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.**

FOR OFFICE USE ONLY

REQUEST_____**FEE COLLECTED**_____

DATE_____**REC'D BY**_____**DRC #** _____**DRC DATE**_____

SUFFICIENCY REVIEW (Y/N) _____ **PROJECT MANAGER** _____

CITY OF KISSIMMEE
FINAL PLAT APPLICATION

Subdivision Name: _____

Has the Board of Adjustment granted any approval concerning this property? **YES** ☐ **NO** ☐

If Yes, list the case number: _____ Date of case: _____

If applicable, provide the date of approval and DRC# of the Preliminary Plat: _____

Number of lots proposed: _____

List any changes to the plat that have been made since Preliminary Plat approval: _____

_____

_____

_____

The applicant hereby consents to provisions of Section 2.1(2) of the Subdivision Regulations – Official Submission Dates. For the purposes of these regulations, the date of the regular meeting of the Commission at which the final subdivision plat is approved shall constitute the official submitting date of the plat from which the statutory period required for formal approval or disapproval of the plat shall commence to run.

List all contiguous holding in the same ownership (as defined in the Subdivision Regulations):

Section: _____ Lots: _____

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 application for development review and final plat,
- ✓ 15 folded copies of the Final Plat in accordance with Florida Statutes and City Code,
- ✓ Fee

Applicant will need to attend all City meetings or the request will not be considered.

Date: _____

Printed Name: _____Signature: _____

See next page for approximate timing of the review process

Approximate Review Time for a Final Plat Request:

Review Type	*Progressive Review Time*
- 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*
- Submittal of Mylar Original and 10 Copies to the Public Works & Engineering - 2 weeks	*4 Weeks*
- City Commission meeting (meets every 1st & 3rd Tuesday)	*5 Weeks*
Approximate Time of Review Total	*5 - 7 Weeks* *

* Estimations may vary. Dependent upon necessary revisions, resubmittals and any other required documentation.

NOTE: *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.*

UPDATED 2020 CITY OF KISSIMMEE SCHEDULE

Development Review Committee (DRC)
Planning Advisory Board (PAB)
& City Commission (CC)

SUBMITTAL DEADLINE** (4:00 P.M.)	DRC MEETING (8:30 A.M.)	PAB PUBLIC HEARING (if applicable) (6:00 P.M.)	CC PUBLIC HEARING (if applicable) (6:00 P.M.)
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 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

Development Services
Building Planning Code Enforcement

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

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