

**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.

**PLANNED DEVELOPMENT LAND USE PLAN AMENDMENT (LUPA)
MINIMUM SUBMITTAL REQUIREMENTS CHECKLIST
ORANGE COUNTY, FLORIDA
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DRC OFFICE**

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

	PROJECT NAME:	Provide the project name as approved at DRC or BCC (if applicable).
	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	PROPOSED CHANGES:	Please remove all outdated clouding and revision bubbles and update the plans accordingly to ensure consistency with the current proposal.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 Land Use Plan Amendment.
<i>If proposing new development then the remainder of the checklist applies.</i>		
	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.
	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 that includes all bearings and distances, point of beginning, etc. Provide a survey that shows all existing structures.
	PLAN SET:	Ensure the entire plan is in one combined pdf, facing upright.
	SHEET INDEX:	Include a sheet index on the cover sheet, indicating all sheets included in plan set, with corresponding sheet #.
	RESIDENTIAL DENSITY:	Note the proposed residential density.
	RESIDENTIAL UNITS:	Note the total number of units, and breakdown by unit type (i.e. detached single family, attached single family, multifamily, etc.)
	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 FLOOR AREA:	Note minimum net living floor area under cooled and heated areas.
	BUILDING HEIGHT:	Note the maximum allowable building height in feet AND stories. If including multiple types of use (i.e. residential, office, commercial, industrial, etc.), break down the applicable height by use accordingly.

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	IMPERVIOUS, OPEN SPACE, RECREATION AREA:	Note the applicable required open space, maximum impervious area allowed, and required recreation area, consistent with code for the PD District.
	RESIDENTIAL OPEN SPACE:	Provide open space and recreation consistent with PD District.
	SETBACKS:	Note all applicable setbacks, for both PD Boundaries, major streets, and internal lots. Include required front, rear, side, side street, and NHWE (when applicable) for internal lots with the PD. Additionally, include all applicable boundary and major street setbacks. If including multiple types of use (i.e. residential, office, commercial, industrial, etc.), break down the applicable setbacks by use accordingly. Where more than one setback applies to a lot, the greater setback distance shall apply.
	SCHOOL AGE POPULATION:	Note the projected school age population (include calculations).
	NON-RESIDENTIAL USES:	Note proposed uses. Correspond allowed use to applicable conventional zoning district in Orange County, or list specific uses in detail. If including multiple types of use (i.e. office, commercial, industrial, etc.), indicate where each type of use is proposed within the plan.
	NON-RESIDENTIAL GROSS FLOOR AREA (GFA):	Note the proposed gross floor area (by use if multi-use). If including multiple types of use (i.e. office, commercial, industrial, etc.) breakdown square footages by type accordingly.
	NON-RESIDENTIAL FLOOR AREA RATIO (FAR):	Note the maximum allowed FAR.
	NORMAL HIGH WATER ELEVATION (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.
	ZONING:	Denote all adjacent zoning on the plan.
	ACCESS / TRAFFIC:	Show right-of-way for all proposed roads in the development. Locate proposed access points and provide projected traffic ITE standards.
	ACCESS:	Show all vehicular and pedestrian access points (proposed and potential)
	TOPOGRAPHY:	Provide topographic survey of the property at one (1') foot contours based on Orange County Datum, or as approved by the County Engineer.
	SOILS:	Identify on-site soils using the Soil Conservation Service Classification System.
	WATER SERVICE:	Note service provider.
	WASTEWATER SERVICE:	Note service provider.

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RECLAIMED WATER SERVICE:	Note service provider.
WATER / SEWER / RECLAIMED 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.
STORMWATER:	Note the proposed stormwater management concept.
PARKS / RECREATION:	Provide a concept plan for Parks and Recreation.
WAIVERS:	If requesting waivers from the site development standards of the PD District, include the waiver requests on the cover sheet. All waiver requests shall be written in the following format: A waiver is requested from Orange County Code 'X' to allow 'Y' in lieu of 'Z'. After the request, the applicant shall provide a justification for the request.
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
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.
SHORELINE IMPROVEMENTS:	Note any existing shoreline features including boat ramp, boat dock, seawall, berm/swale, and vegetation.
TRAFFIC STUDY:	Provide a traffic study.
OVERLAYS / STUDY AREAS:	List any zoning overlays this project is covered by AND list, if applicable, if this project is within a Study Area.
BOUNDARY:	Clarify the project boundary with a bold line.
SIGN PLAN:	If the PD qualifies for a master sign plan (min 15 acres), and a Master Sign Plan is proposed, include a sign plan indicating proposed sign locations, proposed sign detail and elevations, examples of additional permitted and prohibited signs, and any applicable waivers. If no master sign plan proposed, only note on plan the applicable signage shall comply with code. (ex. Signage to comply with Chapter 31.5 on the plan)

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I, _____, (Applicant's Printed Name) understand and acknowledge the above submittal requirements (as applicable) of this Planned Development Land Use Plan Amendment (LUPA) 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)