

CITY OF OKEECHOBEE CHECKLIST FOR PUD-M AND PUD-R			
	Description	Date Submitted	Ck'd
1	Completed and signed application		
2	Written statement describing the nature and intent of the proposed development.		
3	Last Recorded Warranty Deed		
4	Notarized letter of consent from the property owner. This is necessary only when the applicant is different from the property owner.		
5a	Property survey containing, certified boundary survey, date of survey, surveyor's name, address and phone number		
5b	Legal description <u>on survey</u>		
5c	Computation of total acreage to nearest tenth of an acre <u>on survey</u>		
5d	Survey must not be larger than 11 x 17		
6	Professionally prepared conceptual site plan that conveys the general extent and character of the proposed development that contains the following information: (size not larger than 11X17)		
6a	Title of project and name of the developer, owner, and authorized agents.		
6b	Areas of residential and nonresidential development.		
6c	Location and extent of proposed open space.		
6d	Location of proposed community or public uses (e.g., recreation areas, clubhouses, schools, houses of worship, etc.).		
6e	Basic vehicular, pedestrian and other circulation systems.		
6f	Proposed points and methods of access.		
6g	Anticipated phasing plans.		
7	Summary table with the following information.		
7a	Maximum number and type of residential units.		
7b	Total land area, overall gross residential density and land area and density of each individual residential area.		

7c	Total maximum square footage of each nonresidential use by type, land area and maximum square footage by type of nonresidential use for each distinct development area.		
7d	Approximate land area devoted to conservation, retention, recreation, parks, and other open space areas.		
8	Surveys, drawings or other information sufficient to indicate the general proposed plan for drainage including out-falls and a written summary of the proposed drainage plan.		
9	List and description of any areas or facilities proposed to be dedicated for public use.		
10	Phasing plan if applicable, including a time frame for the completion of each phase and for the entire development.		
11	“As built” map of the site indicating the boundaries of the subject property and indicating all street, buildings, water courses and other important features.		
12	Description and map identifying the location, of all environmentally sensitive lands, wetlands, significant areas of native vegetation, and wildlife habitat.		
13	Preliminary traffic impact analysis and discussion of the availability or proposed construction of necessary transportation facilities by proposed phase to verify that adequate capacity currently exists or will exist prior to issuance of any Certificates of Occupancy.		
14	Preliminary analysis on the impact on schools.		
15	Proposed or anticipated sources of potable water, sanitary sewer, solid waste disposal and other utilities and the availability of such utilities based on projected residential and nonresidential demand.		
16	List of required regional, state or federal permits or approvals.		
17	Documentation demonstrating that new growth associated with the project will occur in an area where public facilities exist, are planned within the City or County Five-Year Capital Improvements Plan, or are committed to through a Developer Agreement, or otherwise assured to be funded by the appropriate agency.		
18	Fiscal impact study of the proposed project demonstrating net fiscal benefit to the City (PUD-M only).		
19	Other written or graphic materials, such as architectural elevations, may be submitted to convey or clarify the nature, character, intent or other attributes of the proposed development.		

20	List of surrounding property owners with addresses and location sketch of the subject property. * See the Information Request Form from the Okeechobee Property Appraiser's Office (attached).		
21	Affidavit attesting to completeness and correctness of the list (attached).		
22	Existing use of surrounding property listed on the application..		
23	Application fee (non-refundable) Rezoning - \$ 500 and \$30.00 per acre		

Other requirements and conditions.

1	All plans, maps, surveys, documents and the like required as part of the petition may be submitted in large format or in binders where appropriate for review and presentation purposes, but shall also be submitted in a reproducible format for distribution to review bodies unless a sufficient number of copies is provided. (Check with the General Services Coordinator for number of copies to be submitted)		
2	When provisions for phasing are included in the development plan, each phase of the development must be so planned and related to previous development phases, surrounding properties, and the availability of public facilities and services that failure to proceed with subsequent phases of the development will have no adverse impact on any completed phase or surrounding properties.		
3	The City Council may establish, in addition to concurrency requirements, reasonable periods of time for completing the project or phases thereof, including any dedicated public facilities that are part of the development.		
4	If the review of construction plans, the review of a final traffic impact analysis or the process of obtaining required regional, state or federal permits results in a finding by the City that amendments to the planned development are necessary beyond those that may be approved administratively, including a failure to meet an established level of service, the development plan shall be resubmitted to the City for review and consideration of such amendments in the same manner in which the planed development was initially approved.		

**For any questions related to this application packet
please contact the General Services Department at
(863) 763-3372 extension 218**

City of Okeechobee General Services Department 55 S.E. 3rd Avenue, Room 101 Okeechobee, Florida 34974-2903 Phone: (863) 763-3372, ext. 218 Fax: (863) 763-1686	Date:	Petition No.
	Fee Paid:	Jurisdiction:
	1st Hearing:	2nd Hearing:
	Publication Dates:	
	Notices Mailed:	

Uniform Land Use Application
Rezone • Special Exception • Variance

APPLICANT	<input checked="" type="checkbox"/> Name of property owner(s):
	A Owner mailing address:
	P Name of applicant(s) if other than owner (state relationship):
	L Applicant mailing address:
	I Name of contact person (state relationship):
	C Contact person daytime phone(s): Fax:

PROPERTY	<input checked="" type="checkbox"/> Property address / directions to property:
	Indicate current use of property:
	Describe improvements on property, including number/type of dwellings and whether occupied (if none, so state):
	Approximate number of acres: Is property in a platted subdivision?
	Is there a current or recent use of the property that is/was a violation of county ordinance? If so, describe:
	Have there been any land use applications concerning all or part of this property in the last year? If so, indicate date, nature and applicant's name:
	Is a sale subject to this application being granted?
	Is the subject parcel your total holdings at that location? If not, describe the remaining or intended uses:
	Describe adjoining land uses / improvements to the North:
	South: East: West:
	Existing zoning: Future Land Use classification:
	Actions Requested: <input type="checkbox"/> Rezone <input type="checkbox"/> Special Exception <input type="checkbox"/> Variance
Parcel Identification Number:	

<input checked="" type="checkbox"/> Confirmation of Information Accuracy
I hereby certify that the information in this application is correct. The information included in this application is for use by the City of Okeechobee in processing my request. False or misleading information may be punishable by a fine of up to \$500.00 and imprisonment of up to 30 days and may result in the summary denial of this application.
_____ Signature Printed Name Date

	Current zoning classification:	Requested zoning classification :
R E Z O N E	What is your desired permitted use under the proposed classification:	
	If granted, will the new zone be contiguous with a like zone?	
	Is a Special Exception necessary for your intended use?	Variance?

S P E C I A L E X C E P T I O N	Describe the Special Exception sought:	
	Provide specific LDR ordinance citation:	
	Are there other similar uses in the area? Is so, describe:	
	Why would granting your request be in the best interest of the area and residents?	
	If business, briefly describe nature including number of employees, hours, noise generation and activities to be conducted outside of a building:	

V A R I A N C E	Describe Variance sought:	
	Describe physical characteristic of property that makes variance necessary:	
	Did you cause or contribute to the characteristic? Is so, describe:	
	What is the minimum variance necessary?	

City of Okeechobee Planning Department

55 SE 3rd. Avenue; Okeechobee, FL 34974

Phone (941) 763-3373 Fax (941) 763-1686

LAND USE POWER OF ATTORNEY

Name of Property Owner(s):	
Mailing Address:	
Home Telephone:	Work Telephone:
Property Address:	
Parcel Tax ID Number:	
Name of Applicant:	
Home Telephone:	Work Telephone:

The Undersigned, being the record title owner(s) of the real property described above, do hereby grant unto the Applicant stated above the full right an power of attorney to make application to the City of Okeechobee to change the land use of said property. This land use change may include rezoning of the property, the granting of special exceptions or variances, and appeals of decisions of the Planning Department. It is understood that conditions, limitations and restrictions may be placed upon the use or operation of the property. Misstatements upon application or in any hearing may result in the termination of any special exception or variance and a proceeding to rezone the property to the original classification. This power of attorney may be terminated only by a written and notarized statement of such termination effective upon receipt by the Planning Department.

IN WITNESS WHEREOF THE UNDERSIGNED HAVE SET THEIR HANDS AND SEALS
THIS _____ DAY OF _____ 19__.

_____	_____
Owner	Witness
_____	_____
Owner	Witness

Before me the undersigned authority personally appeared the owner(s) named above who upon being duly sworn acknowledged before me that they are the owner(s) of the real property described above and that they executed the power of attorney for the purpose stated therein. Sworn and subscribed this _____ day of _____ 19__.

Notary Public
Commission Expires:

SEAL

**Property Appraiser's Office
Information Request Form
for the City of Okeechobee**

Property Owner Name: _____

Parcel Identification Number: _____

Contact Person Name: _____

Contact Person Phone Number: _____

Requested items needed by: _____

Project Type: (Circle One)

Rezoning

Items Needed:

Location Map 100' surrounding property from the outermost portion of subject property
Surrounding Property Owners 300' from the outermost portion of subject property

Special Exception

Items Needed:

Location Map 100' surrounding property from the outermost portion of subject property
Surrounding Property Owners 300' from the outermost portion of subject property

Variance

Items Needed:

Location Map 100' surrounding property from outermost portion of subject property
Surrounding Property Owners 300' from the outermost portion of subject property

Future Land Use Map Amendment

Items Needed:

Location Map 100' surrounding property from the outermost portion of subject property

Information is provided by the Okeechobee Property Appraisers Office. You may hand deliver this request form or fax it to the following attention:

**Walt Taylor
Okeechobee County Property Appraisers Office
307 NW 5th Avenue
Phone: (863) 763-4422
Fax: (863) 763-4745**

Petition No. _____

**Affidavit Attesting to the Completeness and Accuracy
of the List of Surrounding Property Owners**

I hereby certify under the penalty of law or the revocation of the requested approval sought that to the best of my knowledge and belief, the attached list constitutes the complete and accurate list of the property owners, addresses, and parcel identification numbers of all parcels and tracts within three hundred (300) feet not including intervening streets, alleys, or waterways, of the perimeter of the lands which are subjects of, or are contiguous to but held under the same ownership as, the lands subject to the application for a change in land use or zoning, said list constituting a portion of that application. This affidavit is made based upon an inspection of the tax rolls of the Property Appraiser of Okeechobee County as of _____, _____ and the assertions made to me by members of that Office that the information reviewed constitutes the most recent information available to that office. I therefore attest to this _____ day of _____, _____.

Signature of Applicant

Date

Name of Applicant (printed or typed)

State of Florida
County of Okeechobee

Sworn to and subscribed before me this _____ day of _____, _____.
Personally known to me _____ or produced _____ as
identification and did not take an oath.

Notary Public, State of Florida

Seal: