



**SMALL SCALE SUBDIVISION &  
SITE PLAN REVIEW APPLICATION**

Development Services – Planning Division  
1 N. Bluford Avenue | Ocoee, FL 34761  
Phone: 407.905.3157



Received Date – Office Use Only

Non-Residential under 25,000 Square Feet    \$1,500.00 Paid \_\_\_\_\_  
Residential – Less than 12 dwelling units    \$1,000.00 Paid \_\_\_\_\_

**NOTE:** All small-scale subdivision/site plan reviews require a minimum \$1,000.00 review deposit in addition to the flat fee. A separate application fee is collected for each action sought and for non-contiguous parcels or for parcels held under separate ownership.

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

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

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

EMAIL ADDRESS: \_\_\_\_\_

2. OWNER OF RECORD: \_\_\_\_\_

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

(If more than one, please attach additional sheets)

3. PROPERTY LOCATION:

A. DIRECTIONS TO PROPERTY:

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

B. LEGAL DESCRIPTION: ALL APPLICATIONS FOR SMALL SCALE SITE PLAN REVIEW MUST PROVIDE THREE (3) EXECUTED, CERTIFIED AND SEALED BOUNDARY SURVEYS FOR THE SUBJECT PARCEL, WHICH SHALL INCLUDE A METES-AND-BOUNDS LEGAL DESCRIPTION. ATTACH SURVEY WITH FULL LEGAL DESCRIPTION AS EXHIBIT. SPECIFY BELOW: SECTION- TOWNSHIP-RANGE-SUBDIVISION-LOT-AND-BLOCK, AS APPLICABLE.

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

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

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4. BRIEFLY SPECIFY THE DEVELOPMENT HISTORY AND OWNERSHIP OF THE SUBJECT PARCEL(S) SINCE JANUARY 1, 1985, INCLUDING YEAR LOT WAS CREATED, PRESENT ZONING, YEAR ANNEXED, AND PREVIOUSLY SUBMITTED DEVELOPMENT APPLICATIONS, ETC.:

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5. PROPOSED USE OF THE SUBJECT PARCEL IF THE PRESENT APPLICATION(S) IS/ARE GRANTED?

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6. SPECIFY ZONING OF PARCELS IMMEDIATELY ADJACENT TO THE SUBJECT PARCEL:

A. NORTH: \_\_\_\_\_

B. SOUTH: \_\_\_\_\_

C. EAST: \_\_\_\_\_

D. WEST: \_\_\_\_\_

7. NUMBER OF EXISTING BUILDINGS AND EXISTING LAND USE OF THE SUBJECT PARCEL:

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8. BRIEFLY ADDRESS THE FOLLOWING:

A. THE NEED AND JUSTIFICATION FOR THE REQUESTED ACTION:

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9. HOW WILL THE FOLLOWING ESSENTIAL SERVICES BE PROVIDED?

A. POTABLE WATER: \_\_\_\_\_

B. WASTEWATER TREATMENT: \_\_\_\_\_

C. STORMWATER MANAGEMENT: \_\_\_\_\_

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- D. MAIN HIGHWAY ACCESS (A traffic study may be required): \_\_\_\_\_
- E. FIRE PROTECTION (Fire flow data will be required before final platting): \_\_\_\_\_

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10. A SMALL-SCALE SITE PLAN MUST BE SUBMITTED WITH THE FOLLOWING MINIMUM REQUIREMENTS:

- A. PROJECT NAME
- B. NAME, ADDRESS, AND TELEPHONE NUMBER OF THE APPLICANT, OWNER, ENGINEER, AND SURVEYOR
- C. SUBMITTAL AND REVISION DATES
- D. EXISTING ZONING OF SUBJECT PROPERTY AND ADJOINING PARCELS
- E. LOCATION MAP WHICH CLEARLY SHOWS THE SUBJECT PARCEL WITH RESPECT TO EXISTING ROADS AND LANDMARKS AND IDENTIFYING THE RELATIONSHIP OF THE SITE TO ANY UNDERLYING SUBDIVISION OR LARGE-SCALE SITE PLANS
- F. LOCATION, NAME, RIGHT-OF-WAY WIDTHS, AND PAVEMENT WIDTH OF EXISTING STREETS AND PROPOSED INGRESS AND EGRESS POINTS
- G. EXISTING TOPOGRAPHY AT ONE (1) FOOT CONTOUR INTERVALS BASED ON THE ORANGE COUNTY DATUM; IDENTIFY AT LEAST TWO (2) BENCHMARKS
- H. VEGETATIVE TYPES, WOODED AREAS, AND CONSERVATION ZONES
- I. LIMITS OF THE 100-YEAR FEDERAL FLOOD PLAIN AND NORMAL HIGH WATER ELEVATIONS OF ALL LAKES AND WETLANDS
- J. IDENTIFY SOIL TYPES USING THE U.S. SOIL CONSERVATION SERVICE SYSTEM
- K. JURISDICTIONAL BOUNDARIES OF ALL WATER BODIES AND CONSERVATION AREAS FROM THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT, THE FLORIDA DEPARTMENT OF ENVIRONMENTAL REGULATION, AND THE UNITED STATES ARMY CORPS OF ENGINEERS
- L. THE FOLLOWING INFORMATION AT A SCALE NO SMALLER THAN 1" = 100':
  - (1) EXISTING STREET INTERSECTIONS AND RIGHTS-OF-WAY INFORMATION
  - (2) EXISTING SURFACE AND SUBTERRANEAN IMPROVEMENTS ALONG PRIMARY STREETS IN THE VICINITY OF THE PROJECT OR ADJOINING THE PROPERTY
  - (3) PROPOSED BUILDING LOCATIONS, DIMENSIONS, AND USES
  - (4) MAXIMUM BUILDING HEIGHT (STORIES AND FEET) FOR EACH PROPOSED STRUCTURE

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- (5) BUILDING COVERAGE AS A PERCENTAGE OF GROSS ACREAGE AND INCLUDING IMPERVIOUS AREA COVERAGE
- (6) ACREAGE AND PERCENTAGE OF COMMON OPEN SPACE AND RECREATION AREAS
- (7) STORMWATER MANAGEMENT PLAN; A STORMWATER MANAGEMENT PLAN SHALL COMPLY WITH ARTICLE VI OF THESE REGULATIONS AND THE CITY OF OCOEE'S COMPREHENSIVE PLAN.
- (8) ON-SITE SOILS BORING REPORT BASED UPON SOIL CONSERVATION SERVICE CLASSIFICATION SYSTEM (IF MUCK SOILS EXIST, THE DEPTH AND EXTENT MUST BE IDENTIFIED.)
- (9) A GRADING PLAN INDICATING PRIMARY CUT AND FILL AREAS
- (10) METHOD OF PROVIDING SUPPORT UTILITIES INCLUDING POTABLE WATER, SEWER, FIRE FLOWS AND REFUSE STORAGE AREAS; CENTRAL WATER SYSTEMS, SEWAGE SYSTEMS, UTILITY LINES AND EASEMENTS SHALL BE PROVIDED IN ACCORDANCE WITH THE APPROPRIATE SECTIONS OF ARTICLE IV AND VI OF THIS LAND DEVELOPMENT CODE AND APPLICABLE CODES, ORDINANCES, RESOLUTIONS, RULES AND REGULATIONS.
- (11) EXISTING AND PROPOSED EASEMENTS
- (12) NUMBER OF PARKING SPACES REQUIRED BY ORDINANCE AND THE LOCATION OF ALL PARKING SPACES PROVIDED; PARKING AND LOADING FACILITIES REQUIREMENTS SHALL MEET THE MINIMUM REQUIREMENTS SET FORTH IN ARTICLE VI. PARKING AREAS SHALL BE PAVED AND DESIGNED WITH REGARD TO PEDESTRIAN SAFETY AND INCLUDE ADEQUATE LIGHTING FACILITIES.
- (13) A DETAILED LANDSCAPE PLAN AND TREE SAVE PLAN CONSISTING OF TREES, SHRUBS, VINES, GROUND COVER OR ANY COMBINATION THEREOF; AUTOMATIC IRRIGATION FACILITIES SHALL BE INSTALLED IN ALL LANDSCAPED COMMON AREAS. ATTENTION SHOULD BE GIVEN TO THE TYPE AND LOCATION OF TREES IN ORDER TO PROVIDE FOR RELIEF FROM THE EXPOSURE OF THE SUN ON BOTH BUILDINGS AND PAVED AREAS. ATTENTION SHOULD ALSO BE GIVEN TO THE LOCATION AND TYPE OF PLANTING IN AND AROUND PARKING AREAS, AROUND REFUSE STORAGE AREAS, AND IN BUILDING SETBACK AREAS TO ACHIEVE PROPER SCREENING OF THESE AREAS FROM OCCUPIED BUILDINGS AND EXTERIOR ROADWAYS. DEVELOPMENT PLANS SHALL COMPLY WITH THE LANDSCAPE AND ARBOR ORDINANCE IN ADDITION TO SPECIFIC REQUIREMENTS OF THIS ORDINANCE.

- M. UNLESS ALREADY UNDERTAKEN AS PART OF A LARGE-SCALE SITE PLAN, LARGE SCALE SUBDIVISION PLAN OR PUD IN WHICH THE PARCEL IS LOCATED, A DETAILED TRAFFIC STUDY IDENTIFYING EXISTING LEVELS OF SERVICE ON SURROUNDING ROADS AND INTERSECTIONS IN THE VICINITY OF THE PROJECT TOGETHER WITH PROPOSED IMPROVEMENTS TO BE MADE TO MAINTAIN ADEQUATE LEVELS OF SERVICE AND

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MINIMIZE IMPACTS TO THE OVERALL TRANSPORTATION SYSTEM OF THE CITY

- N. AREAS (RIGHTS-OF-WAY) TO BE CONVEYED OR DEDICATED TO THE CITY OF COCOEE
- O. ANY ADDITIONAL DATA, MAPS, PLANS OR STATEMENTS, AS MAY BE REQUIRED, WHICH IS COMMENSURATE WITH THE INTENT AND PURPOSE OF THE LAND DEVELOPMENT CODE AND COMPREHENSIVE PLAN
- P. SITE LIGHTING PLANS
- Q. CONCEPTUAL BUILDING ELEVATIONS (COLORED)

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**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.
8. That the accompanying adjacent property owners list is, to the best of their/her/his knowledge, a complete and accurate list of the owner's names and mailing addresses for all property lying within three hundred (300) feet of the perimeter of the subject parcel, as recorded on the latest official Orange County Tax Rolls.
9. That prior to the public hearing, if applicable, signs will be prominently posted on the subject parcel not less than twelve (12) days before the application will be considered by the Planning and Zoning Board or the Board of Adjustment, and will remain posted until final determination, after which time the notices are to be removed and destroyed.

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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: \_\_\_\_\_.

\_\_\_\_\_  
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: \_\_\_\_\_.