

**HOLD HARMLESS & INDEMNIFICATION AGREEMENT (HHA)
MINIMUM SUBMITTAL REQUIREMENTS CHECKLIST
ORANGE COUNTY, FLORIDA
PLANNING DIVISION
DRC**

Please verify by initialing next to the following items. If not applicable to your project, please write N/A.

	PROJECT NAME:	Should match the associated PD Land Use Plan
	ASSOCIATED CASE #	Provide the associated case #
	PARCEL ID #(s)	Provide all the Parcel ID number(s)
	AGREEMENT	Submit a word & pdf version
	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.

I, _____, (Applicant's Printed Name) understand and acknowledge the above submittal requirements (as applicable) of this Hold Harmless & Indemnification Agreement 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
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Corporate Title (if applicable)