

Comprehensive Plan Amendment Application



CITY OF OVIEDO
400 Alexandria Boulevard
Oviedo, Florida 32765

Phone: (407) 971-5796

Application No. _____

Date Received _____

Pre-application Meeting Date _____

Submittal Checklist

Application and supporting documents may be submitted electronically.

___ Authority/ Ownership Affidavit. Have the Affidavit notarized by both the owner and applicant (even if same person).

___ Boundary Survey with the Legal Description and Parcel Identification Numbers (Signed and Sealed).

___ Proof of Ownership (a copy of the tax bill or print out of property appraiser's office is required).

___ Legal Description in word in electronic format (MS Word).

___ Capacity Letter from Utility Providers

___ Seminole County School Impact Analysis Statement

___ Environmental Assessment

___ Traffic Study

___ Application Fee

\$8,417.00 - Small Scale
\$10,603.00 - Large Scale

___ Tech Fee

\$250.00 - Tech Fee

Applicant

If exempt under FS119.071 or FS493.6122 or FS741.3165 or FS741.4651, 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

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 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) _____

Current Use _____

Proposed Use _____

Proposed Density/Intensity _____

Existing Future Land Use Designation	Existing Zoning District	Proposed Future Land Use Designation	Proposed Zoning District

Current Use of Surrounding Properties			
North	South	East	West

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 Gloria Berges-RiCharde, Engineer III, 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 Mrs. Berges-RiCharde via mail, email: gberges@cityofoviedo.net, or fax: 407-971-5822.)

Potable Water: _____

Reclaimed Water: _____

Sewer: _____

Additional Information _____

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)

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The instructions are intended to provide you with the information necessary for you to complete an application for a Zoning Map Amendment. 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 provide you information on all public meetings where your application will be considered. Our objective is to make the process as clear and 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 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

City Staff 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.

Public Outreach Notice

The applicant shall provide a written public notice to the surrounding properties within thirty (30) days in accordance with LDC Section 2.10 after the City has deemed the application to be sufficient.

Board Consideration

Applications proceed through the following list of three (3) public meetings, two (2) of which are formally advertised public hearings:

- 1) Local Planning Agency (LPA) - Public Meeting and Public Hearing
- 2) City Council First Reading– Public Meeting
- 3) City Council Second Reading– Public Meeting and Public Hearing

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Environmental Checklist for Comprehensive Plan Amendment Application/Zoning Map Amendment Application

- Show site location on street map.
- Show site location on USGS map.
- Show on aerial photograph:
 - Soil types according to Natural Resource Conservation Service (NRCS) 100-year Flood Plain with Federal Emergency Management Agency (FEMA) panel, effective date, and any established flood elevation referenced; OR state that no 100-year Flood Plain is pre-sent, if applicable.
 - Wetland boundaries, representing a SJRWMD or USACE approvable boundaries in the applicant's (or their consultant's) best judgment, and wetland acreages, if wetlands are present; OR state that no wetlands or surface waters are present, if applicable.
 - FLUCFCS according to Florida Land Use, Cover and Forms Classification System (FDOT, 1999). Include ditches and streams.
 - Well protection zone(s) (if present). State the specific land use proposed to ensure the use is allowed within the well protection zone shown.
- Define wetlands (if present) on the property with high visibility, numbered flagging. Include numbering format on a graphic submitted with application.
- Provide a brief, site-specific description of each FLUCFCS designation.
- Discuss presence of eagle's nest(s). State whether any nest is within 660 feet of any site boundary and provide information source or location of observation.
- State which water management drainage basin the project site is in. Discuss general significance of on-site wetlands including overall size and connections to other surface waters or large wetland associations.
- Give dates of floral and faunal surveys for state (Florida Fish and Wildlife Conservation Commission and Florida Department of Agriculture) and federally (U.S. Fish and Wildlife Service) listed species and signs of their occurrence. On a aerial graphic, show observation locations of listed species sightings (those species listed as endangered, threatened, species of special concern, or commercially exploited) or signs of their occurrence. Discuss potential presence of listed species—state and federal. Where FWS Consultation Areas encompass the site, include discussions of potential occurrence of species for which each consultation area.

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Environmental Checklist for Comprehensive Plan Amendment Application/Zoning Map Amendment Application (cont.)

- Provide a statement of assurance that buffers and setbacks shall be adhered to in the development plan.
- If the project is within two thousand feet of the stream's edge of the Econlockhatchee River or its tributaries, provide a historical and archeological resources assessment prepared by an Oviedo approved consultant OR provide a letter from the Florida Department of State, Division of Historical Resources stating that no historical or archaeological resources are present on the site.
- State whether the project is in a wellfield protection zone. If the project is in a wellfield protection zone:
- On a graphic, show the well and the distances from the well to the closest and furthest point of the applicant's site and show applicable zone(s).
- Provide a description of the specific land use proposed and provide a definitive statement that the applicant shall comply with Policy 4-4.4.5.
- Give dates of floral and faunal surveys for state (Florida Fish and Wildlife Conservation Commission and Florida Department of Agriculture) and federally (U.S. Fish and Wildlife Service) listed species and signs of their occurrence. On a aerial graphic, show observation locations of listed species sightings (those species listed as endangered, threatened, species of special concern, or commercially exploited) or signs of their occurrence. Discuss potential presence of listed species—state and federal. Where FWS Consultation Areas encompass the site, include discussions of potential occurrence of species for which each consultation area.
- Show on-site osprey nest location(s), if present.
- State whether significant trees are present within the proposed aerial development area.
- Provide a definitive statement ensuring the applicant shall comply with Policy 1-1.7.4 Environmentally Sensitive Areas.