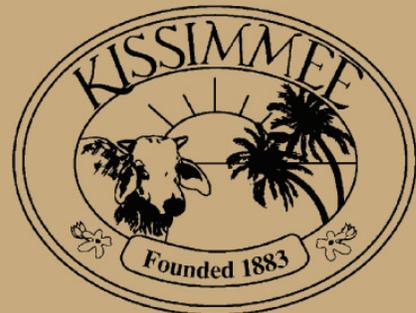


CITY OF KISSIMMEE

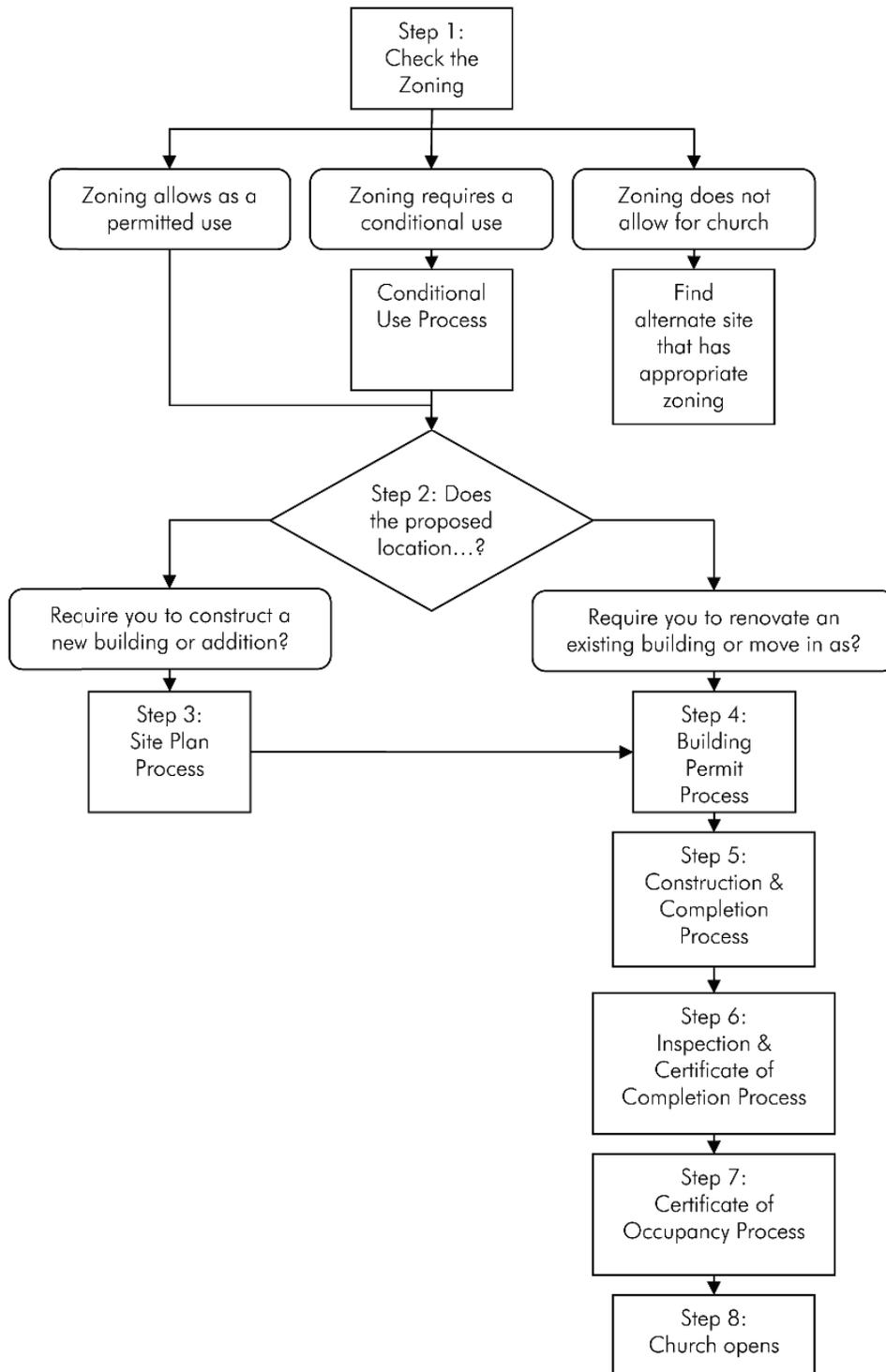
REFERENCE GUIDE
FOR
NEW CHURCHES



Procedures
Required
for Establishing a
Church Within
the
City Limits

Development Services Department
407.518.2146

This reference guide offers a summary of the necessary steps you need to take prior to establishing a church. If you have any questions or need assistance, please feel free to contact the City's Development Services Department at 407.518.2146.



Step 1: Check Your Zoning

When looking for the property best suited for your church, there are several important factors to consider. The first item you should research is whether the property is located within the City limits of Kissimmee. If it is not, please contact Osceola County or the City of St. Cloud for required information. If the property is within the city limit boundaries, the zoning must be researched to determine that it allows for a church and its related uses.

Each zoning district in the City is accompanied by a list of specific uses that are allowed for that district. Zoning is classified in two categories: Permitted Uses and Conditional Uses.

Permitted Uses

Permitted uses are allowed almost anywhere in the zoning district, provided that considerations specific to the property meet the requirements for the use, such as location, parking and buffering.

Zoning districts where churches are generally permitted include:

- B-3 (General Commercial)
- HC (Highway Commercial)
- CF (Community Facility)

Conditional Uses

Conditional uses are those uses that may be allowed on a case-by-case basis under certain conditions established by the Planning Advisory Board. This process requires an application for Conditional Use to be submitted, review by the Development Review Committee and a Public Hearing by the Planning Advisory Board in order to be approved. If improvements to the site are required as part of the Conditional Use, a site plan will also be necessary.

Non-residential zoning districts where churches are generally permitted as a Conditional Use include:

- B-2 (Neighborhood Commercial)
- B-5 (Office Commercial)
- RPB (Residential Professional Business)
- IB (Industrial Business)
- AI (Airport Industrial)
- HF (Hospital Facility)

Step 1: (Continued) Check Your Zoning

Since locating a church in a residential neighborhood could add additional traffic, noise and other related impacts, additional criteria must also be met. The property must be larger than 20,000 square feet in area; the property must front and have access to a collector or arterial road; and all setbacks and buffer requirements must be met.

Residential zoning districts where churches could potentially be allowed include:

- AC (Agricultural Conservation)
- RE (Real Estate)
- RA-1, RA-2, RA-3, & RA-4 (Single Family Residential)
- RB-1 (Medium Density Residential)
- RB-2 (Medium Density Residential – Office)
- RC-1 (Multiple Family Medium Density Residential)
- RC-2 (Multiple Family High Density Residential)
- MH-1 & MH-2 (Mobile Home)

Step 2: Does the Proposed Location Require Construction of a new Building or Addition?

Next you need to decide based upon your church needs, whether you are planning to construct a new building or addition, renovate an existing building, or move into an existing building as it is. In most cases, projects involving new construction or alterations to an existing site or building, including renovation, will require Site Plan and Building Plan Review. A site permit must be obtained prior to beginning work.

Step 3: Site Plan Review Process

This process is required for new construction which includes building additions and use conversions. As part of this review, a variety of items will be evaluated to determine what improvements, if any, need to be constructed.

The main items reviewed include, but are not limited to the following:

- **Building Location & Setbacks:** Each building must comply with the applicable zoning district setbacks and location requirements.
- **Parking & Access:** To ensure that sufficient parking and access is provided on site without impacting adjacent streets and properties, parking is calculated at one (1) space for every four (4) seats located within the church assembly. If other related uses, such as daycare and Sunday school, are not being conducted at the same time as the church assembly is being held, no additional parking is needed. Since churches meet on a limited basis throughout the week, some of the parking spaces could potentially be located on grass. Satellite parking, which allows parking to be provided on surrounding properties that have excess spaces, is also potentially available.
- **Landscaping & Buffers:** Trees and shrubs are needed throughout the property to help provide visual buffers from adjacent properties and to reduce maintenance impacts on the property.
- **Retention:** Ponds are necessary to temporarily store runoff from storms.

For more information, please contact the Planning Division at 407.518.2140 or visit our Web site at http://www.kissimmee.org/ch_dept_devservices.aspx?id=884

**Step 4:
Building Permit Review Process
for Renovating the Interior of an Existing Building**

This process is required for renovating the interior of an existing building or moving into an existing space. As part of this process, the State Building Code, the National Life Safety Code and the National Electrical Code are used to review the proposed renovations. This compliance also applies to a church moving into an existing space as-is. This is to ensure that the structure meets the minimum requirements and is safe for people to congregate. A building permit must be obtained prior to beginning any work.

For more information, please contact the Building Division at 407.518.2120 or visit our Web site at http://www.kissimmee.org/ch_dept_devservices.aspx?id=81

**Step 5:
Construction, Inspection and Certificate of Completion Process**

Once all approvals and permits are in hand, construction can begin. As construction is completed, various inspections must be performed and approved. Once all inspections are approved, a Certificate of Completion will be issued.

For more information about inspections, please contact the Building Division at 407.518.2120.

**Step 6:
Certificate of Occupancy Process**

Once a Certificate of Completion has been issued and all other applicable requirements have been met, a Certificate of Occupancy permit can be issued for your building. This allows you to legally occupy the building.

For more information about permitting, please contact the Building Division at 407.518.2120.

Step 7: Official Opening

Once completion of the proceeding requirements have been conducted, the church may open its doors to the community.

Miscellaneous:

This guide is designed to provide information about churches and their associated uses solely within the City limits of Kissimmee. Any questions or development of property located outside of the city limits shall be directed to Osceola County government.

If you are interested in identifying your church with a sign, please consult the Planning Division at 407.518.2146 to obtain a copy of the City's Sign Ordinance (14-2-150). This will outline the type of signs allowed on your property.

Below is a map, which highlights the City limit boundaries.

