



Interoffice Memorandum

Received on July 24, 2025
Deadline: August 5, 2025
Publish: August 10, 2025

Date: July 23, 2025

TO: Jennifer Lara-Kilmetz, Deputy Clerk, Comptroller Clerk's Office

THRU: Cheryl Gillespie, Agenda Development Supervisor
Agenda Development Office, BCC

FROM: Susan V. Ussach, P.E., CFM, Deputy Director/County Engineer, Public Works Department

THRU: Matthew Kalus, Senior Project Manager
Development Engineering Division, Public Works Department
Telephone: 407-836-7856
E-mail address: Matthew.Kalus@ocfl.net

RE: **Request for Public Hearing on August 26, 2025**, to consider an ordinance pertaining to plat approval procedures; amending Chapter 34 of the Orange County Code to comply with Chapter 177, Florida Statutes, as amended; and providing an effective date.

Title of Ordinance: **AN ORDINANCE OF ORANGE COUNTY, FLORIDA PERTAINING TO PLAT APPROVAL PROCEDURES; AMENDING CHAPTER 34 OF THE ORANGE COUNTY CODE ("SUBDIVISION REGULATIONS") TO COMPLY WITH CHAPTER 177, FLORIDA STATUTES, AS AMENDED; BY AMENDING SECTION 34-48 ("PLAT APPROVAL AND RECORDING"); AND PROVIDING AN EFFECTIVE DATE.**

Applicant: Staff

Location: All Districts

Estimated time required for public hearing: Five (5) minutes, not to exceed ten (10) minutes.

Hearing controversial: No.

Advertising timeframes: At least 10 days prior to the public hearing.

Hearing by Fla. Statute # or code: Pursuant to Section 125.66 of the Florida Statutes (regular enactment procedure).

Memo to Jennifer Lara-Klimetz
Re: Delegation of Authority Ordinance
August 26, 2025
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Spanish contact person: Para más información acerca de esta vista pública, favor de comunicarse con la División de Ingeniería de Desarrollos (Development Engineering Division) al número 407-836-7921.

Haitian Creole Contact Person: Pou w ka jwenn plis enfomasyon an Kreyol Ayisyen sou reyinyon piblik sa yo oswa sou chanjman kap fet yo, tanpri rele 407-836-3 111.

Materials being submitted as backup for public hearing request:

1. Draft Ordinance
2. Memorandum to the Mayor and Board of County Commissioners

SPECIAL INSTRUCTIONS TO CLERK (IF ANY):

Please return one executed copy of the Ordinance to Julie Alber via email attachment: Julie.Alber@ocfl.net



Interoffice Memorandum

July 23, 2025

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

FROM: Joseph C. Kunkel, P.E., Director, Public Works Department

**CONTACT PERSON: Matthew Kalus, Sr. Project Manager, PSM, PE
Development Engineering Division**

PHONE NUMBER: (407) 836-7974

SUBJ: Revisions to Chapter 34, ("Subdivision Regulations") to comply with Section 177.071, Florida Statutes

This public hearing is to consider approval of an ordinance to amend Chapter 34, ("Subdivision Regulations"), of the Orange County Code to establish an administrative authority to receive, review, process, and approve final plats. This new administrative process is required by Senate Bill 784 (2025), codified within Sections 177.071 and 177.111, Florida Statutes, and which took effect on July 1, 2025. This ordinance will designate the administrative authority as well as provide for administrative approval of the final plat for those developments that have not been the subject of a public hearing. Such plat approval had been previously delegated by statute to the Board of County Commissioners as the governing body.

This Code Revision has been reviewed by the County Attorney's Office and has been found acceptable.

Action Requested: Approval and adoption of an Ordinance Amending Chapter 34 of the Orange County Code ("Subdivision Regulations") to comply with Section 177.071, Florida Statutes ("Administrative Approval of Plats by Designated County or Municipal Official"); Amending Section 34-48 ("Plat Approval and Recording").

JCK/mk

cc: Byron W. Brooks, AICP, County Administrator
Jon V. Weiss, P.E., Deputy County Administrator
Georgiana Holmes, Deputy County Attorney

ORDINANCE NO. 2025-__

AN ORDINANCE OF ORANGE COUNTY, FLORIDA
PERTAINING TO PLAT APPROVAL PROCEDURES;
AMENDING CHAPTER 34 OF THE ORANGE COUNTY
CODE (“SUBDIVISION REGULATIONS”) TO COMPLY
WITH CHAPTER 177, FLORIDA STATUTES, AS
AMENDED; BY AMENDING SECTION 34-48 (“PLAT
APPROVAL AND RECORDING”); AND PROVIDING AN
EFFECTIVE DATE.

WHEREAS, on June 20, 2025, Governor DeSantis signed Senate Bill 784, published as Chapter 2025-164, Laws of Florida, which amends Sections 177.071 and 177.111, Florida Statutes to require counties and municipalities to designate an administrative authority to receive, review, process plat or replat submittals;

WHEREAS, the legislation also requires Florida counties and municipalities to designate responsibility to an administrative official to approve, approve with conditions, or deny plat or replat submittals;

WHEREAS, Chapter 34 of the Orange County Code provides the procedures and requirements for plat approval and recording; and

WHEREAS, the Board finds that it is in the public’s interest to amend Chapter 34 of the Orange County Code to comply with the new requirements of Sections 177.071 and 177.111, Florida Statutes.

**BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF
ORANGE COUNTY:**

Section 1. Amendment to Section 34-48 (“Plat approval and recording”). Section 34-48 is amended to read as follows with additions being shown by underlines and deletions being shown with strike-throughs:

Sec. 34-48. Final ~~P~~plat approval and recording.

(a) The County Engineer shall process a final plat for approval and recording. A final plat shall comply with Section 34-133 and Part I, Chapter 177, Florida Statutes. In the event of any

inconsistency, Florida Statutes shall control. Also, pursuant to section 177.061, Florida Statutes, the final plat shall be signed and sealed by a professional surveyor and mapper licensed in the state of Florida.

(b) For lands located within unincorporated Orange County which have not been the subject of a public hearing before the Board of County Commissioners on a development plan ~~preliminary subdivision plan~~, such as a commercial plat or one lot plat, the Board of County Commissioners hereby delegates to the County Mayor, or designee, the authority to approve such plat, and the final plat shall not be recorded, whether as an independent instrument or by attachment to another instrument entitled to record, unless and until the final plat such plat has been approved by the County Mayor, or designee ~~the Board of County Commissioners at a public meeting.~~

(c) For lands located within unincorporated Orange County which have been the subject of a public hearing before the Board of County Commissioners on a preliminary subdivision plan, subdivision plan, or on a substantial amendment to an approved preliminary subdivision or subdivision plan, the Board of County Commissioners hereby delegates to the County Mayor, or designee, the authority to approve such plat, and the final plat shall not be recorded unless and until it has been approved by the County Mayor, or designee.

Section 2. Effective date. This ordinance shall take effect pursuant to general law.

70 ADOPTED THIS ____ DAY OF _____, 2025.

72 ORANGE COUNTY, FLORIDA
By: Board of County Commissioners

74 _____
76 By: _____
Jerry L. Demings
Orange County Mayor

80 ATTEST: Phil Diamond, CPA, County Comptroller
As Clerk of the Board of County Commissioners

82 By: _____
84 Deputy Clerk

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