

**Orange County, Florida**  
**Technical Review Group (TRG) / Development Review Committee (DRC) Application**

Planning, Environmental and Development Services Department, Planning Division

201 South Rosalind Avenue, 2<sup>nd</sup> Floor, Orlando, Florida 32801

Contact(s): Lisette Egipciaco – (407)836-5684, [Lisette.Egipciaco@ocfl.net](mailto:Lisette.Egipciaco@ocfl.net)

Email completed application to: [DRC\\_Help@ocfl.net](mailto:DRC_Help@ocfl.net)

**1. Project Information**

Project Name:	
Detailed Request: →	
PD Name (as approved by the BCC):	
PSP Name (as approved by the BCC):	
Future Land Use:	
Current Zoning:	
Proposed Zoning:	
Location (North / South of):	
Location (East / West of):	
Parcel ID Number(s):	
Property Address:	
Acreage:	
Affordable / Attainable Housing? (Y / N) If Yes, how many units (or percentage of development program) of affordable / attainable housing are being proposed. Identify what income(s) will these units be targeting based on current Area Median Income data.	
Development Program / Proposed Use:	
Building Setbacks:	Front: _____ Side: _____ Rear: _____ Side Street: _____ NHWE: _____
Maximum Building Height:	
Minimum Living Area:	
Minimum Lot Width:	
School Age Population:	
Commission District:	
Water Provider:	
Wastewater Provider:	
CEA #:	
Conservation Area Determination #:	
Conservation Area Impact #	

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**2. Project Type**

<b>New Projects:</b>	<b>Change Determinations:</b>	<b>Other:</b>
<input type="radio"/> Land Use Plan	<input type="radio"/> Land Use Plan	<input type="radio"/> Discussion
<input type="radio"/> Land Use Plan Amendment	<input type="radio"/> Preliminary Subdivision Plan	<input type="radio"/> Extension
<input type="radio"/> Preliminary Subdivision Plan	<input type="radio"/> Development Plan	<input type="radio"/> Appeal
<input type="radio"/> Development Plan	<input type="radio"/> Development Order (NOPC)	<input type="radio"/> Pre-Application
<input type="radio"/> Development Order		<input type="radio"/> Agreement

**3. Owner / Applicant Information**

<b>Applicant / Primary Contact / Authorized Agent<sup>1</sup></b>	<b>Owner (If multiple owners, add additional sheets as necessary)</b>
Company:	Company:
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone:	Phone:
Fax:	Fax:
Email:	Email:

1. If applicant isn't the owner, an Agent Authorization form is required.

**4. Required Documentation (Note: Additional documents may be requested)**

<input type="radio"/> Agent Authorization Form(s)	<input type="radio"/> Fee
<input type="radio"/> Relationship Disclosure Form(s)	<input type="radio"/> Title Work
<input type="radio"/> Specific Project Expenditure Report(s)	<input type="radio"/> Incorporation Documents (if applicable)
<input type="radio"/> Electronic Plan Set (CD with single PDF)	<input type="radio"/> Existing DRC / BCC Conditions (For Change Determinations Only)

Note: For specific plan requirements, please see the applicable sufficiency checklist on the Orange County Development Review Committee website at: <http://www.orangecountyfl.net/OpenGovernment/FollowOurBoards/DevelopmentReviewCommittee.aspx>

**5. Fees**

Land Use Plan / Land Use Plan Amendment:	\$2,841 +\$2 per acre
Preliminary Subdivision Plan (1-10 lots):	\$2,056
Preliminary Subdivision Plan (11 or more lots):	\$2,129 +\$5 per lot
Development Plan:	\$1,407 +\$2 per acre
Change Determination – Land Use Plan:	\$1,255
Change Determination – Preliminary Subdivision Plan:	\$398
Change Determination – Development Plan:	\$398
Discussion / Extension / Pre-Application:	\$141
Development Order Non-Substantial Deviation:	\$2,749
DRC / BCC Appeal	\$741.00
Hold Harmless Agreement	\$148.00

Note: Checks should be made payable to: Orange County Board of County Commissioners'

<sup>1</sup> If Applicant is not the owner, an Agent Authorization form from all owners is required.

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## **6. General Information**

This application will not be considered sufficient and shall not be processed until all required application information and required documentation are provided to the Planning Division. ***All signed application documents shall be originals; no copies shall be accepted. If any information regarding the project (ownership, applicant, request, etc.) changes during the review process, the applicant is required to provide an updated application to the Planning Division.***

Agent Authorization Form: If the applicant is not the owner of the property, the owner must complete and sign the County's Agent Authorization Form. If there are multiple property owners, a separate Agent Authorization Form is required for each owner. If the property is held by any entity other than an individual, the appropriate corporate and/or trust documents are required.

Relationship Disclosure Form: For all DRC project applications, a Relationship Disclosure Form shall be completed by the owner or the owner's authorized agent (when accompanied by a valid Agent Authorization Form on file with the County) and shall be submitted to the Planning Division concurrent with the application. All questions regarding the Relationship Disclosure Form shall be directed to the Orange County Attorney's Office at (407) 836-7320.

Specific Project Expenditure Report: The Specific Project Expenditure Report is a report of all lobbying expenditures incurred by the owner and her / his agent and the owner's lobbyist, contractors, consultants, if applicable, for certain projects or issues that will come before the BCC. This form is required for all DRC applications. All questions regarding the Specific Project Expenditure Report shall be directed to the Orange County Attorney's Office at (407) 836-7320.

Public Notification and Site Visit: The applicant is required to place one or more posters on the property for Land Use Plan, Land Use Plan Amendment, and Preliminary Subdivision Plan applications. The Planning Division will notify the applicant when the posters are prepared and ready for pick up. Failure to post the property according to the posting instructions may result in the postponement of a required public hearing.

For certain application types, surrounding property owners will be notified of the request by mail. Orange County staff will coordinate the mailer.

This application hereby authorizes Orange County staff to enter the property at any reasonable time for the purpose of a site visit in connection with the review of this application.

Community Meeting: A community meeting may be required for this request. If a community meeting is required, the applicant shall be responsible for the payment of all fees associated with the meeting at the time of scheduling. Additionally, the time and date of the community meeting shall be coordinated with the District Commissioner and venue.

Public Hearing: This application may require one or more public hearings. Attendance at all hearings by the applicant or representative is required. Inquiries from the public, the Planning and Zoning Commission, or the Board of County Commissioners for information or clarification may necessitate a response from the

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applicant. Consequently, non-attendance may result in a vote of denial or a continuance to a future hearing date. Hearings that are continued due to the applicant's actions may require re-advertisement. All costs related to notice of rescheduled hearings and / or additional community meetings shall be the responsibility of the applicant.

**7. Signature / Title Work**

I, the undersigned, have read this application and hereby attest that the above-referenced information is true, complete, and correct to the best of my knowledge and, during the pendency of this application, I understand my continuing obligation to promptly notify the DRC Office, in writing, of any statement or representation which was incorrect or incomplete when made or which becomes incorrect or incomplete by virtue of changed circumstances. Any false information or misrepresentation made on this application or other forms as required by this application may be grounds for revocation of any approval granted by the Development Review Committee, Planning and Zoning Commission, or the Board of County Commissioners.

I acknowledge and accept that an application for the project types listed below may not be deemed sufficient unless and until a current title insurance policy (if available) is provided, as set forth below; if none is currently available, then a title commitment with copies of the deed(s) and all encumbrances shall be provided.

Unless otherwise noted, applications for the following projects shall require a copy of a current title insurance/title commitment with copies of the ownership deed(s) and all encumbrances\*:

- Planned Development / Land Use Plan (most current title policy available shall be provided)\*\*
- Preliminary Subdivision Plan\*\*
- Development Plan
- Any substantial change to an approved plan/project that requires Board of County Commissioners' approval\*\*
- Certain non-substantial changes, as determined by the DRC\*\*\*

**837.06 False official statements.—Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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\* All title work shall be updated prior to construction plan approval, prior to any dedication, at plat submittal, and immediately prior to plat recording. "Current" title work means nothing greater than 90 days old.

\*\*Title policy/commitment shall be received, reviewed, and deemed satisfactory prior to item being scheduled on BCC agenda.

\*\*\*Plan changes shall not become effective until title work is received, reviewed, and deemed satisfactory.