



# Osceola County Community Development Application

Osceola County Board of County Commissioners  
Community Development Department  
1 Courthouse Square, Suite 1400  
Kissimmee, FL 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 Application
- 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
- \_\_\_\_\_

### 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 Microstation compatible format. If applicable include the street address.

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

### Request:

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

# Re-aggregation (RG)

## Application Package

This package is intended to provide you with the information necessary for you to complete an application for a Lot Re-aggregation. The information requested to be a part of your application represents the minimum requirements for submittal under the Osceola County Land Development Code. You are encouraged to submit any additional information you feel necessary to assist in the review of your application.

Included in this package is an application form that requires related information as part of the submitted information. This application is available in diskette form for electronic review purposes.

Following the application form is a Re-aggregation Checklist which lists pertinent information required to be included with your application in order for it to be processed. ***If staff determines within three business days the information submitted is not complete or in conformity with the checklist you will be advised and the application will not be scheduled for review until all information is received.*** The Land Development Code can be viewed on our Website ([www.osceola.org](http://www.osceola.org)). You are encouraged to familiarize yourself with 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 Land Development Code.

This is an administrative review process. A Project Coordinator will work with you throughout the application process and will provide you information about any meetings and public hearings, if necessary, that may affect your application. Our objective in this process is to make it as clearly understandable as possible so that you are able to secure all the approvals you seek in a timely manner.

# RE-AGGREGATION APPLICATION PACKET

Osceola County  
 Community Development Department  
 1 Courthouse Square, Suite 1400  
 Kissimmee, Florida 34741 Phone (407) 742-0200 Fax (407) 742-0206

APPLICATION NO. \_\_\_\_\_  
 DATE RECEIVED \_\_\_\_\_

**GENERAL INSTRUCTIONS:** This application must be completed and submitted to the Planning Department along with the required fee and additional information necessary for consideration by the Technical Review staff and hearings by the Planning Commission and/or Board of County Commissioners.

## I. APPLICANT INFORMATION

	Applicant	Owner	Agent/Engineer
Contact			
Address			
Phone:			
Fax:			
Email:			

## II. GENERAL INFORMATION

PROPOSED NAME AND UNIT

LOCATION (please include the Section, Township and Range)

**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 Clerks Office.) You may submit a digital CAD file of the boundary survey in AutoCAD or Microstation compatible format. If applicable, include the street address.

FUTURE LAND USE CLASSIFICATION

ZONING CLASSIFICATION

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WATER SUPPLY

Well	Utility ____	Utility Name:
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METHOD of SEWAGE DISPOSAL

Septic	Utility ____	Utility Name:
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Name of the Access Road:	
Is the road county maintained? Yes ____ No	Is the road paved? Yes ____ No

**IV. SITE STATISTICS**

Acreage	Number of Lots	Minimum Lot Size
Own Adjacent Property?    Yes ____ No	Short Term Rental?    Yes ____ No	

**V. APPLICANT'S REQUEST (DETAILED DESCRIPTION INCLUDING ANY VARIANCES AND HOW THEY APPLY TO YOUR PROJECT)**

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**VI. CERTIFICATION**

I CERTIFY THAT, to the best of my knowledge and belief, all information supplied with this application is true and accurate and I have examined and am familiar with the Land Development Code of Osceola County and Ch. 177 of the Florida Statutes and have complied with the requirements of said regulations and statute.

DATE: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**VII. AUTHORIZATION (Please check one)**

- ( ) **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.

DATE: \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
Owner/Agent/Corporation/As

**\*\*\*Please list signature of all owners of the property**

Please print name(s) listed above

**LOT REAGGREGATION REQUEST  
SUBMITTAL CHECKLIST**

\_\_\_\_\_ **Re-aggregation application**

\_\_\_\_\_ **Authority:** The name of all parties having interest in the subject property, or certification that the applicant is authorized to sign the application as the agent pursuant to the Osceola Land Development Code, Chapter 2, Section 2.4. **All letters of authorization must be notarized.**

\_\_\_\_\_ **Parcel Number:** Include parcel number of subject property. Parent parcel number may be referenced.

\_\_\_\_\_ **Legal Description:** A legal description of the subject property sufficiently detailed so as to locate said property on county maps or aerial photographs sufficient for recording in public records. If the application includes multiple contiguous parcels, the legal description shall describe the perimeter boundary of the total area, but need not describe each individual parcel, unity of title is necessary however. Any legal description, which is not sufficiently detailed so as to locate said property on County maps shall be rejected and owner may be required to provide a certified survey boundary sketch.

\_\_\_\_\_ **Area Location Map:** The location of the subject property indicated on a Map or an aerial photograph. This map shall reference known major streets and geographic features with sufficient clarity as to be recognizable by the general public.

\_\_\_\_\_ **Existing State of the Parcel:** A map or visual display that depicts all existing structures, easements, rights-of-ways, platted roads, rights of ingress and egress, drainage easements, drainage swales, etc. and any other features existing on the land in question.

\_\_\_\_\_ **Affidavit:** If buildings or structures exist on the property, the applicant shall submit an affidavit that the buildings and structures will be removed or that the proposed use of the building, structures, and land is, or will be, in compliance with all applicable requirements of the land development code.

\_\_\_\_\_ **Number of Copies:** **Two (2)** copies of the Legal Description and Sketch of Description for the Re-aggregated lots, signed and sealed, drawn on 8 ½ X 14" format.

\_\_\_\_\_ **Provide Proof of Ownership:** A copy of the tax bill or a print out from the Property Appraiser's office is **required**.

\_\_\_\_\_ **Application Fee:** **\$440.00.**

**NOTICE TO APPLICANTS:**

This is an administrative review application that will not require Board approval. The applicant will be requested to submit a revised reconfigured lot layout provided by a Florida-registered land surveyor. The review period is designed to be completed in ten (10) working days from the date of receipt. Upon satisfactory review of the application and the accompanying documentation, a letter of approval will be issued along with proof of recordation by staff.

## **Re-Aggregation (RG) Application Package Requirements**

The following information is required to file a Re-Aggregation application for review by staff.

1. A completed and signed application.
2. The current owner of the property must sign the application or a written authorization for applicant or agent to apply in the owner's behalf must accompany this request.
3. Please provide parcel number(s) of the property. This helps in confirming that your property has a zoning district that will permit the re-aggregation.
4. A copy of the warranty deed for the property must be submitted with the application.
5. Accompanying the application shall be two (2) copies of the Legal Description and Sketch of Description for the Re-aggregated lots, signed and sealed, drawn on 8 ½ X 14" format. The Descriptions shall include the following:

- An area location map, indicating the property described in the legal description. Said map shall be sufficiently referenced to known major streets or other physical boundaries so as to be clearly identifiable to the general public.
- Provide the Legal Description
- The scale of the Sketch, north point, and the name, address and telephone number of the surveyor.
- The boundary lines of the lots being re-aggregated, drawn with a lighter lineweight.
- The proposed lot lines, drawn with a heavier lineweight.
- The legal description and size of parent parcel and each new lot.
- The location of all existing or proposed easements provided for public use, service or utilities.
- The street the property abuts.
- The width of any existing road right-of-way.
- Show any wetlands on the property and, if applicable, the safe development line.
- Show existing state of parcel. A map or visual display that depicts all existing structures, easements, right-of-way, platted roads, rights of ingress and egress, drainage easements, drainage swales, etc. and any other features existing on the land in question.
- Any information which may be required as a condition of approval from previous actions by the Planning Commission and/or Board of County Commissioners.
- Any and all applicable requirements promulgated for the practice of surveying by the Florida Board of Professional Surveyors and Mappers.

6. The filing fee is **\$440.00**
7. Please be advised that in order to record the Re-aggregation in the official records we must confirm from the Tax Collector that all taxes due have been paid. The Development Review Department will request this confirmation on your behalf.

All applications and applicable information should be submitted to the Osceola County Development Review Department, 1 Courthouse Square, Suite 1400, Kissimmee, Florida 34741. Your Re-aggregation will be reviewed for completeness, minimal technical standards, access, land use, zoning, etc. You will be contacted if any questions or problems arise from this review. When the Re-aggregation has been approved and confirmation has been received that current taxes are paid, one copy will be recorded with the Clerk of the Court in the Official Records of Osceola County, Florida. You will be notified that this process has been completed.

**If you have any questions regarding the lot split process, please contact the Development Review Department at (407) 742-0200.**