



Orange County Green PLACE Land Acquisition Process

1. Submit a completed *Request for Parcel Evaluation form*:
 - Completed Request for Evaluation Form
 - Property Owner(s) information and signatures
 - Authorized Agent Information and signatures (if applicable)
 - Current aerial photograph with the property boundary highlighted (<http://ocpaf.org>)
2. Submissions can be emailed to GreenPLACE@ocfl.net or mailed to the Orange County Environmental Protection Division (EPD) Office, % Beth Jackson, 3165 McCrory Place, Suite 200, Orlando Florida 32803.
3. Upon receipt of the submission, EPD will assign a tracking number (Green PLACE Tracking Number: Year-Parcel Evaluation- Tracking Number) (i.e. 2021-PE-001, 002 etc.). This number will be entered into the Parcel Evaluation Matrix Spreadsheet.
4. EPD will send an acknowledgement letter that the request has been received and will provide the EPD tracking number.
5. Once all of the above has been completed, EPD staff will conduct an evaluation of the parcels utilizing the Parcel Evaluation Matrix and Companion Guide to determine a ranking for the proposed properties of High, Medium or Low. These rankings are based on the score determined through the evaluation process. The criteria utilized can be found in Orange County Administrative Regulation 11.07.01. If it is determined that a site visit is required to further evaluate the parcel(s), a site visit with the applicant and/or their Authorized Agent to review the site may be scheduled.
6. Within 6 months from the date the completed request was received, EPD will send the requestor and their Authorized Agent a letter that provides the results of the evaluation.
7. If Orange County determines that they will proceed with the acquisition process, a Standard Real Estate Work Request form will be submitted to the Orange County Real Estate Management Division (REM). REM will coordinate directly with the property owner(s) and/or authorized agent(s). REM will follow Administrative Regulation 6.05.02.