



# OSCEOLA COUNTY

## BOUNDARY AMENDMENT CHECKLIST

1 Courthouse Square, Suite 1400, Kissimmee, FL 34741 | Ph. 407-742-0200

The purpose of this document is to provide guidance on the process and support documentation necessary to process a Community Development District Boundary Amendment Petition in accordance with F.S. 190.005 Establishment of District and the Osceola Land Development Code, Chapter 2, Section 2.1.2.

Include items on checklist as separate documents (i.e. Petition to Establish, Petitioner's Agreement, Ordinance).

### **Step 1. Submit completed Community Development District application.**

This can be done online by visiting <https://permits.osceola.org/default.aspx>. As an alternative, paper applications can be submitted to:

#### **Osceola County Planning & Design**

1 Courthouse Square, Suite 1400  
Kissimmee, FL 34741

**Check payable to:** Osceola County Board of County Commissioners

**Step 2.** Following this page is the CDD application. You are encouraged to take advantage of working directly on electronic copies of our form. This application must be completed and submitted to the Community Development Department along with the required fee and additional information necessary to be considered by the Community Development staff.

\*A Project Coordinator will work with you throughout the application process and will provide you information about any meeting and public hearings that may affect your application.

## **Community Development District Boundary Amendment Petition Review Submittal Checklist**

### **190.046 Termination, contraction, or expansion of district. –**

The petition to contract or expand the boundaries of a community development district shall contain the same information required by Florida Statute [190.005\(1\)\(a\)](#)1. And 8.

**In addition,**

**If the petitioner seeks to expand the district:**

The petition shall describe the proposed timetable for construction of any district services to the area, the estimated cost of constructing the proposed services, and the designation of the future general distribution, location, and extent of public and private uses of land proposed for the area by the future land use plan element of the adopted local government local comprehensive plan.

- After establishment of the district, a person may petition the county to amend the boundaries of the district to include a ***previously identified parcel*** that was a proposed addition to the district before its establishment. *A filing fee may not be charged for this petition.*

Each such petition must include:

- A legal description by metes and bounds of the parcel to be added;
- A new legal description by metes and bounds of the district;
- Written consent of all owners of the parcel to be added;
- A map of the district including the parcel to be added;
- A description of the development proposed on the additional parcel; and
- A copy of the original petition identifying the parcel to be added.

**If the district was established by the Florida Land and Water Judicatory Commission:**

- A \$1,500 filing fee shall be paid to the county
- The county shall have the option of holding a public hearing as provided by s. [190.005\(1\)\(c\)](#). However, the public hearing shall be limited to consideration of the contents of the petition and whether the petition for amendment should be supported by the county or municipality

Before filing with the county, the person must provide the petition to the district and to the owner of the proposed additional parcel if the owner is not the petitioner.

**If the petitioner seeks to contract the district:**

- The petition shall describe what services and facilities are currently provided by the district to the area being removed, and the designation of the future general distribution, location, and extent of public and private uses of land proposed for the area by the future land element of the adopted local government comprehensive plan.

**If the petitioner seeks to dissolve the district:**

- If a district has no outstanding financial obligations and no operating or maintenance responsibilities, upon the petition of the district, the district may be dissolved by a nonemergency ordinance of the general-purpose local governmental entity that established the district.

**APPLICATION CHECKLIST**

- Community Development Application** (Universal cover sheet for all development applications)
- \$6,700 fee** \*unless previously identified parcel that was a proposed addition to the district before it's establishment.
- Petition**
- Interlocal Agreement**
- Ordinance**
- Draft Public Hearing Notice**

**This application shall contain the same information as found on the Community Development District application.**