

**ALL PROJECT TYPES
SUBMITTAL REQUIREMENTS CHECKLIST
ORANGE COUNTY, FLORIDA
PLANNING DIVISION
DRC OFFICE**

	TRG / DRC APPLICATION	A full completed application with appropriate signature(s) and property owner email address.
	AGENT AUTHORIZATION FORM (AAF)	Provide a signed and notarized Agent Authorization Form granting the designated agent authority to act on behalf of the property owner.
	RELATIONSHIP DISCLOSURE FORM (RDF)	Submit a completed Relationship Disclosure Form disclosing any direct or indirect business, professional, or family relationships with County staff or elected officials, as required.
	SPECIFIC EXPENDITURE REPORT (SER)	Provide a completed Specific Expenditure Report identifying all individuals and entities compensated to influence the decision-making process for the application.
	SB 1080 APPLICATION WAIVER	Submit a signed SB 1080 Waiver form if the applicant seeks to waive statutory timeframes associated with application review.
	FEE	Submit payment of the required application fee, as applicable.
	APPROPRIATE CASE TYPE CHECKLIST	Submit a completed checklist, which can be found on the DRC website, for the appropriate case type in which you are applying.

CHANGE DETERMINATION REQUEST (CDR) TO DEVELOPMENT PLAN (DP)
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	PLAN SET:	Ensure the most recently approved plan set, including all associated sheets, is compiled into a single, upright-facing PDF document.
	PROPOSED CHANGES:	Please remove all outdated clouding and revision bubbles and update the plans accordingly to ensure consistency with the current proposal. Please cloud / bubble the changes which are proposed for this Change Determination Request.
<i>If proposing new development then the remainder of the checklist applies.</i>		
	PROJECT / CASE NAME:	Provide the project name as approved at DRC or BCC (if applicable).
	PROJECT / CASE #	Please update the project / case number on the cover sheet to, _____.
	FONTS:	Please do not use specialty fonts. Ensure the font size used is easily readable when printed.
	PARCEL ID#(S):	Provide all of the parcel ID number(s) on the cover sheet under the project name.
	CONTACT(S):	Note the name, address, and telephone number of the owner, developer, surveyor, engineer, and all other consultants involved with the project.
	NORTH ARROW:	Provide the north arrow on the plan facing north, on all applicable sheets.
	LOCATION MAP:	Provide an overall location map on cover sheet. Show and label the proposed development as "SITE". Label major roadways that lead into or surround the project.
	LEGAL DESCRIPTION:	Provide a legal description (prepared by a surveyor or other qualified professional) of the tract to be subdivided and approximate acreage on the cover sheet. When multiple descriptions are used provide acreage for each description and total sum acreage.
	SKETCH OF LEGAL DESCRIPTION:	Provide a separate plan sheet with a sketch of Legal Description or Boundary Survey that includes all bearings and distances, Point of Beginning, etc., for staff verification of Legal.
	SHEET INDEX:	Include a sheet index on the cover sheet, indicating all sheets included in plan set, with corresponding sheet #.
	PROPOSED USES:	Note all proposed uses of development.
	CALCULATIONS:	Provide all applicable open space calculations, impervious area calculations, recreational calculations.
	RESIDENTIAL UNITS:	Note the number of dwelling units proposed, if multi-family.
	AFFORDABLE / ATTAINABLE	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.
	RESIDENTIAL DENSITY:	Note the proposed residential density, if multi-family.
	RESIDENTIAL FLOOR AREA:	Note the minimum square footage of living area under heat and cooled area.

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	TOTAL AREA:	Note the total area, both net and gross.
	NON-RESIDENTIAL AREA:	Note net area. (POA Tracts, Conservation Tracts, etc.)
	COUNTY FACILITIES AREA:	Note net area (Right-of-Way , Pond Tracts, Lift Station Tracts)
	NON-RESIDENTIAL SQUARE FOOTAGE:	Note the total non-residential square footage. If including multiple types of use (i.e. office, commercial, industrial, etc.) breakdown square footages by type accordingly.
	FLOOR AREA RATIO:	Note the required and provided FAR.
	OPEN SPACE:	Note the required and provided open space, and provide breakdown of open space type by class and percentage.
	IMPERVIOUS (ISR):	Note maximum allowed, and provided, impervious coverage (ISR).
	MAXIMUM BUILDING HEIGHT:	Note maximum building height for all uses in feet AND stories, and the provided building height (in feet and stories).
	RECREATION AREA:	For multi-family, provide required and provided recreation area. Locate proposed recreation areas, and provide detailing proposed facilities.
	PEDESTRIAN PATH / BIKEWAY:	Display pedestrian and bike path facilities, showing all interconnections with existing facilities.
	STORMWATER MANAGEMENT:	Provide stormwater management plan, including direction of surface drainage flow.
	OWNERSHIP & MAINTENANCE:	Provide a table indicating planned responsibilities for various tracts and facilities / improvements. Ensure all tracts / lots / right-of-way, etc. have been accounted for. Reference Property / Commercial Owner's Association as necessary.
	BUILDING SETBACKS:	Note all required and provided building setbacks from property lines, streets in site data information, and include the setback lines on plans.
	BUILDING SETBACK NHWE:	Include the NHWE contour line of all natural surface water bodies, and illustrate 50' building setback line from the NHWE contour line, if applicable.
	PHASING:	Note the proposed phasing of the project on the plan. Ensure phase lines extend to the project boundary. Delineate construction versus plat phasing when necessary. Tracts and lots should be numbered / lettered sequentially within each phase. Phase lines shall not split lots / tracts. Each phase should stand alone.
	BOUNDARY:	Clarify the project boundary with a bold line.
	TOPOGRAPHY:	Provide certified topography drawn at one-foot contours using Orange County datum.
	SOILS:	Identify on-site soils using the Soil Conservation Service Classification System.
	VEGETATION:	Note existing on-site vegetation.

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STREETS:	Provide the name, location, pavement and right-of-way width for all existing streets, rights-of-way abutting project.
STREET IMPROVEMENTS:	Show proposed surface improvements to primary streets serving the project.
RIGHT-OF-WAY VACATION:	Provide notes regarding any proposed right-of-way vacation.
WATER / SEWER / RECLAIMED WATER:	Note the service provider for water, sewer, and reclaimed water. Provide a utility plan showing the full water, wastewater, and reclaimed water utility system, as applicable. Show how all buildings are served. Show all meters. Show and call out the connection points to the existing water, wastewater, and reclaimed water systems (as applicable). Provide needed fire flow.
WATER / SEWER / RECLAIMED WATER PROVIDER:	If the source is other than Orange County, a letter shall be submitted from the appropriate utility company, confirming that the service can be provided.
SOLID WASTE:	Note the service provider for solid waste.
REFUSE STORAGE:	Locate all proposed refuse storage areas (aka dumpster enclosures).
EASEMENTS:	Show the location, width, purpose and maintenance responsibilities for all proposed easements. Show all existing easements; list recording information.
PARKING:	Provide vehicle parking calculations and depict all proposed parking, consistent with Article XIX of the Zoning Resolution. Ensure to include bicycle parking.
COMMERCIAL DESIGN STANDARDS:	Note compliance with the Commercial Design Standards set forth in Article XIII of Chapter 9 of the Orange County Code.
ELEVATION DRAWINGS & STRUCTURE RENDERINGS:	Include elevation drawings of all proposed structures, including dumpster enclosures and fencing. Ensure that all sides of structure are included, and identified by cardinal direction, relative to location on site plan. Dimension the height of all structures to tallest point.
LIGHTING:	Consult the exterior lighting ordinance, County Code Chapter 9-646. Provide an exterior lighting photometric plan (foot candles, at 10' O.C.). Included fixture manufacture's cut sheets – may be limited to pedestrian pole mounted fixtures, and parking lot pole-mounted fixtures. Exterior wall, or exterior soffit mounted light fixture make, model, or cutsheet data - not required until permitting.
LANDSCAPE:	Include a landscape plan. Refer to the DRC Landscape Review Guide on the DRC webpage for additional information and requirements.
TREE SURVEY:	Provide A tree survey, completed within 2 years of the date of the application is required in accordance with Sec. 15-301(e)(1). The tree survey shall identify all regulated trees, site location, DBH, common name, identification of Specimen and Heritage Trees, and identification of any waterbodies, wetlands and other conservation areas.

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GIS SHAPEFILE	Submit a GIS shapefile to Arborist@ocfl.net consistent with the tree survey that follows the standards outlined in the DRC Landscape Review Shapefile Requirements link found on the DRC webpage .
TREE PRESERVATION PLAN	As described in the DRC Landscape Review Guide, provide a plan that details trees to be preserved or removed. Include tree removal mitigation calculations and utilize the table templates from the guide.
TREE PROTECTION PLAN	As described in the DRC Landscape Review Guide, provide a plan that plots each tree's barricade and dimensions. Include the barricade details found in the guide.
FIRE HYDRANTS:	Hydrant locations must be shown, including one by the entrance, so fire apparatus pass it before reaching the first structure.
SIGN PLAN:	Do not include signage with submittal, only note on plan the applicable signage shall comply with code. (ex. Signage to comply with Chapter 31.5 on the plan)
WETLAND DETERMINATION (WD) / NATURAL RESOURCE IMPACT PERMIT (NRIP):	If wetlands and/or surface waters are located on site, an approved Wetland Determination (WD) is required. If wetland, surface water, or upland buffer impacts are proposed, a Natural Resource Impact Permit (NRIP) is required. Include the wetland, surface water, upland buffer, and net-developable acreages in a table format. Contact EPD at WetlandPermitting@ocfl.net or 407.836.1402 for more information.
SPECIAL ENVIRONMENTAL ORDINANCE AREA:	If this project is located within a special environmental ordinance area, additional requirements apply. Contact the EPD Development Review staff at EPDPlanReview@ocfl.net or 407.836.1400. Econlockhatchee River Protection Ordinance Area – Chapter 15 Article XI Wekiva River Protection Ordinance Area – Chapter 15 Article XIII Wekiva Study Area – Wekiva Parkway and Protection Act, Section 369.316 F.S. Environmental Land Stewardship Program (ELSP) Ordinance Area – Chapter 15, Article XVIII
SHORELINE IMPROVEMENTS:	Note any existing shoreline features including boat ramp, boat dock, seawall, berm / swale, and vegetation.
PRELIMINARY ENGINEERING PLANS:	Provide preliminary engineering plans for roads, water, wastewater and stormwater (including relationship to master stormwater concept).
OVERLAYS / STUDY AREAS:	List any overlays this project is covered by AND list, if applicable, if this project is within any study areas.

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I, _____, (Applicant's Printed Name) understand and acknowledge the above submittal requirements (as applicable) of this Change Determination Request to the Development Plan application and the potential delay to my project if I do not provide all applicable information as outlined in the above checklist.

Typed/Printed Name

Signature

Date

Corporate Title (if applicable)