



## DISCLAIMER FOR ALL CITY OF KISSIMMEE DEVELOPMENT REVIEW APPLICATIONS

Important note: The Development Review process associated with this request (as outlined in the attached application) is intended to ensure that the request meets the requirements established in the City of Kissimmee Land Development Code and site development criteria for the City of Kissimmee, and other local, regional and state agencies. It is not intended to constitute approval of building construction or permits as required by external agencies.

Other processes, permits, authorizations, and/or fees may be required prior to construction of requested improvements. These may include, but are not limited to:

- ❖ Mobility/Impact Fees (Transportation, Water & Sewer, Recreation, School)
- ❖ Building permits and review fees
- ❖ Right-of-Way Utilization permits
- ❖ South Florida Water Management District (SFWMD) permits
- ❖ Utility permits and/or fees
- ❖ Federal Aviation Administration (FAA) authorizations
- ❖ Business Tax Receipts (BTRs)
- ❖ State Permits and/or Licenses
- ❖ Development Service Agreements (Toho Water Authority)
- ❖ Florida Department of Environmental Protection (FDEP) Permits
- ❖ NPDES Permits (Stormwater permitting)

The Agent of record and/or property owner for the attached request is responsible for coordinating with applicable agencies to ensure all requirements for the requested improvements have been met prior to construction.

**Please read all information above and complete the lower portion of this disclaimer. This document must be signed by both agent and property owner and shall be included with the attached application. Failure to submit this form with the completed application will result in Staff finding the application to be insufficient for review and will delay your request.**

Project Name: \_\_\_\_\_ DRC# \_\_\_\_\_

I Certify that I have read the above and understand/acknowledge the information contained therein.

Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agent Name (Print): \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Name (Print): \_\_\_\_\_



**CITY OF KISSIMMEE  
APPLICATION FOR DEVELOPMENT REVIEW**



**PROJECT**

Name of Project: \_\_\_\_\_

Location (Address if possible): \_\_\_\_\_

Parcel ID#: \_\_\_\_\_

**APPLICANT**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_

**AGENT (Contact Person)**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_

**OWNER**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_

**LEGAL DESCRIPTION/LOCATION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** Dates are contingent upon previous meeting approval and dependent upon the project type may not require various meetings. For specific processes, please see the project type. Scheduled dates for Public Hearings are subject to notification requirements and may be altered due to advertising requirements.

All requests must be accompanied by a completed application, checklist, fee, folded plan(s), a CD containing PDF(s) of any exhibits and/or plans and any other supporting materials. A sufficiency review will be conducted within 24 hours of submittal. If submittal is insufficient, the request will not be scheduled/distributed for review. Unless specifically noted, deadlines for submittals are **Friday at 4:00 p.m.** on the above listed dates. **No late or incomplete submittal will be accepted.**

<b>FOR OFFICE USE ONLY</b>			
<b>REQUEST</b> _____			<b>FEE COLLECTED</b> _____
<b>DATE</b> _____	<b>REC'D BY</b> _____	<b>DRC #</b> _____	<b>DRC DATE</b> _____
<b>SUFFICIENCY REVIEW (Y/N)</b> _____		<b>PROJECT MANAGER</b> _____	



CITY OF KISSIMMEE  
CONDITIONAL USE APPLICATION

Project Name: \_\_\_\_\_

Zoning District for subject property: \_\_\_\_\_ Acreage: \_\_\_\_\_

The Applicant is requesting a Conditional Use of (type of request): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I Certify that to the best of my knowledge and belief, all information supplied with this application is true and accurate, and that I am:

- Owner of the property described herein
- Party to an agreement for purchase of this property
- An agent for the owner or purchase of this property
- Other \_\_\_\_\_

Applications submitted by an applicant other than the owner of the subject property shall be accompanied by written documentation, suitable to the City Attorney, from the property owner authorizing the applicant to submit this request.

Applications will not be accepted unless accompanied by the following:

- Completed applications for development review and conditional use,
- Completed conditional use submittal checklist,
- All items required for site plan submittal (if applicable)\*\*,
- Completed site plan checklist (if applicable)\*\*,
- Other items required when a site plan waiver is granted,
- A CD containing PDFs of all documentation submitted,
- Fee

\*\*Conditional use requests that require site plan review. The conditional use/site plan review can be submitted as one request, thus reducing the time of the review process.

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

See next page for approximate timing of the review process

Approximate Review Time for a Conditional Use Request:

<i>Review Type</i>	<i>Progressive Review Time</i>
- Submittal of Application and necessary documents (see DRC schedule for submittal dates. DRC meets every other Tuesday.)	
- Development Review Committee meeting with the applicant * - 2 weeks	2 Weeks
- 14 day notification period for advertisement - 2 weeks	4 Weeks
- Planning Advisory Board meeting - (meets every 1st & 3rd Wednesday of each month)	
- Submittal Site Development Plans**	
- Preliminary Site Development Review (Construction Plans) – 3 weeks review period	7 Weeks
- Resubmittal of Site Development Plans *	
- Final Site Development Review (Construction Plans) *** - 3 weeks	10 Weeks
- Development Order Issued	
Approximate Time of Review Total	10 - 12 Weeks *

\* Estimations may vary. Dependent upon necessary revisions, resubmittals, permits and required advertisement dates.

\*\* Process does not include building construction plan. See Building Division for submittal requirements.

\*\*\* Dependent upon if all preliminary site development comments have been addressed and revised.

**NOTE:** Applicant will need to attend all City meetings or the request will not be considered. 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. Development Review Committee (DRC) meets every other Tuesday at 8:30 a.m.



CITY OF KISSIMMEE  
CONDITIONAL USE CHECKLIST

Project Name: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

Subject Property Parcel #: \_\_\_\_\_

*Site Plan:* All conditional use requests shall be accompanied by 15 folded copies of a site plan meeting the requirements of Section 14-2-191 of the Land Development Code, along with the site plan checklist and the conditional use application and checklist.

*Site Plan Waiver:* A site plan waiver may be granted by the Community Development Department provided the project meets one of the following criteria:

- \_\_\_\_\_ 1. Any Construction is limited to the interior of an existing building.
- \_\_\_\_\_ 2. The existing parking, loading, lighting, traffic and other site characteristics are not being altered in any manner by the conditional use request.
- \_\_\_\_\_ 3. No special buffers are required.

If a site plan waiver is granted, the following shall be submitted with the conditional use application:

\_\_\_\_\_ *Sketch Plan:* The applicant shall submit 15 copies of a sketch plan drawn at an appropriate scale, containing the following information:

\_\_\_\_\_ *Building Location:* Location of all buildings on the site showing the proposed conditional use and any existing uses to remain.

\_\_\_\_\_ *Traffic Circulation:* Location and dimensions of the internal traffic circulation system, ingress/egress driveways, parking areas, number of existing parking spaces, and the number and location of the parking spaces to be utilized by the use.

\_\_\_\_\_ *Landscaping:* Location and configuration of existing and proposed landscaping, dimensions of all buffer areas, including location and height of all walls or fences.

\_\_\_\_\_ *Building Elevations:* Elevation drawings or photographs of the existing buildings and building heights.

\_\_\_\_\_ *Description of Proposed Use:* A written description of the conational use to be located on site.

\_\_\_\_\_ *Hours of Operation:* Proposed days and hours of operation of the conditional use.

\_\_\_\_\_ *Additional Items:* Any additional information necessary to demonstrate compliance with the conditional use review criteria in Section 14-2-206 of the Land Development Code.

\_\_\_\_\_ *Justification:* A set of findings or reasons why the conditional use should be granted.

I certify that all of the information listed above has been provided if applicable on the preliminary plan and/or accompanying documents. Lack of information provided may constitute as an incomplete submittal, thus delaying the review process.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please Note: This list is provided to ensure that all conditional use applications submitted are uniform and contain the minimum information required for review under Section 14-2-206 of the City of Kissimmee Land Development Code. It is not intended to be an inclusive list of all ordinance requirements. Please direct questions concerning conditional use review to the City of Kissimmee Community Development Department at (407) 518-2140.



CITY OF KISSIMMEE DEVELOPMENT SERVICES  
SITE PLAN AND SITE SPECIFIC REDEVELOPMENT PLAN  
REVIEW CRITERIA CHECKLIST

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Project Name: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

Subject Property Parcel ID #: \_\_\_\_\_

Site Plan review requires 15 – 24"x36" black or blue line prints to include the following criteria below to be shown on submitted site plans and accompanying maps, drawn to a scale no smaller than 1-inch = 100-feet, and prepared by the appropriate combination of qualified professionals. (NOTE: Site Development Construction plans shall be prepared by a civil engineer licensed by the State of Florida). Please include this site plan review checklist in addition to other required submittals to the Development Services Department Planning Division. Indicate (NA) for items that are not applicable to the review. 2 copies of conceptual building elevations will need to accompany this checklist if Site Specific Redevelopment Plan is requested.

Note: All paper plans shall be accompanied by a PDF of the drawings, submitted via email or CD-ROM

General Information

\_\_\_\_\_ *Owner and Professional Agent:* The name, address, and phone number of the owner and the professional agent.

\_\_\_\_\_ *Location Map:* Map indicating the location of the proposed development in relation to surrounding streets, and existing zoning and land use on adjacent land.

\_\_\_\_\_ *Traffic:* For larger projects, any data or analysis the City may require to supplement concurrency review.

\_\_\_\_\_ *Intent of use or development:* Statement of objectives, general proposed, and the proposed use(s) to be accommodated within the proposed project.

\_\_\_\_\_ *Land Use and Zoning Designations:* Comprehensive Plan Future Land Use and Zoning Map Designations for the subject site and adjacent properties.

\_\_\_\_\_ *Density and/or Intensity:* Project acreage, density by dwelling unit type; types of non-residential uses and their gross floor areas.

\_\_\_\_\_ *Legal Description:* The subject site's legal description.

\_\_\_\_\_ *Topo and Boundary Survey:* A signed and sealed topography and boundary survey of the subject site.

\_\_\_\_\_ *Phasing:* If any, including the time, rationale, density and other impacts on public facilities, by phase.

Existing and Proposed Site Improvements

\_\_\_\_\_ *Structures:* Location of existing and proposed structures (including structures located within 25-feet of the property line) plus approximate building dimensions, building height, setbacks, square footage, finish floor elevations, proposed uses and whether sprinkler systems are proposed.

\_\_\_\_\_ *Dedications Rights-of-Way and Easements:* On-site and adjacent dedications, rights-of-way and easements.

\_\_\_\_\_ *Streets, Circulation, & Parking:* Existing and proposed streets, pedestrian and bike path, parking areas and driveways, including any connections to off-site facilities within 25-feet; location and dimensions of access points; location and number of required and provided parking spaces and loading spaces, including parking requirement data and dimensions, handicapped parking, access aisle, ramps, signage; curbing; and existing and proposed turn lanes.

\_\_\_\_\_ *Walls:* Location of existing and proposed walls, fences, and entrance features, and their height, type and size.

- \_\_\_\_\_ *Utilities:* Existing and conceptual utility layout, including water, sewer, gas and on-site lighting; connections to off-site facilities within 25-feet.
- \_\_\_\_\_ *Signs:* Conceptual type, size, height and locations of all site identification signage.
- \_\_\_\_\_ *Conceptual Landscape and Irrigation Plan:* Plan showing type and location of natural vegetation to be preserved and to be removed, location of proposed landscape and buffer areas in accordance with the City Code and City Plant List, sight triangles, and proposed landscaping and buffering concept (including approximate location of proposed walls, berms, hedges, and trees), drawn to the same scale as the site plan.
- \_\_\_\_\_ *Open Space:* Location, percentages, and purpose of open space and impervious areas, including any proposed recreation area and amenities.
- \_\_\_\_\_ *Slopes:* Unusual grading affecting relationship of building shall be shown on a preliminary grading plan.
- \_\_\_\_\_ *Drainage:* Direction of stormwater flow and method of disposition of surface drainage (including retention/detention areas), including location of any existing stormwater facilities within 25-feet of the property.
- \_\_\_\_\_ *Fire Protection:* Existing and conceptual location of fire hydrants, fire lanes and fire engine accessibility.
- \_\_\_\_\_ *Solid Waste:* Garbage storage provisions, including full enclosure, a minimum of 6-feet in height and constructed in like manner of the building.
- \_\_\_\_\_ *Soils:* Soil conditions and muck depths (where applicable) based upon the Soil Survey of Osceola County.
- \_\_\_\_\_ *Flooding, Wetlands and Other Environmentally Sensitive Lands:* 100-year floodplain and floodway boundaries; location of any wetlands, wellfield protection areas and other environmentally sensitive areas, including the soil and vegetation basis for such a determination.

I certify that all of the information listed above has been provided if applicable on the site plan and/or accompanying documents. Lack of information provided may constitute as an incomplete submittal, thus delaying the review process.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Please Note: The list is provided to ensure that all site plans submitted are uniform and contained the minimum information required for review under Section 14-2-191 of the City of Kissimmee Land Development Code. It is not intended to be an inclusive list of all ordinance requirements. Please direct questions concerning site plan review to the City of Kissimmee Development Services Department at (407)518-2140.*

**Approximate Review Time for a Site Plan Request:**

<i>Review Type</i>	<i>Progressive Review Time</i>
- Submittal of Application and necessary documents (see DRC schedule for submittal dates. DRC meets every other Tuesday.)	
- Development Review Committee meeting with the applicant - 2 weeks	<i>2 Weeks</i>
- Submittal Site Development Plans**	
- Preliminary Site Development Review (Construction Plans) – 3 weeks	<i>5 Weeks</i>
- Resubmittal of Site Development Plans	
- Final Site Development Review (Construction Plans) *** - 3 weeks	<i>8 Weeks</i>
- Development Order Issued	
<b>Approximate Time of Review Total</b>	<b><i>8 - 10 Weeks</i></b>

Estimation does not include review time for PUD Site Plan, and Minor Site Plan requests. Estimations may vary. Dependent upon necessary revisions, resubmittals, permits and any other required documentation. \*\* Process does not include building construction plan. See Building Division for submittal requirements. \*\*\* Dependent upon if all preliminary site development comments have been addressed and revised.



**UPDATED 2020 CITY OF KISSIMMEE SCHEDULE**  
**Development Review Committee (DRC)**  
**Planning Advisory Board (PAB)**  
**& City Commission (CC)**



<b>SUBMITTAL DEADLINE** (4:00 P.M.)</b>	<b>DRC MEETING (8:30 A.M.)</b>	<b>PAB PUBLIC HEARING (if applicable) (6:00 P.M.)</b>	<b>CC PUBLIC HEARING (if applicable) (6:00 P.M.)</b>
July 29, 2020	August 25, 2020	October 7, 2020	November 3, 2020
August 12, 2020	September 8, 2020	October 21, 2020	November 17, 2020
August 26, 2020	September 22, 2020	November 4, 2020	December 1, 2020
September 9, 2020	October 13, 2020	November 18, 2020	December 15, 2020
September 16, 2020	October 13, 2020	November 18, 2020	December 15, 2020
September 30, 2020	October 27, 2020	December 2, 2020	January 5, 2020
October 14, 2020	November 10, 2020	December 16, 2020	January 19, 2021
October 28, 2020	November 24, 2020	January 6, 2021	February 2, 2021
November 11, 2020	December 8, 2020	January 20, 2021	February 16, 2021
November 25, 2020	December 12, 2020	February 3, 2021	March 2, 2021
December 9, 2020	January 12, 2021	February 17, 2021	March 16, 2021
December 23, 2020	January 26, 2021	March 3, 2021	April 6, 2021
January 6, 2021	January 26, 2021	March 3, 2021	April 6, 2021

\* January 1, 2020 Planning Advisory Board (PAB) and December 31, 2020 submittal deadline are canceled due to holiday.

\*\* Submittal deadline has been moved to Wednesday 4:00 PM.

**Note:** Dates are contingent upon previous meeting approval and dependent upon the project type may not require various meetings. For specific processes, please see the project type. Scheduled dates for Public Hearings are subject to notification requirements and may be altered due to advertising requirements.

All requests must be submitted electronically and accompanied by a completed application, checklist, fee, folded plan(s), a PDF of any exhibits and/or plans and any other supporting materials. If there is a fee related to the project, please scan a copy of the check and upload it with the rest of the documents. This will show proof that you're ready to submit the fee. Then mail the check and once received, it will be processed. We will process the plan and start reviewing it, but we will not be able to move to the next step until payment is received. A sufficiency review will be conducted within 24 hours of submittal. If submittal is insufficient, the request will not be scheduled/distributed for review. Once you are ready to submit, please contact our offices at 407-518-2146 or [planning@kissimmee.org](mailto:planning@kissimmee.org) to obtain a dropbox hyperlink. Unless specifically noted, deadlines for submittals are **WEDNESDAY at 4:00 p.m.** on the above listed dates. **No late or incomplete submittal will be accepted.**



**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

<input type="checkbox"/>	<b>Abandonment</b>	
<input type="checkbox"/>	Vacation of Right-of-Way/Easement	\$2,155.27
<input type="checkbox"/>	<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
<input type="checkbox"/>	<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
<input type="checkbox"/>	<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
<input type="checkbox"/>	<b>Zoning &amp; State Funding Letter</b>	
<input type="checkbox"/>	Standardized	\$48.91
<input type="checkbox"/>	Customized	\$292.40
<input type="checkbox"/>	<b>Tree Inspection</b>	
<input type="checkbox"/>	1-10 Trees	\$82.94
<input type="checkbox"/>	11 Trees & Greater	\$970.77
<input type="checkbox"/>	<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.**