

CONDO CONVERSION REQUEST

DID YOU REMEMBER TO?

Verify the property is within City limits

Submit valid parcel identification number

Review the standard letter format provided on the back of this page.

Provide a federal express account number if you wish to have the letter sent by overnight mail to its recipient.

PLEASE READ THESE INSTRUCCIONES COMPLETELY BEFORE SIGNING AND SUBMITTING THIS FORM. IF WE HAVE TO MAKE CHANGES OR HAVE NOT RECEIVED FULL PAYMENT, YOUR LETTER WILL BE SIGNIFICANTLY DELAYED.



Updated March 27, 2006

PROJECT LOCATION

Parcel Identification Number(s)

Number of Units

APPLICANT / RECIPIENT INFORMATION

Applicant Name, Title

Company

Street Address

City State Zip

Telephone Number

Fax Number

E-Mail Address

Applicant Signature

Property Address/Location

Type of Conversion

From :
 Apartments Hotel Office Other
 To:
 Res. Condo Condo-Tel Office Condo Other
 (Please explain "other" on separate sheet)

Letter Recipient Name, Title

Company

Street Address

City State Zip

Telephone Number

Fax Number

E-Mail Address

Date

CONDO CONVERSION REQUEST

HELPFUL HINTS

Submit the request at least 10 days before the letter is needed.

- Use the application form provided on the reverse side of this brochure.
- Make sure that the property is located within the Orlando City Limits prior to requesting a letter.

Economic Development Department—City Planning Division

6th Floor, City Hall
One City Commons
400 South Orange Avenue
Orlando, Florida 32802-4990

For More Information, Contact:

Kathy Stickle
Phone: 407.246.3365
Fax: 407.246.2895
E-Mail: kathy.stickle@cityoforlando.net

*Serving Orlando with Innovation,
Responsiveness, Knowledge,
Courtesy and Professionalism.*



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OVERVIEW

What is a Condo Conversion Letter?

A Condo Conversion Letter is a document provided by the city to acknowledge that a particular piece of property is being converted into condominiums. These letters may be required by lenders or the State of Florida as part of the condominium process with the

What type of Information is provided in a Condo Conversion Letter?

The Condo Conversion Letter provided by the City of Orlando will contain the following information:

- The zoning district applied to the property
- A list of permitted uses in the zoning district (Chapter 58, Figure 2 of the Land Development Code) or, if zoned Planned Development (PD), a copy of the applicable PD ordinance.
- Instructions on how to obtain a permit for upgrading.
- Instructions on who to contact if addressing property off of public streets.
- Any other relevant information regarding a

particular site and the conversion requirements of the Land Development Code.

- Please note that the City or Orlando will not provide an estoppel letter.

How do I obtain a Condo Conversion Letter?

Complete the form on the reverse side of this brochure and submit with the required application fee to:

Kathy Stickle, Administrative Assistant

City of Orlando ■ Economic Development
Department ■ City Planning Division.
400 South Orange Avenue
P.O. Box 4990
Orlando, Florida 32802-4990

SAMPLE LETTER

Dear _____:

In response to your letter requesting a Condominium Conversion Letter for the above referenced property, please be advised of the following:

- The subject site is zoned _____, which allows _____ development.
- The City of Orlando Land Development Regulations make no distinction between apartments and condominiums; both of these uses are allowed in with the _____ Zoning District. Therefore, the City of Orlando has no objection to the conversion of the property from _____ to _____.
- Additionally, there are no City Council policies that would prevent execution of the same.
- If your project requires upgrades during the conversion of the property to condominiums, please obtain building permits from the Permitting Division of the first floor of City Hall.

If you have any questions or concerns, please contact _____ at 407.246._____.