



# City of Belle Isle

1600 Nela Avenue, Belle Isle, FL 32809

Tel 407-851-7730 \* Fax 407-240-2222 \* [www.belleislefl.gov](http://www.belleislefl.gov)

## Qualifying Development & Affordable Housing Live Local Act (LLA)

### INSTRUCTIONS FOR APPLICATION

This application is provided to apply to a qualifying affordable housing development in accordance with the Live Local Act (Chapter 2023-17, Laws of Florida).

PLEASE READ THE INSTRUCTIONS THOROUGHLY. A PRE-APPLICATION MEETING is required before the submittal of an LLA application. A City representative for the Planning Department can be reached at (407) 851-7730 or [planner@belleislefl.gov](mailto:planner@belleislefl.gov). The Pre-Application Meeting must include the applicant, the City Planner, and the City Manager.

Upon submission of the appropriate building permit, applicants must notify the City of Belle Isle via email at [planning@belleislefl.gov](mailto:planning@belleislefl.gov), AND [yquiceno@belleislefl.gov](mailto:yquiceno@belleislefl.gov) AND [CobiPermits@teamues.com](mailto:CobiPermits@teamues.com) that they are requesting expedited processing and state the statutory basis entitlement for the request under the Live Local Act. Upon review, the city will grant higher priority to process building permits that qualify under the Act.

- The fee for an LLA Project will be \$2,642.00, plus \$111/acre and a Consultant Deposit of \$5,000.00.

- Minimum Requirements for Application: The complete application, including site plan and tree/topographical/boundary survey.
- Project Narrative, which demonstrates compliance with Section 166.04151(7)(a)-(g), Florida Statutes.
- Owner/Agent Authorization

### SITE PLAN REQUIREMENTS

An application for a Qualifying Development (LLA) on any parcel of land requires the submittal of a Site Plan. The Site Plan must be drawn to an engineer's scale with a ratio such as 1" = 10'.

The Live Local request will be evaluated based on compliance per F.S. 166.04151 and the appropriateness of the site plan based on the requirements of Chapters 50 and 54, Article III, and other applicable land development regulations.

All developments will be reviewed for compliance with all applicable City Codes during building permitting.

### LLA APPLICATIONS AVAILABLE FOR THE FOLLOWING DISTRICTS

Retail Commercial	(C-1)
General Commercial	(C-2)
Wholesale Commercial	(C-3)
Industrial	(I-2)
Professional Office	(P-O)

### LLA LOCAL IMPLEMENTATION

The staff has completed a land allocation analysis, and commercial, industrial, and mixed-use land uses make up 12.9% of the City's land area. Thus, any development under the LLA in the City of Belle Isle must be mixed-use in nature, and single-use multi-family rental projects **will** not qualify for administrative approval under the Act.



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## DESIGN AND DEVELOPMENT STANDARDS FOR MULTI-FAMILY DWELLING

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Belle Isle's maximum permitted density is ten (10) du/acre in the Medium Density Residential future land use category pursuant to section 54-76 for Multiple-Family Dwelling Districts R-3. The development standards for R-3 are outlined in section 54-76(D). The R-3 zoning district development standards apply, except for the height restriction. An application submittal must also meet the Impervious Surface Ratio (ISR) requirements for R-3. Parking requirements are contingent upon whether a proposed project is near a major transit location **so that the City may allow alternative parking requirements.**

Additionally, section 54-1 (f) stipulates that only one principal building is allowed on a lot.

Per the LLA, all qualifying projects must be administratively approved by City Staff and do not require input and approval from the local Planning and Zoning Board or the City Council.

Information on the Belle Isle Land Development Code can be found online at [Library.Municode.Com](http://Library.Municode.Com). The Planning Department can provide assistance accessing the code upon request.



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## REQUIRED SITE PLAN INFORMATION

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1. Scale, date, and north arrow.
2. Legal Description of the property.
3. Site Data Table including gross square footage of the site and project, total impervious coverage, and principal setbacks.
4. Dimensioned location, size, height, and use of all proposed structures.
5. Project units, number of affordable units per area, median income, and affordability period.
6. Label uses of adjacent parcels.
7. Location, dimension, and method of buffering from adjacent uses.
8. Location and method of screening of refuse stations, storage areas and off-street parking and loading areas.
9. Method of stormwater retention.
10. Location, size, and the total amount of green space.
11. Tree table with tree retention and applicable mitigation.
12. The location, width, pavement type, right-of-way name and other related appurtenances of all public rights-of-way adjoining, traversing or proximate to the site.
13. Location and dimensions of proposed project ingress/egress, parking and service areas, including typical parking space dimensions.
14. Vehicle Use Area buffering adjacent to rights of way.
15. Southern Florida Building Code definitions for types of construction proposed and existing.
16. Proposed means of vehicular and pedestrian access from the site(s) within the development to adjacent streets and/or alleys, showing all existing and proposed curb cuts and sidewalks.
17. Building Elevations (4-sided) for each proposed building.
18. Commitment to complete a transportation study prior to issuance of the building permit.
19. Any other information required under the specific site plan districts pertaining to this article or which may be required, when commensurate with the intent and purpose of this Code, by city reviewing staff.
20. An affidavit confirming a 30-year commitment to provide affordable housing and monetary cap on all rent charges including any and all other fees as may be assessed to the occupants of units deemed to be affordable, such that all rents and fees shall not exceed 30% of the gross revenue of all occupants of affordable units; affidavit attesting to agreement and acceptance as to the annual audit requirements by a certified public accounting firm attesting to satisfaction of the such income and total rental fees and affidavit attesting to agreement and understanding that violations of such commitments shall be subject to a fine of no less than \$5,000.00 per day for each violation determined by the annual audit and for each day the annual audit is not received by the city after March 1<sup>st</sup> of every year and affidavit agreement that any such fines shall constitute a lien on said property if not paid to the city within 60 days of receipt of the audit by the city by March 1<sup>st</sup> of every year and agreement to reimburse the city for any legal expenses in the enforcement of these provisions.
21. A statement indicating the petitioners' commitment to comply with specific chapters of the City Code applicable to the project (i.e., tree and landscaping, fire, etc.) at the time of permitting.
22. Compliance with all land development regulations applicable to the zoning district in which the project is proposed, except only as otherwise preempted by the Live Local Act with respect to height.



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## REQUIRED GENERAL INFORMATION

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- a. Project Narrative. The application shall contain a narrative that demonstrates compliance with section 166.04151(7)(a)- (g), Florida Statutes.
- b. Affidavit of Commitment and Restrictive Covenants. As a condition of approval and prior to any site or building permits for the project being requested or obtained, the applicant (and the property owner, if different from the applicant) must execute and have recorded in the public records of Orange County, Florida, an Affidavit of Commitment and Restrictive Covenants. Such Affidavit of Commitment and Restrictive Covenants shall (i) have terms acceptable to the city, (ii) run with and be binding upon the land for no less than thirty (30) years from the issuance of a certificate of occupancy for the last principal structure of the project (iii) be enforceable by the city; (iv) detail the affordable housing and project conditions and restrictions required by this section, the Live Local Act and on the approval of the project; (v) provide for monitoring, and compliance requirements; and (vi) provide for the city's enforcement remedies. Mortgage holders will be required to execute and record a subordination of their lien interest to such Affidavit of Commitment and Restrictive Covenants prior to or simultaneously with the recording of the Affidavit of Commitment and Restrictive Covenants. The city will provide the monitoring and compliance forms upon submittal of the application, deemed complete and sufficient.
- c. Equivalent Treatment of all Dwelling Unit Requirements. As a condition of approval prior to any site or building permits for the project being requested or obtained, such project must demonstrate and commit that all affordable dwelling units and market rate dwelling units shall be located within the same structure. All common areas and amenities shall be accessible and available to all residents (both affordable and market-rate dwelling units). Access to the required affordable dwelling units shall be provided through the same principal entrance(s) utilized by all other dwelling units in the development. In addition, the sizes and number of bedrooms in the affordable dwelling units shall be proportional to the square footage and number of bedrooms in the market rate dwelling units (e.g., for the number of bedrooms, if 25 percent of the market rate dwelling units consist of two bedrooms, then 25 percent of the affordable dwelling units shall also have two bedrooms.)
- d. Agent Authorization. An affidavit with the property owner's notarized authorization.
- e. Timeframe for Review and Issuance of Approval: Upon receipt of a complete application, the city will complete its review and respond in sixty (60) days from receipt of such materials as required by this subsection.
- f. Fee: The fee for a qualifying development will be \$2642.00 plus \$111/acre or portion thereof or as otherwise amended within the adopted Fee Schedule from time to time by the City Commission at a public hearing **plus a \$5,000 consulting fee deposit.**
- g. Duration of Approval: An approval received through this process shall be effective for three (3) months from the approval date. The application process and certification of compliance with the Live Local Act shall begin again if the city has not issued a building permit within six (6) months of approval under this section.



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## PROPOSED IMPROVEMENTS ON EXISTING SITE (CONCEPTUAL PLAN)

- Name, location, and width of existing street and alley rights-of-way adjacent to the site.
- Width of existing pavement on all streets and alleys adjacent to the site.
- Location, width, and type of all easements adjacent to the site.
- Clearly show the property boundaries of the parcel(s) involved **with the project proposal**.
- Location, size, height, and use of all proposed additions and/or new buildings.
- Existing and proposed building setbacks.
- The location and dimensions of existing and proposed driveways and parking areas include typical parking spaces.
- Existing and proposed parking lot landscaping.
- Approximate location and size of significant natural features such as trees, lakes, etc.
- Existing and proposed buffering from adjacent uses.
- Show the conceptual layout of the proposed retention system.

Folio #:	Multi-family greenspace provided:
Property Address:	Multi-family greenspace required:
Property Area SF:	Parking Required:
Future Land Use:	Parking Provided:
Existing Zoning District:	Maximum number of proposed dwelling units:
Proposed Use:	<b>Locations of VUA:</b>
Building Setbacks: north, south, west, and east.	VUA greenspace required:
Max. Building Height:	VUA greenspace provided:
Total Building Area:	



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## Property Owner's Information

Name(s): \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

## Applicant's Information

Name(s): \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

## Contact for all related Correspondence (if different than the applicant):

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_.

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## Application Certification

Application/site plan is sufficient: \_\_\_\_\_

Affordable Housing Requirement of the LLA met? Yes \_\_\_ No \_\_\_ Percentage of Affordable Housing \_\_\_\_\_

If a mixed-use development, the percentage of square feet dedicated to affordable housing \_\_\_\_\_ and the percentage of square feet dedicated to non-residential development \_\_\_\_\_.

Is the legal description correct and complete? Yes \_\_\_ No \_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_



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Multiple authorizations may be necessary if there is more than one property owner.

APPLICATION/RECORD NUMBER: \_\_\_\_\_

PROPERTY (LOCATION) ADDRESS(ES): \_\_\_\_\_

FOLIO NUMBER(S): \_\_\_\_\_

“That I am (we are) the owner(s) and record title holder(s) of the property noted herein”

Property Owner’s Name(s): \_\_\_\_\_

*\* “That this property constitutes the subject of an application for LIVE LOCAL ACT (LLA) (qualifying affordable housing development in accordance with the Live Local Act (Chapter 2023-17, Laws of Florida)”.*

I, THE UNDERSIGNED OWNER, HEREBY CERTIFY THAT ALL INFORMATION ON THIS APPLICATION IS TRUE AND COMPLETE AND HEREBY AUTHORIZE AND ALLOW REPRESENTATIVES OF THE CITY TO ACCESS THE PROPERTY UNDERGOING REVIEW FOR THE ABOVE-REFERENCED REQUEST. IF MY PROPERTY IS GATED, I WILL PROVIDE ACCESS TO THE PROPERTY UPON REQUEST FROM THE CITY. I ALSO CONSENT TO THE POSTING OF A SIGN ON MY PROPERTY IF THERE IS A THIRD-PARTY SUBMITTAL OF A PETITION FOR REVIEW.

"That this affidavit has been executed to induce the City of Belle Isle, Florida, to consider and act on the above-described application and that the undersigned has(have) appointed and does(do) appoint the agent(s) stated herein as his/her(their) agent(s) solely to execute any application(s) or other documentation necessary to affect such application(s)" (if applicable).

AGENT’S/FIRM NAME: \_\_\_\_\_

The undersigned authorizes the above agent/ firm (s) to represent me (us) and act as my (our) agent(s) at any public hearing on this matter (if applicable).

The undersigned authorizes the above agent(s) to agree to any conditions necessary to effectuate this application. Both owner and agent must sign and have their names notarized.



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<p>STATE of FLORIDA</p> <p>COUNTY of _____</p> <p>Sworn to (or affirmed) and subscribed before me by means of physical present or online notarization, this ____ day of, 202____, by _____</p> <p>_____</p> <p>Printed Name (Owner) Signature</p> <p>_____</p> <p>Signature and Stamp of Notary Public</p> <p>Personally known or produced identification: Type of identification _____</p>	<p>STATE of FLORIDA</p> <p>COUNTY of _____</p> <p>Sworn to (or affirmed) and subscribed before me by means of physical present or online notarization, this ____ day of, 202____, by _____</p> <p>_____</p> <p>Printed Name (Owner) Signature</p> <p>_____</p> <p>Signature and Stamp of Notary Public</p> <p>Personally known or produced identification: Type of identification _____</p>
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**LEGAL DESCRIPTION (USE SEPARATE SHEET IF NEEDED)  
MUST BE TYPED – DO NOT ABBREVIATE**





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