

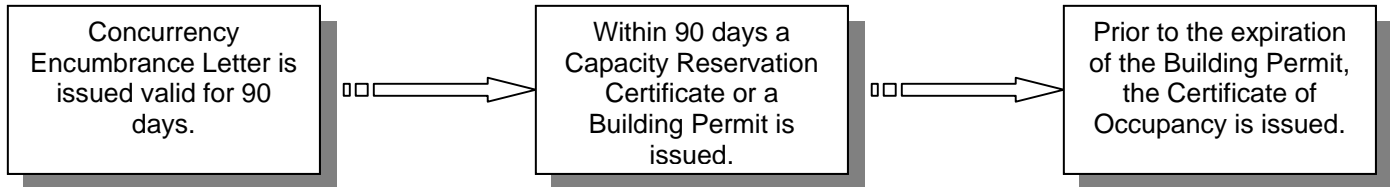


CITY OF ORLANDO

Concurrency Management Application and Information

The City of Orlando's Concurrency Management system ensures the availability of public facilities and services concurrent with new development in an equitable manner to small and large developers. Concurrency Management ensures that all users of public facilities will be guaranteed a specific level of service and that new development will not deplete those levels of service.

If your development plans require a concurrency evaluation, you will be required to obtain a Concurrency Encumbrance Letter before building plans can be approved. The Concurrency Encumbrance letter is valid for 90 days. You must pay the reservation fees or obtain a building permit before the expiration of the Concurrency Encumbrance Letter.



Concurrency Management Check List

The items listed below must be submitted with your application:

Application Fee

Some fees are non-refundable or partially refundable.

Concurrency Management Application

The applicant must complete and sign this form.

Site Plan/Location Map

One copy of a site plan, if available, showing the location of the project.

Power Of Attorney

If you are not the property owner, but are acting on behalf of the property owner, you are required to have this form completed and notarized.

Concurrency Management Staff Contacts

Office of Permitting Services – Keith Grayson, Chief Plans Examiner at 407.246.3234 or keith.grayson@cityoforlando.net for applications, capacity reservation process and general concurrency related questions.

Transportation Planning Bureau – Francis (F.J.) Flynn, Chief Planner, at 407.246.2092 or francis.flynn@cityoforlando.net for transportation concurrency management questions.

City Planning Bureau – Kevin Tyjeski at 407.246.3387 or at Kevin.Tyjeski@cityoforlando.net for concurrency questions related to the Concurrency Resolution Process and transportation related issues.

Office of Legal Affairs – Karen Consalo, Assistant City Attorney at 407.246.2295 or at karen.consalo@cityoforlando.net for questions related to the vested rights process.

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Concurrency Management Application

Date: _____ Related Building Permit # (if applicable): _____

Job Site Address or Parcel ID #: _____

Legal Description (if additional space is needed please attach separate sheet): _____

Owner Name, Address, Phone: _____

Applicant Name¹, Address, Phone: _____

¹If other than Owner, Power of Attorney information must be registered with Permitting Services or provided with this application.

Primary Contact: _____ Project Name: _____

For Primary Contact, do we have current FAX # and email address? _____

Project Description (include general location, additional comments): _____

GENERAL

Type of Application (select one box):

- Encumbrance (\$250) Verification (\$50) Vested Rights (\$1,000)

LAND USE INFORMATION

EXISTING LAND USE

Acreage: _____

Zoning: _____

Use²: _____

Quantity²: _____

PROPOSED LAND USE

Acreage: _____

Zoning: _____

Use²: _____

Quantity²: _____

²Commercial--SqFt, Government--SqFt, Hospital--SqFt, Hotel--Rooms, Industrial--SqFt, Multi-Family--du, Office--SqFt, Single Family--du

AUTHORIZED SIGNATURE

My signature on this application as owner, or as the authorized agent, acknowledges that I understand the following:

- (A) A Concurrency Verification Letter is a non-binding analysis of capacity available.
- (B) A Concurrency Encumbrance Letter encumbers capacity for 90 days. Within the 90 day period I must receive a building permit or a Capacity Reservation Certificate or the letter expires.
- (C) A Capacity Reservation Certificate reserves capacity for a set period of time. If I do not use the capacity within the set period of time, I lose my reserved capacity and a percentage of my deposit.



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- (D) My building permit application will not be approved if the proposed use(s), square footage and/or number of units submitted on the building permit application are greater than those submitted on this application.
- (E) Concurrency for storm water shall be met through adherence to the Orlando Urban Stormwater Management Manual.
- (F) I acknowledge that the information contained in this application is true and correct to the best of my knowledge.

Agent
Signature _____

Owner
Signature _____

Print Name _____

Print Name _____

Title _____

Title _____

Date _____

Date _____



CITY OF ORLANDO

Power of Attorney

Before me, the undersigned authority, this day personally appeared

_____, of _____ hereafter the "Owner" hereby appointed _____ of _____, hereafter the "Agent" as authorized agent to act in the owner's capacity in matters dealing with the following:

- (1) The agent is the duly authorized agent of the owner, serving as the applicant for the property described in the attached application and verified legal description.
- (2) The agent has the owner's full and complete permission to act in behalf of the owner in seeking all approvals and conducting the necessary procedures associated with Chapter 59 of the City Code.
- (3) The agent has the owner's full and complete permission to sign and execute any applications, forms, and agreements associated with Chapter 59 of the City Code.

OWNER

OWNER

Witnesses:

State of _____
County of _____

The foregoing instrument was acknowledged before me this _____ by _____ who is personally known to me or who has produced the following form of identification _____ or taken an oath.

Notary Public

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