



# OSCEOLA COUNTY COMMUNITY DEVELOPMENT APPLICATION

Osceola County Board of County Commissioners  
Community Development Department  
1 Courthouse Square, Suite 1400  
Kissimmee, Florida 34741  
Phone (407) 742-0200 Fax (407) 742-0205

Application No: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
DRC Meeting: \_\_\_\_\_  
OCPC Meeting: \_\_\_\_\_  
BOA Meeting: \_\_\_\_\_  
BCC Meeting: \_\_\_\_\_

Submittal Type

- Administrative Waiver
- Comprehensive Plan Amendment
- Concurrency Management
- Dimensional Variance
- Conditional Use
- Easement Vacation
- Home Occupation
- Land Variance
- Land Clearing Permit
- Lot Split
- Noise Variance
- Planned Development
- Plat Vacation
- Re-aggregation
- Road R/W Vacation
- Site Development Plan
- Soil Excavation
- Preliminary Subdivision
- Final Subdivision
- Transfer of Development Rights
- Variance From LDC
- Zoning Map Amendment
- FEMA MT-1
- FEMA MT-2
- Flood Permit
- Floodzone determination/PRP
- Land Alteration
- Other \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Agent (Contact Person):**

Name: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Owner:**

Name: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Project:**

Project Name: \_\_\_\_\_  
Parcel ID No(s): \_\_\_\_\_  
Total Acreage: \_\_\_\_\_  
Site Address: \_\_\_\_\_  
General Location: \_\_\_\_\_

**Full Legal Description:** Provide a complete legal description. Include the complete parcel number of the property as well as Plat Book and Page (if applicable) or attach a copy of the deed(s) of record for all lands within the project boundary. (Deeds of record are available from the County Clerk's office.) You may submit a digital CAD file of the boundary survey in AutoCAD or Micro station compatible format. If applicable include the street address.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Request:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# OSCEOLA COUNTY COMMUNITY DEVELOPMENT APPLICATION GENERAL APPLICATION - SIGNATURE PAGE

Osceola County Board of County Commissioners | Community Development Department  
1 Courthouse Square, Suite 1400, Kissimmee, Florida 34741, Phone (407) 742-0200 Fax (407) 742-0205

Submittal Contents

- Authority/Ownership Affidavit
- Legal Description and or Boundary Survey
- Location Map or Aerial
- Narrative and/or Statement
- Support Documentation
- Concept of Site Plan and/or Conceptual Elevations

**Fee Submittal:**

\_\_\_\_\_

For the most recent fees and additional information, please visit:

[Osceola County Community Development](#)

**APPLICATION TYPE:** \_\_\_\_\_

**RELATED APPLICATIONS (as applicable)** \_\_\_\_\_

**Certification:**

I CERTIFY THAT, to the best of my knowledge and belief, all information supplied with this application is true and accurate, and that I am:

**Landowner:** A landowner or his/her agent where authorized in writing, provided however that: Where the fee owner has entered into a contract for the sale of the property, whether it be an agreement for deed, sales contract, or otherwise, then the purchaser may initiate the application when specifically authorized in the contract to do so or by another legal document authorizing same. Where there is more than one owner, then all such owners must jointly initiate the application or petition

**Trustee:** Where the property is subject to a land trust agreement, the trustee may initiate the application when the trustee has submitted evidence that he/she is authorized by the trust document to do so, either individually or with other trustees.

**Corporation/Partnership:** Where the fee owner is a corporation or partnership then the president or general partner may initiate the application and must provide proof that the corporation or partnership exists including Certificate from Secretary of State stating that the corporation is in good standing.

**Association:** Where the fee owner is an association, the association or its governing body may appoint an agent, in writing, to initiate the application on behalf of the association. Proof that the association exists must accompany the application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Signer

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_



# Osceola County Concept Plan (CP)

## Application Package & Instructions

Osceola County Board of County Commissioners  
1 Courthouse Square, Site 1400, Kissimmee, FL 34741  
Phone: (407) 742-0200 Fax: (407) 742-0205

This package is intended to provide you with the information necessary for you to complete an application for a Concept Plan or Concept Plan Amendment. The information requested is the minimum required under the Osceola County Comprehensive Plan and Land Development Code. You are encouraged to submit whatever additional information you feel necessary to adequately communicate to the reviewers what is being proposed.

Included in this package is a form which is intended to serve as the cover page(s) of your application and a specific Concept Plan Application. These forms are available from Community Development electronically. You are encouraged to take advantage of working directly on the electronic copies of our form(s).

A Concept Plan Checklist, which lists all of the information required to be included with your application in order for it to be deemed sufficient and processed is also provided for your use. Staff will determine if the information submitted is complete and in conformity with the checklist to determine if the application is sufficient. *Once the application is determined to be sufficient, the application will be routed for review.* The requirements for this information can be found in Chapters 3 and 4 of the Osceola County Land Development Code.

The Land Development Code may be viewed on our Website ([www.osceola.org](http://www.osceola.org)). You are encouraged to review the appropriate portions of the Code before proceeding with your application. You are also encouraged to use the outline of this checklist as your table of contents for your application. In that way, you will know that your packet contains all of the information required by the Code.

Once the application is deemed sufficient, an assigned Project Coordinator will work with you throughout the review process and will provide you information about any meetings that will affect your application.

Each Concept Plan Application will require a Development Review Committee Meeting, and the subject property must have a Zoning Designation of Mixed Use (MXD). If an applicant is not present, the request may be continued or denied. Our objective in this process is to make the County's expectations as clear as possible so that you are able to secure all the necessary approvals required in a timely manner.



# OSCEOLA COUNTY Concept Plan Application

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Community Development Department  
1 Courthouse Square, Suite 1400  
Kissimmee, Florida 34741  
Phone (407) 742-0200 Fax (407) 742-0205

Application Number: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
DRC Meeting : \_\_\_\_\_

Submittal Type

- Community Developmet Cover Sheet
- Concept Plan Application
- Owner/Agent Authorization (if applicable)
- Proof of Ownership
- Legal Description
- Exhibits Identified on the Concept Plan Index Guide
- Fee \$3,500.00
- Other

**Project Name:** \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Pre-Application File Number: \_\_\_\_\_

**Project Information:**

Is this a CP Amendment? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes list prior CP number(s) \_\_\_\_\_

Name of Adopted CMP (If applicable) \_\_\_\_\_

Current Uses: \_\_\_\_\_

Proposed Use(s)/Place Types: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Site Information**

**Schools:**

Will a school be dedicated? If not, has a school site been identified to serve this development?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Parks:**

Will a County park site be provided? If not, has a park site been identified to serve this development?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Certification:**

I CERTIFY THAT, to the best of my knowledge, all information supplied with this application is true and accurate, and that I am:

- Landowner: A landowner or his /her agent where authorized in writing, provided however that: Where the fee owner has entered into a contract for the sale of the property, whether it be an agreement for deed, sales contract, or otherwise, then the purchaser may initiate the application when specifically authorized in the contract to do so or by another legal document authorizing same. Where there is more than one owner, then all such owners must jointly initiate the application or petition.
- Trustee: Where the property is subject to a land trust agreement, the trustee may initiate the application when the trustee has submitted evidence that he/she is authorized by the trust document to do so, either individually or with other trustees.
- Corporation/Partnership: Where the fee owner is a corporation or partnership then the president or general partner may initiate the application and must provide proof that the corporation or partnership exists including Certificate from Secretary of State stating that the corporation is in good standing.
- Association: Where the fee owner is an association, the association or its governing body may appoint an agent, in writing, to initiate the application on behalf of the association. Proof that the association exists must accompany the application.

**CONCEPT PLAN SUBMITTAL CHECKLIST:**

In addition to a fully completed Concept Plan Application with Cover Sheet and all submittal requirements listed on the Concept Plan Application, the following minimum requirements for a complete Concept Plan application must be submitted. The applicant is encouraged to provide any supplemental information deemed necessary to fully portray the nature of the proposed Concept Plan.

- Digital file of project boundary and all the exhibits as identified on the Concept Plan Index Guide
- Concept Plan Map Exhibits: Shall be a visual depiction of the development intent of the applicant. It shall be prepared at an appropriate scale and on a maximum sheet size of 24"x36"

- Additional information may be requested by the County as appropriate and any information required above may be waived by the County Manager.
- Number of Copies: One (1) digital submission.

Concept Plan Index Guide		
<b>Cover Sheet</b>	<b>III. Fine Grain Network Sheet(s)</b>	<b>VI. Staging Sheet(s)</b>
Title	Internal Connectivity	Staging Phases
Date	Road/Network	Major Infrastructure
Parcel ID Numbers	Trails/Pedestrian Paths	<b>VII. Conceptual Master Plan(s)</b>
Location Map	Parks	
Owner/Agent Contact Info	<b>IV. Framework Streets Sheet(s)</b>	District CMP compare/contrast to CP
Sheet Index		Cloud changes from CMP and provide justifications
<b>I. Survey/Legal Sheet</b>	Regional Connections	<b>VIII. Development Program Table Sheet(s) (in Excel format)</b>
	Internal Connectivity	
Survey (Dated)	Road Network	Mix of Uses
Legal Description	Transit	Densities and Intensities (Adopted CMP vs Proposed)
<b>II. Development Program Sheet(s)</b>	<b>V. Place Type Sheet(s)</b>	Site Data: Acreage, Development Table, etc.
Place Types and Project Boundary	Neighborhood Types	*Note: Schools, Parks, and other civic amenities are not Place Types by policy or code, but need to be identified on the Concept Plan within the appropriate Place Type
Wetlands/Stormwater Ponds	Centers	
Other Jurisdictions	Districts (Open Space/Special)	
CMP/UGB Boundary	Schools*	
	Other Civic Amenities (Parks)*	