



www.oaktownusa.com

# Planning & Development Application

Incomplete applications will not be processed

(return to Town via mail, e-mail, or hand delivery)

Project name			
Application Number(s) (to be filled out by Town)			
Property address and/or physical location			
County Property Appraiser Tax Parcel ID number(s) _____			
Applicant is: _____ Owner _____ Developer _____ Lessee _____ Agent _____ Property Optionee			
Applicant - Contact name / address / phone / e-mail		<b>Type of application:</b> Check all that apply, and use the appropriate supplemental form(s) to provide relevant information. <input type="checkbox"/> Pre-application Meeting <input type="checkbox"/> Annexation (ANX) <input type="checkbox"/> Architectural Review (ARB)* <input type="checkbox"/> Comprehensive Plan Amendment – Text/Map (CPA)* <input type="checkbox"/> Lot Split/Boundary Line Adjustment (LS)* <input type="checkbox"/> Planned Subdivision/Planned Development (PD)* <input type="checkbox"/> Site Development Plan – Major/Minor (SIT)* <input type="checkbox"/> Special Exception – Conditional Use (SPX) <input type="checkbox"/> Subdivision Preliminary Plat (PSP)* <input type="checkbox"/> Subdivision Final Plat (FSP)* <input type="checkbox"/> Vacation of ROW/Easement (VAC) <input type="checkbox"/> Vacation of Recorded Plat (VAP) <input type="checkbox"/> Zoning Variance / Waiver (VAR) <input type="checkbox"/> Zoning map amendment/Rezoning (ZMA)* <i>*Contact the Planning Dept. for Sufficiency Checklists</i>	
* Will receive all correspondence from the Town			
Property Owner name / address / phone / e-mail			
Consultant name / address / phone / e-mail			
Current zoning	Proposed zoning	Parcel size (sf/ac)	Proposed # of lots
Current use		Gross floor area (sf)	Proposed # of buildings
Current future land use (FLU) designation		Proposed future land use (FLU) designation	
Summary of project or proposed use (Use separate sheet if necessary)			

I certify that the information and exhibits submitted are correct to the best of my knowledge, and that I am acting with the knowledge and consent of all parties involved in the project. I understand there may be additional fees required to complete the application review process.

Applicant signature / date
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The petition of the undersigned certifies that I/We hereby respectfully request that the Town of Oakland perform the required reviews, hold the required public hearing(s), prepare and adopt the appropriate ordinances in order to grant said petition.



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## Submittal Requirements

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PLEASE BRING ALL OF THE FOLLOWING ITEMS THAT APPLY WHEN SUBMITTING YOUR REQUEST			
APPLICATION	Incomplete applications will not be processed.	ALL	<input type="checkbox"/>
CD	A CD copy of <b>ALL</b> of the application documents and submittal documents in PDF format	ALL	<input type="checkbox"/>
SURVEY	2 Copies (If larger than 11x17 <b>Folded not Rolled</b> ) <b>With complete legal description written in "meets and bounds"</b>	ALL	<input type="checkbox"/>
SITE PLAN	6 Copies (If larger than 11x17 <b>Folded not Rolled</b> )	ARB / CPA SIT / PSP / VAR	<input type="checkbox"/>
SUFFICIENCY CHECKLIST	6 Copies of plans required per the Sufficiency Checklist (If larger than 11x17 <b>Folded not Rolled</b> )	SIT / PSP	<input type="checkbox"/>
ARCHITECTURE	6 Copies of Architectural Plans (If larger than 11x17 <b>Folded not Rolled</b> )	ARB / PD SIT / VAR	<input type="checkbox"/>
TRANSPORTATION	2 Copies of Traffic Impact Analysis with approved methodology	CPA / PD SIT / ZMA	<input type="checkbox"/>
LIGHTING	6 Copies (If larger than 11x17 <b>Folded not Rolled</b> )	ARB / PD / SIT / PSP	<input type="checkbox"/>
PHOTOGRAPHS	2 Copies in Color - minimum of 4 site photos (from north, south, east, west)	ALL	<input type="checkbox"/>
OWNERSHIP	Proof of Ownership (i.e., a copy of the deed)	ALL	<input type="checkbox"/>
POA	Limited Power of Attorney (If application is signed by Agent of the Owner)	ALL	<input type="checkbox"/>

**\*\* Advisements \*\***

**PROCEDURE (ANX/ CPA/ ZMA):**

The procedure for annexation is defined in Chapter 171 of the Florida Statutes. The procedure for comprehensive plan amendments is defined in Chapter 163.3184 of the Florida Statutes. The procedure for rezoning is defined in 166.041 of the Florida Statutes. The procedures for development site plans, plats, and construction plans are defined in the Town's codes and ordinances. In general, all petitions and application processes shall be heard and recommended by the Planning and Zoning Board and will be finally approved, denied, or approved with conditions by the Town Commission at an advertised public hearing. All ordinances require two readings before Town Commission.

**CODE OF ORDINANCES:**

The Town of Oakland's Code of ordinance can be found on the internet at [www.oaktownusa.com](http://www.oaktownusa.com) or [www.municode.com](http://www.municode.com). Access to the internet can be obtained at any branch or the Orange County Library.

**APPLICATION PROCESSING DEADLINE:**

The Application Submittal Deadline is the second Friday of each month. The application shall be presented to the Planning and Zoning Board on the third Tuesday of the following month. Due to advertising guidelines, any application recommended by the Planning and Zoning Board will be on the agenda of the first Commission meeting of the following month.

**UTILITY LOCATE:**

It is the Owner/Contractor's responsibility to locate existing utilities and coordinate with the proper agency for the inspection of new utilities.

**COMMUNICATION TOWERS:**

Communication towers and the amendment thereof must comply with Ordinance 2012-10 the Town's Code of Ordinances and pay the associated fees identified in Article XXI of the Town of Oakland's Code of Ordinances.

**NOTE:**

If the petitioner wishes to be represented by an Agent, a limited power of attorney must be properly executed and provided to the City along with this application. The Town Planning and Zoning Board and the town Commission will not hear cases that do not have representation at their respective meeting(s).



**Submittal Requirements**  
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**DEVELOPMENT REVIEW COSTS – RESPONSIBLE PARTY**

I understand that the Town of Oakland requires that the applicant be responsible for reimbursing the Town for all advertising costs associated with this application, including postage for notices to adjacent property owners, and for newspaper advertising as required by the Florida Statutes and the Town Code. I understand that I will be billed for these costs and will be responsible for paying them, whether or not my application for annexation, zoning, future land use, and/or development approval is successful.

In addition, if this application is deemed to require review by the Town Engineer, Town Surveyor, Town Attorney or any other required Town Consultant, I understand that I or my company shall be responsible to pay for any and all reasonable legal, engineering, surveying, or consultant costs incurred by the Town of Oakland in the process of reviewing the above project pursuant to ORDINANCE 2014-01 et al.. Invoices from the Town shall be paid within ten (10) calendar days of the date appearing on the invoice. Full payment is a requirement for Town's final approval or any such similar Application. The agreements contained herein are supplemental to the Applicant's and the property owner(s)' requirements and obligations under ORDINANCE 2014-01.

I also understand that if this project property is sold, I or my company will be responsible to ensure that the new owner executes a similar application form accepting all of the responsibility to pay for any and all reasonable legal, engineering, surveying, or consultant fees incurred by the Town of Oakland in the process of reviewing this project from the date the property is sold. An applicant shall provide prompt written notice to the Town Manager within ten (10) days in the event of a change in ownership of all or a portion of a lot, tract, or parcel of real property with the respect to which an application, or project is pending before the Town.

Please sign recognizing your agreement with the above requirement: \_\_\_\_\_

All invoices for the costs associated with this project should be sent to:

Project Name / Address: \_\_\_\_\_

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

Company: \_\_\_\_\_

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

\_\_\_\_\_ CITY STATE ZIP

Telephone: \_\_\_\_\_ EXT. \_\_\_\_\_

Facsimilie: \_\_\_\_\_

E-Mail: \_\_\_\_\_

The Applicant acknowledges and agrees that it is spending funds at its own risk in an attempt to obtain development orders, permits and/or approvals from the Town or to otherwise develop the real Property, and the Town is not liable for reimbursing Applicants for such costs and expenses. Individual Town employees, Town consultants, Town appointed officials and elected officials (including Town Commissioners) have no actual or apparent authority to bind the Town on Application approvals and development matters, except for certain limited matters that are expressly authorized by the Town of Oakland Code of Ordinances to be determined by the Town Manager. The applicant shall not rely on and has no basis to rely on any written or oral statements of the Town's employees, consultants, or elected or appointed officials, except for the actual development order(s) or permits issued after final action is taken by the Town on the Application pursuant to the standard applicable review and approval process. Often for development matters, prior to final action being taken by the Town, the town must conduct quasi-judicial public hearing(s) where decisions on development applications must be based on the evidence presented into the record at such hearing(s), including testimony and evidence presented by the Applicant, City staff and consultants, and other interested parties. Moreover, often it is the case that multiple types of development orders and permits must be issued before a development can proceed, so the issuance of one or more development orders and permits, should not be relied upon by the Applicant for the likelihood that other required development orders, permits and approvals will be issued. Further, the final actions and/or development orders or permits of the Town on development matters can be challenged; thus, the Applicant should consult with its own legal counsel as to the reliability of final actions of the Town and development orders and permits issued by the Town.



Applicant Affidavit

STATE OF FLORIDA
COUNTY OF ORANGE

Before me, the undersigned authority personally appeared \_\_\_\_\_
who being by me first duly sworn on oath, deposes and says:

(1) That he/she affirms and certifies that he/she understands and will comply with all ordinances, regulations and
provisions of the Town of Oakland, Florida, and that all statements and diagrams submitted herewith are true and accurate to
the best of his/her knowledge and belief, and further, that this application and all attachments shall become part of the Official
Records of the town of Oakland, Florida, and are not returnable.

(2) That the submittal requirements for the application have been completed and attached hereto as part of this
application.

(3) That the applicant desires approval of \_\_\_\_\_

\_\_\_\_\_  
Affiant (Applicant's Signature)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 2\_\_\_\_\_, by
\_\_\_\_\_, who is/are personally known to me (or) who has/have produced
\_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_  
Notary Public (signature)

(Notary Stamp)

NOTE

All applications shall be signed by the owner of the property, or some person duly authorized by the owner to sign. A
Limited Power of Attorney / Owner's Verification authorizing a person other than the owner to sign must be attached.



Limited Power of Attorney & Owner Verification

STATE OF FLORIDA
COUNTY OF ORANGE

Before me, the undersigned authority personally appeared \_\_\_\_\_ who being by me first duly sworn on oath, deposes and says:

(1) That he/she is the fee-simple owner of the property legally described on page one of this application.

(2) That he/she desires approval for \_\_\_\_\_

(3) That he/she has appointed \_\_\_\_\_ to act as agent in his/her behalf to accomplish the above. The Owner is required to complete the APPLICANT'S AFFIDAVIT of this application if no agent is appointed to act in his/her stead.

\_\_\_\_\_  
Affiant (Owner's Signature)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 2\_\_\_\_\_, by \_\_\_\_\_, who is/are personally known to me (or) who has/have produced \_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_  
Notary Public (signature)

(Notary Stamp)

NOTE

All applications shall be signed by the owner of the property, or some person duly authorized by the owner to sign. This authority authorizing a person other than the owner to sign must be attached.

# Development Application Review and Permit Fees

**Review Fees Are Non-Refundable, Ordinance 2012-02; Resolution 2014-07**

<i>The Administrative Fee and Consultant Deposit Shall Be Submitted As Separate Checks</i>			
Application	Fee Calculation	Admin. Fee	Consultant Deposit
<b>Annexation (ANX)</b>	Greater than 5 acres	\$1,000	
	Less than 5 acres	\$500	
	Infill/Enclave-All Sizes (Includes CPA & ZMA)	Free	
<b>Preliminary Architectural And/or Site Plan Review</b>	Residential	\$25	\$250
	Non-Residential	\$50	\$500
<b>Architectural Review Board (ARB)</b>	Residential	\$300	
	Non-Residential	\$300 per 1,000 sq. ft.	
<b>Comprehensive Plan Amendment (CPA)</b>	Small Scale (Less than 10 acres)	\$1,200	
	Large Scale (Greater than 10 acres)	\$1,700	\$5,000
	Text Amendment	\$2,000	\$5,000
<b>Lot Split (LS)</b>	All lot sizes (not a plat process)	\$300	
<b>Planned Subdivison/Development (PS/PD)</b>	Developer's Agreement/ Order	\$1,000	\$5,000
	Residential	\$1,000 + \$10 per number of units	\$5,000
	Non-Residential	\$1,000+\$10 per 1,000 sq. ft. of building and impervious area	\$5,000
	Amendment	\$750	\$2,000
<b>Site Development Plan (SIT)</b>	De Minimis Industrial or Commercial Site Plan (less than 300 sq. ft. of building or 500 sq. ft. of impervious surface)	\$750	\$1,000
	Minor Industrial or Commercial or Institutional Site Plan Review	\$1,200	\$5,000
	Major Industrial or Commercial or Institutional Site Plan Review (Greater than 4,000 sq. ft. of building or 5,000 sq. ft. of impervious surface)	\$750 + \$20 per 1,000 sq. ft. of building & impervious area	\$5,000
	Multi-Family	\$750 + \$20 per unit	\$5,000
<b>Special Exception/Conditional Use (SPX)</b>	Per Business Tax Classification Code	\$1,000	
<b>Preliminary Subdivision Plan (PSP)</b>	Residential/Non-Residential	\$500 + \$10 per lot \$500/non res lot	\$5,000
<b>Final Subdivision Plan &amp; Plat (FSP)</b>	Residential/Non-Residential	\$500 + \$10 per lot \$500/non res lot	\$5,000
<b>Vacate ROW/Plat/Easment (VAC, VAP)</b>		\$500	\$1,500
<b>Variance/Waiver (VAR)</b>	Per Zoning Element Variance/Waiver is requested for	\$540	
<b>Zoning Map Amendment (ZMA)</b>	Residential Designation Request	\$500	\$1,000
	Non-Residential/Planned Unit Designation Request	\$1,000	\$5,000
<b>Site Development/Construction Fees* &amp; Charges for Related Work**</b>	<ol style="list-style-type: none"> <li>1. Construction of road and other subdivision improvements including but not limited to public rights-of-way dedicated to the public on recorded plats – 2.4% of the total construction cost of all committed improvements for which no other permits apply.</li> <li>2. Miscellaneous inspections for construction– 2.4% of the total construction cost for any other construction over, through or upon public property not covered by any other fees. Minimum fee-\$100</li> </ol>		

## **ADDITIONAL FEES & COSTS**

The reimbursement of Town consultant fees, advertising costs and expenses are in addition to the fees listed above and are to be paid when billed. The deposit portion of the application fee will be held in escrow until final approval is given. Any remaining Town consultant fees will be deducted from the deposit and returned to the

Applicant. **The Town Administrator retains the right to reduce or eliminate any or all application or deposit fees on a project by project basis.** The Town Commission retains the right to enforce or dismiss mandatory collection of fees overall.

\* Reason for Waived Fees. Fees imposed in this schedule may be waived by the Town Manager when the permit holder is required to relocate improvements within the right-of-way due to construction or reconstruction of any road by the Town and such relocation takes place in conjunction with said construction. Similarly, such fees may be waived whenever utilities are placed in the right-of-way during and in conjunction with the construction or reconstruction of any road by the Town.

\*\*Additional Services for Site Development Inspections. Notwithstanding the fees set forth herein, the Town will charge back those certain costs and expenses incurred by the Town for additional outside consultant services necessary for reviewing, inspecting, regulating and otherwise processing development pursuant to Ordinance 2014-01.