



CITY OF ORLANDO

Individual Development Approval Application

Date: _____ Application #: _____

Job Site Address or Parcel ID #: _____

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

Owner Name, Address, Phone: _____

Contractor 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: _____

Site Acreage: _____

Traffic Zone: _____

Please indicate the square footage or number of units/rooms to be demolished and/or constructed:

	Existing	Demolition	New Construction
Office (Square Feet)	_____	_____	_____
Commercial (Square Feet)	_____	_____	_____
Industrial (Square Feet)	_____	_____	_____
Residential (Dwelling Units)	_____	_____	_____
Hotel (Rooms)	_____	_____	_____
Hospital (Square Feet)	_____	_____	_____
Institutional (Square Feet)	_____	_____	_____
TOTAL	_____	_____	_____

Traffic Generated: _____ Average Daily Trips _____ Peak Hour Trips

Source: _____

Sewer Use: _____ Million GPD

Source: _____

Water Use: _____ Million GPD

Source: _____

Comments: _____



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Individual Development Approval Checklist (to be completed by the applicant)

	<u>YES</u>	<u>NO</u>	<u>N/A*</u>
1. Is the development consistent with Map H (see attached)?	_____	_____	_____
2. Have Impact Fees been paid?	_____	_____	_____
3. Has development been reviewed by the Municipal Planning Board?	_____	_____	_____
4. Has development been reviewed by the Downtown Development Board?	_____	_____	_____
5. Has development been reviewed by City Council?	_____	_____	_____
6. If the development is expected to generate at least 100 peak hour or 1,000 daily trip ends, has a traffic analysis been prepared?	_____	_____	_____
Historic and Archaeologic Sites:			
7. Has development been reviewed by the Historic Preservation Board?	_____	_____	_____
8. If the proposed development poses possible adverse effects on significant historic properties, has the applicant prepared a mitigation plan?	_____	_____	_____
9. If the proposed project involves the demolition or removal of buildings, will the excavation be monitored by a professional archaeologist?	_____	_____	_____
10. If the proposed project involves the demolition or removal of historically significant buildings, has a Certificate of Appropriateness been issued?	_____	_____	_____
Natural Resource Conditions:			
11. Will the project contribute more than 1,000 ADT or 100 peak hour net trips to any intersection in close proximity to a receptor showing an air quality violation?	_____	_____	_____
12. If the project creates a net increase in traffic, is the site located within one-quarter mile of a receptor showing an air quality violation?	_____	_____	_____
13. If there is an on-site stormwater treatment facility which adversely impacts water quality, has the owner taken any actions to correct or mitigate degradation?	_____	_____	_____
Public Safety Conditions:			
14. Has the applicant reached an agreement with the City regarding traffic control and security for construction materials movement?	_____	_____	_____
15. Has the applicant provided the City Fire and Police Chiefs complete sets of building plans and floor plans for all structures?	_____	_____	_____
16. Has the applicant incorporated energy saving measures into the final site and building design plans?	_____	_____	_____

*Provide explanation; attach additional pages if necessary.



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Notes:

1. The development rights reserved in the IDA shall remain in effect so long as a building permit for the entire approved development is issued within 12 months after issuance of the certificate of IDA. Extensions for phased projects may be authorized by the City. However, expiration or cancellation of the building permit shall simultaneously terminate the Individual Development Approval (Development Order, Section 2.4).
2. In the event of discovery of artifacts of historical or archaeological significance during project construction, the developer shall stop construction at the site of discovery and notify the City of Orlando and the Division of Historical Resources of the Florida Department of State (Development Order, Section 3.3)
3. The applicant agrees to negotiate with the City to provide space for public safety communication devices, if necessary

(Development Order, Section 5.4).

I certify that the above information is true and correct to the best of my knowledge at the time of application.

Applicant/
Agent Signature _____

Print Name _____ Date _____

Reviewed By (Please initial and date. See next page for comments)

_____	/ /	Zoning Permitting for Land Use and DRITs entry
_____	/ /	Historic Preservation Officer
_____	/ /	Transportation Planning for Traffic and Natural Resources
_____	/ /	Engineering for Natural Resources
_____	/ /	OUC/Engineering for Water
_____	/ /	Police Department for Public Safety
_____	/ /	Engineering for Sewer
_____	/ /	Land Development for consistency with DRI

This Certificate of Individual Development Approval entitles the applicant to seek a building permit for the development described in this application.

Rhonda Lattimore, Customer Services Manager

Date

Rev 10/2008