

# REZONING APPLICATION

SAMPLE

**DID YOU REMEMBER TO?**

- Have a pre-application meeting within the last 60 days
- Have an Affidavit notarized by both the owner and applicant (if different people)
- Complete the submittal checklist
- Fold oversize copies so that they are no larger than 8 1/2" by 14"
- Submit all information as required at the pre-application meeting
- Collate all required information into 17 individual packages (including one package containing originals)
- Submit prior to 2 p.m. on the application deadline
- Check this box if this package contains full-size plans

**PROJECT LOCATION**

Parcel Identification Number

Property Address/Location

**OWNER/APPLICANT INFORMATION**

Owner Name, Title

Applicant Name, Title

Company

Company

Street Address

Street Address

City State Zip

City State Zip

Telephone Number

Telephone Number

Fax Number

Fax Number

E-Mail Address

E-Mail Address

**TO BE COMPLETED BY CITY STAFF**

Pre-Application Mtg. Verification Date

Project Name

Case Description

Yes  No

GMP Amendment Required

Commissioner District

Case # Assigned



# PROJECT INFORMATION

**TO BE COMPLETED BY CITY STAFF**

No City Zoning

**Current Zoning District**

Residential Medium Intensity

**Future Land Use Designation**

N/A

**GMP Subarea/Policies**

R-3B

**Proposed Zoning District**

No

**Related to GMP Amendment?**

**SURROUNDING ZONING**

N	
S	
E	
W	

**PROJECT SUMMARY TABLE**

The purpose of this table is to identify general use and phasing information. More detail regarding specific use types (retail, eating and drinking, townhouse, warehouse etc.) should be provided on the conceptual development plan.

PROPOSED USE	ACRES	EXISTING	DEMOLITION	PHASE 1	PHASE 2	TOTAL
Single-Family Residential (du)						
Multi-Family Residential (du)	12.58					
Office (sq. ft.)						
Commercial (sq. ft.)						
Industrial (sq. ft.)						
Civic/Public Benefit Use (sq. ft.)						
Other:						
<b>TOTAL</b>	<b>12.58</b>					

**SURROUNDING LAND USES**

(Single-Family, Multi-Family, Townhouse, Convenience Store, Supermarket, Vacant, etc.)

North	Multifamily Residential & Vacant Residential
South	Single-family Residential
East	Vacant Residential
West	Supermarket Shopping Center

# CERTIFICATION

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

**Applicant Signature**

**Date**

# SUBMISSION PACKAGE (17 PACKAGES)

The following table contains the requirements for submitting a rezoning application. The first check box on the left indicates what is required. The item must be submitted unless waived by a planner at the pre-application meeting. Complete the checklist by placing a checkmark ( ✓ ) in each box to the right of a required item to indicate that it has been submitted. All items required shall be collated into **17** individual packages prior to submittal of the application. Since a limited number of full-size plans and surveys are required, please identify the packages that contain full-size plans on the first page of the application by marking the box for full-size plans. For packages that contain only reduced plans/surveys, leave the box blank. Applications are due by **2:00 p.m.** on the deadline date. Please ensure that your application package is complete and submitted on-time to avoid being deferred to the next posted deadline date and board meeting. **Please note that applications must be received within 60 days of the pre-application meeting.**

<p><b>Application Fee</b>  <b>\$1,500</b></p>	<p>A user fee established by City Council to partially off-set the administrative and direct costs of processing an application. <u>The application fee does not in any way ensure the applicant a favorable decision.</u> All applications will be reviewed on the merits of the request alone, regardless of the application fee. All application fees are non-refundable, except for applications that are withdrawn within five (5) working days of the application submittal date. <u>The Project Planner must receive a request for withdrawal by 5:00 p.m. on the day of the withdrawal deadline for the fee to be refunded.</u></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>Application Form</b></p>	<p>This application form completed and signed. Pages 1-3 of this form are required to be completed by the applicant prior to submittal. Additional appendices must be submitted if required below.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>Project Description</b></p>	<p>Brief description of the proposed development, including the existing condition of subject property and the character of the surrounding area. The description should specifically identify why the proposed zoning is appropriate in the proposed location and any proposed strategies to minimize impacts on the surrounding area. The description should also identify how the proposed development and zoning designation is consistent with the City's Growth Management Plan. For applications where more than one zoning district is involved, include a map and table showing location and acreage of each proposed zoning designation.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>Boundary Survey</b></p>	<p>A recent, accurate survey showing all existing improvements on the property and certified by the surveyor, drawn to scale. (See "Existing Conditions" on the Development Plan checklist for specific items that must be shown on the survey) A minimum of <b>10</b> packages shall contain full-size, to-scale surveys as well as a reduced copy of the survey no greater than 11" by 17". The remaining <b>7</b> packages are only required to have reductions of the survey. Packages containing full-size surveys are required to be identified by the applicant prior to submittal of the application.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>Conceptual Development Plan</b></p>	<p>A Conceptual Development Plan depicting general location, type and intensity of proposed development. A minimum of <b>10</b> packages shall contain full-size, to-scale development plans as well as a reduced copy of the plan no greater than 11" by 17". The remaining <b>7</b> packages are only required to have reductions of the Development Plan. Packages containing full-size plans are required to be identified by the applicant prior to submittal of the application.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>Affidavit</b></p>	<p>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 (Appendix A).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>Environmental Assessment</b></p>	<p>An environmental assessment shall be prepared to determine if environmentally sensitive lands are present and to classify those lands using the City's three-tiered system (Appendix B)</p>	<input checked="" type="checkbox"/>	<p><b>A</b> <input type="checkbox"/> <b>B</b> <input type="checkbox"/> <b>C</b> <input type="checkbox"/></p>
<p><b>Verified Legal Description</b></p>	<p>The City of Orlando Verified Legal Description Form (Appendix C) must be completed and submitted. The legal description <b>cannot</b> be attached to the form—it must be printed <u>on</u> the form in 10 point Aerial font, with 1/2" side margins, in ALL CAPS.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>School Capacity Acknowledgement</b></p>	<p>If the proposed rezoning is to a district that allows a higher residential density than the existing zoning district, than Appendix D must be signed and submitted.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>Other Information</b></p>	<p>Other information required by the Planning Official:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



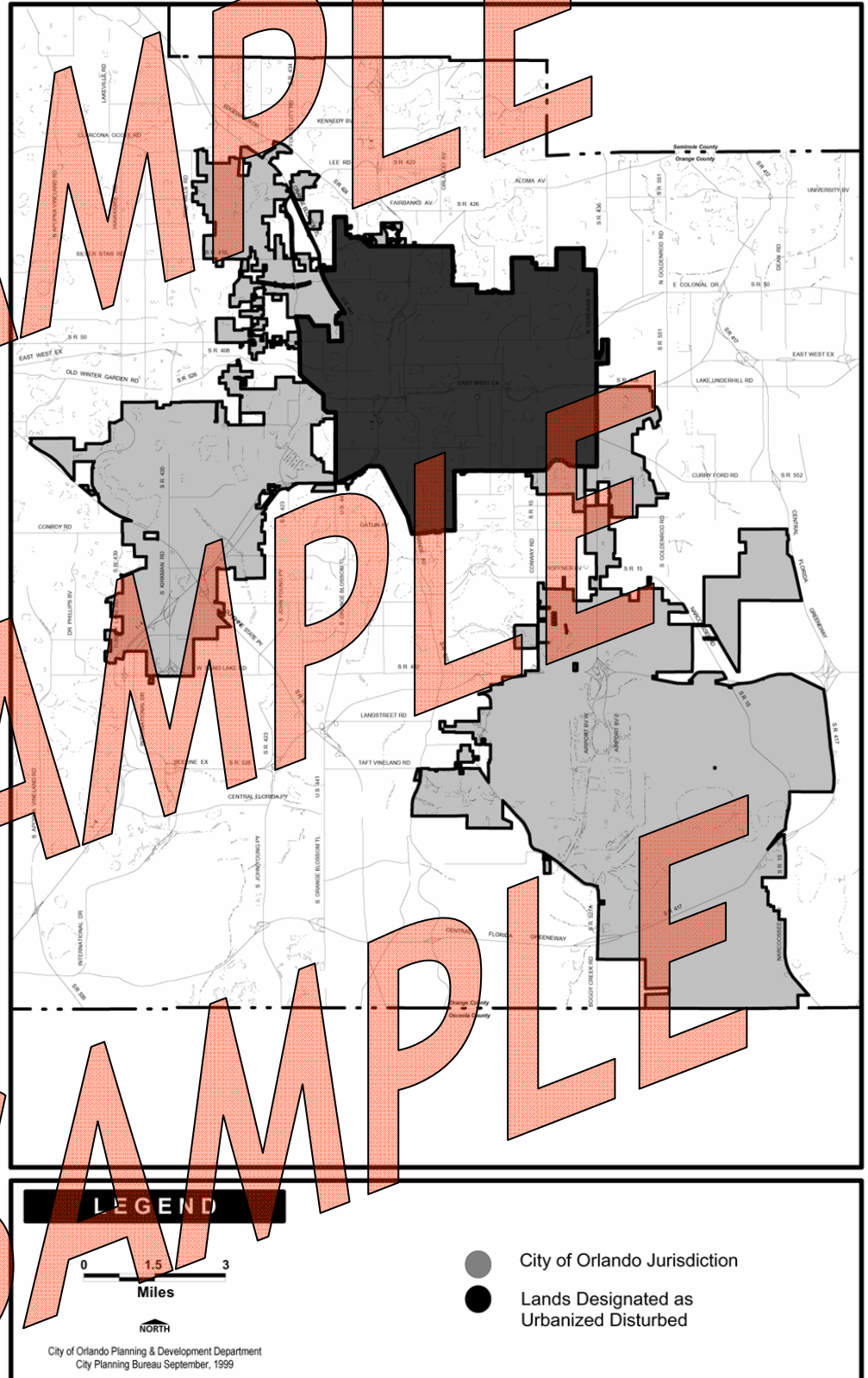
# APPENDIX B: ENVIRONMENTAL ASSESSMENT

An environmental assessment is required to be submitted as part of this application unless the subject site is within the area designated as "Urbanized Disturbed" shown to the right. Areas designated as "urbanized disturbed" are exempt from the environmental assessment requirement.

There are three levels of environmental assessments. Applicants may choose which level of information to submit in initial applications to the city, but the city shall determine if the submittal is appropriate on a case-by-case basis. The requirements for the various levels of environmental assessment are shown on the following page.

The city shall consider the findings of the environmental assessment and shall apply the appropriate policies of the Conservation Element. Recommendations may include:

- Protection of environmentally significant lands consistent with the applicable environmental regulatory agencies, including requiring the applicant to submit signed copies of all environmental permits prior to issuance of engineering permits by the City.
- Require site design to minimize impact of development on environmentally sensitive features of protected wetlands and wetlands under 0.5 acres.
- Require creation of buffers and conservation easements
- Request other permitting agencies to protect wetlands of special value to the city which may otherwise be exempt from their permitting process
- Require a contribution to the Environmental Trust Fund. Such conditions shall become part of the development approval.



ENVIRONMENTAL ASSESSMENT: GENERAL REQUIREMENTS		LEVEL A	LEVEL B	LEVEL C
LEVEL A:	Environmental Description	<ul style="list-style-type: none"> <li>Legally Cleared Land</li> <li>Sparse or No Vegetation</li> </ul>	<ul style="list-style-type: none"> <li>Not cleared of vegetation</li> <li>May contain wetlands</li> <li>Low probability of Endangered, Threatened or Species of Special Concern</li> </ul>	<ul style="list-style-type: none"> <li>Native vegetation</li> <li>Wetlands</li> <li>High probability of Endangered, Threatened or Species of Special Concern</li> </ul>
	LEVELS B AND C: Site visit and brief environmental assessment from a qualified environmental professional			
<b>Location Map</b>	<ul style="list-style-type: none"> <li>Note Section, Township and Range</li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Aerial Photograph</b>	<ul style="list-style-type: none"> <li>Scale no smaller than 4"=600'</li> <li>Outline subject property</li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Photographs</b>	<ul style="list-style-type: none"> <li>Ground level panoramic</li> <li>Adequate to determine vegetative condition of site</li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Wetland Map</b>	<ul style="list-style-type: none"> <li>Jurisdictional boundaries and acreage of all wetlands</li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Q-Wet Ranking</b>	<ul style="list-style-type: none"> <li>For all wetlands, complete Q-Wet Ranking System form to estimate quality of wetlands on site</li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Ecosystems</b>	<ul style="list-style-type: none"> <li>General description of locations and types</li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Endangered, Threatened, or Species of Special Concern</b>	<ul style="list-style-type: none"> <li>Statement which justifies the opinion of the biologist/consultant that the site does not support or harbor Endangered, Threatened or Species of Special Concern</li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Environmental Impacts Map</b>	<ul style="list-style-type: none"> <li>Any proposed impacts or alterations to wetlands</li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Vegetation Map</b>	<ul style="list-style-type: none"> <li>With ecosystems identified per Class III FLUCCS codes, as defined in FDOT's "Florida Land Use Cover and Forms Classification System," latest edition</li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Wetlands</b>	<ul style="list-style-type: none"> <li>Delineation of any wetlands within the landward extent of Waters of the State</li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Endangered, Threatened, or Species of Special Concern Map</b>	<ul style="list-style-type: none"> <li>All transects and study areas</li> <li>Survey dates</li> <li>Delineation of any endangered, threatened, or species of special concern observed (including nests, burrows, or other signs) and their habitats</li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Environmental Impacts Map</b>	<ul style="list-style-type: none"> <li>Any proposed impacts or alterations to endangered or threatened species or their habitat</li> <li>Any proposed impacts or alterations to natural aquifer recharge areas</li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Written Report</b>	<ul style="list-style-type: none"> <li>Ecological description of upland and wetland habitats on site, including dominant species, wildlife usage, hydrology (for wetlands), relative ecological quality and observed effects of previous impacts</li> <li>Endangered species survey per specification of Florida Game and Fresh Water Fish Commission's "Wildlife Methodology Guidelines," latest edition, except that no herp arrays, trapping or night observations shall be required.</li> <li>Statement of whether site falls within natural aquifer recharge area identified in Chapter 63</li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

# Q-WET RATING SYSTEM FORM

(PLEASE CIRCLE THE APPROPRIATE POINT VALUE)

PARAMETER	POINT VALUE
A. SIZE	
Large (>46 acres)	2
Medium (10-45 acres)	1
Small (0.5-9 acres)	0
B. LINKAGE	
Major Connection (Waters of the State)	2
Minor Connection (runoff wetlands, ditch, low velocity flow)	1
Isolated (Cypress dome, marsh, bayhead)	0
C. BUFFER ZONE	
Excellent	2
Adequate	1
Poor	0
D. EXISTING VEGETATION	
High ecological quality	2
Moderate quality	1
Low Quality	0
E. HYDROLOGY	
Adequate	2
Modified	1
Severely Modified	0
F. UNIQUENESS (as related to the City)	
Very Scarce	2
Somewhat Common	1
Common	0
G. PRODUCTIVITY	
Hydic Hammock, Mixed Hardwood Swamp, Deep Marsh	2
Bayhead, Shallow Marsh	1
Cypress Dome, Wet Prairie	0
H. LISTED SPECIES	
Observed	2
Likely	1
Not Likely	0
I. OBSERVED WILDLIFE USAGE	
High	2
Moderate	1
Low	0
J. ACTIVE & PASSIVE RECREATION VALUE	
High	2
Moderate	1
Low	0



# VERIFIED LEGAL DESCRIPTION FORM

(APPENDIX C)

The following legal description has been prepared by \_\_\_\_\_

and submitted to the City Planning Bureau for verification.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Application Request (Office Use Only)

File No. \_\_\_\_\_

Legal Description Including Acreage (To be typed by Applicant):

SAMPLE  
SAMPLE  
SAMPLE



# APPENDIX D: SCHOOL CAPACITY ACKNOWLEDGEMENT

**ALL APPLICANTS MUST READ AND ACKNOWLEDGE THE FOLLOWING STATEMENT PRIOR TO SUBMITTING AN APPLICATION TO THE MUNICIPAL PLANNING BOARD:**

In accordance with the interlocal agreement between the City of Orlando, Orange County and Orange County Public Schools (OCPS), the City, in reviewing all proposed Land Development applications (i.e. rezoning, requests for density bonuses, etc.) and/or Growth Management Plan (comprehensive plan) amendments that would increase permitted residential density, shall:

- 1) Ascertain from OCPS whether the capacity of public schools within the school service area of the subject property is sufficient to handle additional students; and
- 2) Acknowledge in staff reports that school overcrowding (caused or materially aggravated by the application) is grounds for denial of the request by the City Council.

In view of the above, the City requires that an applicant proposing an increase in residential density contact Mr. Dennis Foltz, Senior Director, Planning and Coordination, Strategic Planning Services for Orange County Public Schools at 407.317.3200 ext. 2967, to consider alternatives to mitigate the impact of the proposed development on school capacity. Furthermore, to the extent that a capacity enhancement agreement between the applicant and OCPS is deemed necessary, said agreement shall be in an acceptable final draft form or be executed by both parties prior to the request being considered by the Municipal Planning Board.

Notwithstanding this recommendation, the City shall have the sole authority to determine if, and through what means, mitigation shall occur, and when it has been achieved.

**Applicant Acknowledgement:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Planner Acknowledgement:** \_\_\_\_\_

**Date:** \_\_\_\_\_

SAMPLE

SAMPLE

SAMPLE