

Orange County, Florida
Technical Review Group (TRG) / Development Review Committee (DRC) Application

Planning, Environmental and Development Services Department
201 South Rosalind Avenue, 2nd Floor, Orlando, Florida 32801
Email completed application to: DRC_Help@ocfl.net

1. Project Information

Project Name:	
PD Name (as approved by the Board): (if applicable)	
PSP Name (as approved by the Board): (if applicable)	
Parcel ID Number(s):	
Development Program / Proposed Use:	
Detailed Request: →	
Property Address: (if applicable)	
Project Acreage:	
Location (North / South of):	
Location (East / West of):	
Affordable / Attainable Housing? (Y / N) If yes, 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.	
Is this a Live Local Act Development Plan? (Y / N)	
Are you requesting a waiver? (Only applicable to PDs) (Y / N) If yes, state which section(s) and provide a justification.	
Current Zoning:	
Future Land Use:	
Proposed Zoning: (if applicable)	
Commission District:	
Capacity Enhancement Agreement (CEA) #: (if applicable)	
Wetland Determination #: (if applicable)	
Natural Resource Impact Permit #: (if applicable)	

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2. Project Type

New Projects:	Change Determinations:	Other:
☐ Land Use Plan	☐ Land Use Plan	☐ Discussion
☐ Land Use Plan Amendment	☐ Preliminary Subdivision Plan	☐ Extension
☐ Preliminary Subdivision Plan	☐ Development Plan	☐ Pre-Application
☐ Development Plan	☐ Development Order	☐ Agreement
☐ Development Plan Live Local Act		☐ Appeal
☐ Development Plan I-Drive District		

3. Owner / Applicant Information

Applicant / Primary Contact / Authorized Agent¹	Owner (If multiple owners, add additional sheets as necessary)
Company:	Company:
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone:	Phone:
Email:	Email:

1. If applicant isn't the owner, an Agent Authorization form is required.

4. Required Documentation (Note: Additional documents may be requested)

☐ Agent Authorization Form(s)	☐ Fee
☐ Relationship Disclosure Form(s)	☐ Title Work (if applicable)
☐ Specific Project Expenditure Report(s)	☐ Incorporation Documents (if applicable)
☐ Electronic Plan Set (single PDF)	☐ SB 1080 Application Waiver
☐ Submittal Requirements Checklist	☐ Concept Plan (for pre-apps & waiver requests)

Note: For specific plan requirements, please see the applicable sufficiency checklist on the Orange County Development Review Committee website at:
<http://www.orangecountyfl.net/OpenGovernment/FollowOurBoards/DevelopmentReviewCommittee.aspx>

5. Fees

Land Use Plan / Land Use Plan Amendment:	\$2,845 +\$2 per acre
Preliminary Subdivision Plan (1-10 lots):	\$2,111
Preliminary Subdivision Plan (11 or more lots):	\$2,216 +\$5 per lot
Development Plan:	\$1,501 +\$2 per acre
Change Determination – Land Use Plan:	\$1,258
Change Determination – Preliminary Subdivision Plan:	\$402
Change Determination – Development Plan:	\$613
Discussion / Extension / Pre-Application:	\$141

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Development Order Non-Substantial Deviation:	\$2,749
DRC / BCC Appeal	\$741.00
Hold Harmless Agreement	\$148.00

Note: Fees should be paid online through Fast Track [OC FastTrack - Home](#)

6. General Information

This application will not be considered sufficient and shall not be processed until all required application information and required documentation are provided to the DRC Office. ***All signed application documents shall be originals; no copies shall be accepted. If any information regarding the project (ownership, applicant, request, etc.) changes during the review process, the applicant is required to provide an updated application to the DRC Office.***

Agent Authorization Form: If the applicant is not the owner of the property, the owner must complete and sign the County's Agent Authorization Form. If there are multiple property owners, a separate Agent Authorization Form is required for each owner. If the property is held by any entity other than an individual, the appropriate corporate and/or trust documents are required.

Relationship Disclosure Form: For all DRC project applications, a Relationship Disclosure Form shall be completed by the owner or the owner's authorized agent (when accompanied by a valid Agent Authorization Form on file with the County) and shall be submitted to the DRC Office concurrent with the application. All questions regarding the Relationship Disclosure Form shall be directed to the Orange County Attorney's Office at (407) 836-7320.

Specific Project Expenditure Report: The Specific Project Expenditure Report is a report of all lobbying expenditures incurred by the owner and her / his agent and the owner's lobbyist, contractors, consultants, if applicable, for certain projects or issues that will come before the BCC. This form is required for all DRC applications. All questions regarding the Specific Project Expenditure Report shall be directed to the Orange County Attorney's Office at (407) 836-7320.

Public Notification and Site Visit: The applicant is required to place one or more posters on the property for Land Use Plan, Land Use Plan Amendment, and Preliminary Subdivision Plan applications. The Planning Division and / or DRC Office will notify the applicant when the posters are prepared and ready for pick up. Failure to post the property according to the posting instructions may result in the postponement of a required public hearing.

For certain application types, surrounding property owners will be notified of the request by mail. Orange County staff will coordinate the mailer.

This application hereby authorizes Orange County staff to enter the property at any reasonable time for the purpose of a site visit in connection with the review of this application.

Community Meeting: A community meeting may be required for this request. If a community meeting is required, the applicant shall be responsible for the payment of all fees associated with the meeting at the time of scheduling. Additionally, the time and date of the community meeting shall be coordinated with the District Commissioner and venue.

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Public Hearing: This application may require one or more public hearings. Attendance at all hearings by the applicant or representative is required. Inquiries from the public, the Planning and Zoning Commission, or the Board of County Commissioners for information or clarification may necessitate a response from the applicant. Consequently, non-attendance may result in a vote of denial or a continuance to a future hearing date. Hearings that are continued due to the applicant's actions may require re-advertisement. All costs related to notice of rescheduled hearings and / or additional community meetings shall be the responsibility of the applicant.

7. Signature / Title Work

I, the undersigned, have read this application and hereby attest that the above-referenced information is true, complete, and correct to the best of my knowledge and, during the pendency of this application, I understand my continuing obligation to promptly notify the DRC Office, in writing, of any statement or representation which was incorrect or incomplete when made or which becomes incorrect or incomplete by virtue of changed circumstances. Any false information or misrepresentation made on this application or other forms as required by this application may be grounds for revocation of any approval granted by the Development Review Committee, Planning and Zoning Commission, or the Board of County Commissioners.

I acknowledge and accept that an application for the project types listed below may not be deemed sufficient unless and until a current title insurance policy (if available) is provided, as set forth below; if none is currently available, then a title commitment with copies of the deed(s) and all encumbrances shall be provided.

Unless otherwise noted, applications for the following projects shall require a copy of a current title insurance/title commitment with copies of the ownership deed(s) and all encumbrances*:

- Planned Development / Land Use Plan (most current title policy available shall be provided)**
- Preliminary Subdivision Plan**
- Development Plan
- Any substantial change to an approved plan/project that requires Board of County Commissioners' approval**
- Certain non-substantial changes, as determined by the DRC***

837.06 False official statements.—Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

Applicant's Signature: _____ **Date:** _____

* All title work shall be updated prior to construction plan approval, prior to any dedication, at plat submittal, and immediately prior to plat recording. "Current" title work means nothing greater than 90 days old.

**Title policy/commitment shall be received, reviewed, and deemed satisfactory prior to item being scheduled on BCC agenda.

***Plan changes shall not become effective until title work is received, reviewed, and deemed satisfactory.



APPLICATION FOR WAIVER

It has been determined that this application for a permit/case will be governed by and subject to the requirements and limitations referenced in Section 125.022, Florida Statutes, as may be amended. As such, the local government's ability to request additional information to help evaluate your application is limited, unless the applicant agrees to waive the limitations in writing.

I, the applicant for the subject permit, hereby understand and acknowledge the ability to waive the limitations noted above and to extend the review process, and declare as follows (please choose **one**):

☐ **Yes**, I agree to waive the limitations on the local government to request additional information related to my application and to extend the review process as necessary

☐ **No**, I do not agree to waive the limitation on the local government to request additional information related to my application or extend the review process as necessary

{***Note**: If "No" is selected above and the review requires more than a third request for additional information, due to the statutory limitation, the application will be processed as-is and may be denied and/or voided. If voided, a new application for permit will be required to be submitted with the required application fees.}

By signing and submitting this form, I acknowledge and accept that my application will be reviewed in accordance with the Development Review process of Orange County and subject to the requirements and limitations of Section 125.022, Florida Statutes, and I understand that such review may result in approval, denial, or other determination as provided by law.

Typed / Printed Name

Signature

Date