

Architectural Design Order Application



CITY OF OVIEDO
400 Alexandria Boulevard
Oviedo, Florida 32765

Phone: (407) 971-5796
www.cityofoviedo.net

Application No. _____

Project Name _____

Reference Project No. _____

Date Received _____

Submittal Checklist

___ Authority/ Ownership Affidavit.
___ Boundary Survey w/ Legal Description and Parcel Identification Numbers.
___ Proof of Ownership (a copy of the tax bill or print out of Seminole County. Property Appraiser's Office
___ Site Plan
___ Architectural Plans:
___ Floor Plan
___ Roof Plan
___ Elevations (all) in color
___ 3D Rendering
___ Sample board: materials, colors, specifications.
___ Demonstration of compliance with LDC Architectural requirements.
___ Description of and justification for any requested deviation to an LDC minimum requirement.
___ Deviation Table Spreadsheet
___ **Application Fee**
\$3,225.00
___ **Tech FEE**
\$250.00
___ **Recording Fees are paid by the Applicant upon issuance of the ADO.**

Applicant

If exempt under FS119.071 or FS493.6122 or FS741.45 please fill out
Request for Redaction of Exempt Personal Information from Public Records form

Name: _____

Firm: _____

Address: _____
Street Address City State Zip

Email: _____

Phone: _____ Fax: _____

Property Owner

If exempt under FS119.071 or FS493.6122 or FS741.45 please fill out
Request for Redaction of Exempt Personal Information from Public Records form

Name: _____

Firm: _____

Address: _____
Street Address City State Zip

Email: _____

Phone: _____ Fax: _____

Consultant

Name: _____

Firm: _____

Address: _____
Street Address City State Zip

Email: _____

Phone: _____ Fax: _____

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Project Information

Project Name: _____

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.*

Size of the Property (in acres) _____

Number of Stories _____

Area of Building (in sq. ft.) _____

Current Use _____

Proposed Use _____

Proposed Density/Intensity _____

Additional Information _____

Your plan must depict how it complies with the LDC Article VIII requirements. The plan must identify all LDC requirements it satisfies.

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 _____

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Application Instructions

The instructions are intended to provide you with the information necessary for you to complete an application for an Architectural Design Order. The information requested to be part of your application represents the minimum requirements for submittal.

A project Manager will be assigned to your application to work with you throughout the application process. The project Manager will be your point of contact and will provide you information on all public meetings where your application will be considered. Our objective is to make the process as clear and as understandable as possible for you.

Sufficiency Review

The Applicant is required to complete all parts of this application properly and completely in order for the Staff to begin processing the application. If the Staff determines within two (2) business days that the application is not sufficient, you will be notified by email and the application will not be reviewed for compliance. Once the application is sufficient, staff will notify you by email and the application will move into Compliance Review.

Compliance Review

The City Staff assigned to the application will review the completed application for compliance with the Land Development Code within the following review days:

1st Compliance Review-	28 calendar days
2nd Compliance Review-	21 calendar days
3rd Compliance Review-	14 calendar days (Applicants shall pay 50% of application fee)

If the application is compliant, the project Manager will schedule the application for board consideration.

Review and Consideration

Review and Recommendation by the Land Use Administrator: The Land Use Administrator shall review the proposed application for compliance with the above requirements; formulate recommendations on the proposed order; and forward such recommendations to the applicant and the City Council.

The City Council shall review an application for an Architectural Design Order and the recommendations of the Land Use Administrator; and act to approve, approve with revisions, or deny the application for the order. The City Council may attach to the order any reasonable conditions or requirements in addition to those specified above. Such additional conditions or requirements shall be entered on the order and are enforceable in the same manner and to the same extent as the requirements specified above.

An Architectural Design Order is issued when City Council approves the application.

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Application Instructions

Purpose and Intent

The purpose of the Architectural Design Order is to define certain standards of architectural design and site development relative to the development within the City. It is believed that adherence to the Architectural Design Order will result in orderly, aesthetically pleasing development that preserves and enhances property values for all owners, and upholds the values on which the City is based.

Issuance of an Architectural Design Order shall be required for new development, renovation by more than fifty percent (50%) in the aggregate, redevelopment or addition, regardless of the zoning district in which the development is located for the following uses:

- Mixed Use Development,¹
- Multi-family Development,¹
- Townhome Development,¹
- Office Development, or
- Commercial Development

¹Architectural Standards are not in effect for Mixed Use Development outside of the New Downtown and Redevelopment Districts, for Multi-family Development, and for Townhome Development. Once standards are adopted, the standards shall become effective immediately.

An Architectural Design Order must be obtained prior to the issuance of a Building Permit. No building construction may begin before an Architectural Design Order has been issued by the City Council.

An approval of an Architectural Design Order allows the issuance of the Building Permit.

When an application is found to be compliant, an Architectural Design Order shall be issued by the City Council. The order shall be signed by the property owner(s), or authorized representative, and the Land Use Administrator.

Architectural Design Order Application Submittal

Application submittal shall include the following:

- Site plan showing the location of the building within the site with setbacks, pedestrian accesses, etc.
- Architectural plans: floor plans, roof plans, all elevations, details (HVAC screening, relevant cross section, etc.)
- Sample boards showing sample materials, colors, and specifications.
- One (1) 3D rendering.
- The applicant shall submit a sufficient application including the application form, required plans, supporting information, power of attorney (to allow parties to act on behalf of the property owner), and all applicable fees to the Land Use Administrator for review.
- A description of and justification for any requested deviation to a LDC minimum requirement.