



Development Services Handbook

City of Oviedo
Development Services Department
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CITY OF OVIEDO, FLORIDA

CITY COUNCIL AND APPOINTED BOARDS

CITY COUNCIL

Mary Lou Andrews, Mayor
Dominic Persampiere, Deputy Mayor
Keith Britton
Steve Henken
Stephen Schenck

PLANNING ZONING AND APPEALS BOARD

Kathy Marrs Moore, Chairman
Lawrence Wright, Vice-Chairman
Tony Coffe
Steven Gillis
Jerry Sellers
William Sheridan
Kathryn Townsend

CODE ENFORCEMENT BOARD

Robert Thrift, Chairman
Robert Elfand
Curtis Gashlin
Tanya Walter
Tia Hughes
Darrell Lopez
Annie Soares

DEVELOPMENT REVIEW COMMITTEE

Richard Gestrich, City Manager, Chairman
Bryan Cobb, Development Services Director
Patrick Hubbard, Building Official
Lars White, Fire Chief
Bobby Wyatt, Assistant Public Works Director/City Engineer

PURPOSE AND INTENT

This **DEVELOPMENT SERVICES HANDBOOK** is a summary of the Development Services Department's application review and approval processes, and other Department responsibilities. This handbook is intended to provide residents, businesses, contractors, developers and attorneys with a better understanding of the functions of the Development Services Department, which consists of the Planning Division, Development Review Division, Code Enforcement Division and Building Services Division. Its purpose is to serve as a user-friendly guide to aid people with their projects.

This guide provides a summary of the information covered in the Articles of the City's Land Development Code, Comprehensive Plan, Engineering Standards Manual, Florida Building Code, and Florida Fire Prevention Code. It is not a substitute for any of these documents, which should be referenced for additional information.

THE BASICS

All real property in the City of Oviedo is subject to a variety of regulations. The majority of these regulations are locally defined and adopted, but a number are based on county and state regulations. Regardless of the source of the regulations, the City is tasked with administering them through the local permitting process. Depending on the property involved and the nature of the project, the permitting process may be simple or complex. The length of time associated with each process will vary as a result.

As required by Florida Statute, Chapter 163, the City of Oviedo maintains a **Comprehensive Plan** to provide direction for future growth and development. A component of the Plan is a **Future Land Use Map** which provides a graphical representation of properties within the City and their anticipated future use. The Future Land Use Map reflects the desired development pattern of the City and establishes certain land use entitlements on a parcel-by-parcel basis.

The **Land Development Code** consolidates a variety of land use regulations in one document. It includes Development Review and Permitting; Zoning Districts and Regulations; Concurrency Management; Landscaping; Parking; Environmental Preservation; and Signage. This Code is authorized by Florida Statute, Chapter 163, and its purpose is to implement and uphold the requirements of the adopted Comprehensive Plan. The **Official Zoning Map**, which establishes specific zoning districts for each parcel of land within the City, is also adopted as part of the Land Development Code.

The **Comprehensive Plan** establishes the policy framework for the City's future growth and development, while the Land Development Code establishes the regulatory tools designed to implement these policies. Important companion tools are the City's **Engineering Standards Manual**, the **Florida Building Code** and the **Florida Fire Prevention Code**, which establish construction standards for development within the City.

DEVELOPMENT SERVICES DIVISIONS

PLANNING is responsible for monitoring compliance with and administering the City's Comprehensive Plan in accordance with Chapter 163, Florida Statutes, and Chapter 9J-5, Florida Administrative Code through:

- Review of comprehensive plan amendments
- Coordination with various regional and state agencies
- Review applications for consistency with the City's zoning map, Land Development Code and Comprehensive Plan
- Ensuring that adequate infrastructure and basic services are available to support new development, and assisting developers and citizens in complying with the City's Comprehensive Plan and Land Development Code.

DEVELOPMENT REVIEW processes applications and reviews plans for site development, subdivisions, planned unit developments, residential deviations of 20% to 30%, plats, special exception use orders and all associated construction permits.

Development Review is responsible for assisting and facilitating customers in complying with the City's Land Development Code and related ordinances through a managed review process.

CODE ENFORCEMENT is responsible for enforcement of most of the City's Code of Ordinances and Land Development Code. Keeping properties code compliant protects and enhances property values and makes the City a more attractive place to live, work and play.

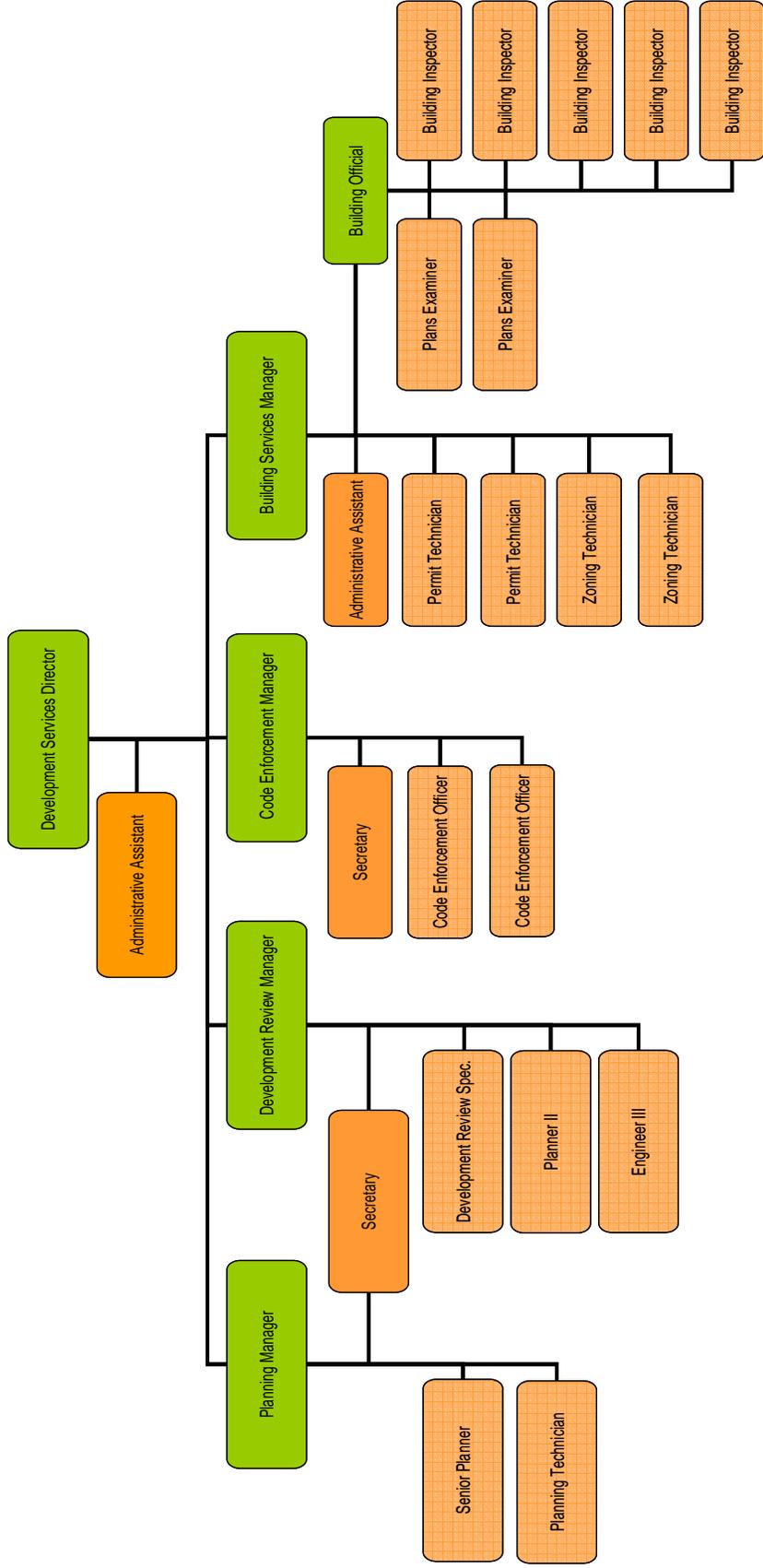
The Code Enforcement Division receives complaints from citizens and staff. Staff inspects and investigates those complaints to see if a violation of City Code exists then begins taking the appropriate steps to achieve compliance. Those steps can involve both an informal and/or formal process. Cases that are unresolved go before the City's Code Enforcement Board.

BUILDING SERVICES is responsible for the adoption and enforcement of building standards which impact the public health, safety and welfare of the citizens of Oviedo; and through the implementation and regulation of zoning standards which enhance the quality of life for the citizens of Oviedo.

Building Services is responsible for permitting and review of all building construction plans and specifications for compliance with state, federal and local codes; and for conducting inspections applicable to the approved plans.

In addition, Building Services processes the required City of Oviedo and Seminole County Business Tax Receipts for businesses located within the city limits of Oviedo.

Development Services Department Organization Chart



PLANNING DIVISION

The Planning Division is responsible for monitoring compliance with and administering the City's Comprehensive Plan in accordance with Chapter 163, Florida Statutes, and Chapter 9J-5, Florida Administrative Code. The Comprehensive Plan guides the future growth and development of the City.

Planning Division hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. For additional information, please contact us at 407-971-5775 or visit our website at www.cityofoviedo.net.

SERVICES

The primary services provided by the Planning Division include:

- Review of Comprehensive Plan amendments
- Coordination with various regional and State agencies
- Review applications for consistency with the City's zoning map, Land Development Code and Comprehensive Plan
- Ensure that adequate infrastructure and basic services are available to support new development; and assisting developers and citizens in complying with the City's Comprehensive Plan and Land Development Code.

SPECIAL PROJECTS

The Planning Division is also responsible for special projects such as the following:

- Evaluation and Appraisal Report
- Transportation Master Plan
- Impact Fee Updates
- Joint Planning Agreement
- Request for Proposals for Transportation, Environmental, and Professional Planning Consultants

SPECIAL COMMITTEES

The Planning Division serves as staff liaison for the following committees:

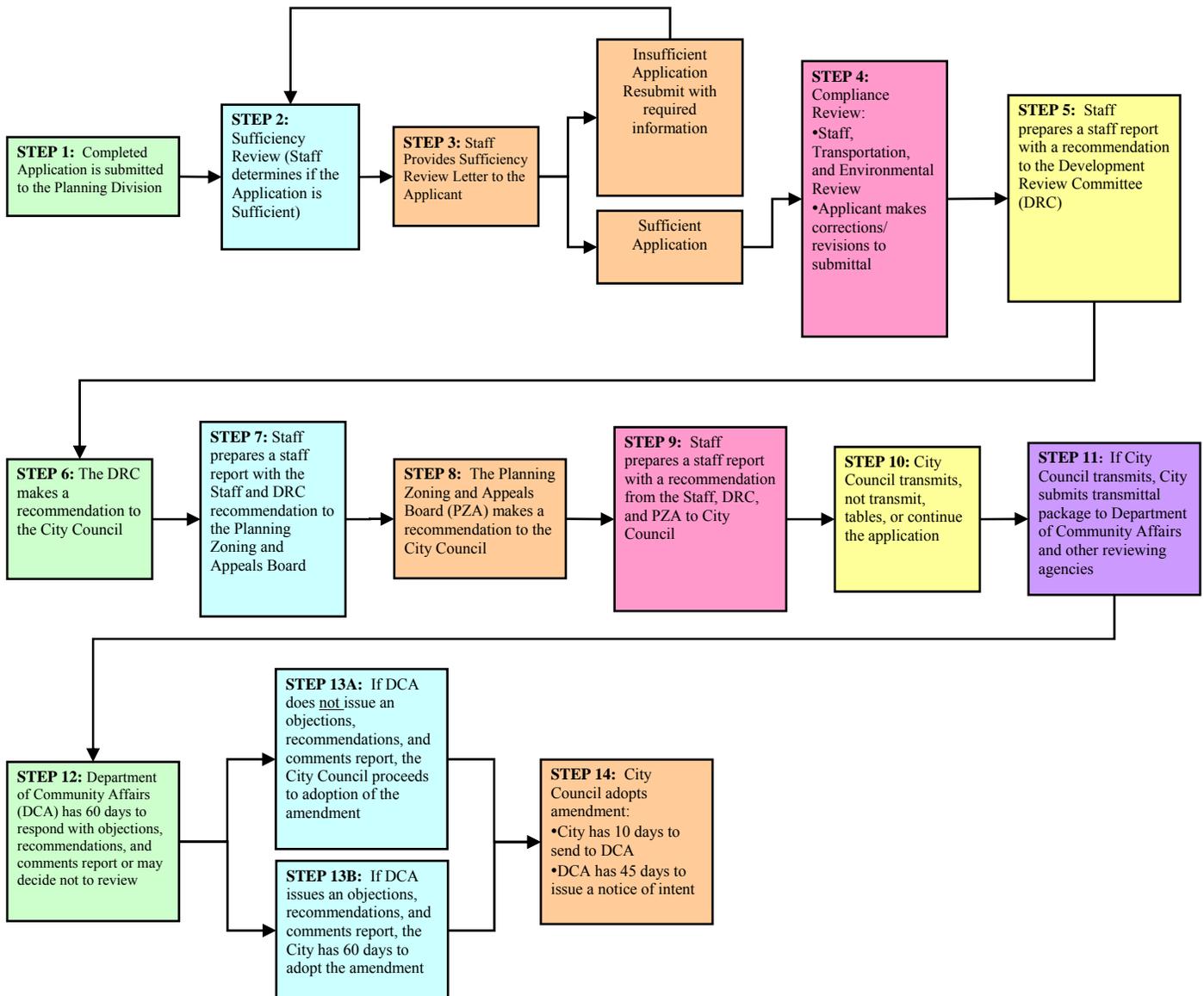
- City of Oviedo Planning Zoning and Appeals Board
- City of Oviedo Alafaya Woods-Twin Rivers Special Neighborhood Improvement District Board of Directors
- Metro Plan Bicycle Pedestrian Advisory Committee
- Planning Technical Advisory Committee
- The Oviedo Preservation Project

APPLICATIONS

LARGE SCALE COMPREHENSIVE PLAN AMENDMENTS

Comprehensive Plan Amendments are governed by F.S. 163, Part II. A municipality is allowed to amend its Comprehensive Plans only twice per calendar year. Large scale comprehensive plan amendments are adopted by ordinance and require review by the City’s Development Review Committee; a public hearing by the City’s Planning Zoning and Appeals Board; and two (2) public hearings before the City of Oviedo City Council. The Florida Department of Community Affairs and its external review agencies must review the amendment prior to its adoption by the City. A large scale comprehensive plan amendment becomes effective upon issuance of a Notice of Intent to find the amendment in compliance by the Florida Department of Community Affairs. Large scale comprehensive plan amendments include:

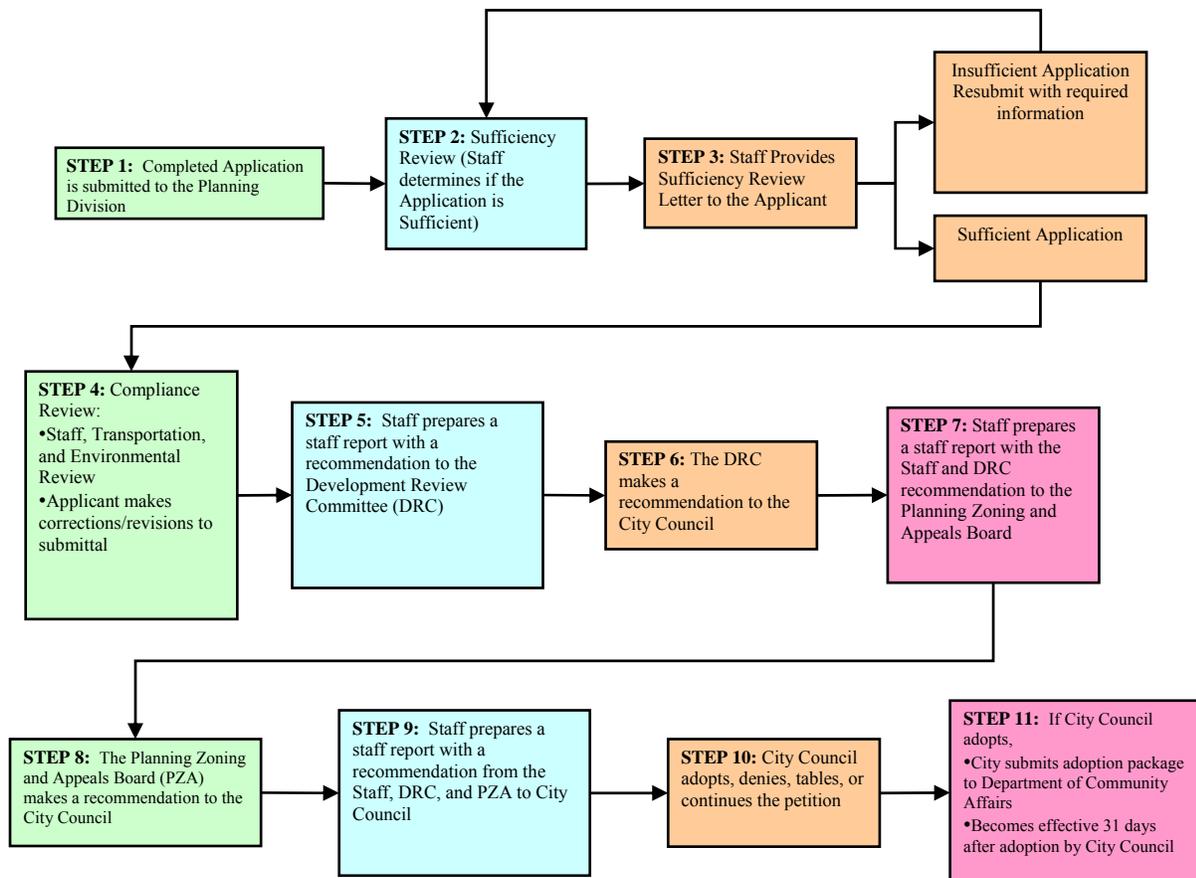
- Text amendments to the objectives, goals, or policies of the Comprehensive Plan
- Map Amendments



SMALL SCALE COMPREHENSIVE PLAN AMENDMENTS

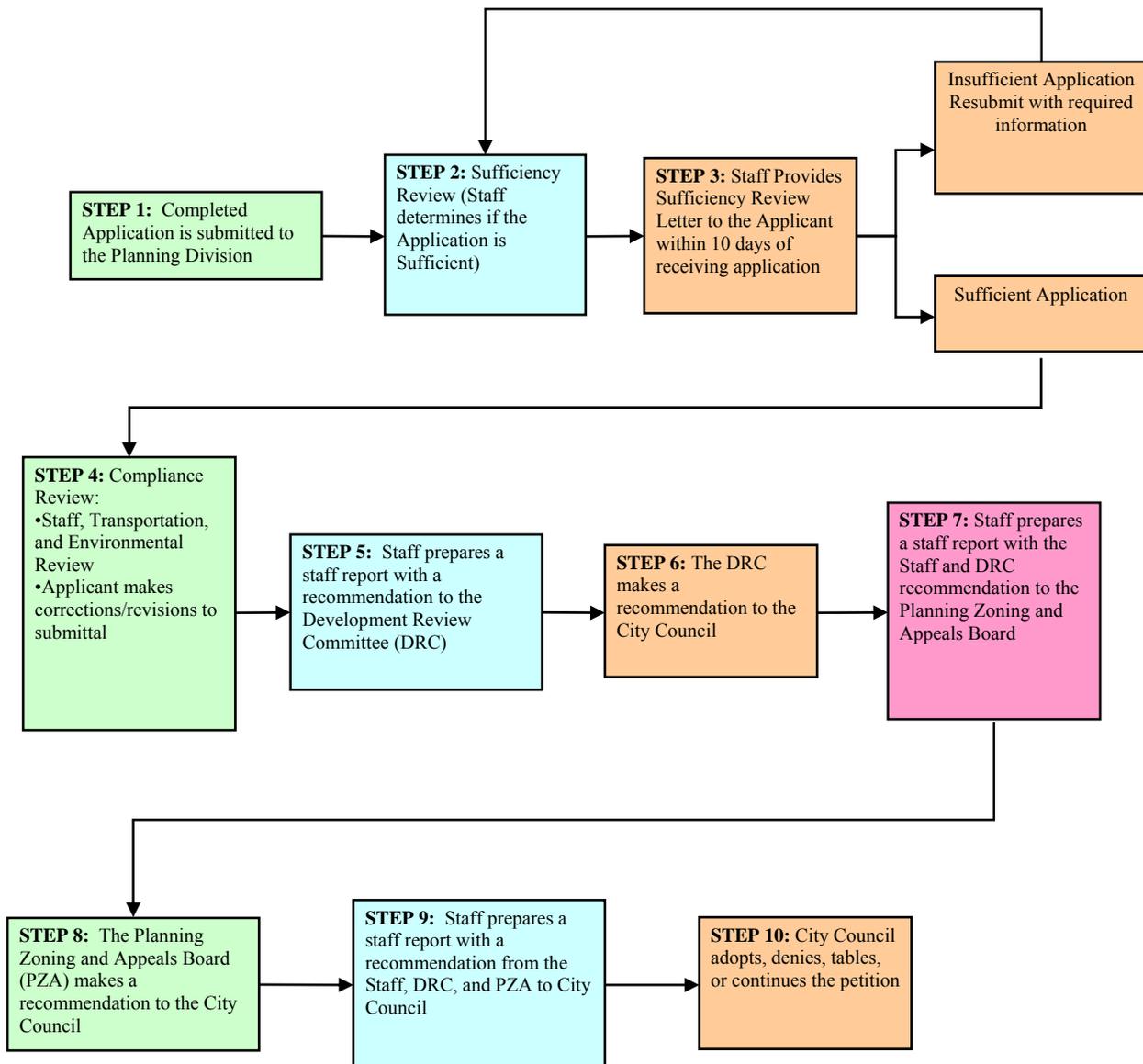
Small Scale Comprehensive Plan Amendments are governed by F.S. 163, Part II. Small Scale Comprehensive Plan Amendments are changes to the City's Official Future Land Use Map. A municipality is allowed to amend its Comprehensive Plan Future Land Use Map for small scale amendments anytime during the year. Small scale comprehensive plan amendments are adopted by ordinance and require review by the City's Development Review Committee; a public hearing by the City's Planning Zoning and Appeals Board; and one (1) public hearing by the City of Oviedo City Council. Such amendments become effective thirty-one (31) days after adoption by the City Council unless the Florida Department of Community Affairs elects to review the amendment. The maximum amount of acres that can be adopted in a calendar year is 120 acres. F.S. 163, Part II, contains the following criteria for small scale comprehensive plan amendments:

- The subject property must be 10 acres or less
- Residential land use amendment that has a density of 10 units or less per acre or the proposed future land use designation allows a maximum residential density of the same or less than the maximum residential density allowable under the existing future land use category
- The proposed amendment does not involve the same property granted a change within the prior 12 months
- The proposed amendment does not involve the same owner's property within 200 feet of property granted a change within the prior 12 months
- The proposed amendment does not involve a text change to the goals, objectives, or policies of the comprehensive plan



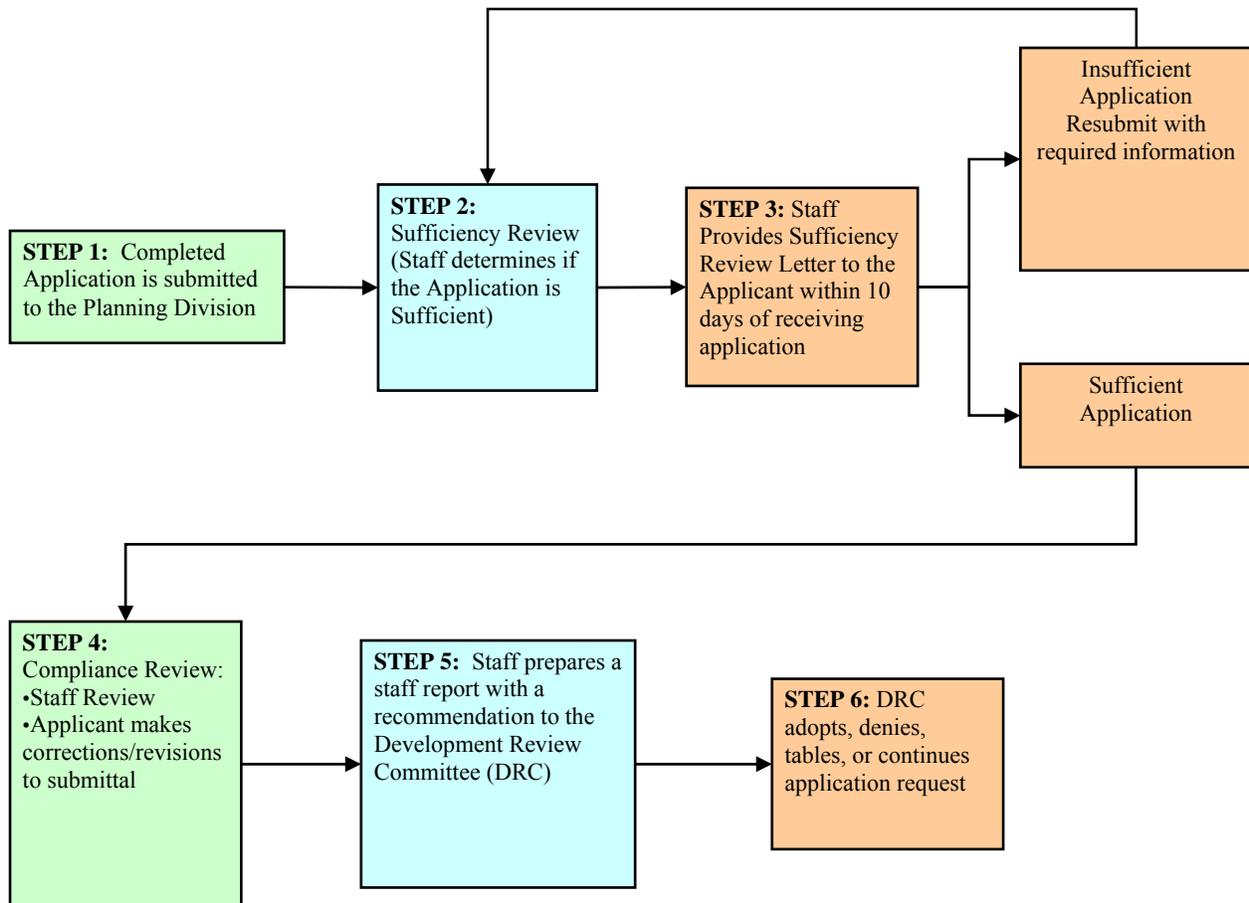
CHANGE OF ZONING

Change of Zoning is governed by the City’s Comprehensive Plan and Land Development Code. A Change of Zoning is a change to a zoning district of a subject parcel or group of parcels on the City’s Official Zoning Map. Change of Zonings are adopted by ordinance and require review by the City’s Development Review Committee; a public hearing by the City’s Planning Zoning and Appeals Board; and one (1) public hearing by the City of Oviedo City Council. Change of Zonings become effective upon adoption by the City Council. The effect of a change of zoning is to change the permitted uses for the affected parcels. A municipality may amend its Zoning Map at anytime during the year.



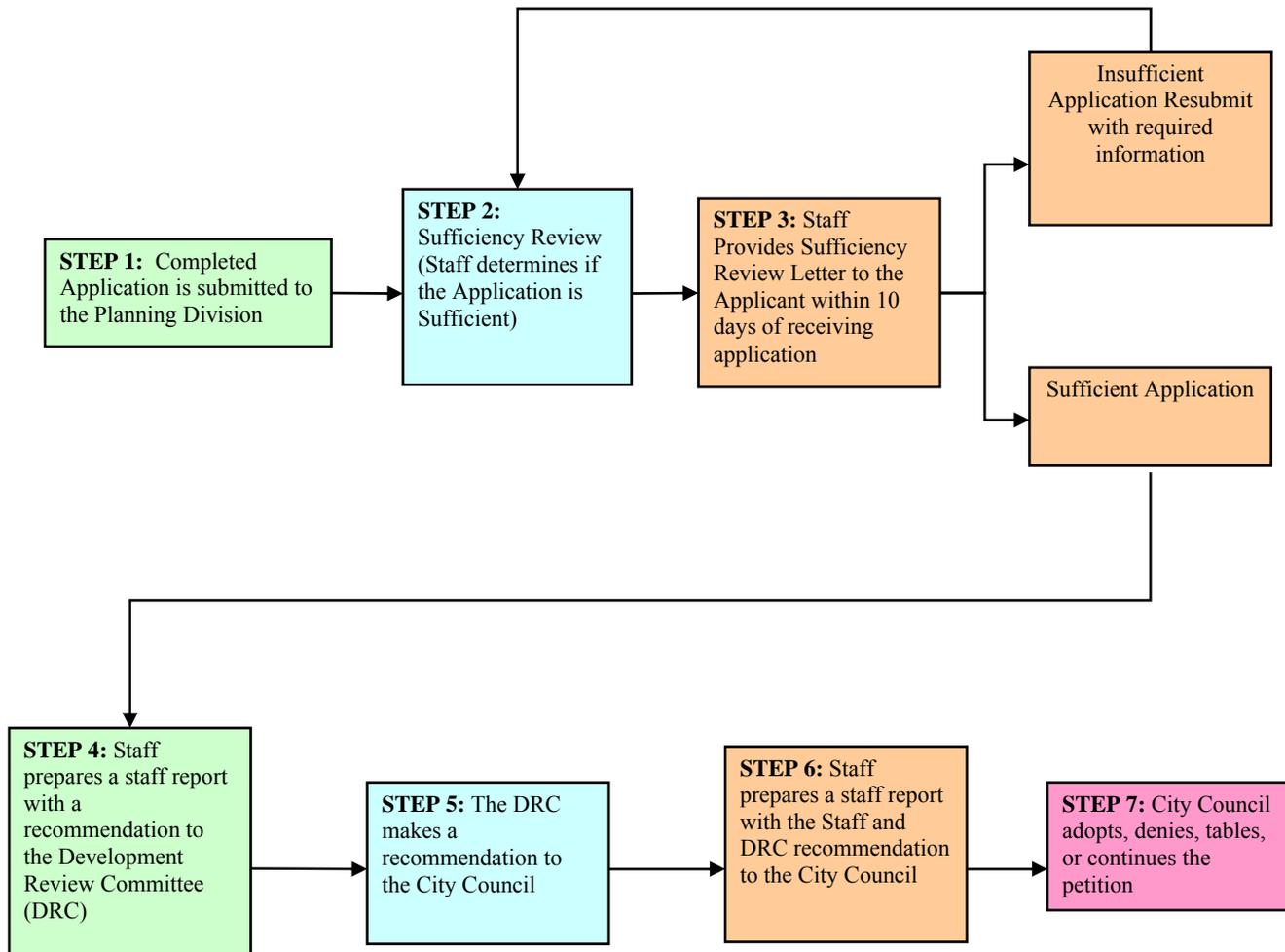
RESIDENTIAL DEVIATIONS 11%-20%

Deviations are governed by Land Development Code Section 2.6. Because each development is unique, flexibility in meeting the minimum requirements of the Land Development Code may be needed. Deviations of 11%-20% to the minimum Land Development Code requirements may be granted by the Development Review Committee if the deviation will fulfill the intent of the Code. All deviations are reviewed per the criteria found in Land Development Code Section 2.6(c).



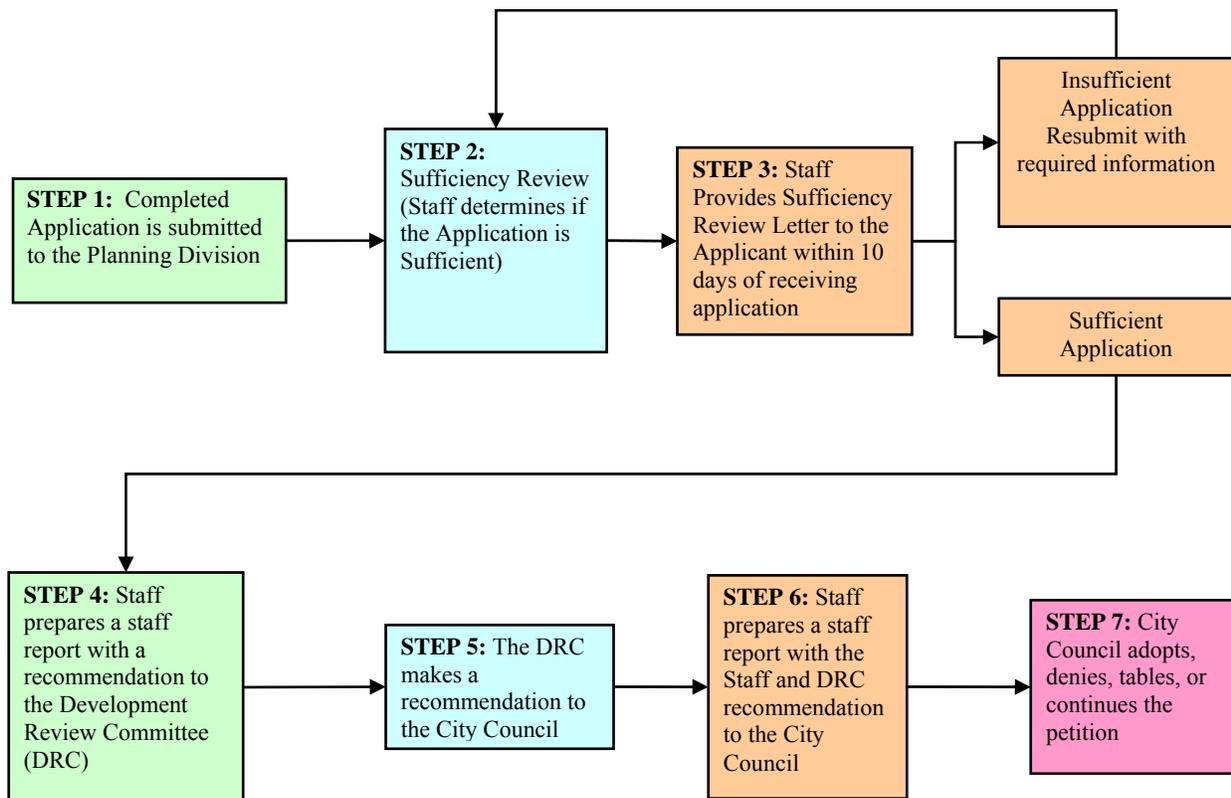
PRE-ANNEXATION AGREEMENTS

On October 1, 2007, the City of Oviedo City Council adopted Resolution No. 1619-07. This resolution requires developers of properties in unincorporated Seminole County, that need City services, to annex into the City prior to initiating the development review process as a condition of receiving City services. The intent of the resolution is that development projects receiving City services be processed through the City's development review process and comply with the City's development standards. During the City Council's consideration of Resolution No. 1619-07, the consensus of the City Council was that it could consider pre-annexation agreement requests on a case by case basis, should conditions exist that affect the timing of the annexation of the property. Pre-annexation Agreements are entered into between the City and Applicant for City services. It provides the City with assurance that the property will annex, and it provides the owner/developer with assurance of receiving City services such as water and sanitary sewer.



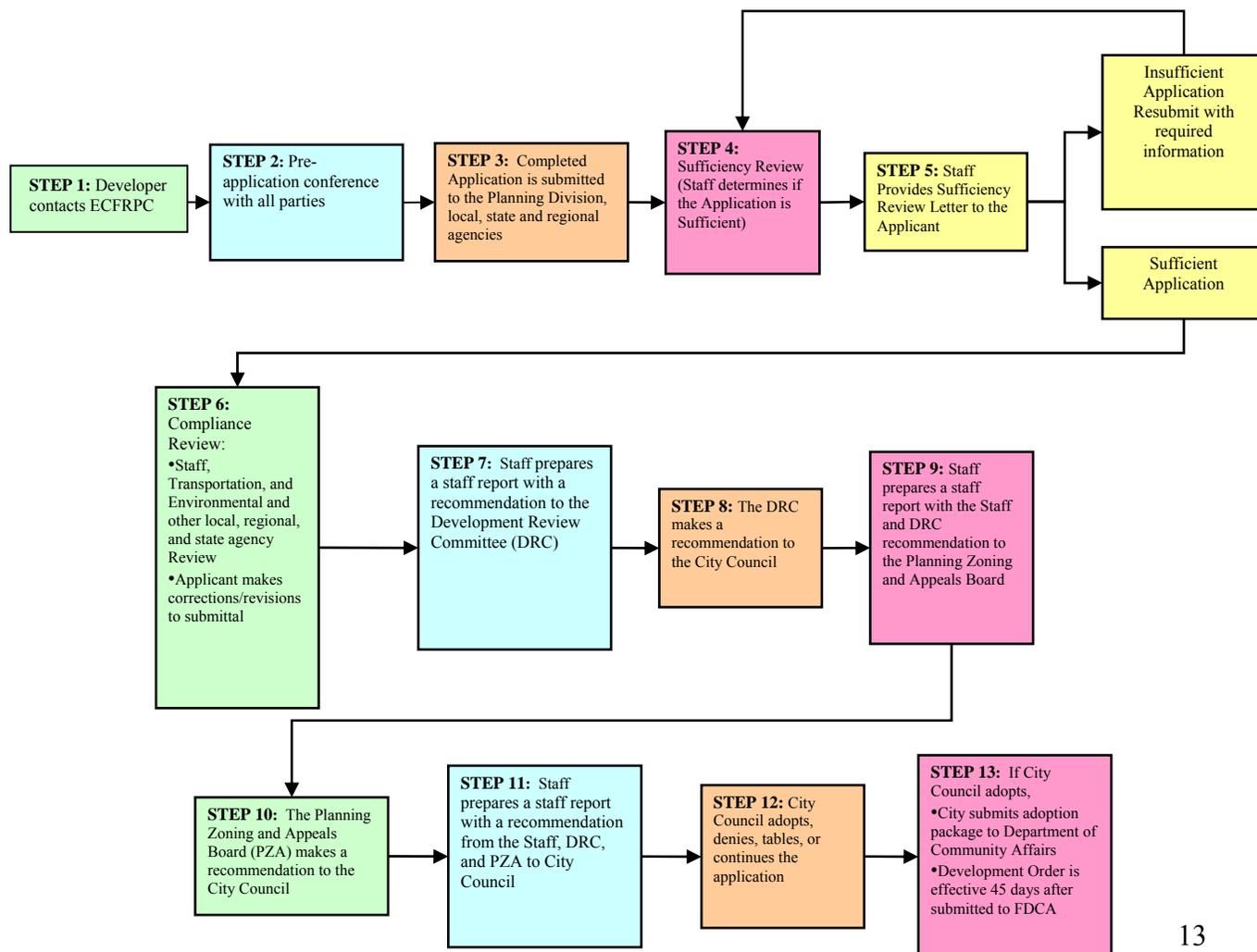
ANNEXATION PETITIONS

Annexations are governed by Florida Statute (F.S.) Chapter 171. Municipalities are allowed to add property from unincorporated areas of a county into the municipal boundaries of the City provided the property is contiguous to the City's corporate boundary and reasonably compact; and the annexation will not result in the creation of enclaves. Annexation petitions are adopted by ordinance and require one (1) public hearing before the City of Oviedo City Council.



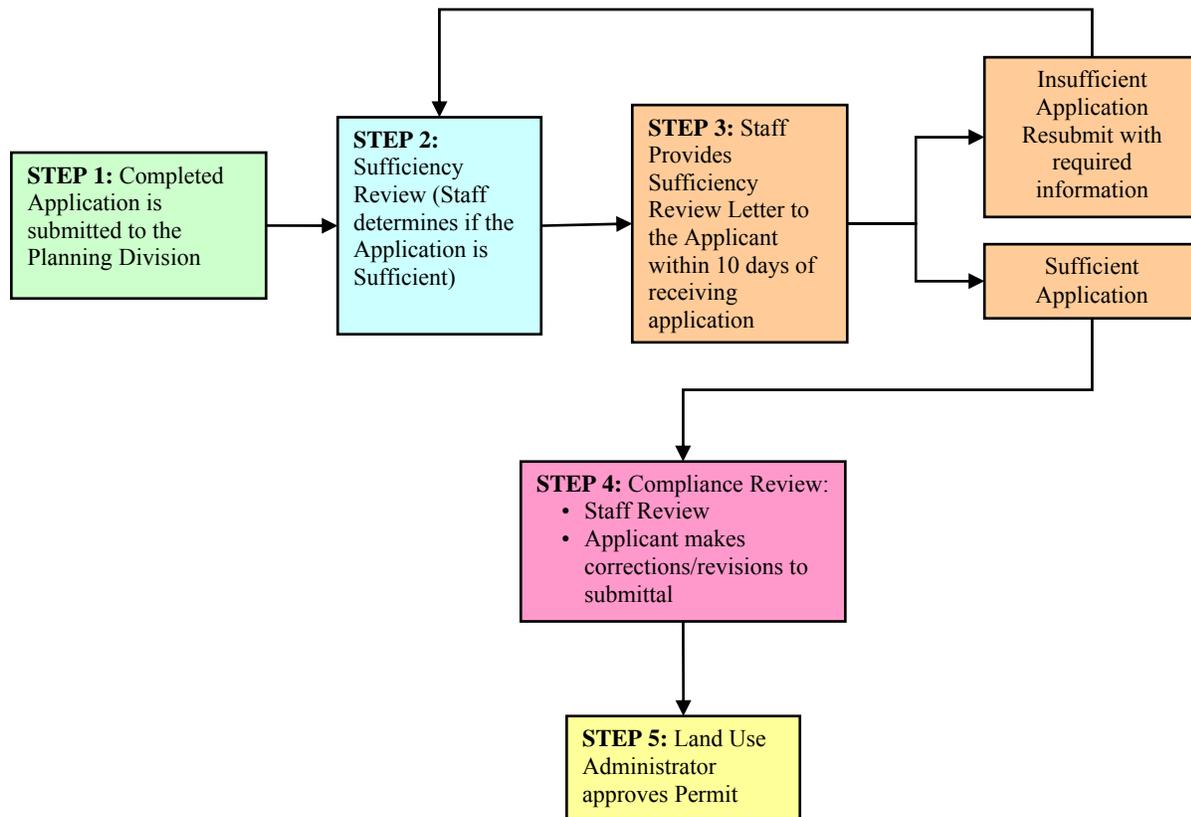
DEVELOPMENT OF REGIONAL IMPACTS (DRI) AND NOTICE OF PROPOSED CHANGES TO DEVELOPMENT OF REGIONAL IMPACTS

DRI's are governed by F.S. Chapter 380. A DRI means any development which, because of its character, magnitude, or location, would have a substantial effect upon the health, safety, or welfare of citizens of more than one county. Twin Rivers Planned Unit Development, Alafaya Woods Planned Unit Development and the Oviedo Market Place are examples of a DRI. A DRI is initiated by the developer. The developer contacts the East Central Florida Regional Planning Council (ECFRPC). The ECFRPC schedules a pre-application conference with the local, regional, and state agencies. The agencies include Seminole County Government, City of Oviedo, City of Winter Springs, Florida Department of Transportation, Florida Department of Community Affairs, and St. Johns River Water Management District. After the pre-application conference, the developer submits the application to the local, regional, and state agencies. A DRI requires a review by the City's Development Review Committee; a public hearing by the City's Planning Zoning and Appeals Board; and one (1) public hearing by the City of Oviedo City Council. A Development Order becomes effective forty-five days (45) days after submittal to the Florida Department of Community Affairs. A Notice of Proposed Change (NOPC) is submitted for any proposed change to a previously approved DRI development. The NOPC will be classified as substantial or unsubstantial. An unsubstantial NOPC is reviewed by the appropriate multi-jurisdictional agencies and follows the above public hearing process. A substantial NOPC is subject to further development-of-regional-impact review prior to the public hearing process.



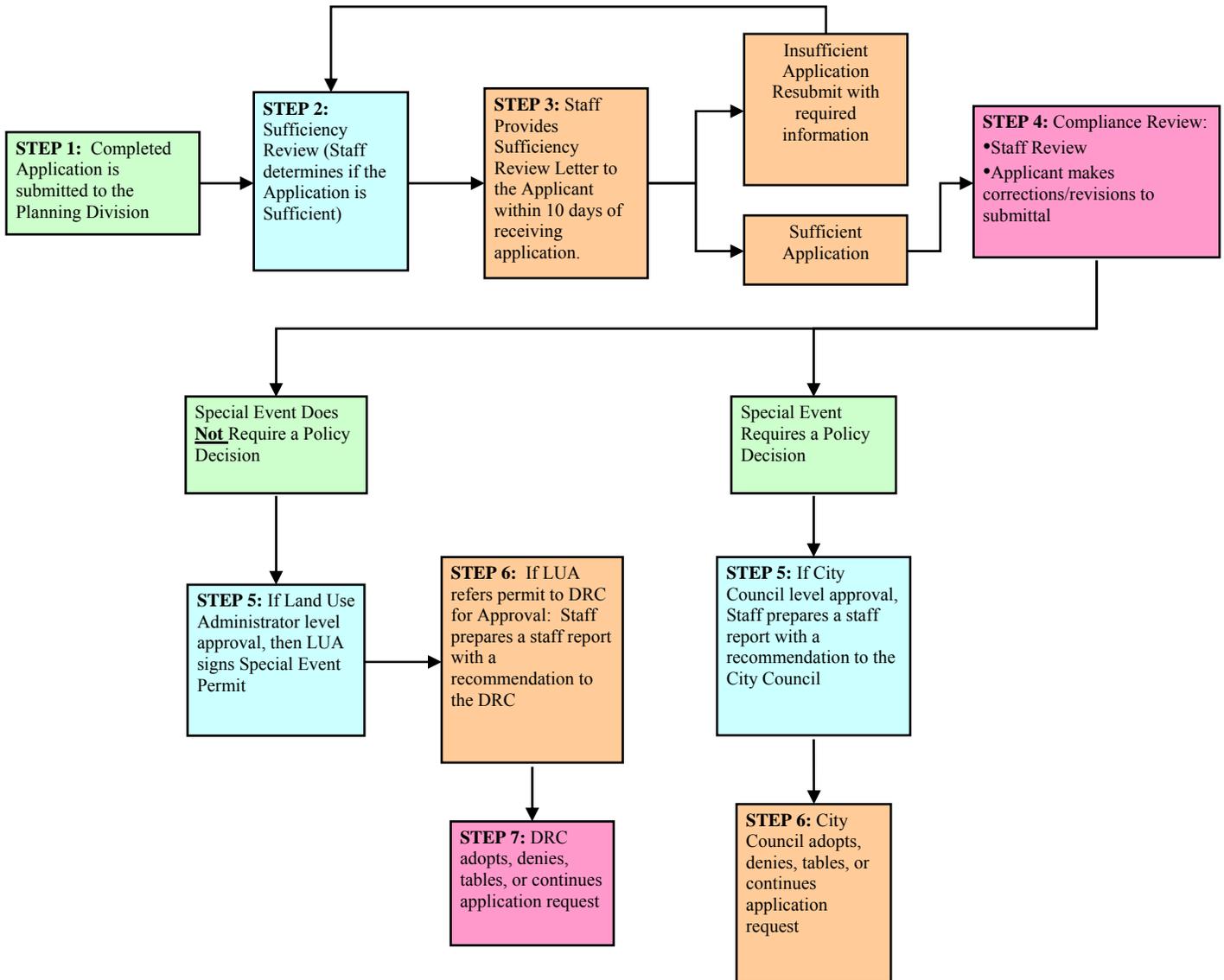
MOTION PICTURE PHOTOGRAPHY PERMIT

Motion Picture Photography Permits are governed by Article III, Section 18-126 of the City's Code of Ordinances. The intent of Motion Picture Photography Permits is to provide a one stop permitting process to motion picture photography production endeavors on any property owned or controlled by or under the jurisdiction of the City. The permit allows acts that would otherwise be prohibited by the code during the production and provides exemption from other City permit requirements in recognition of the economic impact of the motion picture and television industry. Motion Picture Photography Permits are issued by City Staff.



SPECIAL EVENT PERMITS

Special Event Permits are governed by Land Development Code Section 3.4 (I). The need for a Special Event Permit is determined based on the activity or attraction for its potential impact on the surrounding area and the City as a whole. Most Special Event Permits are issued by City Staff. However, events that require a policy decision (i.e. waiver of fees) require City Council approval.



PLANNING DIVISION APPLICATIONS

Type of Application	Staff Review	Development Review Committee(1)	Planning Zoning and Appeals Board(2)	City Council	Department of Community Affairs(3)	Estimated total time frame
Large Scale Comprehensive Plan Amendment	√	√	√	√	√	12 months
Small Scale Comprehensive Plan Amendment	√	√	√	√	√	6 months
Text Amendments to Comprehensive Plan	√	√	√	√	√	12 months
Text Amendments to the Land Development Code	√	√	√	√		12 months
Zoning Map Amendments	√	√	√	√		6 months
Residential Deviations 11%-20%	√	√				4 months
Pre-annexation Agreements	√	√		√		6 months
Annexations Petition	√	√		√		3 months
Development of Regional Impact (DRI)	√	√	√	√	√	12 months
Notice of Proposed Change to a DRI	√	√	√	√	√	8 months
Motion Picture Photography Permit	√					2 weeks
Special Event Permit(4)	√			√		3 months

1. The Development Review Committee consists of the City Manager, Development Services Director, Building Official, City Engineer, and Fire Chief.
2. The Planning Zoning and Appeals Board consist of seven (7) members appointed by the City Council.
3. The Department of Community Affairs is a state agency responsible for ensuring that new growth complies with the State's growth management laws.
4. Special Event Permits are typically approved by City Staff unless the application requires a policy decision by the City Council. Per the LDC, the Land Use Administrator may defer a Special Event Permit to the Development Review Committee if it is deemed necessary.

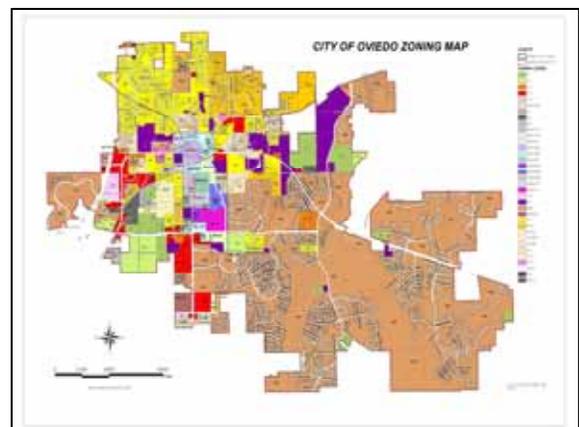
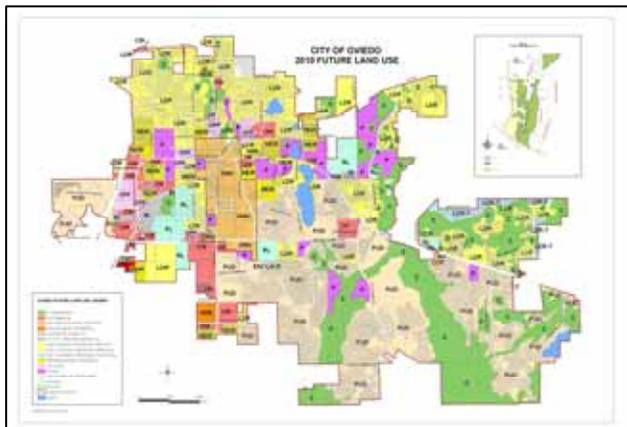
FREQUENTLY ASKED QUESTIONS

WHAT IS THE DIFFERENCE BETWEEN THE COMPREHENSIVE PLAN AND THE LAND DEVELOPMENT CODE?

The Comprehensive Plan is a general policy document that views the community as a whole. It forms a basis for how a community regulates development and how it invests its infrastructure and services. In Florida, each local government is required to adopt and enforce land development regulations that are consistent with the Comprehensive Plan. The City of Oviedo Land Development Code (LDC) is the primary implementation vehicle for the City's Comprehensive Plan. Basically, the Comprehensive Plan establishes the policy framework for the City's future growth and development, while the Land Development Code establishes the regulatory tools designated to implement these policies.

WHAT IS THE DIFFERENCE BETWEEN THE FUTURE LAND USE MAP AND THE ZONING MAP?

The Future Land Use (FLU) Map translates graphically the land use patterns and policies contained in the Comprehensive Plan. The Future Land Use designation determines the general type of land use that is allowed (commercial, residential, industrial, etc), provides for location criteria and the maximum density or intensity of those uses. Within each Future Land Use category, zoning districts can be assigned to provide more detailed zoning regulations. A Residential Future Land Use designation may have different residential zoning districts with varying development standards (lot size, lot width, setbacks, etc.). The Zoning Map illustrates the distinct zoning districts.



WHAT IS THE EAR?

Every five years, the Comprehensive Plan is evaluated and rewritten to update the blueprint for the **NEXT** twenty years. This process is called the Evaluation and Appraisal Report (EAR). The City is undergoing an EAR process that began in 2007 and will conclude in September 2008.

DO I NEED TO APPLY FOR A SPECIAL EVENT PERMIT?

The Land Use Administrator will consider a number of factors in determining if a Special Event Permit Application is required. The Land Use Administrator shall review an application for a special event, activity or attraction for its potential impact on the surrounding neighborhood and the City as a whole. For additional information, please contact the Planning Division at 407-971-5775.

WHAT IS ANNEXATION?

Annexation is governed by Chapter 171, Florida Statutes. Per Section 171.031, Florida Statutes, annexation means the adding of real property to the boundaries of an incorporated municipality, such addition making such real property in every way a part of the municipality. In Florida, annexation of property may be accomplished by one of two methods, voluntary and involuntary.

Voluntary annexation occurs when a property owner of unincorporated property petitions a municipality for annexation. A property owner may submit an Annexation Petition if the property is contiguous to the City's corporate boundary, reasonably compact, and annexation of the property will not result in the creation of enclaves. The City Council must conduct a public hearing and adopt an ordinance in order to annex the property into the City. An involuntary annexation is initiated by the municipality and requires a referendum of resident electors within the area proposed for annexation. As with voluntary annexation, the area proposed for annexation must be contiguous to the City's corporate boundary, reasonably compact, and the annexation cannot result in the creation of enclaves.

DEVELOPMENT REVIEW DIVISION

The Development Review Division processes and approves subdivision plans, planned unit developments, plats, special exception use orders, and all other associated construction permits.

The Division is responsible for assisting customers in complying with the City's Land Development Code and related ordinances through a managed review process. The process assures compliance with regulations so those projects can be approved for construction permitting. Once permits are approved, the Division's Engineering Inspectors assure that projects are constructed in compliance with all approvals including development agreements, development orders, and construction plans.

Development Services Division hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. For additional information, please contact us at 407-971-5790 or visit our website at www.cityofviedo.net

The **“Starting Point”** for all Development Review Division applications is the City's website, www.cityofviedo.net. The Division's page contains links to all of the types of development applications reviewed and issued by the Division. Also available on the website are links to the following:

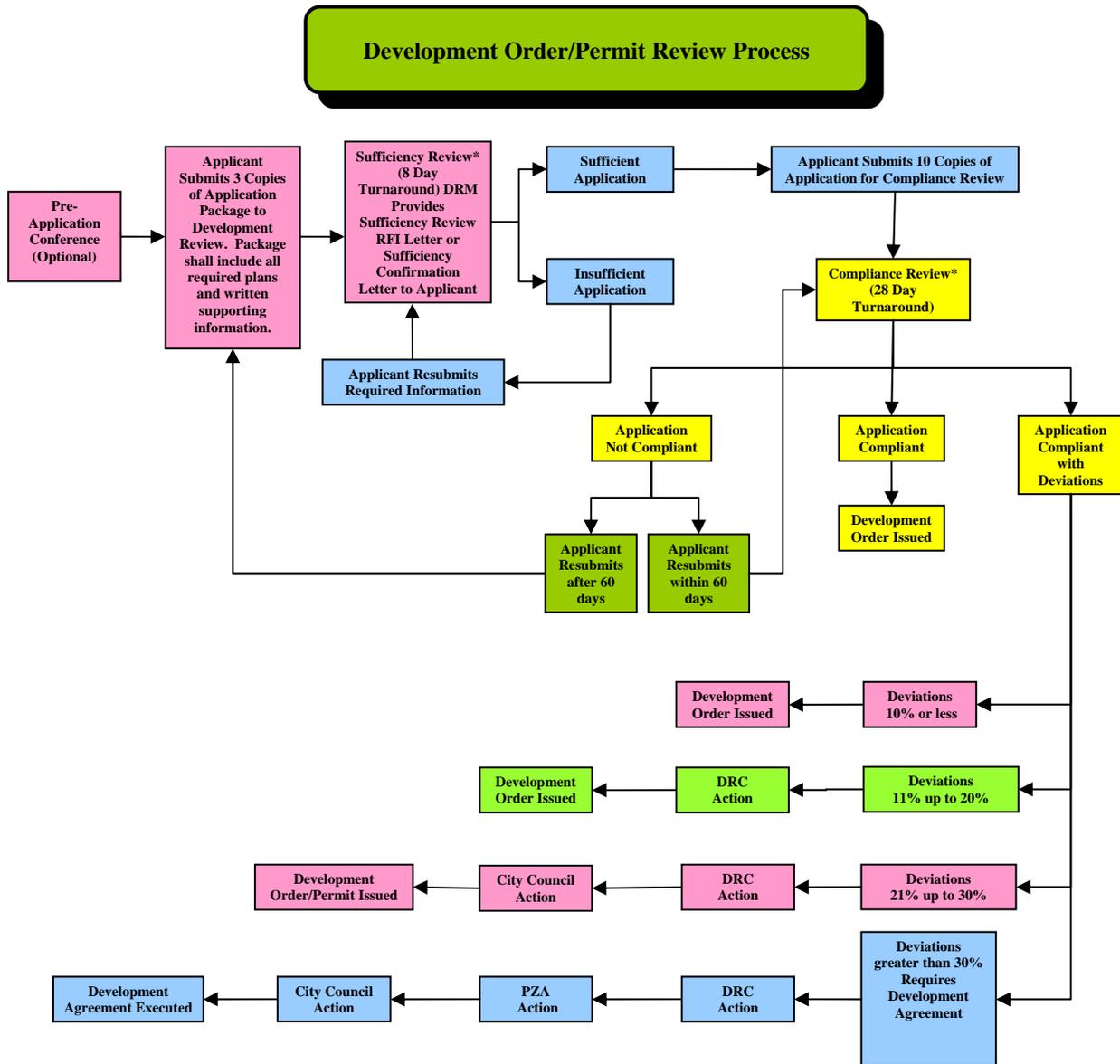
- All development permit applications
- Impact fee amounts per the latest Ordinance
- Permit Fees for all development permit applications
- Project Listing, that includes all active Division applications, updated weekly

The following process responsibilities fall within the jurisdiction of Development Review. The time required between the initial submittal of applications and approval depends largely upon the quality of the submittal received.

Conduct Pre-Application Conferences: **“Pre-Apps”** are held each Wednesday afternoon. Each conference lasts 30 minutes. These are attended by Staff from the various City Departments who usually take part in the review and approval of development applications. The conferences are held with citizens or developers who want to discuss their ideas about what they want to do with their property and the application submittal process. **Pre-Apps** are recommended prior to purchasing or renting any property and may cover the entire spectrum of Division applications.

The Site Development Order Review and Approval Process: The Site Development Order (SDO) review and approval process is set forth in Article III of the Land Development Code (LDC). In addition to Development Review staff, reviewers include Building Services, Fire Department, and Public Works Department. The process involves development plan submittals for Sufficiency Review (8 day turnaround), followed by however many Compliance Reviews (28 day turnaround) it takes to bring plans into compliance with the LDC requirements. Once an applicant receives initial Compliance Review comments, **Progress Meetings** are encouraged in order to speed up the review process. Once the plans are found to be compliant, the approval process may be brief, (a staff approval), or more lengthy (approval by the Development Review Committee (DRC), Planning Zoning and Appeals Board (PZA), or the City Council). Upon approval, the Site Development Order is signed and recorded in Seminole County.

Two kinds of SDO applications may be submitted: a Site Development Order Final Engineering (SDOFE) application (includes LDC and Engineering Standards Manual (ESM) compliance, Right-of-Way and construction permitting); and the SDO application (meets LDC compliance with general engineering). In the latter case, the final engineering plans are submitted after SDO approval, and reviewed by Staff for compliance with the ESM. These applications normally take 3 to 4 months for approval.



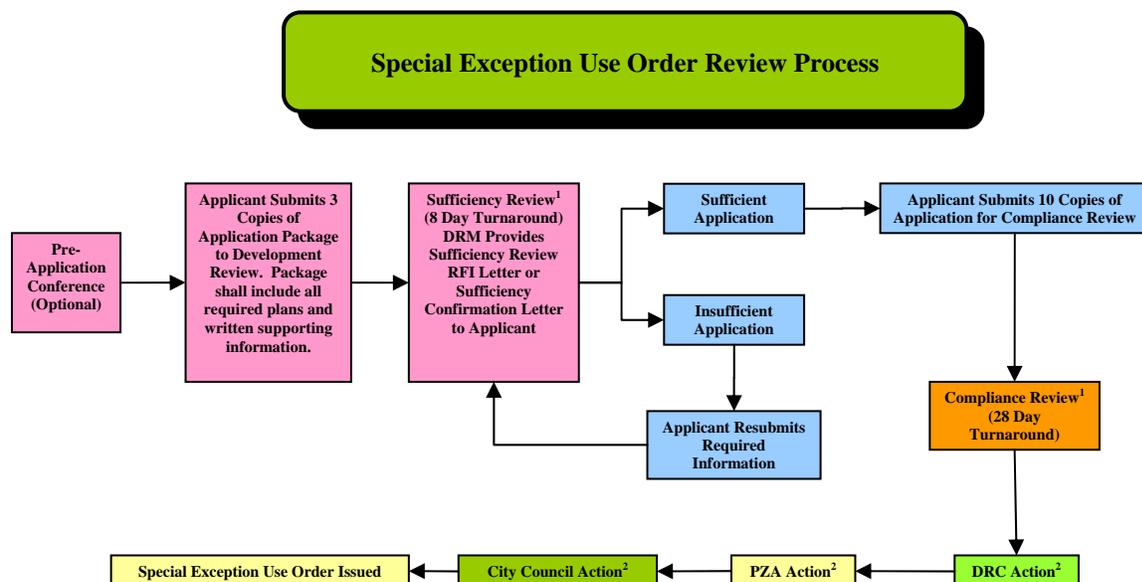
*Progress meetings are optional but encouraged at any time during the review process

Site Construction Type II Final Engineering Review: When final engineering plans are submitted for review separately from a Site Development Plan, one or more Staff reviews are required. Once found compliant, the Final Engineering Plans are approved by the Division Manager. The applicant can then request a Pre-construction Conference, which is required in order to obtain final approvals. This process can take two (2) to three (3) months from start to approval.

Pre-construction Conference/Construction Inspection Process: A Pre-construction Conference for an approved development project is required to ensure that the applicant has all documentation and permits required to develop in the City; and to ensure that the contractor complies with the City’s construction regulations. It is also the time when the Clearing Grading and Tree Removal Permit, that allows the applicant to clear the property, is discussed. That permit is approved only after a satisfactory erosion control and tree barricade inspection has been made by a Division Inspector.

Inspections for Projects under Construction/Dedicated Improvements Review: Each development site is assigned to an Engineering Inspector. Inspections are initiated when activity begins on the site. Problems identified and resolved by the inspectors frequently involve site contractors who simply do not follow the approved design plans, either by accident or on purpose.

Special Exception Use Order (SEUO) Application Process: A Special Exception Use Order is required when an applicant wants to place an activity on the site that is not allowed by the LDC, unless an exception is allowed by the City Council (i.e. a commercial property where someone wishes to place a warehouse, which is only permitted via a Special Exception Use Order). The applicant must submit the application for sufficiency review, and then for compliance review. A Special Exception Use Order requires review by the City’s Development Review Committee, a public hearing by the Planning Zoning and Appeals Board, and a public hearing by the City Council. It takes approximately three (3) months to process a Special Exception Use Order, which must be recorded in Seminole County.



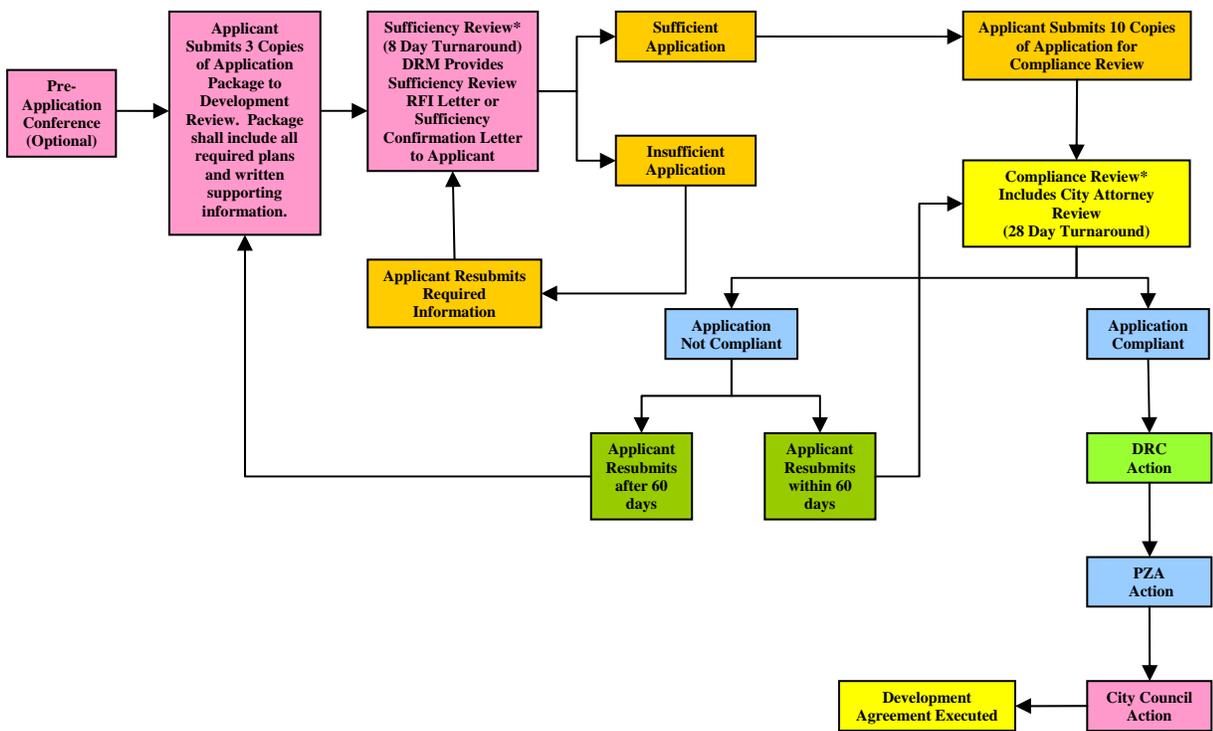
Notes:

1. Progress meetings are optional but encouraged at any time during the review process.
2. The Applicant may amend the application prior to consideration by the DRC, PZA, or City Council. The Applicant may also agree to amend the application during the consideration of the application by the DRC, PZA, or City Council. Said amendments must be made prior to the issuance of the special exception use order.

Development Permits LDC Deviation Request Process: The LDC provides for Flexibility in Administration, allowing applicants to apply for deviations from minimum LDC requirements (i.e., a required property setback). The application requires that information be provided related to eight criteria describing how the request can be justified. The Development Review Division processes applications for single family residences and duplexes where the requested deviation ranges from twenty-one (21) percent to thirty (30) percent. Deviations of this magnitude must be approved at a public meeting of the PZA. A deviation request can usually be processed within a three (3) month period depending upon which approval process is required. If an applicant applies for a deviation of over 30%, the LDC requires that the applicant prepare a Non Statutory Development Agreement (NSDA) containing all deviations needed and the justifications, which must be reviewed by the DRC and City Attorney, PZA and approved by the City Council. The Division also processes the NSDA applications.

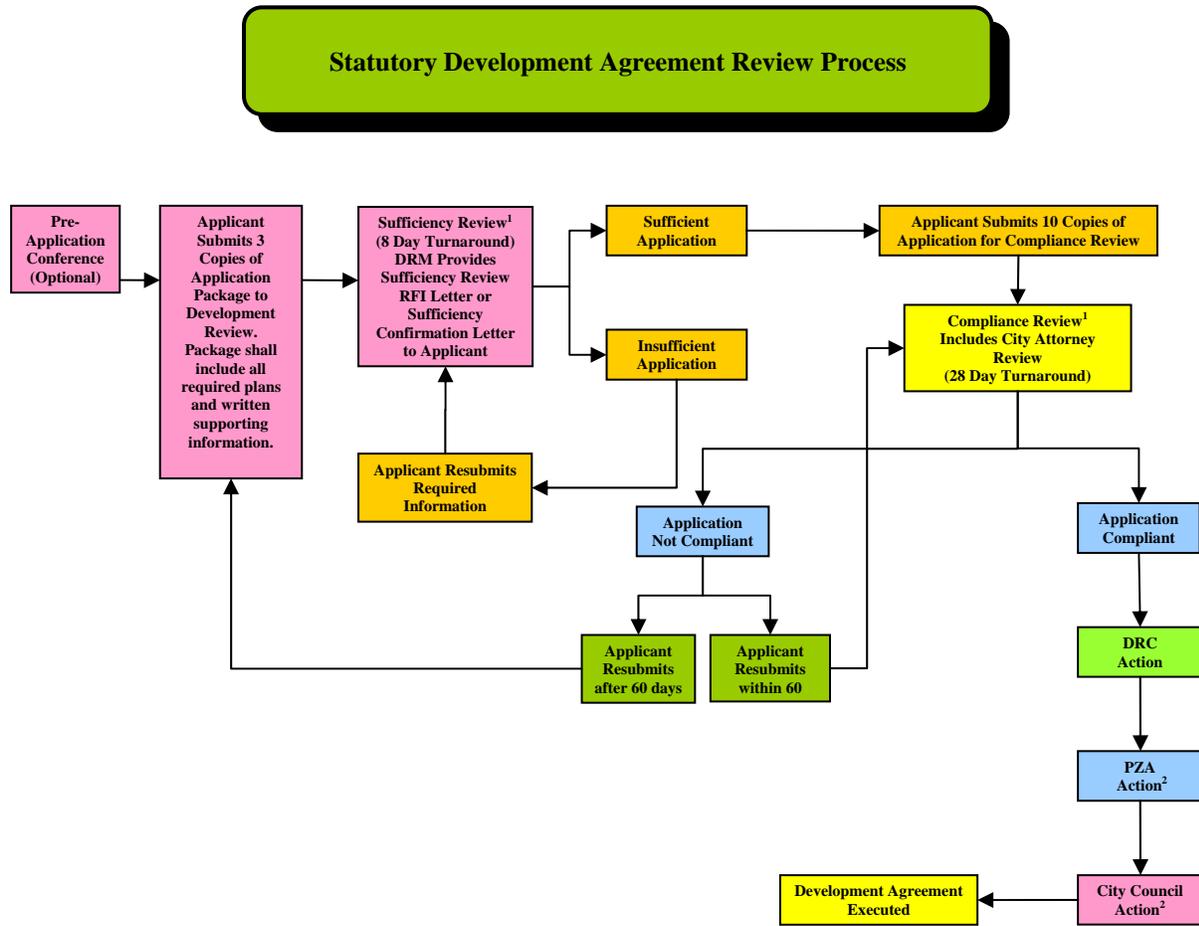
Master Land Use Plans (MLUP): Master Land Use Plan (MLUP) applications require similar plan submittal information to that required for a Site Development Order application, but usually involve a mixed use site where two or more uses are planned (i.e. residential and commercial with office). A Non Statutory Development Agreement (NSDA) accompanies the application. The approval process for MLUPs and NSDAs includes sufficiency and compliance reviews and takes approximately three (3) to four (4) months to complete. The approval process includes review by the City Attorney, DRC, PZA, and approval by the City Council.

Master Land Use Plan/Non-statutory Development Agreement Review Process



*Progress meetings are optional but encouraged at any time during the review process

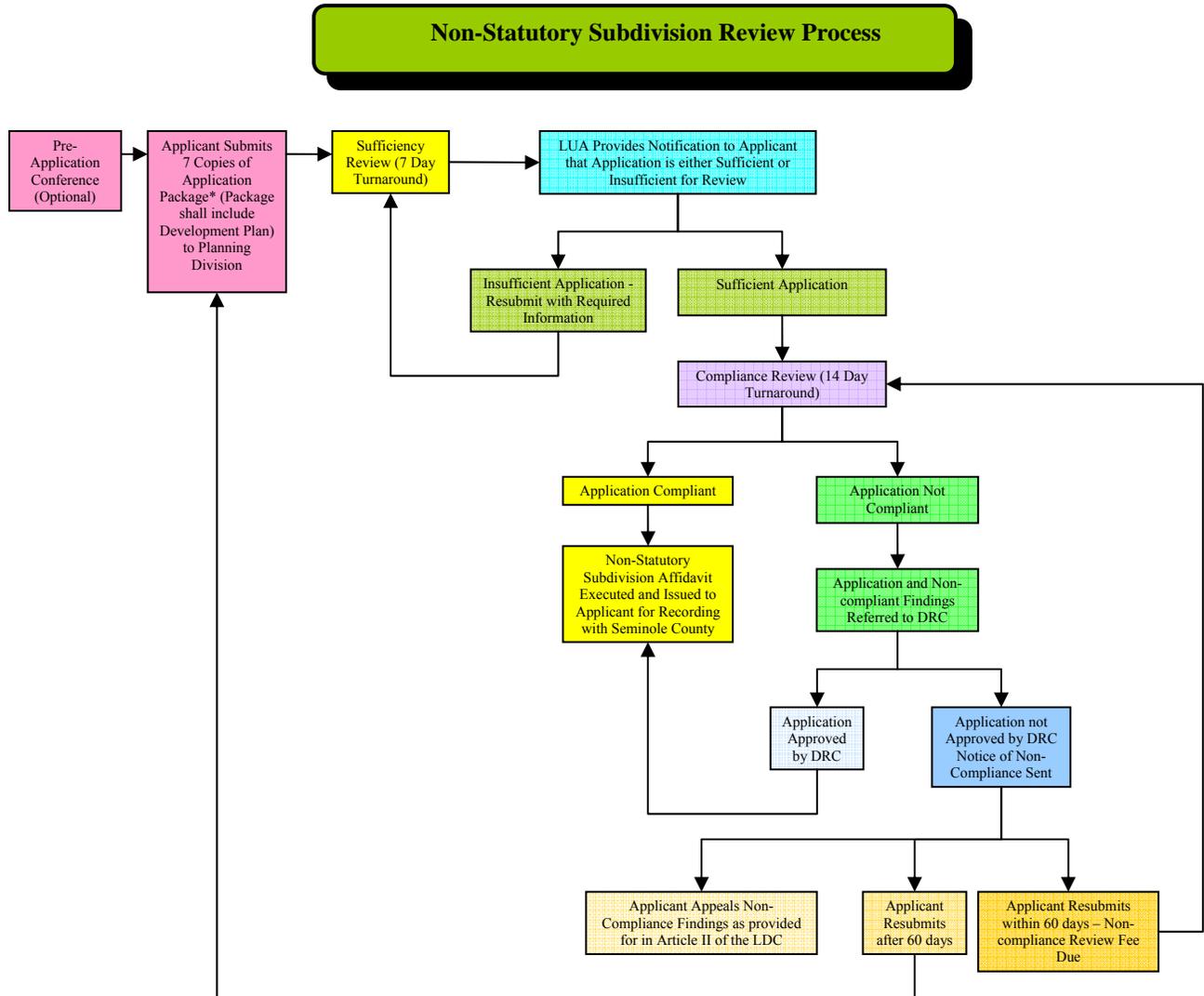
Planned Unit Development (PUD)/Statutory Development Agreement (DA): New applications for PUDs are submitted to the Planning Division as a change of zoning request. Revisions to existing PUDs are submitted to Development Review and reviewed by Staff, the City Attorney, and Director. Both processes require review by the City Attorney and DRC; a public hearing before the PZA; and a public hearing before the City Council. These processes usually take from three (3) to six (6) months, depending upon whether the application is new or a revision to an existing PUD.



Notes:

1. Progress meetings are optional but encouraged at any time during the review process.
2. Public Hearing

Non-Statutory Subdivisions (NSS): Applicants who either want to divide a piece of property into three lots or less, or do a combination or recombination of platted lots must apply for a NSS, formerly known as a “Lot Split”. These normally require two or more resubmittals and take two (2) to three (3) months to process, resulting in the preparation and recording of an affidavit of NSS in Seminole County.



***Progress meetings are optional but encouraged at any time during the review process**

FREQUENTLY ASKED QUESTIONS

HOW LONG DOES THE REVIEW PROCESS TAKE ONCE I SUBMIT MY SITE DEVELOPMENT ORDER (SDO) APPLICATION?

Once an application and fee are received, Staff performs a sufficiency review to determine if the submittal is complete. This takes up to eight (8) days. Once the application is returned by the applicant for the first compliance review, Staff performs the compliance review within twenty-eight (28) days. Depending upon the completeness of the plans, two or more Compliance Reviews may be required.

DO I NEED TO WORRY ABOUT HOW I DESIGN MY BUILDING ARCHITECTURALLY?

If you are submitting plans for an office or commercial development, yes, your architectural design must be compliant with the requirements contained in LDC Section 4.18.

WHAT IS THE PROCESS FOR APPROVAL OF MY SDO?

The approval process depends upon the degree of any requested deviations to LDC standards. Staff can approve an SDO with a deviation of less than 11%. The Development Review Committee can approve an SDO with a deviation of between 11% through 20%. The City Council can approve a deviation of 21% through 30%. Any deviations in excess of 30% require the execution of a Non-Statutory Development Agreement between the Applicant and the City Council. All SDO's are recorded in Seminole County and run "with the land", not the current owner.

WHEN IS AN APPLICATION CONSIDERED ABATED?

An application is considered abated if there has been no activity for six (6) consecutive months and shall require payment of an application fee for re-submittal.

WHEN IS AN APPLICATION CONSIDERED ABANDONED?

An application is considered abandoned when no activity occurs for twelve (12) consecutive months. After that time, any re-submittals are considered to be a "new application" and appropriate fees must be paid.

HOW CAN I DETERMINE WHAT USES ARE PERMISSIBLE ON MY PROPERTY?

Permissible uses are based upon zoning districts. In LDC Section IV, Table 4.1 contains the permissible uses in most of the City. For land within the Downtown Mixed Use Districts, LDC Section VI, Tables 6.1, 6.4, and 6.9 contain the permissible uses in those districts. You will find the City's LDC on the Internet at www.municode.com, or you can call, e-mail, or stop by the Development Services offices in the City Hall Annex building and ask to see the table you need.

WHERE CAN I DETERMINE THE LAND USE AND ZONING FOR MY PROPERTY?

The Future Land Use Map and the Zoning Map for the City can be viewed on-line at the City's website, www.cityofviedo.net via a link on the Planning Division's page, or you can call, e-mail, or stop by the Development Services Department offices in the City Hall Annex building.

WHAT IS THE ENGINEERING STANDARDS MANUAL (ESM), AND HOW DOES IT IMPACT MY DEVELOPMENT APPLICATION?

The ESM was adopted by ordinance and contains the City's specific engineering design requirements. The ESM and engineering details are updated periodically by the Public Works Department. Any engineering included in the design of your development must be compliant with the requirements of the ESM. The ESM can be viewed on-line at the Development Review Division's web page.

ON MY PROPERTY, CAN I CUT DOWN TREES, CLEAR OR GRADE OR DO I NEED A PERMIT?

To do any or all of the above, you must obtain a Clearing Grading and Tree Removal Permit from the City. The permit must be accompanied by a plan or diagram that shows the parcel of land and the trees or land area that you plan to impact.

WHAT IF THERE MIGHT BE WETLANDS OR POSSIBLE ENDANGERED SPECIES ON THE PROPERTY I WANT TO DEVELOP?

You will need to have a wetland and/or endangered species survey performed by a qualified expert. The species must be identified and the wetland(s) must be delineated in a report and/or on plan. This information must be submitted to the appropriate state regulatory agency and a letter provided by the agency to the Development Review Division that concurs with the findings. LDC Article XV contains the relevant information.

ARE STATE AGENCY APPROVALS NEEDED TO DEVELOP MY LAND?

Yes, permits or authorizations from the St. Johns River Water Management District (SJRWMD), Florida Department of Environmental Protection (FDEP), and/or the Florida Game and Freshwater Fish Commission (FGFFC) may be required related to the development of your land, depending upon its physical characteristics and where it is located. In addition, LDC Article XV, Section 15.7, contains specific regulations related to development within or near the Econlockhatchee River Protection Overlay District.

WHO IS MY POINT OF CONTACT REGARDING DEVELOPMENT REVIEW APPLICATIONS?

The Development Review Specialist is the Division's main point of contact regarding applications that are in the review process. This person can be reached at 407-971-5796.

CODE ENFORCEMENT DIVISION

In a word, the primary goal and objective of Code Enforcement is *compliance*.

Code Enforcement is responsible for enforcement of most of the City's Code of Ordinances and Land Development Code. However, Code Enforcement does not enforce Homeowner Association Deeds, Covenants, Restrictions or Rules. Those are civil matters between the HOA and the property owner.

The Code Enforcement Division receives complaints from citizens and staff; inspects and investigates those complaints to see if a violation of City code exists; and begins taking the appropriate steps to achieve compliance.

Those steps can involve both an informal and/or a formal process. Cases that go unresolved are presented to the City's Code Enforcement Board at a public hearing.

Keeping properties code compliant protects and enhances property values and makes the City a more attractive place to live, work and play. City Code Enforcement staff works with residents and business owners in an unbiased and professional manner to make sure that the City's codes and ordinances are abided by.

STAFF

The City's Code Enforcement Staff consists of a Secretary, two (2) Code Enforcement Officers, two (2) part time sign removers, and a Manager who reports to the Development Services Director. The staff's regular work hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday. The part time staff pick up signs within the public right-of-ways on weekends. Complaints can be called in directly to a staff member, or you may leave a voice message if calling after regular work hours. For additional information, please contact us at 407-971-5785 or visit the Division's web page at www.cityofviedo.net.

CODE ENFORCEMENT BOARD

The Code Enforcement Board consists of seven (7) City residents who volunteer their time to hear and adjudicate cases. It is a quasi-judicial body that can impose fines and issue orders having the force of law. The Board acts as judges in what is essentially a court trial of the violation. Contact the City Clerk if you are interested in serving on this or any other City Board.

The Code Enforcement Board meets the fourth Thursday of every month January through October and on the first Thursday of the month in December. Meetings are held in Council Chambers at City Hall and begin at 6:30 p.m. unless posted otherwise. Agendas for each meeting can be found on the City's website at www.cityofviedo.net.

FREQUENTLY ASKED QUESTIONS

HOW DO I FILE A COMPLAINT?

Complaints can be filed in person or over the phone. The Code Enforcement Division office is located on the 2nd floor of the City Hall Annex Building. Our telephone number is 407-971-5785.

CAN I FILE AN ANONYMOUS COMPLAINT?

Yes, as long as you don't give us your name, you can file an anonymous complaint. All information provided to, or gathered by, Code Enforcement is a public record. So, if you give your name it becomes part of the file. Thus, you can not be anonymous. If you do not want to leave your name, you might consider calling in your complaint after hours and leaving a voice message.

WHAT HAPPENS AFTER I FILE A COMPLAINT?

Code Enforcement strives to inspect all complaints within one (1) work day of when they are received. We will inspect the property to determine if a violation of City Code exists. If we find a violation, we will notify the violator and give them a reasonable amount of time to correct the violation.

WHERE CAN I PUT MY GARAGE SALE OR HOUSE "FOR SALE" SIGNS?

Per LDC Article XIV, these signs can only be placed on your property and nowhere else. Illegally placed signs are subject to removal by the City seven (7) days a week.

WHAT ABOUT ALL THE SIGNS I SEE ON THE SIDE OF THE ROAD?

Signs may not be placed in the public right-of-way (medians and areas between the sidewalks, or utility poles and the street). Code Enforcement picks up over 7,000 illegally posted signs each year. Code Enforcement Officers pick up signs Monday through Friday and part time employees pick up signs every weekend, both Saturday and Sunday. In addition, C.O.P. (Citizens On Patrol) volunteers pick up illegally posted signs whenever they are on patrol.

ARE YOU ALLOWED TO STORE TRASH AND DEBRIS ON YOUR PROPERTY?

Accumulations of debris, rubbish, trash, cans, papers, miscellaneous parts, scrap metals, scrap lumber, discarded building materials, appliances or junk visible on residential properties is prohibited.

IS THERE A CODE AGAINST KEEPING JUNK CARS ON YOUR PROPERTY?

Generally speaking, vehicles are required to be both licensed and operational in order to be kept on residential property or the street. If not both licensed and legally operable, the vehicle must be stored in the garage or at a licensed storage or repair facility.

WOULD SOMEONE FROM CODE ENFORCEMENT SPEAK AT MY MEETING?

The Code Enforcement Manager is available to speak at Homeowner Association meetings, businesses, schools and various other civic functions. Contact the Code Enforcement Division at 407-971-5785 for availability, and to schedule the Code Enforcement Manager to speak at your next function.

MOST COMMON CODE VIOLATIONS

SIGNS IN THE RIGHT OF WAY



Private signs attached to trees or utility poles, in the public right-of-way or off-site are prohibited. The public right-of-way is the median on virtually all roads, the area between the sidewalk and the paved portion of the road (including the sidewalk), and anywhere that there are power poles, phone lines, gas lines or other utilities along the road. Off-site signage is any sign that is not on the actual premise where the goods or services are sold or offered.

JUNK VEHICLES



Generally speaking, vehicles are required to be both licensed and operational to be kept on residential property or the street. If not both licensed and legally operable, then the vehicle must be stored in the garage or at a licensed storage or repair facility.



TRASH & DEBRIS

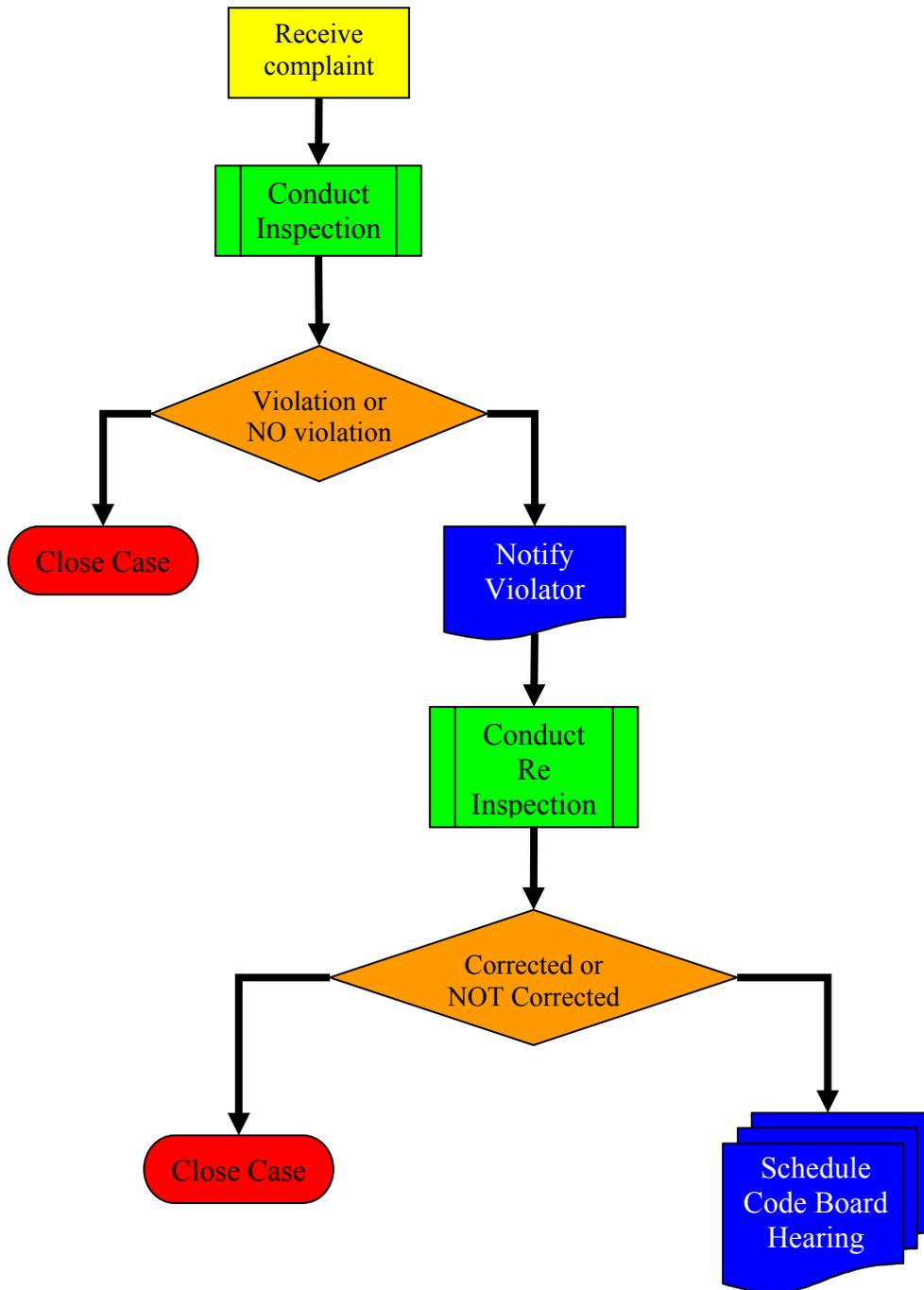
Accumulations of debris, rubbish, trash, cans, papers, miscellaneous parts, scrap metals, scrap lumber, discarded building materials or junk visible on residential properties is prohibited.

WORK WITHOUT PERMIT



A permit is required prior to commencing virtually any kind of work within the City. This includes, but is not limited to, building, construction, repairs, remodeling, clearing, grading, tree removal, fences, and erecting signs. Check with the Building Services, Development Review, and/or Code Enforcement Divisions prior to commencing any work within the City.

BASIC CODE ENFORCEMENT FLOW CHART



BUILDING SERVICES DIVISION

The mission of the Building Services Division is to enhance the quality of life for the citizens of Oviedo through the adoption and enforcement of building standards which impact the public health, safety and welfare; and through the implementation and regulation of zoning standards.

Building Services is responsible for the permitting and review of all building construction plans and specifications for compliance with state, federal and local codes; and for conducting inspections applicable to the approved plans.

In addition, Building Services processes the required City of Oviedo and Seminole County Business Tax Receipts for businesses located within the city limits of Oviedo.

The Building Services Division hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. For additional information, please contact us at 407-971-5755 or visit our website at www.cityofoviedo.net **Building Permit Customer Service Center** or **Business Tax Receipt Customer Service Center**.

APPLICATION FOR PERMIT

To obtain a permit, the applicant must first file an application in writing on a form furnished by the Building Services Division for that purpose. Permit application forms and guidelines are available at www.cityofoviedo.net/cityformsbuilding.

An application for permit must be complete prior to acceptance. A complete application must include all requirements as noted on the appropriate permit application guideline. Facsimile applications are not accepted.

TIME LIMITATION OF APPLICATION

An application for a permit is deemed to have been abandoned, becoming null and void 180 days after the date of filing, unless the application has been pursued in good faith or a permit has been issued. The Building Official is authorized to grant one or more extensions of time not to exceed 90 days each. The extension must be requested in writing prior to the abandonment date and justifiable cause demonstrated.

EXPIRATION OF PERMIT

Every permit issued becomes invalid unless the work is commenced within 180 days after its issuance, or if the work is suspended or abandoned for a period of 180 days after the time the work is commenced. Failure to obtain an approved inspection within 180 days of the previous approved inspection constitutes suspension or abandonment. The Building Official is authorized to grant one or more extensions of time not to exceed 90 days each. The extension must be requested in writing prior to the expiration date and justifiable cause demonstrated.

If work has commenced and the permit is revoked, becomes null and void, or expires because of lack of progress or abandonment, a new permit covering the proposed construction must be obtained before work can proceed.

CONSTRUCTION DOCUMENTS

Construction documents; special inspection and structural observation programs; and other data must be submitted as stated on the appropriate permit application guideline, which may be obtained by visiting www.cityofviedo.net/cityformsbuilding. The construction documents shall be prepared by a design professional where required by statute.

The Building Official is authorized to waive the submission of construction documents and other data not required to be prepared by a registered design professional if it is found that review of the construction documents is not necessary to obtain compliance with the Florida Building Code.

FEES

A schedule of fees adopted by City Council is charged for the enforcement of the provisions of the Florida Building Code. A permit is not issued until fees authorized under Section 553.80, Florida Statutes, have been paid. Any amendment to a permit can not be released until the additional fee, if any, due to an increase in the estimated cost of the building, structure, electrical, plumbing, mechanical, or gas systems has been paid.

Valuation of new building construction for the purpose of determining permit fees and plan review fees is established by following the International Code Council Building Valuation Data Table, published semi-annually in the Building Safety Journal.

For permitting purposes, valuation of buildings and systems consist of the total replacement value to include structural, electric, plumbing, mechanical, interior finish, normal site work (excavation and backfill for buildings), architectural and design fees, marketing costs, overhead and profit; excluding only land value.

Any work commencing on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permit(s) is subject to a penalty of one hundred (100) percent of the usual permit fee in addition to the required permit fees.

ESCROW ACCOUNT

Escrow account deposits may be established for payment of re-inspection fees; plan re-submittal fees; duplicate permit card; re-stamp of plans, energy calculations and/or site plans; contractor transfer fee; and meter replacement fees.

A \$30.00 annual maintenance fee is charged at the time the escrow account is established, and on October 1st of each year thereafter for each active escrow account. A month end Escrow Account Statement is provided to each active escrow account holder.

INSPECTIONS

Inspection requests may be scheduled using the automated inspection system at 407-971-5838, or on-line at www.cityofviedo.net **Building Permit Customer Service Center**.

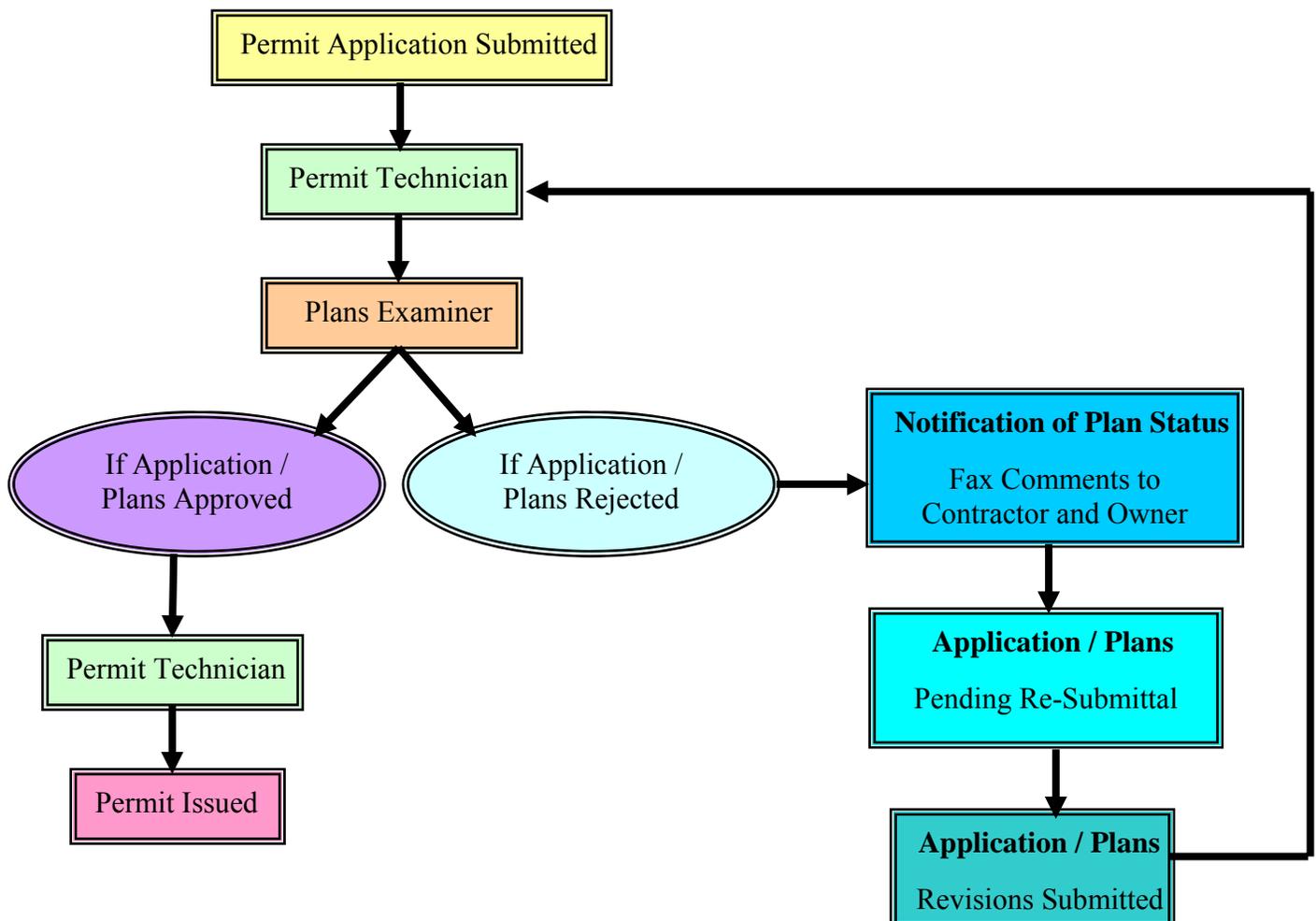
Inspection requests received through the automated or on-line inspection systems before 11:59 pm are scheduled for the following business day. No inspection can be scheduled until all outstanding fees have been paid.

CERTIFICATE OF OCCUPANCY/COMPLETION

No building or structure can be used or occupied, and no change in the existing occupancy classification of a building, structure or portion thereof can be made until a certificate of occupancy has been issued.

Completion and approval of all required inspections and receipt of all outstanding fees are required before the issuance of a certificate of occupancy/completion.

BUILDING SERVICES PERMITTING PROCESS



WHEN IS A BUILDING PERMIT NEEDED AND WHY?

WHY DO I NEED A BUILDING PERMIT TO COMPLETE WORK ON MY HOME?

The Florida Building Code requires a building permit prior to construction. This is to assure that the design and construction meet the minimum requirements of the Florida Building Code to safeguard the public health, safety and general welfare. Once the building permit is issued, there are various inspections that are required throughout the duration of the work. Through these inspections, Building Services has the assurance that the requirements of the Florida Building Code are being adhered to, and that buildings are safe.

WHAT HAPPENS IF I DO NOT OBTAIN THE REQUIRED PERMITS?

You will be issued a notice of code violation and required to apply for a building permit. The penalty is double the permit fee. In addition, there may be costly fees for third party engineering analyses that can be required for areas of work that are concealed.

DO I NEED A CONTRACTOR?

Not if you own and occupy your home. State law allows the owners of real property to act as their own contractor. The exemption may only be used if you own **and** occupy the home. If you sell or lease the home you have built or substantially improved within one year after the construction is complete, the law will presume that you built or substantially improved it for sale or lease, which is a violation of law. As an owner builder, if you don't complete all of the work yourself, you must supervise the work and hire licensed trade subcontractors (electric, plumbing, mechanical, and roof) in accordance with state law. Any person working on your home who is not licensed must work under your direct supervision, and you are required to deduct F.I.C.A., withholding tax, and provide workers compensation insurance. You cannot act as your own contractor for rental property.

DO I NEED AN ARCHITECT AND OR AN ENGINEER?

It depends on what the proposed work is. Construction documents must be prepared by a design professional where required by Florida Statutes.

IF I USE A CONTRACTOR, WHAT GUIDELINES SHOULD I USE TO CHOOSE ONE?

Ask for and check references, ask to see their state contractor's license, check to see that their license number is on their business card and proposal, and check their license number on the state website (www.myfloridalicense.com) for any complaints. Be aware that if they ask you to obtain the building permit, they may not be licensed by the state, which puts you, the homeowner, totally at risk.

DO I NEED TO RECORD A NOTICE OF COMMENCEMENT?

If your contract exceeds \$2,500, become familiar with the Florida Construction Lien Law. Your failure to record a Notice of Commencement may result in you paying twice for improvements to your property. A Notice of Commencement must be recorded and posted on the job site before the first inspection. If you intend to obtain financing, consult with your lender or an attorney before recording your Notice of Commencement.

CONTRACTING FOR HOME IMPROVEMENTS AND STORM REPAIRS

FIND A REPUTABLE AND RELIABLE CONTRACTOR:

- Ask to see the contractor's registered or certified license.
- Note the license number and check with the Department of Business and Professional Regulation (www.myfloridalicense.com or 850-487-1395) to verify that the license is current and active.
- Ask for references of persons for whom the contractor has done work and **CHECK THEM OUT**.

BEFORE SIGNING THE CONTRACT, YOU SHOULD:

- Read it carefully.
- Fill in all the spaces.
- Consult your insurance agent to determine if the repairs are covered by your policy and verify the proper procedure you must follow to ensure payment of a claim.

BE SURE YOUR CONTRACT INCLUDES:

- Contractor's name, address, telephone number and professional license number.
- Detailed description of work to be completed; and the quality and type of materials to be supplied.
- A complete list of companies or individuals supplying the contractor with labor or materials.
- The total cost and a payment schedule tied to the completion of various stages of the project.
- Any financing information that is required by law or that is part of the transaction.
- Any warranty agreements.
- A commencement and completion date.
- An agreement regarding site cleanup and debris disposal.
- A notice of the consumer's rights under the Construction Industry Recovery Fund.

CANCELING A CONTRACT:

Some home improvement or repair contracts may be cancelled without penalty or obligation by midnight of the third business day after signing. These contracts include:

- Agreements signed anywhere other than the seller's normal place of business, unless you have requested the specific goods or services.
- Agreements resulting from door-to-door sales solicitation.
- Agreements that will pay on an installment basis for more than 90 days.

IT IS IMPORTANT TO NOTE THAT EMERGENCY HOME REPAIRS, MADE AT THE OWNER'S REQUEST, ARE NOT SUBJECT TO CANCELLATION UNDER THE THREE-DAY RULE. TO PROTECT YOURSELF, CONSULT AN ATTORNEY.

SOME FINAL ADVICE:

- Avoid any contractor who requires a large advance payment. Agree to pay after the work is completed or by regular progress payments.
- Do not sign any type of completion certificate until all work is completed to your satisfaction.
- Do not pay in cash.
- Become familiar with the Florida Construction Lien Law. Obtain a notarized release of lien to ensure that you will not have to pay twice for improvements to your property.

BUSINESS TAX RECEIPT INFORMATION GUIDE

Every business located within the city limits of Oviedo must obtain a **City of Oviedo** and **Seminole County Business Tax Receipt**. Both will be issued by the Building Services Division.

The following information will assist you in obtaining a Business Tax Receipt necessary for your business.

ZONING VERIFICATION

Prior to signing a lease agreement or purchasing property, you should verify that your business is permissible within your property's zoning district and whether or not issuance of a Site Development Order will be necessary for your business to locate on the property. This may be accomplished by contacting the Development Review Division at 407-971-5790.

HOME OCCUPATIONS

No home occupation shall be permitted in any residential district without a Special Exception Use Order and a valid Business Tax Receipt, **with the exception of an office of convenience or any use pre-empted by state law.**

A home business shall be conducted in a manner which does not infringe upon the right of neighboring residents to enjoy the peaceful occupancy of their homes, and shall not give an outward appearance of, nor manifest characteristics of a business.

Prohibited Home Businesses:

- Minor or major auto repair, painting of vehicles, trailers, or boats
- Funeral Chapel or Home
- Medical or Dental Clinic
- Beauty or Barber Shop
- Photo Studio
- Massage Parlor
- Welding or Machine Shop
- Dance Instruction
- Repair Shop
- Palm Reading or Fortune Telling
- Restaurant
- Ceramics (kiln of twelve (12) cubic feet or more)

REQUIREMENTS

Fictitious Name Registration:

If your business uses any name other than the owner's legal first and last name, a fictitious name must be registered with the Florida Department of State Division of Corporations at 850-245-6058 or www.sunbiz.org. A copy of the fictitious name registration must be presented before the business tax receipt may be issued.

Corporate Registration: contact 850-245-6052

Out-of-state Corporate Registration: contact 850-245-6051

Florida State License or Registration required:

- **Daycares, Preschools, and Adoption Agencies** contact the Department of Children and Families at 850-487-1111 or www.state.fl.us/cf_web.
- **Restaurants and Mobile/Perishable Food Carts** must present a copy of the Division of Hotels and Restaurants inspection **prior** to obtaining a Business Tax Receipt. Contact the Division of Hotels and Restaurants at 850-487-1395 or www.state.fl.us/dbpr.
- **Agriculture Products, Health or Ballroom Dance Studios, Minor Food Outlets, Bakeries, Deli, or Automotive Repair Businesses** contact the Department of Agriculture Consumer Services at 850-488-3022 or www.doacs.state.fl.us.
- **Accounting, Real Estate, or Construction Industry Professions** contact the Department of Business and Professional Regulation at 850-487-1395 or www.state.fl.us/dbpr.
- **Finance, Investments, Mortgage, and Banking Professions** contact the Department of Banking and Finance at 1-800-848-3792 or <http://www.flofr.com>.

State Sales Tax Number: contact the Florida Department of Revenue at 407-475-1200 or www.dos.state.fl.us/startbus.

Federal Employee Identification Number: contact the Internal Revenue Service at 1-800-829-4933) or www.irs.gov.

Workman's Compensation: contact the Orlando office of the Department of Labor at 407-245-0758 or www.fldfs.com/wc.

RENEWALS

Both the **City of Oviedo** and **Seminole County Business Tax Receipts** expire on September 30th of each year. Renewal notices are mailed during the month of July. To avoid a late penalty fee, payment must be received by the Building Services Division no later than September 30th.

Florida Statute 205.053(1) imposes the following delinquent penalty for Business Tax renewed after September 30th of each year:

- 10% penalty if renewed in October
- 15% penalty if renewed in November
- 20% penalty if renewed in December
- 25% maximum penalty if renewed after December 31st

Any business that is regulated by federal, state or county government **must provide a copy** of certification, registration or license along with renewal payment.

If a change of ownership has taken place, a signed bill of sale must be presented to the Building Services Division in order to transfer or renew the existing business tax receipt.

It is your responsibility to notify the Building Services Division if:

- The name of your business changes
- You re-locate your business
- The mailing address changes
- You discontinue your business

CHANGE OF USE

To occupy an existing building, the new tenant must contact the Development Review Division at 407-971-5790 to verify if a change of use is required prior to the building being occupied. A change of use requires the issuance of a Site Development Order prior to the issuance of a Certificate of Occupancy. A Certificate of Occupancy is required for a change of use prior to the issuance of the Business Tax Receipt.

SIGNAGE

All signage must meet the requirements of the City of Oviedo Land Development Code. Information may be obtained by contacting Zoning Services at 407-971-5755.

NOTICE

Pursuant to Florida Statute 205.053(5), a Business Tax Receipt may not be issued unless the federal employer identification number or social security number is obtained.

IMPACT FEE ASSISTANCE PROGRAM

On April 16, 2007, the Oviedo City Council adopted Ordinance No. 1400 establishing an Impact Fee Assistance Program to assist eligible land uses with the payment of required **Administrative Facilities, Fire Rescue, Law Enforcement, Transportation, Recreation and Parks, Potable Water**, and **Wastewater** impact fees.

City Council also established an Economic Development Trust Fund. Fifty (50) percent of the budgeted allocation in the Economic Development Trust Fund is dedicated for the Impact Fee Assistance Program. Allocation of funds for impact fee assistance is at the discretion of the City Council and subject to funding availability.

ELIGIBLE LAND USES

City Council established a list of land uses eligible for impact fee assistance that is divided into three tiers. Funding priority may be given to **Tier I** eligible land uses over **Tier II** and **Tier III** eligible land uses; and funding priority may be given to **Tier II** eligible land uses over **Tier III** eligible land uses. Provided below are summaries of each of the eligible land use tiers. To determine if a specific land use qualifies for assistance, please refer to Ordinance No. 1400.

TIER I

TIER I eligible land uses are the listed land uses contained in the Finance and Insurance; Professional, Scientific and Technical Services; and Health Care and Social Assistance industry clusters of the North American Industry Classification System (NAICS).

TIER I eligible land uses shall be reviewed and evaluated with each update of the City's Strategic Economic Development Plan.

TIER I eligible land uses must be located within one of the six geographical target areas identified in the City's Strategic Economic Development Plan or the City of Oviedo Community Redevelopment Area.

TIER I minimum criteria:

- A minimum three new permanent, full time jobs paying a minimum of the Seminole County average annual wage as determined by the Florida Department of Labor and Employment Security must be created within two years of the issuance of a certificate of occupancy or other final approval document.
- New jobs must be retained a minimum of two years from the date of job creation and hire.
- Minimum floor area for **TIER I** eligible land uses is 2,000 square feet.
- Commitment to provide health care and other benefits.
- Commitment to hire City residents
- Commitment to use local suppliers for the purchase of goods and services.
- Commitment to employee training.
- Commitment to remain at the proposed location for a minimum of five years.

TIER II

TIER II eligible land uses are listed land uses in the Health Care and Social Assistance; Accommodation and Food Services; Information; Manufacturing; Educational Services; Arts, Entertainment, and Recreation; and Finance and Insurance industry clusters of the NAICS.

TIER II eligible land uses shall be reviewed and evaluated annually at the City Council's discretion. The addition or removal of an eligible land use shall require an amendment to Ordinance No. 1400.

TIER II eligible land uses must be located within one of the six geographical target areas identified in the City's Strategic Economic Development Plan or the City of Oviedo Community Redevelopment Area.

TIER II minimum criteria:

- A minimum three new permanent, full time jobs paying a minimum of the Seminole County average annual wage as determined by the Florida Department of Labor and Employment Security must be created within two years of the issuance of a certificate of occupancy or other final approval document.
- New jobs must be retained a minimum of two years from the date of job creation and hire.
- Minimum floor area for **TIER II** eligible land uses is 5,000 square feet.
- Commitment to provide health care and other benefits.
- Commitment to hire City residents.
- Commitment to use local suppliers for the purchase of goods and services.
- Commitment to employee training.
- Commitment to remain at the proposed location for a minimum of five years.

TIER III

TIER III eligible land use is work force housing.

TIER III eligible land uses shall be reviewed and evaluated annually at the City Council's discretion. The addition or removal of an eligible land use shall require an amendment to Ordinance No. 1400.

TIER III eligible land use may locate in any residential zoning district subject to the permissible uses and minimum land development standards of the zoning district.

TIER III minimum work force housing criteria:

- A minimum of fifty (50) percent of the total dwelling units of a residential development must be allocated for work force housing.
- Work force rental units must be affordable to households at or below one hundred (100) percent of the median household income for the City of Oviedo.
- Work force ownership units must be affordable to households at or below one hundred-twenty (120) percent of the median household income for the City of Oviedo.
- Work force housing units shall not be segregated from market rate housing units.
- The applicant shall commit to impose deed restrictions requiring work force housing units to remain work force housing units for at least fifteen years.

OTHER USES

If an application for impact fee assistance is for a land use not classified as an eligible land use by Ordinance No. 1400, impact fee assistance shall not be granted unless an amendment to Ordinance No. 1400 classifying the proposed land use as an eligible land use is first adopted by the City Council.

MONETARY IMPACT FEE ASSISTANCE

NEW JOB CREATION	AMOUNT OF IMPACT FEE ASSISTANCE
New Permanent, Full-time Job paying a minimum of the Seminole County average annual wage as determined by the Florida Department of Labor and Employment Security.	\$1,000 per new job created plus \$500 per new job allocated for the hiring of a City resident up to a maximum of the total amount of the required impact fees.
New Permanent, Full-time Job paying a minimum of 115% of the Seminole County average annual wage as determined by the Florida Department of Labor and Employment Security.	\$1,500 per new job created plus \$500 per new job allocated for the hiring of a City resident up to a maximum of the total amount of the required impact fees.
New Permanent, Full-time Job paying a minimum of 150% of the Seminole County average annual wage as determined by the Florida Department of Labor and Employment Security.	\$2,000 per new job created plus \$500 per new job allocated for the hiring of a City resident up to a maximum of the total amount of the required impact fees.
New Permanent, Full-time Job paying a minimum of 200% of the Seminole County average annual wage as determined by the Florida Department of Labor and Employment Security.	\$2,500 per new job created plus \$500 per new job allocated for the hiring of a City resident up to a maximum of the total amount of the required impact fees.
Work Force Housing	\$1,500 per work force dwelling unit up to a maximum of \$75,000 or the total amount of the required impact fees, whichever is less.

NON-MONETARY IMPACT FEE ASSISTANCE

An application for impact fee assistance may also request assistance with the timing of the payment of impact fees imposed by the City. Such assistance may provide for deferring the payment of fees to the certificate of occupancy or other specified point in time; installment payments of the fee; credit and security arrangements acceptable to the City; and/or other matters relating to impact fee assistance.

IMPACT FEE ASSISTANCE APPLICATION

The Impact Fee Assistance Application shall include the following information, if applicable to the proposed development. No application fee is required.

- Company profile and background.
- Type of land use proposed including six (6) digit NAICS code and NAICS title.
- Location of proposed development.
- Required impact fees.
- Amount of monetary assistance requested.
- Type of non-monetary assistance requested.
- Amount of investment.
- **Tier I** and **Tier II** eligible land uses.
- **Tier III** eligible land uses.
- Any other information to assist in determining the amount of assistance warranted for proposed land use.
- Fair Share Impact Fee Agreement addressing the type and/or amount of impact fee assistance requested; timing and/or method of impact fee payment; credit and security arrangements acceptable to the City; annual reporting; minimum commitments, penalties when the assistance recipient fails to perform any condition of the agreement or violates any provision of law; and/or other matters relating to impact fee assistance.

APPLICATION REVIEW PROCESS

- The City Manager, and/or his/her designee, and the City Attorney shall review the proposed Impact Fee Assistance Application and the Fair Share Impact Fee Agreement; and forward recommendations to the City's Economic Development Committee.
- The Economic Development Committee shall review the proposed Impact Fee Assistance Application, Fair Share Impact Fee Agreement; the City Manager's and City Attorney's recommendations; and provide a written recommendation to the City Council.
- The City Council shall review the proposed Impact Fee Assistance Application, Fair Share Impact Fee Agreement, recommendation of the City Manager, City Attorney and Economic Development Committee; and act to approve, approve with revisions, or deny.
- If the proposed Impact Fee Assistance Application and the Fair Share Impact Fee Agreement are approved by the City Council, the Fair Share Impact Fee Agreement shall be executed by the person requesting assistance and the City Manager on behalf of the City.
- Approval of the application is not transferable to other parties and does not run with the land.

ANNUAL REPORT

If an applicant is awarded impact fee assistance, the applicant shall provide a report within one (1) year of receiving a certificate of occupancy and annually thereafter for a minimum of five (5) years demonstrating continued satisfaction of the minimum criteria for the Impact Fee Assistance Program.

DEVIATIONS

Because of the individual characteristics of any given business, flexibility in the application of the locational requirements or minimum criteria for eligible land uses may be warranted in certain situations. The City Council may grant deviations from the locational requirements or minimum criteria for eligible land uses whenever it finds such deviations will fulfill the intent of this program. If an application requests multiple deviations, each deviation shall be evaluated independently. Any deviations from the locational requirements or minimum criteria for eligible land uses must be specified and justified prior to City Council approval.

For additional information, please contact Bryan Cobb, Development Services Director, at 407-971-5752 or bcobb@cityofviedo.net or visit our website at www.cityofviedo.net.

**ADMINISTRATIVE FACILITIES IMPACT FEES
ORDINANCE NO. 1437**

LAND USE	IMPACT FEE UNIT	IMPACT FEE
RESIDENTIAL		
Single Family	du	\$459.00
Multi Family	du	\$256.00
Mobile Home	du	\$535.00
TRANSIENT, ASSISTED, GROUP		
Hotel	room	\$169.00
Motel	room	\$169.00
Nursing Home / ACLF	bed	\$243.00
RECREATIONAL		
Golf Course	hole	\$273.00
Golf Driving Range	tee	\$193.00
Movie Theater with Matinee	screen	\$1,519.00
Racquet Club/Health Club/Spa/Dance Studio	1,000 sf	\$784.00
Regional Park	acre	\$106.00
City/Local Park	acre	\$37.00
Ice Rink	1,000 sf	\$182.00
INSTITUTIONS		
Hospital	1,000 sf	\$418.00
Day Care Center	1,000 sf	\$228.00
Elementary School	student	\$15.00
Middle School	student	\$17.00
High School	student	\$19.00
Junior/Community College	student	\$15.00
University/College	student	\$32.00
Church	1,000 sf	\$144.00
OFFICE		
Office 50,000 SF or less	1,000 sf	\$423.00
Office 50,001 - 100,000 SF	1,000 sf	\$327.00
Office 100,001 - 200,000 SF	1,000 sf	\$278.00
Office 200,001 - 400,000 SF	1,000 sf	\$238.00
Office greater than 400,000 SF	1,000 sf	\$202.00
Medical Office/Clinic	1,000 sf	\$434.00
RETAIL, GROSS SQUARE FEET		
Specialty Retail, including Bars/Taverns	1,000 sf	\$380.00
Retail 50,000 GSF or less	1,000 sf	\$728.00
Retail 50,001 GSF to 99,999 GSF	1,000 sf	\$667.00
Retail 100,000 GSF to 299,999 GSF	1,000 sf	\$538.00
Retail 300,000 GSF to 499,999 GSF	1,000 sf	\$594.00

**ADMINISTRATIVE FACILITIES IMPACT FEES
ORDINANCE NO. 1437**

LAND USE	IMPACT FEE UNIT	IMPACT FEE
Retail 500,000 GSF to 999,999 GSF	1,000 sf	\$518.00
Retail 1,000,000 GSF to 1,250,000 GSF	1,000 sf	\$477.00
Retail over 1,250,000 GSF	1,000 sf	\$451.00
Pharmacy/Drug Store w/Drive-Thru	1,000 sf	\$477.00
Home Improvement Superstore	1,000 sf	\$451.00
Quality Restaurant	1,000 sf	\$1,720.00
High-Turnover Restaurant	1,000 sf	\$1,796.00
Fast Food Rest w/ Drive-Thru	1,000 sf	\$2,223.00
Gas/Service Station	fuel pos.	\$503.00
Quick Lube	bay	\$294.00
Supermarket	1,000 sf	\$515.00
Convenience Store	1,000 sf	\$1,054.00
Convenience Store w/Gas Pumps	1,000 sf	\$1,593.00
Convenience/Gas/Fast Food	1,000 sf	\$1,816.00
Auto Repair or Body Shop	1,000 sf	\$744.00
Tire Store	1,000 sf	\$878.00
New and Used Car Sales	1,000 sf	\$434.00
Self Service Car Wash	bay	\$479.00
Bank/Savings Walk-in	1,000 sf	\$652.00
Bank/Savings Drive-in	1,000 sf	\$527.00
Paint/Hardware Store	1,000 sf	\$319.00
Video Store	1,000 sf	\$531.00
INDUSTRIAL		
General Industrial	1,000 sf	\$174.00
Business Park	1,000 sf	\$256.00
Manufacturing	1,000 sf	\$126.00
Mini-Warehouse	unit	\$2.00
Warehouse	1,000 sf	\$98.00
Utility Substation	acre/station	\$223.00

Abbreviations:

du – dwelling unit

fuel pos. – fueling position

GSF – gross square feet

SF or sf – square feet

**FIRE RESCUE IMPACT FEES
ORDINANCE NO. 1419**

LAND USE	IMPACT FEE UNIT	IMPACT FEE
RESIDENTIAL		
Single Family	du	\$438.00
Multi Family	du	\$243.00
Mobile Home	du	\$511.00
TRANSIENT, ASSISTED, GROUP		
Hotel	room	\$161.00
Motel	room	\$161.00
Nursing Home / ACLF	bed	\$232.00
RECREATIONAL		
Golf Course	hole	\$261.00
Golf Driving Range	tee	\$184.00
Movie Theater with Matinee	screen	\$1,449.00
Racquet Club/Health Club/Spa/Dance Studio	1,000 sf	\$749.00
Regional Park	acre	\$101.00
City/Local Park	acre	\$36.00
Ice Rink	1,000 sf	\$174.00
INSTITUTIONS		
Hospital	1,000 sf	\$400.00
Day Care Center	1,000 sf	\$218.00
Elementary School	student	\$13.00
Middle School	student	\$16.00
High School	student	\$19.00
Junior/Community College	student	\$13.00
University/College	student	\$31.00
Church	1,000 sf	\$138.00
OFFICE		
Office 50,000 SF or less	1,000 sf	\$404.00
Office 50,001 - 100,000 SF	1,000 sf	\$312.00
Office 100,001 – 200,000 SF	1,000 sf	\$266.00
Office 200,001 – 400,000 SF	1,000 sf	\$227.00
Office greater than 400,000 SF	1,000 sf	\$193.00
Medical Office/Clinic	1,000 sf	\$414.00
RETAIL, GROSS SQUARE FEET		
Specialty Retail, including Bars/Taverns	1,000 sf	\$363.00
Retail 50,000 GSF or less	1,000 sf	\$695.00
Retail 50,001 GSF to 99,999 GSF	1,000 sf	\$637.00

**FIRE RESCUE IMPACT FEES
ORDINANCE NO. 1419**

LAND USE	IMPACT FEE UNIT	IMPACT FEE
Retail 100,000 GSF to 299,999 GSF	1,000 sf	\$513.00
Retail 300,000 GSF to 499,999 GSF	1,000 sf	\$567.00
Retail 500,000 GSF to 999,999 GSF	1,000 sf	\$494.00
Retail 1,000,000 GSF to 1,250,000 GSF	1,000 sf	\$455.00
Retail over 1,250,000 GSF	1,000 sf	\$431.00
Pharmacy/Drug Store w/Drive-Thru	1,000 sf	\$455.00
Home Improvement Superstore	1,000 sf	\$431.00
Quality Restaurant	1,000 sf	\$1,641.00
High-Turnover Restaurant	1,000 sf	\$1,714.00
Fast Food Rest w/ Drive-Thru	1,000 sf	\$2,121.00
Gas/Service Station	fuel pos.	\$479.00
Quick Lube	bay	\$280.00
Supermarket	1,000 sf	\$492.00
Convenience Store	1,000 sf	\$1,005.00
Convenience Store w/Gas Pumps	1,000 sf	\$1,520.00
Convenience/Gas/Fast Food	1,000 sf	\$1,733.00
Auto Repair or Body Shop	1,000 sf	\$710.00
Tire Store	1,000 sf	\$838.00
New and Used Car Sales	1,000 sf	\$414.00
Self Service Car Wash	bay	\$457.00
Bank/Savings Walk-in	1,000 sf	\$622.00
Bank/Savings Drive-in	1,000 sf	\$503.00
Paint/Hardware Store	1,000 sf	\$304.00
Video Store	1,000 sf	\$506.00
INDUSTRIAL		
General Industrial	1,000 sf	\$166.00
Business Park	1,000 sf	\$243.00
Manufacturing	1,000 sf	\$120.00
Mini-Warehouse	unit	\$2.00
Warehouse	1,000 sf	\$94.00
Utility Substation	acre/station	\$212.00

Abbreviations:

du – dwelling unit

fuel pos. – fueling position

GSF – gross square feet

SF or sf – square feet

**LAW ENFORCEMENT IMPACT FEES
ORDINANCE NO. 1419**

LAND USE	IMPACT FEE UNIT	IMPACT FEE
RESIDENTIAL		
Single Family	du	\$193.00
Multi Family	du	\$107.00
Mobile Home	du	\$225.00
TRANSIENT, ASSISTED, GROUP		
Hotel	room	\$71.00
Motel	room	\$71.00
Nursing Home / ACLF	bed	\$102.00
RECREATIONAL		
Golf Course	hole	\$114.00
Golf Driving Range	tee	\$81.00
Movie Theater with Matinee	screen	\$640.00
Racquet Club/Health Club/Spa/Dance Studio	1,000 sf	\$330.00
Regional Park	acre	\$44.00
City/Local Park	acre	\$15.00
Ice Rink	1,000 sf	\$76.00
INSTITUTIONS		
Hospital	1,000 sf	\$176.00
Day Care Center	1,000 sf	\$95.00
Elementary School	student	\$6.00
Middle School	student	\$7.00
High School	student	\$8.00
Junior/Community College	student	\$6.00
University/College	student	\$13.00
Church	1,000 sf	\$61.00
OFFICE		
Office 50,000 SF or less	1,000 sf	\$178.00
Office 50,001 - 100,000 SF	1,000 sf	\$138.00
Office 100,001 – 200,000 SF	1,000 sf	\$116.00
Office 200,001 – 400,000 SF	1,000 sf	\$100.00
Office greater than 400,000 SF	1,000 sf	\$85.00
Medical Office/Clinic	1,000 sf	\$182.00
RETAIL, GROSS SQUARE FEET		
Specialty Retail, including Bars/Taverns	1,000 sf	\$160.00
Retail 50,000 GSF or less	1,000 sf	\$307.00
Retail 50,001 GSF to 99,999 GSF	1,000 sf	\$281.00
Retail 100,000 GSF to 299,999 GSF	1,000 sf	\$226.00
Retail 300,000 GSF to 499,999 GSF	1,000 sf	\$250.00
Retail 500,000 GSF to 999,999 GSF	1,000 sf	\$218.00
Retail 1,000,000 GSF to 1,250,000 GSF	1,000 sf	\$201.00

**LAW ENFORCEMENT IMPACT FEES
ORDINANCE NO. 1419**

LAND USE	IMPACT FEE UNIT	IMPACT FEE
Retail over 1,250,000 GSF	1,000 sf	\$190.00
Pharmacy/Drug Store w/Drive-Thru	1,000 sf	\$201.00
Home Improvement Superstore	1,000 sf	\$190.00
Quality Restaurant	1,000 sf	\$725.00
High-Turnover Restaurant	1,000 sf	\$757.00
Fast Food Rest w/ Drive-Thru	1,000 sf	\$938.00
Gas/Service Station	fuel pos.	\$211.00
Quick Lube	bay	\$124.00
Supermarket	1,000 sf	\$217.00
Convenience Store	1,000 sf	\$444.00
Convenience Store w/Gas Pumps	1,000 sf	\$671.00
Convenience/Gas/Fast Food	1,000 sf	\$766.00
Auto Repair or Body Shop	1,000 sf	\$314.00
Tire Store	1,000 sf	\$371.00
New and Used Car Sales	1,000 sf	\$182.00
Self Service Car Wash	bay	\$202.00
Bank/Savings Walk-in	1,000 sf	\$275.00
Bank/Savings Drive-in	1,000 sf	\$222.00
Paint/Hardware Store	1,000 sf	\$134.00
Video Store	1,000 sf	\$223.00
INDUSTRIAL		
General Industrial	1,000 sf	\$73.00
Business Park	1,000 sf	\$107.00
Manufacturing	1,000 sf	\$52.00
Mini-Warehouse	unit	\$1.00
Warehouse	1,000 sf	\$41.00
Utility Substation	acre/station	\$93.00

Abbreviations:

du – dwelling unit

fuel pos. – fueling position

GSF – gross square feet

SF or sf – square feet

**TRANSPORTATION IMPACT FEES
ORDINANCE NO. 1419**

LAND USE	IMPACT FEE UNIT	IMPACT FEE
RESIDENTIAL		
Single Family	du	\$1,050.00
Multi Family	du	\$880.00
Mobile Home	du	\$422.00
TRANSIENT, ASSISTED, GROUP		
Hotel	room	\$603.00
Motel	room	\$380.00
Nursing Home / ACLF	bed	\$99.00
RECREATIONAL		
Golf Course	hole	\$4,219.00
Golf Driving Range	tee	\$1,619.00
Movie Theater with Matinee	screen	\$3,946.00
Racquet Club/Health Club/Spa/Dance Studio	1,000 sf	\$2,588.00
Regional Park	acre	\$358.00
City/Local Park	acre	\$108.00
Ice Rink	1,000 sf	\$195.00
INSTITUTIONS		
Hospital	1,000 sf	\$1,415.00
Day Care Center	1,000 sf	\$2,080.00
Elementary School	student	\$89.00
Middle School	student	\$133.00
High School	student	\$141.00
Junior/Community College	student	\$162.00
University/College	student	\$307.00
Church	1,000 sf	\$657.00
OFFICE		
Office 50,000 SF or less	1,000 sf	\$1,815.00
Office 50,001 – 100,000 SF	1,000 sf	\$1,409.00
Office 100,001 - 200,000 SF	1,000 sf	\$1,201.00
Office 200,001 - 400,000 SF	1,000 sf	\$1,027.00
Office greater than 400,000 SF	1,000 sf	\$868.00
Medical Office/Clinic	1,000 sf	\$3,633.00
RETAIL, GROSS SQUARE FEET		
Specialty Retail, including Bars/Taverns	1,000 sf	\$2,594.00
Retail 50,000 GSF or less	1,000 sf	\$1,666.00
Retail 50,001 GSF to 99,999 GSF	1,000 sf	\$1,361.00
Retail 100,000 GSF to 299,999 GSF	1,000 sf	\$1,111.00
Retail 300,000 GSF to 499,999 GSF	1,000 sf	\$1,239.00
Retail 500,000 GSF to 999,999 GSF	1,000 sf	\$1,382.00
Retail 1,000,000 GSF to 1,250,000 GSF	1,000 sf	\$1,561.00

**TRANSPORTATION IMPACT FEES
ORDINANCE NO. 1419**

LAND USE	IMPACT FEE UNIT	IMPACT FEE
Retail over 1,250,000 GSF	1,000 sf	\$1,717.00
Pharmacy/Drug Store w/Drive-Thru	1,000 sf	\$1,127.00
Home Improvement Superstore	1,000 sf	\$1,819.00
Quality Restaurant	1,000 sf	\$4,213.00
High-Turnover Restaurant	1,000 sf	\$5,743.00
Fast Food Rest w/ Drive-Thru	1,000 sf	\$13,463.00
Gas/Service Station	fuel pos.	\$1,396.00
Quick Lube	bay	\$1,544.00
Supermarket	1,000 sf	\$1,516.00
Convenience Store	1,000 sf	\$7,790.00
Convenience Store w/Gas Pumps	1,000 sf	\$6,475.00
Convenience/Gas/Fast Food	1,000 sf	\$15,725.00
Auto Repair or Body Shop	1,000 sf	\$1,520.00
Tire Store	1,000 sf	\$970.00
New and Used Car Sales	1,000 sf	\$2,523.00
Self Service Car Wash	bay	\$3,063.00
Bank/Savings Walk-in	1,000 sf	\$4,523.00
Bank/Savings Drive-in	1,000 sf	\$7,132.00
Paint/Hardware Store	1,000 sf	\$2,133.00
Video Store	1,000 sf	\$478.00
INDUSTRIAL		
General Industrial	1,000 sf	\$675.00
Business Park	1,000 sf	\$1,280.00
Manufacturing	1,000 sf	\$368.00
Mini-Warehouse	unit	\$19.00
Warehouse	1,000 sf	\$481.00
Utility Substation	acre/station	\$136.00

Abbreviations:

du – dwelling unit

fuel pos. – fueling position

GSF – gross square feet

SF or sf – square feet

**RECREATION AND PARKS IMPACT FEES
ORDINANCE NO. 1419**

LAND USE	IMPACT FEE UNIT	IMPACT FEE
RESIDENTIAL		
Single Family	du	\$1,058.00
Multi Family	du	\$595.00
Mobile Home	du	\$1,235.00

Abbreviations: **du** – dwelling unit **GSF** – gross square feet
 fuel pos. – fueling position **SF or sf** – square feet

**WATER SERVICE CAPITAL RECOVERY CHARGE
ORDINANCE NO. 1427**

RESIDENTIAL	\$2,050.00 per Equivalent Residential Unit (ERU)	
COMMERCIAL	\$5.86 per Gallon Per Day (GPD); \$1,500.00 minimum	

**SANITARY SEWER CAPITAL RECOVERY CHARGE
RESOLUTION NO. 653-00**

RESIDENTIAL	\$3,369.00 per Equivalent Residential Unit (ERU)	*
COMMERCIAL	\$11.23 per water Gallon Per Day (GPD)	*

* 66 % of Capital Recovery Charge is remitted to Seminole County

BUILDING SERVICES FEES	
BUILDING PERMIT FEE Resolution No. 1587-07	\$6.50 per \$1,000 valuation or fraction thereof; minimum \$25.00
PROCESSING FEE Resolution No. 1587-07	New Single Family Residential Detached: \$200 All others: 25% of building permit fee; minimum \$25.00
ELECTRICAL PERMIT Resolution No. 1187-05	\$25.00 plus \$.20 per service amperage rating
MECHANICAL PERMIT Resolution No. 1187-05	\$25.00 for \$0 to \$2,000 valuation plus \$5.00 for each additional \$1,000 valuation
PLUMBING PERMIT Resolution No. 1187-05	\$25.00 plus \$3.00 per fixture
PLAN REVIEW FEE Resolution No. 1187-05	25% of permit fee when valuation exceeds \$1,000
PLAN RE-SUBMITTAL FEE Resolution No. 1187-05	Single Family Residential/ Duplex/Pool/Screen Enclosure: \$25.00 each Commercial/Industrial/Multi-Family: \$25.00 per affected page
RE-INSPECTION FEE Resolution No. 1187-05	\$50.00 each re-inspection
DUPLICATE SERVICE FEE Resolution No. 1187-05	Duplicate Permit Card: \$10.00 per permit card Re-stamp of plans, energy calculations, and/or site plans: \$25.00
CONTRACTOR TRANSFER FEE Resolution No. 1187-05	\$35.00

COMMONLY USED TERMS

Those who work in community development regularly use words and phrases which are unfamiliar to the general public. The following defines some of these terms and their common acronyms.

BUILDING HEIGHT – vertical distance between the finished grade in front of the building and the top at the ceiling plate on the top floor of the building.

BUILDING SETBACK – the minimum distance that a structure may be located on a lot from a lot line or street right-of-way line (see Table 4.2 of the Land Development Code).

CEB CODE ENFORCEMENT BOARD – a seven (7) member board of citizens who volunteer their time to hear and adjudicate cases. They are a quasi-judicial body that can impose fines and issue orders having the force of law. The CEB meets the fourth Thursday of each month in the City Hall Council Chamber at 6:30 pm or shortly thereafter.

CGRT CLEARING GRADING AND TREE REMOVAL PERMIT – this permit is required before anyone can clear, grade, or remove trees on property within the City.

CITY COUNCIL - the elected governing board of the City of Oviedo. The City Council consists of five (5) members; a Mayor, Deputy Mayor, and three (3) council members. The City Council meets the first and third Monday of each month in the City Hall Council Chamber at 6:30 pm or shortly thereafter.

COMPLIANCE REVIEW – review of an application to determine compliance with the City's minimum codes and standards.

DA DEVELOPMENT AGREEMENT – an agreement between the Applicant and the City Council that provides for certain development standards that may differ from the LDC standards.

DENSITY - number of residential dwelling units per net buildable acre (DU/acre).

DRC DEVELOPMENT REVIEW COMMITTEE – a committee composed of the City Manager, Development Services Director, Building Official, City Engineer, and Fire Chief. Responsibilities include making recommendations on applications as specified in Land Development Code Section 2.2. The DRC meets every Thursday in the City Hall Council Chamber at 2:00 pm or shortly thereafter.

DU DWELLING UNIT – a building consisting of one (1) room, or rooms connected together constituting a separate, independent housekeeping establishment.

- DUA** **Dwelling Units per Acre** – the number of dwelling units per net buildable acres. The Comprehensive Plan assigns each residential land use a maximum number of DU's per acre as a means of controlling density.
- EAR** **EVALUATION & APPRAISAL REPORT** - an assessment and update of the Comprehensive Plan occurring every five (5) years.
- EDC** **ECONOMIC DEVELOPMENT COMMITTEE** – a nine (9) member committee appointed by the City Council to advise the City Council on economic development issues affecting the City, and implement the City's Strategic Economic Development Plan.
- FAR** **FLOOR AREA RATIO** – the total area of all floors of a non-residential building intended for occupancy or storage divided by the total site areas.
- FDCA** **FLORIDA DEPARTMENT OF COMMUNITY AFFAIRS** – a state agency which oversees the Comprehensive Planning activities of a local jurisdiction.
- FLUM** **FUTURE LAND USE MAP** – the graphical representation of anticipated future development for all properties within the City.
- LDC** **LAND DEVELOPMENT CODE** – a consolidated set of land use regulations, which provide development regulations and guidelines for all properties within the City.
- LOT WIDTH** – distance between the side lot lines measured at the front building line and parallel to the front building line.
- LUA** **LAND USE ADMINISTRATOR** – the City Manager or designee.
- PZA** **PLANNING ZONING AND APPEALS BOARD** – a seven (7) member Board appointed by the City Council responsible for preparation of the City's Comprehensive Plan; review proposed development and make recommendations to City Council; review and act upon building permit applications that require a deviation greater than twenty (20) percent up to thirty (30) percent of a minimum LDC requirement. The PZA meets the second and fourth Tuesday of each month in the City Hall Council Chamber at 6:30 pm or shortly thereafter.
- ROW** **RIGHT-OF-WAY** – land dedicated, deeded, used, or to be used for a street, alley, walkway, boulevard, access or other purpose by the public; excluding easements.
- SDO** **SITE DEVELOPMENT ORDER** – an order issued following site plan approval, providing special conditions related to the site.

SEUO SPECIAL EXCEPTION USE ORDER – required for permissible uses as indicated in the LDC Tables of Permissible Land Uses, where a type of use that differs from the permitted use within a zoning district may be approved.

SJRWMD ST. JOHNS RIVER WATER MANAGEMENT DISTRICT – the regional water management district which has jurisdictional authority over all wetlands in the region.

SUFFICIENCY REVIEW – review of an application to determine if the application contains all required forms, plans, supporting information, and fees.

SUMMARY OF APPROVAL AUTHORITIES

APPLICATION REVIEW AND APPROVAL PROCESS				
Application	LUA	DRC	PZA	City Council
Adoption of, amendment to, Comprehensive Plan		R	R (PH)	A (PH)
Adoption of, amendment to, Land Development Code		R	R (PH)	A (PH)
Adoption of, amendment to, Official Zoning Map		R	R (PH)	A (PH)
Annexation Petition		R		A (PH)
Appeal of LUA Decision regarding a minimum LDC requirement		A		
Appeal of DRC Decision regarding a minimum LDC requirement associated with a building permit application.			A	
Appeal of DRC Decision regarding a minimum LDC requirement except those associated with a building permit application				A
Appeal of PZA Decision				A
Development of Regional Impact		R	R (PH)	A (PH)
Planned Unit Development Zoning Map Amendment		R	R (PH)	A (PH)
Planned Unit Development with Statutory Development Agreement		R	R (PH)	A (PH)
Planned Unit Development with Non-statutory Development Agreement		R	R	A
Non-Statutory Development Agreement		R	R	A
Statutory Development Agreement		R	R (PH)	A (PH)
Master Land Use Plan		R	R	A
Preliminary Subdivision Plan		R	R	A
Final Plat/Replat		R		A
Non-Statutory Subdivision Meeting All Criteria	A			
Non-Statutory Subdivision Not Meeting All Criteria		A		
Special Event Permit Not Requiring a Policy Decision	A			
Special Event Permit Requiring a Policy Decision		R		A
Special Exception Use Order		R	R (PH)	A (PH)
SDO (Private Project) – Compliant	A			
SDO (Private Project) – Deviation $\leq 10\%$	A			
SDO (Private Project) – Deviation $11\% \leq 20\%$		A		
SDO (Private Project) – Deviation $21\% \leq 30\%$		R		A
SDO (Private Project) – Deviation $30\% >$ (Non-statutory Development Agreement)		R	R	A
SDO (City Project) – Compliant	A			
SDO (City Project) – Deviation $\leq 10\%$	A			
SDO (City Project) – Deviation $11\% \leq 20\%$		A		

APPLICATION REVIEW AND APPROVAL PROCESS

Application	LUA	DRC	PZA	City Council
SDO (City Project) – Deviation 21% ≤ 30%		R		A
SDO (City Project) – Deviation 30% >		R		A
SDO – New Downtown Zoning Districts	A			
BP/Other DP (Private Project) – Compliant	A			
BP/Other DP (Private Project) – Deviation ≤ 10%	A			
BP/Other DP (Private Project) – Deviation 11% ≤ 20%		A		
BP/Other DP (Private Project) – Deviation 21% ≤ 30%			A	
BP/Other DP (Private Project) – Deviation 30% > (Non-statutory Development Agreement)		R	R	A
BP/Other DP (City Project) – Compliant	A			
BP/Other DP (City Project) – Deviation ≤ 10%	A			
BP/Other DP (City Project) – Deviation 11% ≤ 20%		A		
BP/Other DP (City Project) – Deviation 21% ≤ 30%				A
BP/Other DP (City Project) – Deviation 30% >				A
BP/Other DP – New Downtown Zoning Districts	A			

SUMMARY OF LDC APPROVAL AUTHORITY FOR DEVIATIONS

		CITY	OTHER
APPLICATION	PERCENT DEVIATION	DEVELOPMENT PROJECTS	DEVELOPMENT PROJECTS
SITE DEVELOPMENT ORDER	Complaint	LUA	LUA
	≤ 10%	LUA	LUA
	11% ≤ 20%	DRC	DRC
	21% ≤ 30%	City Council	City Council
	30% >	City Council	CC – Development Agreement
BUILDING PERMIT OR OTHER DEVELOPMENT PERMIT	complaint	LUA	LUA
	≤ 10%	LUA	LUA
	11% ≤ 20%	DRC	DRC
	21% ≤ 30%	City Council	City Council
	30% >	City Council	CC – Development Agreement

Notes:

LUA: Land Use Administrator

DRC: Development Review Committee

PZA: Planning Zoning & Appeals Board

CC: City Council

A: Approval Authority

BP: Building Permit

DP: Development Permit

SDO: Site Development Order

R: Recommending Authority

PH: Public Hearing

NAVIGATING THE CITY'S WEBSITE

1. Visit our website at www.cityofoviedo.net
2. Click on [City Departments](#), then click on [Development Services](#)

DEVELOPMENT SERVICES

The screenshot shows the City of Oviedo website interface. At the top is a banner image featuring a man in a suit, a house, a sign that says 'OVIEDO', a police car, and a recycling bin. Below the banner is a navigation menu with links: Home, About Oviedo, Contact us, Employment, City Departments, Government, Facilities, and Getting Involved. On the left side, there is a vertical menu with categories: News, Publications/Reports & Events; Home and Environment; Public Safety; Getting Around; People & Places; Recreation & Parks; City Hall Online; For Business; Experience Oviedo; and OVIEDO CONNECTIONS. The main content area displays a list of city departments. A mouse cursor is hovering over 'Development Services', which is highlighted. Below it, a sub-menu is visible, listing various services: Administrative Services, City Clerk's Office, City Manager's Office, Development Services, Finance Department, Fire Department, Human Resources, Police, Public Works, Recreation & Parks, Building Services, Evaluation & Appraisal Report (EAR), Development Review, Comprehensive Planning, and Code Enforcement Division. On the right side, there is a search bar and a section titled 'THE LATEST IN OVIEDO' with links to 'CRA Letter Writing Campaign', 'Hurricane Preparedness', 'Water Conservation', 'General Election & Qualifying Information', and '2007-2008 Community Profile'.

CONTACT INFORMATION

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- Permitting 407-971-5755 option 1
- Zoning 407-971-5755 option 2
- Business Tax Receipt 407-971-5755 option 3
- Plan Review 407-971-5755 option 4
- Inspection Scheduling 407-971-5838 or
www.cityofviedo.net