
APPLICATION REQUIREMENTS

In addition to the main application form, the below items may be required to complete your application. Unless waived by staff, upload these items to the ProjectDox digital plan review system:

orlando-fl-us.avolvecloud.com

Every sheet of plans/drawings, including site plans, elevations, etc. must be uploaded as individual files. Text documents such as project narratives, traffic studies, ownership affidavits, etc. do not have to be split off as individual files.

File names should describe the content of the documents and plans.

GENERAL INFORMATION		CHECKLIST
Requirements List	Upload this list, indicating which items you've submitted.	☐
Project Description	Description of the proposed development, including the existing condition of subject property and the character of the surrounding area, including: <ul style="list-style-type: none">• Purpose of the proposed development and its relationship to surrounding properties.• Identify how the proposed development is consistent with the City's Growth Management Plan.• Identify why the proposed use is appropriate in the proposed location.• Any proposed strategies to minimize impacts on the surrounding area.	☐
Boundary (and/or) Topographic Survey	Boundary survey must show all existing improvements on the property, be certified by the surveyor and drawn to scale. Topographic survey must show the existing contours at one-foot intervals, as delineated by U.S. Geological Survey maps or other expert evaluation and extending 50 feet beyond the property boundaries or to the centerline of the road.	☐
Development Plan	<i>See separate Development Plan Requirements Checklist</i>	☐

Ownership Affidavit	<p>Required regardless of applicant's relationship to property owner. Fill in all blanks and have each signature notarized.</p> <p>Ensure you have received the right type of form(s) for the property's ownership (Individual; Husband & Wife; Business; or Trust).</p>	☐
Ownership Disclosure Form	To provide information to board members and elected officials consistent with Florida Statutes section 112.311 relating to ethics and conflicts of interest.	☐
Verified Legal Description Form	<p>The City of Orlando Verified Legal Description Form must be completed.</p> <p>The legal description cannot be attached to the form—it must be printed on the form in 10 point Arial font, with 1/2" side margins, in ALL CAPS.</p> <p>If multiple pages are required, use multiple copies of the form and number the pages Page __ of __.</p>	☐
Environmental Assessment	<p>An environmental assessment shall be prepared to determine if environmentally sensitive lands are present and to apply the appropriate policies and conditions.</p> <p>Indicate level of assessment submitted (1 or 2).</p>	☐
Traffic Impact Analysis	A transportation/traffic analysis study shall be conducted and prepared using methodologies as recommended by staff to determine impacts of the proposed project and propose mitigation of the impacts.	☐
School Capacity & Concurrency	If the proposed future land use category allows a higher residential density than the existing category, the OCPS application must be signed and uploaded.	☐
Specific Case Requirements	Depending on the specific type of request, you will need to submit the items listed in the supplement for that case type.	☐
Other Information	Other information as required by the Planning or Zoning Official.	☐

Sewer Availability	<p>Before proceeding with the new construction or modification, confirm with the Water Reclamation Division (WRD) if a City sewer connection is available at your property or development. The letter of sewer availability must be required during the permit process.</p> <p>For more information visit the following link: https://www.orlando.gov/Building-Development/Permits-Inspections/Other/Request-a-Commercial-Sewer-Connection</p>	☐
On Orange County sewer area within City of Orlando	If the project is located within the Orange County sewer service area and a connection point to the City's sanitary sewer system is feasible, submit a recorded interlocal agreement between Orange County and the City of Orlando.	☐
Another Sewer Provider	If the sewer source is other than City of Orlando, submit a letter from the appropriate utility company, confirming that the service can be provided, and a copy of the impact fee payment.	☐