

**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 PSP (PSP)
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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	PROPOSED CHANGES:	Please remove all outdated clouding and revision bubbles and update the plans accordingly to ensure consistency with the current proposal.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. North should be oriented to the top of the sheet, or to the right; never to the bottom.
	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.
	SCALE:	Scale of the plan (preferably one (1) inch equals one hundred (100) feet) with a scale bar and north arrow.
	PLAN SET:	Ensure the entire plan set is in one combined pdf, facing upright, and 24"x36"
	SHEET INDEX:	Include a sheet index on the cover sheet, indicating all sheets included in plan set, with corresponding sheet #.
	CONTIGUOUS OWNERSHIP:	Display and note all contiguous properties under ownership or control of the owner / applicant.
	BOUNDARY:	Clarify the project boundary with a bold line.
	ZONING:	Note the existing zoning of the property. All property being subdivided must have the appropriate zoning for the land uses being proposed.
	OVERLAYS / STUDY AREAS:	List any overlays this project is covered by AND list, if applicable, if this project is within a Study Area.
	LAND USES:	Note all proposed uses.

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OWNERSHIP & MAINTENANCE:	Provide table indicating planned responsibilities for various tracts and facilities / improvements and easements. Ensure all tracts / lots / right-of-way, etc. have been accounted for, and the entity responsible for maintenance.
TOTAL AREA:	Note the total area, both net and gross, of land included in the PSP. This should be part of the Legal Description on the Cover Sheet
LOT AREA:	Note the minimum lot size and width of proposed lots being created.
NON-RESIDENTIAL LOT AREA:	(HOA Tracts, Conservation Tracts, etc.): Note net area.
COUNTY FACILITIES AREA:	(Right-of-Way, Pond Tracts, Lift Station Tracts): Note net area.
TOTAL LOTS:	Provide the total number of lots proposed.
MINIMUM LIVING AREA:	Note the minimum living area of homes under a/c & heat.
MAXIMUM BUILDING HEIGHT:	Note the maximum building height allowed, in feet AND stories.
RESIDENTIAL DENSITY:	Note the proposed residential density.
ENTITLEMENT ALLOCATION:	If a non-residential PSP in a PD, include the total entitlements allocated in the PSP, and break down entitlement allocation per lot.
FLOOR AREA RATIO:	For a non-residential PSP, note the maximum allowed FAR.
OPEN SPACE:	Note the required and provided open space, and provide breakdown of open space type by class and percentage.
RECREATION:	Provide required and provided recreation area. Locate proposed recreation areas, and provide details of proposed facilities. Additionally, refer to See Orange County Code Section 34-131(b)(20) for
ABUTTING PROPERTY:	Show all abutting subdivisions, to include platted lots and parcel lines within 100' of the project boundaries. If the abutting property is unplatted, state as such on the plan.
LOT / BLOCK ID:	Provide lot lines, scaled dimensions and lot numbers on the plan.
LOT LINES:	Clarify proposed lot lines. Provide a lot and tract geometry plan showing all lot numbers, tract numbers / uses, phase lines with dimensions to the tenth of a foot for all lots, tracts, and rights-of-way. Ensure all lots and tracts have minimum 20-foot fee simple access to internal paved street.
BUILDING ENVELOPE & SETBACK LINES:	Show the building envelope, based on required setbacks, for each lot proposed. On irregular lots, show the linear width of the lot at the building setback line.
DWELLING UNITS:	Note the number of dwelling units proposed.

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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.
SCHOOL AGE:	Note the projected school age population (include calculations).
SETBACKS:	Note all applicable setbacks. Include required front, rear, side, side street, and NHWE (when applicable) for individual lots being created with the PSP. Additionally, include all applicable boundary and major street setbacks. Where more than one setback applies to a lot, the greater setback distance shall apply.
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 and phase lines where appropriate of the project on the plan. Ensure phase lines extend to the project boundary, not just developable uplands. 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.
TOPOGRAPHY:	Provide topographic survey of the property at one-foot intervals. Contour lines must extend a minimum of 250' beyond the tract boundary (extension across open roadways is not required). If field survey data is used it must be certified by a land surveyor.
SOILS:	Identify on-site soils using the Soil Conservation Service Classification System.
CONSERVATION TRACTS & EASEMENTS:	Designate conservation areas (wetlands, natural surface waters, upland buffers) as separate tracts or easements. (See Orange County Code Section 34-152(g)(1)).
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 407.836.1400 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.

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		Environmental Land Stewardship Program (ELSP) Ordinance Area – Chapter 15, Article XVIII
	100-YEAR FLOOD:	Note the applicable flood zone on the plan. If Zone A, display the 100-year flood elevation per the Flood Insurance Rate Maps. Where the 100-year flood elevation has not been established, the developer's engineer must establish it to the satisfaction of the County Engineer prior to construction plan submittal. A Letter of Map Change (LOMC) will be required prior to construction plan approval
	EXISTING STREETS:	Provide the name, location, pavement and right-of-way width for all existing streets or rights-of-way abutting project.
	NEW STREET NAME / ROW:	Provide the name (or temporary designation) and right-of-way for all proposed streets.
	ROAD CROSS SECTION:	Provide a typical design cross-section indicating pavement type, width, drainage features and sidewalks / bikeways. Separate cross sections for all entrance roads with medians are required (note ownership / maintenance for medians). Show all easements.
	ADT:	Note projected Average Daily Traffic of the development based on current ITE standards for all streets adjacent to proposed subdivision.
	RIGHT-OF-WAY VACATION:	Provide notes regarding any proposed right-of-way vacation.
	SEPTIC:	Provide soils information, as described in Orange County Code Section 34-131(e), which has been prepared by a Geotechnical Engineer, registered in the State of Florida.
	STORMWATER MANAGEMENT:	Provide a schematic diagram of the proposed stormwater management collection system with preliminary calculations as to pond sizing. The direction of flow for all surface drainage shall be shown. Designate retention / detention areas as tracts.
	SCREEN WALLS & FENCING:	Show the location of all screen walls required per Orange County Code Section 34-209, and any other proposed fencing. Note the party responsible for maintenance, and provide detail drawings and elevations for screen walls & fences.
	SHORLINE IMPROVEMENTS:	Note any existing and proposed shoreline protection improvements including boat ramp, boat dock, seawall, swales, erosion control structures and vegetation.
	EASEMENTS:	Show the location, width, purpose and maintenance responsibilities for all proposed easements. Show all existing easements; list recording information.
	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

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		all regulated trees, site location, DBH, common name, identification of Specimen and Heritage Trees, and identification of any waterbodies, wetlands and other conservation areas.
	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.
	LANDSCAPE:	Include a landscape plan. Refer to the DRC Landscape Review Guide on the DRC webpage for additional information and requirements.
	RECREATION:	Identify recreation tracts. Include the type of facility, setbacks, access and parking, exterior lighting and landscaping and buffering. (See Orange County Code Section 34-131(b)(20)).
	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 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
	FIRE HYDRANTS:	Hydrant locations must be shown, including one by the entrance, so fire apparatus pass it before reaching the first structure.
	ADJACENT ZONING:	Provide adjacent zoning district including zoning on opposite side of right-of-way.
	WAIVERS:	All requests for variances shall be noted on the plan with appropriate Orange County Code reference and justification. Note that with the exception of properties in Horizon West, only variances from Chapter 34 can be requested as part of a PSP.
	GATED COMMUNITY:	List Gated Community Ordinance 34-280, 34-290, & 34-291 if subdivision is proposed to be gated. List Property Owner's Association ownership and maintenance responsibilities as necessary.
	SETBACKS:	Note all setbacks from streets and highways.
	SEPTIC TANK:	Illustrate the 150' septic tank line from the NHWE for all surface water bodies and 75' setback line from the control elevation for all artificial water bodies.

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	EXISTING IMPROVEMENTS:	Show the disposition of all existing improvements on the site (i.e., utilities, drainage, easements, and buildings).
	RIGHT-OF-WAY:	Provide right-of-way width and setback requirements.
	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 lots are served. 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.
	FINISH GRADE:	If it is anticipated that finished floor grades for lots at the perimeter of the property will vary more than one foot above or below existing grades, it shall be noted on the preliminary subdivision plan. Any retaining walls must be called out and delineated. Avoid retaining walls that support county infrastructure such as roads and ponds.
	CALCULATIONS:	For residential subdivisions, provide all applicable open space calculations, recreation area calculations, recreational details.
	SIGN PLAN:	The Signage and Striping plan will be approved by the BCC with the PSP. Ensure all County and MUTCD requirements are addressed.

I, _____, (Applicant's Printed Name) understand and acknowledge the above submittal requirements (as applicable) of this Change Determination Request to the Preliminary Subdivision 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)