



This application shall be used to request a determination from the Zoning Manager for any of the items listed below.

1. Zoning Code - In accordance with Sec. 38-74(d) of the County Code, the Zoning Manager is responsible for interpreting Chapter 38 of Orange County Code (Zoning) when the need arises. In instances where the code as written is unclear, ambiguous, or silent on a specific matter, or where code specifically defers to the Zoning Division Manager, the Zoning Division Manager may render a determination of the code interpretation in writing.
2. Zoning Code – In accordance with Sec. 38-1508, the Zoning Manager shall have the authority to grant administrative waivers from the minimum yard requirements, provided that no such administrative waiver shall exceed six (6) percent of the applicable requirement for the yard.
3. Zoning Code/Tree Preservation - In accordance with [Sec. 38-1476](#), the Zoning Manager shall have the authority to grant administrative waivers from the number of required off-street parking spaces set forth in [Section 38-1476](#). Evidence shall be provided that a waiver granted will allow for the preservation of healthy specimen and/or heritage trees through the reduction of the number of spaces, and the modified spacing and configuration of landscape islands or landscape wells.
4. Landscape Code – In accordance with [Chapter 24-3\(h\)](#) of Orange County Code, the zoning manager is authorized to grant deviations from this chapter where the application of this chapter to a specific site would result in a practical difficulty or a physical hardship affecting the economic use of the property. Where substantial deviation from this chapter is proposed, that in the opinion of the zoning manager does not further the intent and purpose of this chapter, the board of county commissioners may consider an appeal of the zoning manager's decision, pursuant to the standards contained in Orange County Code section 34-27. In applying section 34-27 to a variance request hereunder, the term "subdivision improvements" shall be interpreted to mean "landscaping improvements."
5. Tree Protection and Removal – In accordance with Chapter 15-281(a) of the Orange County Code, the zoning manager may grant deviations from any provision of this article where the strict application of the provision to a particular site would create a substantial economic hardship, or to facilitate an affordable housing project where a certified affordable housing certificate exists. In all cases, reasonable efforts must be made to preserve regulated trees consistent with this article. The zoning manager may grant deviations from any provision of this article only when the applicant demonstrates that the purposes of this article will be or have been achieved by other means. If the zoning manager denies a request for deviation from this article because the applicant did not demonstrate that the purposes of the article will be or have been achieved by other means, the applicant may appeal the decision of the zoning manager to the Development Review Committee (DRC), and the DRC shall review the decision pursuant to the standards set forth in section 34-27, Orange County Code.

You may submit by mail or in-person to 201 S. Rosalind Ave., Orlando, FL 32801 or online to Zoning@ocfl.net for Zoning Code applications or Arborist@ocfl.net for Landscape or Tree Protection and Removal.



SUBMITTAL REQUIREMENTS:

The request shall include the following information:

- ☐ Completed application.
- ☐ Cover letter describing the reason for the request of the Zoning Manager's determination or deviation which needs to include all of the following:
 - Description of Determination or deviation being requested
 - Code references for the requirements that the determination or deviation is being requested for
 - Code reference that allows for the determination or deviation
 - Justification for the request
 - Anything being done to offset the impacts of the requested deviation elsewhere on site
- ☐ Supporting evidence or documentation.
- ☐ Site Plan (if applicable) – Required for requests related to Chapter 24 or Chapter 15
- ☐ Non-Refundable application fee: ([Fee Directory](#))

Owner/Applicant Information:

Owner's Name: _____ Applicant's Name: _____
Owner's Phone Number: _____ Applicant's Phone Number: _____
Owner's Address: _____ Applicant's Address: _____
City, State Zip: _____ City, State Zip: _____
Owner's Email: _____ Applicant's Email: _____

Property Information:

Project Address: _____ City/State/Zip: _____
Parcel ID(s)#: _____

Other Related Property Information:



Briefly describe the grounds for the requested determination and any pertinent information related to the request. Attach separate pages if more space is needed:

Note: If the request is associated with a Building or Zoning Division permit, or Code Enforcement action, please provide the permit or case number(s).

Permit or Case Number:



APPLICANT SIGNATURE

I, the undersigned, have read this application and hereby attest that the above-referenced information is true and correct to the best of my knowledge and, during the pendency of this application, I understand my continuing obligation to notify Zoning staff, in writing, of the inaccuracy of any statement or representation which was incorrect when made or which becomes incorrect by virtue of changed circumstances.

Signature of Property Owner or Appellant: _____

Print Name and Title of Signatory: _____

Date: _____

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me, a Notary Public, by means of ☐ physical presence or ☐ online notarization this ____ day of _____, 20____, by _____, as _____ of _____, a _____, on behalf of said _____, who ☐ is personally known to me or ☐ has produced (type of identification) _____ as identification.

Notary Public

Printed Name _____

My Commission Expires: _____



AGENT AUTHORIZATION FORM

I, _____, as the property owner of the property described below, hereby give my permission for _____, to act as my agent for the purpose of applying for an appeal of Zoning Manager Determination in accordance with the requirements of the Orange County, Florida Code of Ordinances.

Parcel ID(s)# _____

Property Address: _____

Legal Description: _____

Signature of Property Owner

Date

Print Name and Title of Property Owner

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me, a Notary Public, by means of ☐ physical presence or ☐ online notarization this ____ day of _____, 20____, by _____, as _____ of _____, a _____, on behalf of said _____, who ☐ is personally known to me or ☐ has produced (type of identification) _____ as identification.

Notary Public

Printed Name _____

My Commission Expires: _____