

ORLANDO NAVAL TRAINING CENTER  
ORLANDO, FLORIDA

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**REGULATORY PROCEDURES**

EXHIBIT 12-A

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## REGULATORY PROCEDURES

### I. Preliminary Plat

A. Purpose of Preliminary Plat Review - Preliminary Plat Review is intended to provide for a complete review of technical data and preliminary engineering drawings for proposed subdivisions which require construction of streets or public improvements. The review should evaluate potential impacts on both the site and surrounding areas, and resolve planning, engineering and other technical issues so that development may proceed.

B. Pre-Application Conference - Except where this requirement is waived by the Zoning Official, any applicant wishing to undertake Subdivision Plat Review shall meet with the staff of the Planning Department and Bureau of Engineering prior to submitting the application, to discuss the procedures and requirements which will apply to the proposed development.

C. Submittal of the Application - The applicant shall submit to the Planning and Development Department a Preliminary Plat application which conforms to the submittal requirements of Chapter 65, LDC, in multiple copies. No application shall be deemed accepted unless it is complete.

D. The Review Process -

1. Town Design Review Committee - Upon acceptance of the application, copies shall be forwarded to all members of the TDRC. TDRC members shall review the application and approve, deny or approve with conditions. Following TDRC approval, the applicant

shall be authorized to prepare the final plat.

2. Request for Additional Information (if necessary) - If TDRC members finds that additional information is needed for the proper review of the application, the Zoning Official shall notify the applicant, specifying the information needed. Submittal and review of such information shall be the same as for the original application.

3. Conditions - When the TDRC members (or MPB, upon appeal) approve any subdivision application, they may prescribe appropriate conditions and safeguards in conformity with the intent and provisions of this PD, the Neighborhood Plan, or as applicable, Chapter 65 of the LDC, including any of the following:

a) Establish a special yard or other open space or lot area.

b) Designate the size, number, location or nature of vehicle and pedestrian access points in accordance with Chapter 61, LDC.

c) Require the dedication of additional street right-of-way or any easements necessary to meet the standards of, and in accordance with, this PD and the LDC.

d) Protect existing trees, vegetation, water resources, wildlife habitat or other significant natural resources.

e) Specify other conditions to permit development of the City in accordance with the intent and purpose of this Code and the adopted GMP.

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4. Violation of such conditions and safeguards, when made a part of the terms under which the subdivision is approved, shall be deemed a violation of the City Code, subject to enforcement under the provisions of Chapter 5 of the City Code.

5. Appeal to the MPB - Whenever the applicant disagrees with the decision of the TDRC or any conditions and safeguards imposed by the TDRC, he may appeal the decision to the MPB. Such appeal shall be filed within five (5) working days of the decision or determination. The Board shall review the decision and approve, deny, approve with modifications or refer the matter back to the TDRC for further consideration based on specific instructions.

6. Effect of Preliminary Plat Approval - Approval of the Preliminary Plat shall authorize the applicant to submit Construction Drawings to the City Engineer (see Chapter 65, LDC). All Construction Drawings and Final Plats submitted based on an approved Preliminary Plat must conform to such Preliminary Plat and any conditions which may have been approved with it. However, the City Engineer may authorize minor modifications and adjustments during Construction Drawings review without requiring additional Preliminary Plat review. Approval shall not authorize recording of the Plat, nor constitute the acceptance of any land or improvements proposed to be dedicated to the City, nor shall such approval excuse compliance with any provisions of Chapter 59 regarding concurrency management.

7. Expiration of Preliminary Plat Approval - Construction Drawings for the first construction stage of the development must be submitted within one year of Preliminary Plat approval or the Preliminary Plat shall expire. One or more extensions for an additional one year each may be granted by the Zoning Official if he finds that the developer has diligently pursued the application or has acquired vested rights.

8. Submittals - Chapter 65, LDC contains the submittal requirements for preliminary plats. The number of copies to be submitted shall be determined by the Zoning Official. If any of the items required to be submitted are irrelevant or not applicable to a proposed development, such item may be omitted. The applicant shall identify in writing the items missing and include a brief explanation of why they are irrelevant, not applicable or not submitted. The Zoning Official shall be authorized to waive submittal requirements where deemed appropriate.

### II. Final Plat

A. Purpose of Final Plat Review - Final Plat Review is intended to provide for the acceptance or performance guarantee of improvements and reservations to be included in a General Subdivision, and for the recording of the subdivision plat.

B. Submittal - Simultaneously with or following the acceptance for processing and review of all Subdivision Construction Drawings, the applicant shall submit to the Engineering Bureau the following:

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1. The original mylar plat with ten (10) paper copies;
2. Title opinion or Certificate of Title;
3. Properly executed Joinder & Consent forms;
4. Subdivision Construction Drawings - six (6) sets of approvable plans for the construction of publicly dedicated improvements including, but not limited to sanitary sewer, storm sewer, and roadway construction.

### C. The Review Process -

1. City Engineer - Upon acceptance of the application, the City Engineer shall review the application for conformance with the review standards below. As part of this review, he shall forward a copy of the final plat to the Zoning Official for review. Following this review, he shall approve or deny the application, stating in writing any reasons for denial.

2. Review Standards - No application shall be approved unless:

- a) It is in conformance with the approved Preliminary Plat and other City regulations and policies;
- b) Construction drawings and adequate performance guarantee have been provided and approved;
- c) All required subdivision agreements, escrows, dedications and reservations have been executed; and
- d) The applicant has paid all required fees or charges, and has established any required escrow arrangements.

e) Installation of Improvements - Where an applicant elects to proceed with installation of required improvements prior to recording of the Final Subdivision Plat, the alternative procedure set forth in Chapter 65, LDC shall apply.

3. Recording of the Plat - Upon approval of the application by the City Engineer, the Plat shall be forwarded to the City Council to authorize the Mayor, City Clerk, Planning Director and the City Engineer to sign the approved plat. The City Engineer shall then be responsible for recording the signed Plat in accordance with state law.

4. Effect of Recording Final Plat - Upon recording of the Final Subdivision Plat the applicant may begin site development and installation of improvements. Approval of the Final Plat shall constitute acceptance of all dedications and reservations of land shown on the Plat, except those which are specifically reserved or are refused in writing by the City in connection with Plat approval.

5. Revisions After Final Plat Approval - No changes, erasures or revisions shall be made after Final Plat approval unless the Plat is resubmitted as a new application. This shall not affect the right to file an affidavit confirming error on a recorded plat as provided by law.

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### III. Minor Subdivision Plat

A. Purpose of Minor Subdivision Review - The review process set forth in this Section is intended for subdivisions which do not require construction of streets or public improvements. In so doing, this Section ensures that development in the City of Orlando takes place in an orderly and efficient manner.

B. When Minor Subdivision Plat Review Applies - Minor Subdivision Plat Review shall apply to any subdivision or re-subdivision of land where all of the following standards are met:

1. No additional improvements are required by this Code, except utility laterals, sidewalks, acceleration/deceleration lanes, and fire hydrants;

2. The street layout will not be affected except for dedication of additional right-of-way, where required;

3. All building sites shall front on a public street with the exception of tandem single family developments; and

4. All lots must be serviceable by existing water and sewer lines.

C. Pre-application Conference - Except where this requirement is specifically waived by the Zoning Official, any applicant wishing to undertake Minor Subdivision Review shall meet with the staff of the Planning Department and Engineering Bureau prior to submitting the application, to discuss the procedures

and requirements which will apply to the proposed development.

D. Submittal of the Application-

1. The applicant shall submit to the Planning Department a Minor Subdivision application which conforms to the submittal requirements of Chapter 65 of the Land Development Code, in multiple copies. No application shall be deemed accepted unless it is complete.

2. For a complete Minor Subdivision Plat, the applicant shall submit the same information as required for a Preliminary and Final Subdivision Plat, except that the following shall not be required:

a) Proposed Street System;

b) Proposed utility and drainage infrastructure;

and

c) Maintenance of common improvements and open space.

3. The Review Process -

a) Town Design Review Committee - Upon acceptance of the application, copies shall be forwarded to all members of the TDRC. TDRC members shall review the application and approve, deny or approve with conditions. Following TDRC approval, the applicant shall be authorized to prepare the final plat, if not previously submitted with the initial application.

b) Request for Additional Information (if necessary) - If revisions or additional information is needed, the Zoning Official shall notify the applicant

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specifying the revisions or information needed. Submittal and review of the revised application or information shall be the same as for the original application.

c) Conditions - When the TDRC (or MPB, upon appeal) approves any Subdivision application, they may prescribe appropriate conditions in conformance with this PD, the Neighborhood Plan or, as applicable, Chapter 65 of LDC.

d) Appeal to the MPB - Whenever the applicant disagrees with the decision of the TDRC or Zoning Official or any conditions and safeguards imposed by the TDRC, he may elect to appeal the decision to the MPB. Such appeal shall be filed within five (5) days of the decision or determination. The Board shall review the decision and approve, deny, approve with modifications or refer the matter back to the TRC for further consideration based on specific instructions.

e) City Council Review - When the TDRC (or MPB, upon appeal) approves a Minor Subdivision application, it shall be forwarded to the City Council for final review and approval or denial.

f) Recording of the Plat - Upon approval of the application by the City Council, the Plat shall be forwarded to the Mayor, City Clerk and Planning Director, and the City Engineer for signature. The City Engineer shall then record the signed Plat in accordance with state law.

4. Expiration of Minor Subdivision Approval - The minor subdivision plat shall be recorded within one year of City Council approval or the minor plat approval shall expire. One or more extensions for an additional

one year each may be granted by the Zoning Official if he finds that the developer has diligently pursued the application or has acquired vested rights.

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**REGULATORY PROCEDURES**

EXHIBIT 12-B

**REGULATORY PROCEDURES**

	Substantial	Presumed Non-Substantial	Minor Modifications
A proposed change that is inconsistent with GMP FLU Policy 2.4.4 FLU Subarea policies 16.4, 16.5 or 16.6. (Note this type of amendment would also require a GMP amendment)	●		
A change which would include a principal land use not previously permitted under the approved PD ordinance and/or applicable GMP Subarea policy(ies)	●		
A change which would alter a land use type adjacent to a property boundary, except when it is: i. a reduction in density; or ii. a reduction in intensity of approved residential development, unless the reduction locates a residential use next to an incompatible land use.	●		
An alteration which would increase the size of an Activity Center, Town Center, Village Center, or Neighborhood Center.	●		
A proposed change which would increase the land use intensity within the Urban Village PD without a corresponding decrease in some other portion of the PD and which results in greater off-site impacts or potential significant and adverse impacts on adjacent land uses of the surrounding roadway network.	●		
A proposed change that is inconsistent with the Principles of the Plan established in the PD ordinance.	●		
Any proposed change to the principles of the Plan or Regulatory Plan.	●		



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	Substantial	Presumed Non-Substantial	Minor Modifications
Changes to PD Development Standards (Ch. 4-11 of PD Document) consistent with the Principles of the Plan.		●	
Alterations necessary to accurately reflect the specific location of schools, parks, libraries, public safety facilities or other small scale public facilities.		●	
Changes to Definitions and Design Guidelines which are consistent with the Principles of the Plan.		●	
Any proposed change not specifically identified in this table.		●	
Changes to the quantifiable standards of the Development Standards Chart contained in Chapters 6-10 and adopted specific neighborhood design guidelines for a Certificate of Occupancy. Such changes shall not exceed 20% of the adopted numeric standard. The resulting standard shall be consistent with the purpose and intent of the GMP, the principles and regulatory plan contained in this PD ordinance, and shall be compatible with surrounding development. Minor modifications shall not be granted by the Planning Official subsequent to the issuance of a Certificate of Occupancy. After the Certificate of Occupancy, the procedures contained in the City's LDC pertaining to Modifications of Development Standards and Zoning Variances shall apply. Changes which exceed 20% of the numerical standard shall require zoning variance approval.			●