



**CONCEPTUAL APPROVAL WITHIN SPECIAL OVERLAY AREAS CONSISTENT WITH THE ADOPTED SPECIAL DEVELOPMENT PLAN**

Development Services – Planning Division  
150 N. Lakeshore Drive | Ocoee, FL 34761  
Phone: 407.905.3157



Received Date – Office Use Only

**1. APPLICATION FEES:**

Application for Conceptual Approval within Special Overlay Areas \$ 2,500.00 (1), (2), (3)

NOTES: A separate application and fee will be submitted for each non-contiguous parcel or for contiguous parcels held under separate ownership. Application fees are non-refundable. Please refer to Section 1-12 of the Land Development Code.

- (1) If the requested action is determined to be inconsistent with the Ocoee Comprehensive Plan or Joint Planning Area Agreement, then the Applicant must also apply for a Comprehensive Plan Amendment and/or Joint Planning Area Amendment and pay the applicable fees in connection with such applications.
- (2) If the City, in its sole discretion, determines that a Developer Agreement is required, then the Applicant shall pay the indicated Flat Fee for a "Developer Agreement" which will be in addition to Flat Fee associated with the conceptual approval application.
- (3) Applicant shall pay such additional Development Review Fees as may be required by Article 1, Section 1-12 of the Land Development Code.

**2. DESCRIBE ACTION REQUESTED (BE SPECIFIC AND ATTACH ADDITIONAL SHEETS, IF NECESSARY):**

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CONCEPTUAL APPROVAL WITHIN SPECIAL OVERLAY AREAS

3. PROJECT NAME, IF APPLICABLE: \_\_\_\_\_

4. APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FACSIMILE NUMBER: \_\_\_\_\_

5. NAME OF OWNER OF RECORD: \_\_\_\_\_

OWNER'S MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(If more than one, please attach additional sheets)

6. PROPERTY LOCATION: \_\_\_\_\_

A. ADDRESS OF PROPERTY: \_\_\_\_\_

B. LEGAL DESCRIPTION: THE LEGAL DESCRIPTION MUST BE SUBMITTED WITH THIS APPLICATION. ADDITIONALLY, THE APPLICANT MUST PROVIDE THREE (3) EXECUTED, SURVEYS OR A SKETCH OF DESCRIPTION OF THE SUBJECT PARCEL. ATTACH SURVEY OR SKETCH WITH FULL LEGAL DESCRIPTION AS **EXHIBIT "A"**.

C. ACREAGE: \_\_\_\_\_

D. PROPERTY TAX ID. NO(S): \_\_\_\_\_

7. DEVELOPMENT HISTORY:

A. PRESENT ZONING: \_\_\_\_\_

B. PRESENT DESIGNATION ON OCOEE FUTURE LAND USE MAP: \_\_\_\_\_

C. DEVELOPMENT HISTORY/OTHER INFORMATION: \_\_\_\_\_

8. NUMBER OF EXISTING BUILDINGS AND EXISTING USE OF THE SUBJECT PARCEL: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CONCEPTUAL APPROVAL WITHIN SPECIAL OVERLAY AREAS

9. BRIEFLY ADDRESS THE FOLLOWING:

A. THE NEED AND JUSTIFICATION FOR THE REQUESTED ACTION/CHANGE: \_\_\_\_\_

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

B. THE EFFECT OF THE REQUESTED ACTION, IF ANY, ON SURROUNDING PROPERTIES:

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

10. APPLICANT SHALL SUBMIT A LIST OF THE OWNERS' NAMES AND MAILING ADDRESSES FOR ALL PROPERTY LYING WITHIN THREE HUNDRED (300) FEET OF THE PERIMETER OF THE SUBJECT PROPERTY, PER THE LATEST ORANGE COUNTY PROPERTY APPRAISERS AD VALOREM TAX ROLL. FAILURE TO IDENTIFY ALL ADJACENT PROPERTY OWNERS MAY CAUSE THE SUBMITTED APPLICATION TO BE DENIED.

11. APPLICANT SHALL SUBMIT A CITY OF OCOEE OWNER'S AFFIDAVIT WITH APPLICATION.

12. APPLICANT MAY SUBMIT ANY ADDITIONAL INFORMATION RELEVANT TO THE REVIEW OF THE APPLICATION. LIST ADDITIONAL INFORMATION ATTACHED:

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

INCOMPLETE APPLICATIONS WILL BE DEEMED INSUFFICIENT AND MAY BE REJECTED WITHOUT REFUND OF THE APPLICATION FEE. THE CITY MAY REQUIRE ADDITIONAL INFORMATION IF IN THE CITY'S SOLE DISCRETION ADDITIONAL INFORMATION (INCLUDING, BUT NOT LIMITED TO, TRAFFIC STUDIES) IS NEEDED IN ORDER TO EVALUATE THE APPLICATION FOR COMPLIANCE WITH THE OCOEE COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE. I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AT THE TIME OF APPLICATION:

APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_

CONCEPTUAL APPROVAL WITHIN SPECIAL OVERLAY AREAS

OWNER'S AFFIDAVIT

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Affiant, \_\_\_\_\_, who being first duly sworn on oath, deposes and says:

- 1. Affiant is the *(check one)*  fee-simple owner of the property legally described in this application.  
 *(insert title)* \_\_\_\_\_ of *(insert name of company)* \_\_\_\_\_ which entity is the fee-simple owner of the property legally described in this application.
- 2. A true and correct legal description for the property is attached to and made a part of this affidavit.
- 3. The attached ownership list contains the names and mailing addresses of all owners having an interest in the property described in this application.
- 4. The owner desires *(specify action sought for said property)*:  
\_\_\_\_\_  
\_\_\_\_\_
- 5. The owner has appointed *(specify agent)* \_\_\_\_\_ to act as the owner's authorized agent to represent the owner in connection with the proposed action and the property described in this application.
- 6. The owner agrees to be bound by the actions of the owner's authorized agent designated above.
- 7. Affiant affirms and certifies that Affiant, the owner's authorized agent and the owner will comply with all ordinances, regulations, and provisions of the City Code of the City of Ocoee, and that all applications, plans and documents submitted herewith are true and accurate to the best of the Affiant's, the owner's authorized agent's and the owner's knowledge and belief and further, that this affidavit and all applications, plans and documents submitted herewith shall become part of the official records of the City of Ocoee, and are not returnable.

\_\_\_\_\_  
Affiant's Signature

Sworn to or affirmed and signed by means of  physical presence or  online notarization on \_\_\_\_\_, \_\_ 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
[Print, type, or stamp commissioned name of notary or clerk to the left of signature]

Affiant is  personally known; or  produced the following identification: \_\_\_\_\_.

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\_\_\_\_\_  
Affiant's Signature

Sworn to or affirmed and signed by means of  physical presence or  online notarization on \_\_\_\_\_, \_\_ 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

[Print, type, or stamp commissioned name of  
notary or clerk to the left of signature]

Affiant is  personally known; or  produced the following identification: \_\_\_\_\_.

\_\_\_\_\_  
Affiant's Signature

Sworn to or affirmed and signed by means of  physical presence or  online notarization on \_\_\_\_\_, \_\_ 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

[Print, type, or stamp commissioned name of  
notary or clerk to the left of signature]

Affiant is  personally known; or  produced the following identification: \_\_\_\_\_.

**LIST OF OWNER'S OF RECORD (OF THE SUBJECT PROPERTY)**

**PARCEL ONE:**

OWNER'S NAME: \_\_\_\_\_

OWNERSHIP INTEREST: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PARCEL TWO:**

OWNER'S NAME: \_\_\_\_\_

OWNERSHIP INTEREST: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

CONCEPTUAL APPROVAL WITHIN SPECIAL OVERLAY AREAS

**PARCEL THREE:**

OWNER'S NAME: \_\_\_\_\_

OWNERSHIP INTEREST: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

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**\* NOTE: ATTACH ADDITIONAL SHEETS IF MORE THAN THREE PARCELS.**