

Digital Plans – Application Supplement

Appeal of Planning or Zoning Official Determination (DET)

Application Fee \$500	A user fee established by City Council to partially off-set the administrative and direct costs of processing an application. <u>The application fee does not in any way ensure the applicant a favorable decision.</u> All applications will be reviewed on the merits of the request alone, regardless of the application fee. All application fees are non-refundable, except for applications that are withdrawn within five (5) working days of the application submittal date. <u>The Project Planner must receive a request for withdrawal by 5:00 p.m. on the day of the withdrawal deadline for the fee to be refunded.</u>
Application Form	The Planning Development Review application form completed and signed.
Planning/Zoning Official Determination	A copy of the Planning or Zoning Official determination upon which the appeal is based.
Appeal	A written statement describing the reason for the appeal and information/exhibits justifying why the appellant believes the determination was incorrect.
Boundary Survey	A recent, accurate survey showing all existing improvements on the property and certified by the surveyor, drawn to scale. This item is only required if the appeal relates to development standards such as lot size, setbacks, parking, etc.
Development Plan	A development plan which depicts all existing development as well as proposed improvements. The plan must be dimensioned and drawn to scale. This item is only required if the appeal relates to development standards such as lot size, setbacks, parking, etc.
Affidavit	If you are not the property owner, but are acting on behalf of the property owner, you are required to have this form completed and notarized.
Ownership Disclosure Form	To provide information to board members and elected officials so they may comply with Florida Statutes section 112.311 as it relates to ethics and conflicts of interest.
Other Information	Other information required by the Planning or Zoning Official:

<http://www.cityoforlando.net/city-planning/planning-and-review-process/application-forms>