



## **APPLICATION FOR ZONING MAP AMENDMENT (ZMA) REQUEST**

### **1. General Instructions and Information:**

- A) The Applicant is required to complete all parts of this application properly and completely in order for staff to begin processing the requested ZMA. The Applicant is encouraged to schedule a pre-application meeting to address any questions. Insufficient applications will not proceed.
- B) The application must be signed by the property owner(s) of record or be accompanied by a notarized letter of authorization signed by the property owner(s) of record designating an applicant on his/her/their behalf.
- C) This application must be accompanied by the application fee: see Resolution No. 1794-08. Checks are to be made payable to the City of Oviedo. Fees are to be paid at the City's Finance Department.
- D) This application will be reviewed by City staff in accordance with Comprehensive Plan Policy 1-1.1.4 which identifies the following criteria:
  - 1. Consistency with the goals, objectives, and policies of the Comprehensive Plan, and the Future Land Use Map Series
  - 2. Impact on Established and Projected Levels of Service
  - 3. Compatibility with Existing and Proposed Land Uses
  - 4. Current Supply of Vacant Land Already Designated for the Proposed Land Use
  - 5. Funding Commitments for Required Improvements
  - 6. Impact on Natural Resources
  - 7. Population Impact
- E) Application Process: Completed applications take approximately four to six months to process. Applications proceed through the following list of four public meetings, two of which are also formally advertised public hearings:
  - 1. Development Review Committee (DRC) – Public Meeting
  - 2. Planning, Zoning, & Appeals Board (PZA) – Public Meeting; Public Hearing
  - 3. City Council First Reading – Public Meeting
  - 4. City Council Second Reading – Public Meeting; Public Hearing; Scheduled Action

**Project No:** \_\_\_\_\_

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

**2. Applicant/Property Owner Contact Information (Provide Name, Complete Mailing Address, Telephone Number(s), FAX Number, Email Address):**

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Property Owner(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Consultant(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**3. Project Address and/or Parcel Identification Number(s). (Attach an official, sealed boundary survey with a complete legal description of the subject property to this application.):**

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

**4. Describe the General Location of the Subject Property:**

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

**5. Size of Subject Property (in acres):** \_\_\_\_\_

**6. Existing Future Land Use Designation:** \_\_\_\_\_

**7. Proposed Future Land Use Designation:** \_\_\_\_\_

Project No: \_\_\_\_\_

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

8. Existing Zoning District: \_\_\_\_\_

9. Proposed Zoning District: \_\_\_\_\_

10. Current Use of Subject Property: \_\_\_\_\_  
\_\_\_\_\_

11. Proposed Use of Subject Property: \_\_\_\_\_  
\_\_\_\_\_

12. Current Use of Surrounding Properties:

North: \_\_\_\_\_ East: \_\_\_\_\_

South: \_\_\_\_\_ West: \_\_\_\_\_

13. Surrounding Future Land Use Designations (To be completed by City Staff):

North: \_\_\_\_\_ East: \_\_\_\_\_

South: \_\_\_\_\_ West: \_\_\_\_\_

14. Surrounding Zoning Districts (To be completed by City Staff):

North: \_\_\_\_\_ East: \_\_\_\_\_

South: \_\_\_\_\_ West: \_\_\_\_\_

15. How will potable water, reclaimed water, and sanitary sewer be provided to the subject property? State the appropriate utility provider(s) (ie, City of Oviedo or Alafaya Utilities) and indicate the ERU's and/or GPD's necessary to serve the property under the maximum density/intensity development scenario on the lines below. Attach a letter(s) from the utility provider(s) stating that there is sufficient capacity for potable water, reclaimed water, and sanitary sewer to serve the subject property under the maximum density/intensity development scenario for the subject property under the proposed zoning district. (City of Oviedo capacity letters can be obtained from Bobby Wyatt, City Engineer, by making a written request that shows the estimated potable water and sewer usage consistent with Ordinance Number 1148. These letters can be transmitted to Mr. Wyatt via mail, email: bwyatt@cityofoviedo.net, or fax: 407-971-5822.)

potable water: \_\_\_\_\_

reclaimed water: \_\_\_\_\_

sewer: \_\_\_\_\_

Project No: \_\_\_\_\_

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

**16. Traffic Impact Analysis:** The Applicant must submit week day trip generation data from the most current edition of the ITE Trip Generation Manual based on the maximum density/intensity development scenario of the subject property under the proposed zoning district. The City will make a determination as to whether or not a more in-depth traffic impact analysis will be required based on a review of the trip generation data provided.

**17. Environmental Assessment:** The Applicant must submit an environmental assessment of the subject property that includes but is not limited to the following: an identification and description of all wetlands and floodprone areas, verification of whether or not the subject property exists within the 100- year flood plain, and identification of all drainage basins, protection zones, soils, and endangered/listed plant and animal life. The environmental assessment must provide mitigation strategies for the protection of wetlands and endangered/listed plant and animal species.

**18. Additional Information:** Please provide any additional information that you believe will assist the City in the most expeditious processing of this application.

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**19. Certification:** I hereby certify that, to the best of my knowledge and belief, all information supplied with this application is true and complete, and that I am

- ( ) the Property Owner of Record for the subject property described herein.
- ( ) the Authorized Agent of the Property Owner of Record for the subject property described herein (notarized letter of authorization attached).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title (printed or typed)