



## 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.**

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



# CITY OF KISSIMMEE SPECIAL EVENT WITH STREET CLOSURE APPLICATION

Requirements for Special Events that involve the closure of a public street: such events may be allowed as a temporary use by the Development Review Committee (DRC) if such events are deemed by the DRC to be in the best interest of the public associated with a special event.

- Locations shall be limited to rights-of-way within the CRAO (Community Redevelopment Area Overlay); or minor collector or local rights-of-way in accordance with Section 14-2-134(L) of the Land Development Code.
- Events shall be limited to no more than 12 hours per closure unless additional time is approved by the City.
- Barricades and detour signs in accordance with MUTCD standards shall be provided and approved.
- Events shall not block pedestrian or vehicular access to adjacent businesses and properties.
- A lane for emergency vehicle access shall be maintained at all times free of event related items.
- Use of public address or sound projection system shall be prohibited between the hours of 10 p.m. and 7 a.m.; shall not project sound onto residential areas; and shall comply with Section 9-3-51.
- Signage shall comply with Sections 14-2-150 through 14-2-162 and shall be limited to two of the following:
  1. One 20 square foot banner sign.
  2. One cold air balloon.
  3. One 8 square foot temporary sign.
 (Streamers, flags, pennants or any other type of advertising is prohibited).
- All applications shall be accompanied by the following:
  1. Special event fee (see attached fee schedule). Non-profit organizations or institutions are exempt if submitted by the deadline date but are subject to the Late Submittal fee if submitted after the deadline.
  2. Certificate of liability insurance for a minimum of \$1 million to cover street being closed.
  3. Written authorization from all adjacent property owners being affected by the street closure.
  4. A site sketch indicating the location of the event including the portion of street to be closed; barricades, tents, signage, temporary structures, lighting, games/rides, portable toilets or stages; adjacent sidewalks and intersecting streets.
  5. Off-site parking authorization (if the use of any off-site parking spaces required for the event is proposed, a letter of authorization from the owner of the parking spaces).
  6. A cash deposit or bond (if found necessary by the City to cover any clean up or repairs to the right-of-way affected).
  7. Any other documentation necessary to determine the appropriateness of the application.
- A special event permit shall be obtained from the Department after DRC approval and prior to the event. Prior to permit issuance, a pre-event inspection shall be scheduled before any event commences.
- Applicant must send notice via certified return receipt of the event to all property owners impacted by the event.
- If outdoor sales are proposed, a minimum of 5 vendors shall be included. Proof of Business Tax Receipt shall be provided for each vendor prior to permit issuance.
- All electrical items and connections shall conform to the National Electric Code and shall be properly protected.
- Debris on site, adjacent sites and rights-of-way from the event shall be immediately cleaned after each day of the event.

Portion of right-of-way (between which intersections) where event is to be located: \_\_\_\_\_  
\_\_\_\_\_

Business address of adjacent properties included in event: \_\_\_\_\_

Date(s) of the proposed event: \_\_\_\_\_ Hours of the proposed event: \_\_\_\_\_

Describe the type of event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expected attendance at any one given time: \_\_\_\_\_



## CITY OF KISSIMMEE SPECIAL EVENT CHECKLIST

What restroom facilities are proposed? \_\_\_\_\_

Number of ADA (Handicapped) Restrooms: \_\_\_\_\_ Number of other Restrooms: \_\_\_\_\_

If Using Portable Restrooms: Quantity: \_\_\_\_\_; Standard: \_\_\_\_\_; Handicapped: \_\_\_\_\_

Number of existing parking spaces on site: \_\_\_\_\_ Number displaced by the event: \_\_\_\_\_

If using Off-Site Parking: Quantity: \_\_\_\_\_; Address(s) of off-site parking areas: \_\_\_\_\_

Check all of the following items proposed to be utilized during the event:

- Barricades (Type(s): \_\_\_\_\_)
- Detour signage (Type(s): \_\_\_\_\_ Location: \_\_\_\_\_)
- Tents (Size: \_\_\_\_\_, Type: \_\_\_\_\_)
- P.A./Sound System
- Searchlight (Type(s): \_\_\_\_\_, Quantity: \_\_\_\_\_)
- Staging/Bleachers (Size(s): \_\_\_\_\_, Quantity: \_\_\_\_\_)
- Games/Rides (Type(s): \_\_\_\_\_, Quantity: \_\_\_\_\_)
- Temporary Lighting (Type: \_\_\_\_\_, Quantity: \_\_\_\_\_)
- Security (Firm: \_\_\_\_\_, Quantity: \_\_\_\_\_, 24 Hour/Event Hours: \_\_\_\_\_)
- Fencing (Type: \_\_\_\_\_, Height: \_\_\_\_\_)
- Cooking Facilities (Type: \_\_\_\_\_)
- Electrical Connections (Type: \_\_\_\_\_)
- Protection: \_\_\_\_\_

Check which type of signage is proposed (Event shall be limited to two of the following):

- One cold air balloon (Size: \_\_\_\_\_, (Location must be shown on site plan))
- One 20 square foot banner sign (Location must be shown on site plan)
- One 8 square foot temporary sign (Location must be shown on site plan)

\*\*\*FAILURE TO OBTAIN PROPER PERMITS AND FAILURE TO COMPLY WITH ALL APPLICABLE CODE REQUIREMENTS OF THE CITY OF KISSIMMEE CODE OF ORDINANCES AND THE CONDITIONS OF A PERMIT SHALL INVALIDATE THE DRC APPROVAL AND COULD RESULT IN A MAXIMUM FINE OF \$1000 PER DAY OF VIOLATION.\*\*\*

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CITY OF KISSIMMEE  
VENDOR INFORMATION SHEET

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**Vendor Information Sheet** – A minimum of 5 vendors is required for the event (*ONLY for events with sales*)

**Vendor 1** required for trade and product shows/sales

Business Company/Firm name: \_\_\_\_\_ BTR#: \_\_\_\_\_

Contact person for Vendor 1: \_\_\_\_\_ Phone Number of Vendor 1: \_\_\_\_\_

Address of Vendor 1: \_\_\_\_\_

Describe the type of sales conducted: \_\_\_\_\_

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**Vendor 2** required for trade and product shows/sales

Business Company/Firm name: \_\_\_\_\_ BTR#: \_\_\_\_\_

Contact person for Vendor 2: \_\_\_\_\_ Phone Number of Vendor 2: \_\_\_\_\_

Address of Vendor 2: \_\_\_\_\_

Describe the type of sales conducted: \_\_\_\_\_

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**Vendor 3** required for trade and product shows/sales

Business Company/Firm name: \_\_\_\_\_ BTR#: \_\_\_\_\_

Contact person for Vendor 3: \_\_\_\_\_ Phone Number of Vendor 3: \_\_\_\_\_

Address of Vendor 3: \_\_\_\_\_

Describe the type of sales conducted: \_\_\_\_\_

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**Vendor 4** required for trade and product shows/sales

Business Company/Firm name: \_\_\_\_\_ BTR#: \_\_\_\_\_

Contact person for Vendor 4: \_\_\_\_\_ Phone Number of Vendor 4: \_\_\_\_\_

Address of Vendor 4: \_\_\_\_\_

Describe the type of sales conducted: \_\_\_\_\_

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**Vendor 5** required for trade and product shows/sales

Business Company/Firm name: \_\_\_\_\_ BTR#: \_\_\_\_\_

Contact person for Vendor 5: \_\_\_\_\_ Phone Number of Vendor 5: \_\_\_\_\_

Address of Vendor 5: \_\_\_\_\_

Describe the type of sales conducted: \_\_\_\_\_

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**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

<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.**