



Osceola County Site Development Plan

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 to complete a Site Development Plan (SDP) Application. The information provided in this package represents the minimum requirements for submittal under the Osceola County Land Development Code (LDC). The submittal of additional information to enhance the reviewer's understanding of the proposed project is encouraged. A Community Development Application must accompany the SDP Application.

The following is included in this package:

1. A Community Development Application Form. This form is intended to provide the County with contact information and basic information regarding the application type and property information.
2. "SDP Application" form. This form is intended to provide the County with basic information regarding the applicant, subject property and project type.
3. An "SDP Application Package Requirements" checklist. This is a list of the items required for the application package to be deemed complete and acceptable.
4. An "SDP Plan Fees" summary. This schedule will be used to calculate the application and engineering inspection fees required for the proposed project.
5. A "Certificate of Cost Estimate" affidavit. This affidavit must be completed and submitted to the County with the associated infrastructure cost estimate.

In addition to the above mentioned items, please provide copies of any approval letters that may pertain to the project. (e.g. Planned Development (PD) approval, Preliminary Subdivision (PS) approval, Comprehensive Development Site Plan (CDP), Water Management District, etc.).

Upon receipt of the application package, if staff determines within three business days the information submitted is not complete or in conformity with the checklists, you will be advised and the application may not be scheduled for review until all information is received. The requirements for this information can be found in the Osceola County LDC. For your convenience, the LDC can be viewed on our website at <https://www.osceola.org/agencies-departments/community-development/offices/zoning/land-development-code.shtml>). You are encouraged to review the appropriate portions of the LDC before proceeding with your application.

Acceptance of submittals is based upon the thoroughness of the information you have provided. Upon submittal and acceptance of the package, you will receive staff comments within 15 working days.

Upon approval, the SDP will be valid for a period of three years. Receiving SDP approval from the County does not eliminate the need to obtain any required federal, state, local and/or special district authorizations prior to the start of any activity. Utility approval is required from the respective utility providers.

Please be aware, approval of the Site Development Plans DOES NOT grant the ability to commence site construction. Prior to construction, the applicant must provide a certified cost estimate for review and calculation of site inspection fees, obtain a Land Clearing Permit and obtain a ROW Utilization Permit (if warranted). These items will be further defined as you work through the SDP process.

Also, no vertical construction may take place until a building permit is obtained from the Osceola County Building Department. Facilities requiring a building permit include but are not limited to: sanitary lift stations, proposed light fixtures (poles) that are independent from any building structure, electrical gates, retaining walls, dumpster enclosures, etc."

If you have any questions or concerns regarding this application package, please feel free to contact the Development Review Department at (407) 742-0200.



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
- _____

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 Site Development Plan

Submittal Items

GENERAL INSTRUCTIONS:

This application must be completed and submitted to the Development Review Department along with the required fee and additional information necessary to be considered for review.

1. Residential Subdivision is defined as any single-family residential project that will require subdividing of the subject property.

2. Commercial, Industrial and Multi-Family Subdivisions are defined as any non-residential project that will require subdividing of the subject property.

3. A Single Lot Site Development is defined as any single-lot project that will not require subdividing.

Requirements for a SDP Application can be viewed at library.municode.com

Please do not leave any blanks on this application

Amount of Fee Submitted*
\$ _____

*Please calculate from "Project type" section and fee schedule on Page 6.

Project Name: _____

Project Description: (Provide a brief description of the work to be done)

Project Type: Please see the definitions in side bar for assistance in completing this section.

Is the Project a Residential Subdivision? Yes _____ No _____

If "Yes", total acres _____ Total # of lots _____ Total # of tracts _____

Is the Project a Commercial, _____ Industrial _____ or Multi-Family Subdivision _____?

If "Yes", total acreage of site _____

Is the Project a single-lot Site Development? Yes _____ No _____

If "Yes", total acreage of site _____

Is this application a revision, addition or modification that **DOES NOT** substantially change the permitted paving and drainage requirements of an approved EIP/SDP? Yes _____ No _____

All other related Application Numbers: PS/EIP /SDP/P # _____

General Information:

Current Zoning District: _____ Future Land Use Designation: _____

Water supply: Well _____ Utility _____ Utility Provider Name: _____

Sewage Disposal: Septic _____ Utility _____ Utility Provider Name: _____

Name of Access Road(s): _____

Is the road County maintained: Yes _____ No _____ Is the Road Paved: Yes _____ No _____

Proposed improvements within County right-a-way (i.e. turn lanes, utilities...etc?) Yes _____ No _____

Stormwater Information: Outfall Location(s); Flood Zone:

Does the stormwater system outfall to a County maintained ditch or canal? Yes _____ No _____

Does the stormwater system outfall to a County maintained right-of-way or road? Yes _____ No _____

Does the stormwater system outfall an existing Wetland System? Yes _____ No _____

Other? Please specify _____

Is the project located within a flood zone or flood way? Yes _____ No _____

Is the project located adjacent to OR does it impact existing County or State

Ditches, canals, lakes or easements? Yes _____ No _____

Plans Status:

Was a Planned Development (PD) previously approved for the property? Yes _____ No _____

If Yes, PD# _____ Is the proposed use a Permitted Use? Yes _____ No _____

***Please list All Associated Application #'s: Zoning Map Amendment (ZMA), Development of Regional Impact (DRI) Comprehensive Development Plan (CDP), Concept Plan (CP), Conditional Use (CU), Preliminary Subdivision Application (PS) number and/or any other associated applications:

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 of 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 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 it's 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.

Authorized Signer: _____ Date: _____

Printed Name: _____ Date: _____

Owner/Agent/Trustee/Corporation/Association ***Please list signature of all owners of the property.

SDP Application Package Requirements

The following list represents the items required for the SDP application package to be deemed complete and acceptable. The applicant is encouraged to provide any supplemental information deemed necessary to fully portray the nature of the project.

If the item listed is accounted for on the plan or narrative that accompanies this application, please place a check on the adjacent line. If the item does not apply, please insert N/A. There must be one or the other on every check line.

AN INCORRECT ENTRY MAY RESULT IN A DELAY IN THE PROCESSING OF THE APPLICATION

_____ Community Development Application

_____ Site development Plan Application

_____ Cost Estimate: A certified cost estimate and affidavit must be submitted for review

_____ 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. 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. Please include a digital CAD file of the boundary survey in AutoCAD or Micro station compatible format (if applicable).

_____ 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 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. Proof of Ownership: A copy of the tax bill, print out from the Property Appraiser's office or the deed of record from the County Clerks Office is required.

_____ SDP Plans: One (1) set of Site Development Plans (24"x36"), or submit electronically- All applicable sheets must be signed and sealed by the appropriate Florida licensed professional. The SDP Plans shall have sufficient detail to construct the project and show compliance with the requirements of the LDC. The SDP Plans shall, at minimum, include all applicable information follows:

1. Boundary and topographic surveys representing existing conditions (recent field data), with topographic data at one (1) foot contours and extending 100 feet beyond the project boundary.
2. Demolition/Clearing and Erosion Control Plan documenting proposed land clearing and the measures necessary to limit the transport of sediments outside the limits of the project.
3. Site geometry plan with dimensions, lot numbers, tracts and tract uses.
4. Cross-sections of proposed grading, streets, sidewalks, canals and waterways.
5. Plan and profile sheets for all infrastructure improvements including streets, storm sewers, sanitary sewers, force mains, gas mains, water mains and outfall ditches.
6. Grading and Drainage Plans showing original and final contours at one foot intervals. Final contours may be omitted if sufficient information such as pad elevations, spot elevations (at all lot corners minimum), drainage flow arrows and proposed slopes are provided to show final detailed grading in all areas with particular emphasis on the periphery of the property and areas around lakes and water courses. The plans shall include all drainage features, including but not limited to location of inlets, swales and pond areas. Cross sections are required along all property lines and areas of interest. Location and information for required soil borings shall be shown on the plans.
7. Delineation of area and amounts of soil to be removed from the site.
8. Site Data Table including project intent or objective, property location, applicant and/or owner of record, property zoning, property future land use, floor area ratio, required and proposed building setbacks, required and proposed parking calculations and site data including square footage and percentage calculations for total site area, pavement, sidewalk, buildings, open space, water management area, total pervious, and total impervious areas.
9. Dumpster or trash compactor pad location.

10. Handicap parking details.
11. Utility Plans showing the proposed method and source of water supply and sewage disposal shall be shown with points of connection to the existing systems. If applicable, sanitary sewage facilities, including collection systems, lift stations and wastewater treatment plant facilities shall be shown.
12. The projected average daily trip (ADT) and peak traffic (total and directional) from the development shall be shown. The trip generation shall be based upon trip generation rates contained in the latest publication of the Institute of Transportation Engineers (ITE) Trip Generation manual.
13. Show access restrictions between the street and abutting lot.
14. Notes explaining any proposed vacation of right-of-way or easements.
15. Purpose, location, dimension and maintenance responsibility of easements, public facilities and non-street rights-of-way.
16. Proposed pavement section as recommended by a licensed geotechnical engineer and in accordance with Osceola County specifications.
17. Layout of water, fire protection, sanitary sewer, storm drainage, sidewalks, streets, bulkheads and street name signs (signage and striping per MUTCD and Osceola County regulations).
18. Wetland jurisdictional lines as determined by the appropriate State agency.
19. Tree survey overlay of the site plan identifying all trees greater than four (4) inches DBH, trees to be saved and protection devices to be used during construction.
20. Tree credit calculations according to Chapter 4 of the Land Development Code including tree point requirements for the entire subdivision and each lot.
21. Landscape, irrigation, street tree and tree planting plans that clearly describe plant and tree locations and types in accordance with Chapter 4 of the Land Development Code.
22. Location of all landscape buffers or screening walls. Include notes detailing the entity responsible for maintenance of the buffers and walls (shall not be Osceola County).
23. Specify acreage of overall site and developable areas on cover sheet.
24. Name, address and phone number of all utility companies having jurisdiction over the site listed on the cover sheet.
25. Exterior site lighting plan with manufacturer cut-sheets for all proposed lighting fixtures in compliance with Chapter 4 of the Land Development Code (unless the PD or CU approval letter designates otherwise) including manufacturer's cut-out pictures or drawing of the fixtures for each identified location.

_____ Drainage Calculations: One (1) set of drainage calculations, or submit electronically –The drainage calculations shall address the required water quality, water quantity, floodplain compensating storage, and offsite drainage, as required by the LDC and the applicable Water Management District criteria. Must be signed and sealed by a Florida licensed professional engineer.

_____ Geotechnical Report: One (1) copy of Geotechnical Report, or submit electronically. Must include a minimum of one (1) soil boring per retention/detention area. Soil borings shall also be taken at a minimum interval of 500 feet, along all street centerlines. The minimum depth of each boring shall be five feet below profile grade, or two feet below the storm sewer or sanitary sewer, whichever is greater. Not less than two borings shall be taken per street. Must be signed and sealed by an appropriate Florida licensed professional engineer.

_____ Traffic Impact Analysis: One (1) copy of Traffic Impact Analysis, or submitted electronically – Must be signed and sealed by a Florida licensed professional engineer.

_____ Maintenance of Traffic Plan (MOT) if applicable: The MOT plan shall include provisions for safe and efficient vehicular and Pedestrian traffic flow throughout the duration of the construction activities. The plan must follow all applicable local, state, and federal regulations governing traffic control and safety.

_____ Fire Flow Worksheet: (ISO method) and Fire Flow Estimate Sheet: One (1) set – Required for all multi-family, commercial and industrial projects.

_____ Approval Letters: If applicable, one (1) copy of all prior approval letters (i.e. Planned Development (PD) Preliminary Subdivision (PS) or Conditional Use (CU).

_____ Construction Cost Estimate: A certified cost estimate and affidavit must be submitted, reviewed and approved by the Development Review Department prior to SDP approval. A 2.5% Engineering Inspection Fee must be paid to the Osceola County Board of County Commissioners prior to release of the SDP Plans.

_____ Response Letter: A letter responding to comments must be included with all SDP revision packages.

_____ Application Fee: Please refer to the attached SDP Fee Schedule.

AFFIDAVIT

(Must be submitted with the SDP application and accepted prior to SDP approval)

Project Name: _____

I _____, a Professional Engineer, registered in the state of Florida, License No. _____ do hereby certify that the costs itemized in the enclosed Exhibit represent the complete cost of infrastructure for the subject property, including but not limited to, the following: grading, paving (striping, signs and signals), utilities and storm water. The enclosed line item estimate represents complete infrastructure costs. Individual items applicable to County fees are highlighted.

I certify that these costs are complete, including all on-site work, off-site work, general contractor responsibilities, subcontractor responsibilities and all associated items such as mobilization, staking... etc.

The total cost is \$ _____

Registered Florida Professional Engineer _____ Date _____

Accepted by County Engineer _____ Date _____