

# Digital Plans – Application Requirements List

Items on this list must be uploaded to  
**orlando-fl-us.avovecloud.com**

In addition to the main application form, the below items may be required to complete your application submission. Unless waived by staff, please upload these items to the website above. Important note: every sheet of your plans/drawings, including site plans, elevations, etc. must be uploaded as an **individual file**, and the file name should describe the content of that file (and include the page number, if applicable). Multi-page documents such as project narratives, traffic studies, ownership affidavits, etc. do not have to be split off as individual files.

Please ensure you upload all required items before the posted deadline to stay on your targeted board meeting cycle.

1. Upload Requirements List	Upload this list (all pages), as it will show City staff which items were required and which were waived.
2. Project Description	Description of the proposed development, including the existing condition of subject property and the character of the surrounding area. The project description should include: <ul style="list-style-type: none"><li>• Purpose of the proposed development and its relationship to surrounding properties.</li><li>• Identify how the proposed development is consistent with the City's Growth Management Plan.</li><li>• Identify why the proposed use is appropriate in the proposed location.</li><li>• Any proposed strategies to minimize impacts on the surrounding area.</li></ul>
3. Boundary (and/or) Topographic Survey	Boundary survey must show all existing improvements on the property and certified by the surveyor, 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.
4. Development Plan	Development Plan consistent with the checklist in City Code Sec. 65.296, available at: <a href="https://library.municode.com/fl/orlando/codes/code_of_ordinances">https://library.municode.com/fl/orlando/codes/code_of_ordinances</a>
5. Ownership Affidavit	Required regardless of applicant's relationship to property owner. Fill in all blanks and ensure <u>each signature</u> is notarized. Please ensure you have received the right type of form(s) for the property's ownership (Individual; Husband & Wife; Business; or Trust).
6. Ownership Disclosure Form	To provide information to board members and elected officials so they may comply with Florida Statutes section 112.311 as it relates to ethics and conflicts of interest.

7. Verified Legal Description Form *	The City of Orlando Verified Legal Description Form must be completed. The legal description cannot be attached to the form—it must be <u>printed</u> on the form in 10 point Arial font, with 1/2" side margins, in ALL CAPS. If multiple pages are required, please use multiple copies of the form and number the pages Page ___ of ___.
8. Environmental Assessment *	An environmental assessment shall be prepared to determine if environmentally sensitive lands are present and to classify those lands using the City's three-tiered system. Indicate level of assessment submitted (A, B, or C).
9. 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.
10. 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.
11. 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.
12. Other Information	Other information as required by the Planning or Zoning Official.

\* These items are generally not required for most Modifications of Standards or Determinations.