



CITY OF KISSIMMEE ZONING APPROVAL  
FOR A DEPARTMENT OF BUSINESS &  
PROFESSIONAL REGULATION, ALCOHOLIC BEVERAGE  
LICENSE APPLICATION

Separate from state regulations, a City zoning approval is required to sell alcohol in package or for consumption on premises. Any applications submitted for zoning approval shall be accompanied by the following information:

1. A completed copy of this application.
2. A review fee (see attached fee schedule), made payable to the City of Kissimmee (cash, check or money order only).
3. Portions of the State of Florida Alcoholic Beverage Application with sections 1, 2, 4, and the top of section 5 completed.
4. If a restaurant, a copy of the food menu and (if not provided in section 4 of the State application) a neatly drawn seating and floor plan of the premises to verify minimum seating requirements.
5. If applying for consumption on premises as a specialty retail establishment, demonstration of adherence to the definition "specialty retail" as detailed in Section 5-3-1 of the City of Kissimmee Code of Ordinances. Additional information may be requested by Staff upon review in order to further verify this requirement.
6. If a City of Kissimmee Business Tax Receipt has not been obtained prior to this application, the attached Memorandum of Understanding shall be Completed and signed by the owner or authorized agent.

Zoning Approvals for Alcoholic Beverage License Applications require a minimum of 4 business days for processing. There are **no** exceptions. Please keep this in mind when scheduling an appointment with The District Office of the Division of Alcoholic Beverages and Tobacco. *Zoning approval may necessitate a site inspection in order to verify a 500-foot separation from all schools and 300-foot separation from all churches. Please see Section 5-3-2 of the City of Kissimmee Code of Ordinances for full requirements.*

Please Note: Zoning Approval on your Alcoholic Beverage License does not ensure the issuance of a City of Kissimmee Business Tax Receipt (BTR). Please contact Building Division at 407.518.2379 for questions concerning BTR requirements.

<b>Business Information:</b>	
Address of Business Location:	
Description of Business:	

<b>Contact Information:</b>	
Contact Name:	Contact Phone #:
Contact Email:	

FOR OFFICE USE ONLY			
Date:	Received by:	DRC#	Reviewed by:
Review Results:			
<input type="checkbox"/> Approved			
<input type="checkbox"/> Denied			
<input type="checkbox"/> Other:			



## MEMORANDUM OF UNDERSTANDING

\_\_\_\_\_  
(Business Name)

\_\_\_\_\_  
(Business Address)

This Memorandum of Understanding (MOU) is to confirm that the (Section 7 – Zoning) of the State of Florida alcohol license application for the above referenced business will be approved with the understanding that the following requirements shall be met prior to the actual opening of the above stated business:

- The Certificate of Occupancy for the above stated address shall be issued.
- A City of Kissimmee Business Tax Receipt shall be issued.
- The requirements of section 5-3 of the City of Kissimmee Code of Ordinances shall be adhered to.
- Section 14-2-65(P) of the City of Kissimmee Land Development Code shall be adhered to. (For outdoor dining only)

If, prior to opening for business, it is determined that the above requirements have not been met, the approved (Section 7 – Zoning) of the State of Florida alcohol license for the business referenced above, located at (Business Address) shall be revoked.

\_\_\_\_\_  
Business Owner/Authorized Agent (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Owner/Authorized Agent (Print Name)

\_\_\_\_\_  
Address



**CITY OF KISSIMMEE  
DEVELOPMENT REVIEW FEE SCHEDULE**



*Selection*

<input type="checkbox"/>	<b>Annexation</b>	\$0
	<b>Land Use Map Amendment Review*</b>	
<input type="checkbox"/>	Land Use Plan Amendment (Small)	\$2,489.14
<input type="checkbox"/>	Land Use Plan Amendment (Large)	\$4,157.42
<input type="checkbox"/>	Land Use Plan Amendment (Text)	\$4,157.42
<input type="checkbox"/>	<b>Zoning Map Amendment*</b>	\$2,579.52
	<b>Plan Unit Development (PUD) Review</b>	
<input type="checkbox"/>	PUD Zoning/Preliminary Plan	\$4,185.07
<input type="checkbox"/>	PUD Amendment (Minor)	\$852.75
<input type="checkbox"/>	PUD Amendment (Major or Moderate)	\$3,877.78
<input type="checkbox"/>	PUD Site Plan	\$4,187.20
<input type="checkbox"/>	PUD Name Change	\$538.02
	<b>Conditional Use Review</b>	
<input type="checkbox"/>	Conditional Use	\$1,892.64
<input type="checkbox"/>	Conditional Use/Site Plan	\$3,014.40
<input type="checkbox"/>	Conditional Use/Site Specific Redevelopment Plan (CRAO)	\$3,141.99
	<b>Site Plan Review</b>	
<input type="checkbox"/>	Minor Site Plan	\$2,584.83
<input type="checkbox"/>	Site Plan (Full)	\$2,087.22
<input type="checkbox"/>	Site Specific Redevelopment Plan (CRAO)	\$2,159.52
<input type="checkbox"/>	Site Plan Extension	\$804.90
	<b>Site Development (Construction) Plan Review</b>	
<input type="checkbox"/>	Preliminary & Final Site Development (Construction) Plan	\$5,523.74
<input type="checkbox"/>	Resubmittal of a Final Site Development (Construction) Plan	\$4,918.73
<input type="checkbox"/>	Switch out pages (Developer Initiated)	\$360.45
<input type="checkbox"/>	Final Site Development (Construction) Plan Amendment after issuance of Development Order	\$1,416.29
	<b>Subdivision Review</b>	
<input type="checkbox"/>	Preliminary Plat	\$5,614.12
<input type="checkbox"/>	Preliminary Plat Amendment	\$4,260.56
<input type="checkbox"/>	Final Plat	\$1,316.34
<input type="checkbox"/>	Lot Combination Agreement	\$1,149.41
	<b>Development of Regional Impact (DRI) Review</b>	
<input type="checkbox"/>	Application for Development Approval	\$12,759.36 + \$5 per acre
<input type="checkbox"/>	Non-Substantial DRI Amendment	\$2,605.04
<input type="checkbox"/>	Substantial DRI Amendment	\$4,634.34
<input type="checkbox"/>	Annual Report	\$961.20
<input type="checkbox"/>	Rescission	\$2,084.03
	<b>Special Event Review</b>	
<input type="checkbox"/>	Without Sales	\$1,033.51
<input type="checkbox"/>	With Sales	\$1,056.90
<input type="checkbox"/>	In Right-of-Way	\$749.61
<input type="checkbox"/>	Renewal	\$559.29
<input type="checkbox"/>	Late Submittal	\$1,204.70

<b>Abandonment</b>		
<input type="checkbox"/>	Vacation of Right-of-Way/Easement	\$2,155.27
<b>Right-of-Way Review</b>		
<input type="checkbox"/>	Temporary Sign in the Right-of-Way	\$146.73
<input type="checkbox"/>	Outdoor Use Agreement in Right-of-Way	\$749.61
<input type="checkbox"/>	Sidewalk Permit in B-1 District	\$475.29
<input type="checkbox"/>	Street Name Change	Cost to be of advertisement and notifications to be paid for by the applicant
<b>Variance/Waiver Review</b>		
<input type="checkbox"/>	City Commission Variance	\$2,160.58
<input type="checkbox"/>	Buffer Waiver	\$1,705.50
<input type="checkbox"/>	Board of Adjustments	\$2,946.35
<input type="checkbox"/>	City Commission Extension of a public hearing item	\$1,110.06
<input type="checkbox"/>	City Manager Extension of a public hearing item	\$480.60
<input type="checkbox"/>	Administrative Waiver/Variance	\$292.40
<b>Transportation</b>		
<input type="checkbox"/>	Request for Alternative Mobility Fee Analysis	Cost of consultant to be paid for by the applicant
<input type="checkbox"/>	Request for Mobility Fee Estimate with Credits	\$846.37
<input type="checkbox"/>	Request for Mobility Fee Estimate without Credits	\$0
<input type="checkbox"/>	Transportation Studies/Reviews	Cost of consultant to be paid for by the applicant
<b>Zoning &amp; State Funding Letter</b>		
<input type="checkbox"/>	Standardized	\$48.91
<input type="checkbox"/>	Customized	\$292.40
<b>Tree Inspection</b>		
<input type="checkbox"/>	1-10 Trees	\$82.94
<input type="checkbox"/>	11 Trees & Greater	\$970.77
<b>Miscellaneous</b>		
<input type="checkbox"/>	Authorization of True Work of Art	\$1,252.54
<input type="checkbox"/>	State Application for Alcoholic Beverage License	\$219.04
<input type="checkbox"/>	Pain Medication License	\$1,892.64
<input type="checkbox"/>	Developer's or Annexation Agreement	\$961.20
<input type="checkbox"/>	Community Development District	\$591.18
<input type="checkbox"/>	Folding Fee (Plans that are unfolded)	\$275.39
<input type="checkbox"/>	Resubmittal (Upon 3 <sup>rd</sup> Submittal of any DRC Request)	Review fee of original request
<input type="checkbox"/>	Applicant Requested Continuance of an Advertised Request	\$829.36
<input type="checkbox"/>	Appeal of Staff, Planning Advisory Board and/or City Commission	\$1,632.13

*\*A fee waiver can be approved at the discretion of the City Manager (or designee) when a Small Scale Land Use Plan Amendment and Zoning Map Amendment request are submitted concurrently with the annexation request.*

**NOTE:** Fees shall increase annually on October 1, in accordance with the Consumer Price Index for All Urban Consumers (CPI-U), U.S. city average, percentage change from the previous year as determined by the U.S. Department of Bureau of Labor Statistics (BLS). Fees were amended by City Commission on December 15, 2015 by Resolution #34-2015. All requests must be accompanied by a completed application, checklist, fee, plan(s) and any other supporting materials. A sufficiency review will be conducted with 24 hours of submittal. If submittal is insufficient, the request will not be scheduled or distributed for review. Deadline submittal is 4:00 p.m., Friday, in accordance with the City of Kissimmee Schedule for DRC, PAB & City Commission. Late or incomplete submittals will not be accepted. DRC meets every other Tuesday at 8:30 a.m.

**Checks must be made to the City of Kissimmee and cannot be dated more than 14 days prior to the date of submittal.**