: _____

¹This 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.

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- 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 any hazardous waste will be disposed: _____

8. *Recreation* -

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

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G. OWNER’S AFFIDAVIT

STATE OF _____

COUNTY OF _____

Affiant, _____, who being first duly sworn on oath, deposes and says:

1. Affiant is the *(check one)* fee-simple owner of the property legally described in this application.
 (insert title) _____ of *(insert name of company)* _____ which entity is the fee-simple owner of the property legally described in this application.
2. A true and correct legal description for the property is attached to and made a part of this affidavit.
3. The attached ownership list contains the names and mailing addresses of all owners having an interest in the property described in this application.
4. The owner desires *(specify action sought for said property)*:

5. The owner has appointed *(specify agent)* _____ to act as the owner's authorized agent to represent the owner in connection with the proposed action and the property described in this application.
6. The owner agrees to be bound by the actions of the owner’s authorized agent designated above.
7. Affiant affirms and certifies that Affiant, the owner’s authorized agent and the owner will comply with all ordinances, regulations, and provisions of the City Code of the City of Ocoee, and that all applications, plans and documents submitted herewith are true and accurate to the best of the Affiant’s, the owner’s authorized agent’s and the owner’s knowledge and belief and further, that this affidavit and all applications, plans and documents submitted herewith shall become part of the official records of the City of Ocoee, and are not returnable.
8. 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.
9. 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.

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Affiant's Signature

Sworn to or affirmed and signed by means of physical presence or online notarization on _____, 20____.

NOTARY PUBLIC
[Print, type, or stamp commissioned name of
notary or clerk to the left of signature]

Affiant is personally known; or produced the following identification: _____.

Affiant's Signature

Sworn to or affirmed and signed by means of physical presence or online notarization on _____, 20____.

NOTARY PUBLIC
[Print, type, or stamp commissioned name of
notary or clerk to the left of signature]

Affiant is personally known; or produced the following identification: _____.

Affiant's Signature

Sworn to or affirmed and signed by means of physical presence or online notarization on _____, 20____.

NOTARY PUBLIC
[Print, type, or stamp commissioned name of
notary or clerk to the left of signature]

Affiant is personally known; or produced the following identification: _____.

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, by means of physical presence or online notarization _____ 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:
