



SEMINOLE COUNTY PLANNING & DEVELOPMENT DIVISION
1101 EAST FIRST STREET, ROOM 2028, SANFORD, FLORIDA 32771
TELEPHONE (407) 665-7441 FAX (407) 665-7385
www.seminolecountyfl.us

WHAT IS THE PURPOSE OF A TEMPORARY PACKAGE STORAGE PERMIT?

Section 30.1378(2) of the Land Development Code allows for temporary package storage use in accordance with the following:

This regulation allows the installation of temporary storage facilities to facilitate delivery of parcels within residential zoning districts during a period of time commencing on November 30th and terminating on December 31st of each calendar year. This activity is temporary in nature and will not adversely impact the surrounding area and land uses, and will be terminated and removed immediately upon expiration of the temporary permit.

Email plandesk@seminolecountyfl.gov for more information

Application fee: \$100.00 per POD (Changes to request after approval requires payment of original fee)



SEMINOLE COUNTY GROWTH MANAGEMENT
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APPLICATION FOR A TEMPORARY PACKAGE STORAGE PERMIT

Applications for a Temporary Package Storage Permit shall include a site plan. No application will be reviewed until a complete application (including all information requested below) has been received by the Planning & Development Division. HANDICAP PARKING SPACES shall **not** be covered.

	PROPERTY OWNER	AUTHORIZED AGENT*
NAME		
ADDRESS		
PHONE 1		
PHONE 2		

PROJECT INFORMATION	
PROJECT NAME	
SITE ADDRESS	
CURRENT USE	
DESCRIPTION OF EVENT	
GENERAL LOCATION	
PROPERTY ID NUMBER(S)	
SIZE OF PROPERTY	acres
DATE(S) OF EVENT	
TYPE OF EVENT	
HOURS OF EVENT	
NUMBER OF ATTENDEES	per day
<input type="checkbox"/>	ALL APPLICATIONS for a Temporary Package Storage Permit must include an <u>8.5 X 11 site plan</u> showing the location of all proposed structures.

By my signature hereto, I do hereby certify that the information contained in this application is true and correct to the best of my knowledge, and understand that deliberate misrepresentation of such information will be grounds for denial or reversal of this application and/or revocation of any approval based upon this application. I also represent that I have the lawful right and authority to file this application.

SIGNATURE OF AUTHORIZED APPLICANT*

DATE

* Proof of owner's authorization is required with submittal if signed by agent.

CONDITIONS FOR TEMPORARY PACKAGE STORAGE

The following conditions must be met in order to be eligible to receive a Temporary Package Storage Permit:

1. No structure of a permanent nature shall be constructed.
2. Removal of all temporary structures shall be guaranteed in writing and such structures shall be subsequently removed.
3. Outside of residential subdivisions, the temporary structure may be placed in commercial parking lots. Written approval of the owner of the site shall be obtained and provided to the County. This approval shall identify the site address, owner's name, owner's mailing address, owner's telephone number, owner's acknowledgment of proposed activity, and dates activity is to operate.
4. Within residential areas, the temporary structure shall be located only within subdivisions containing an active Homeowners Association (HOA) and may be placed only in HOA Common Areas. Written approval from the HOA identifying the site and acknowledging the proposed activity shall be obtained and provided to the County.
5. No structure shall be located in a public right-of-way.
6. Adequate stabilized area with a minimum of 13'6" unobstructed height, shall be provided for trailer off-loading of packages. This area shall not block handicapped accessible areas.
7. Removal of all signs, trash, or debris from the site and the immediate vicinity, upon termination of the activity shall be guaranteed in writing, and subsequently accomplished.
8. A separate temporary package storage permit shall be required for each lot or parcel to be used as a temporary storage facility.
9. No more than one (1) such temporary package storage permit shall be issued for the same lot or parcel during a single calendar year.
10. The applicant shall submit a site plan of the site identifying the location with ingress and egress of the temporary storage facility. Adequate ingress and egress shall be safe and provided in such a manner that the normal traffic pattern is not disrupted.
11. Delivery of parcels via golf carts, low-speed vehicles, and utility vehicles shall comply with all applicable traffic regulations and shall occur in accordance with the provisions in Section 316.2126, paragraphs 3(b) and 3(c), Florida Statutes.

12. Delivery times shall be limited to 8 a.m. through 6 p.m.
13. Delivery vehicles shall not travel on sidewalks or on private property other than that of a delivery recipient or on the tract or parcel of land for which a Temporary Package Storage Permit has been issued.
14. Delivery vehicles shall be equipped with brake lights, tail lights, turn signals, seat belts, and horns.
15. The rear of all trailers must be equipped with lights or reflectors.
16. All packages must be properly secured at all times, both within the temporary storage facility and an enclosed trailer during delivery, so that they may not be accessed by the public and do not fall off the trailer or delivery vehicle and create a safety hazard. Handcarts used to transport packages from a delivery vehicle to a residence shall be securely attached to the delivery vehicle when not in use.
17. Adequate delineated and stabilized parking for the activity must be provided on-site and shown on a site plan. Delivery vehicles, including golf carts and utility or other low speed vehicles, shall not block traffic when loading, unloading, or delivering packages.
18. The temporary storage facility shall have a maximum length of 20 feet and shall be subject to the minimum setbacks of the zoning district in which it is located.
19. The temporary package storage facility shall be securely placed on the ground and anchored as required by the Building Division. At no time shall fuel for delivery vehicles be stored inside or near the temporary storage facility.
20. All seasonal delivery drivers operating under the terms of a Temporary Package Storage Permit shall be subject to background checks consistent with those applied to permanent employees of the permit applicant. The applicant shall provide adequate driver training to all seasonal delivery drivers operating under the terms of a Temporary Package Storage Permit. A notarized affidavit confirming background checks and adequate driver training shall be submitted with the permit application.
21. Additional conditions may be required as deemed necessary by the Planning & Development Manager for any temporary package storage activity.

SEMINOLE COUNTY APPLICANT AUTHORIZATION FORM

An authorized applicant is defined as:

- The property owner of record; or
- An agent of said property owner (power of attorney to represent and bind the property owner must be submitted with the application); or
- Contract purchaser (a copy of a fully executed sales contract must be submitted with the application containing a clause or clauses allowing an application to be filed).

I, _____, the owner of record for the following described property

(Legal Description or Tax/Parcel ID Number) _____

hereby affirms that _____ is hereby designated to act as my

authorized agent for the filing of the attached application for a: **(CHECK ONE)**

<input type="checkbox"/>	Arbor Permit	<input type="checkbox"/>	Special Exception	<input type="checkbox"/>	Temporary Use Permit	<input type="checkbox"/>	Variance
<input type="checkbox"/>	Development Plan	<input type="checkbox"/>	Special Event Permit	<input type="checkbox"/>	Vacate	<input type="checkbox"/>	OTHER

and make binding statements and commitments regarding the request. I certify that I have examined the attached application and that all statements and diagrams submitted are true and accurate to the best of my knowledge. Further, I understand that this application, attachments and fees become part of the Official Records of Seminole County, Florida and are not returnable.

DATE

Owner's Signature

Owner's Name

STATE OF FLORIDA
COUNTY OF _____

SWORN TO AND SUBSCRIBED before me, an officer duly authorized in the State of Florida to take acknowledgements, personally appeared _____, who is personally known to me or who has produced a _____ as identification and who executed the foregoing instrument and sworn an oath on this _____ day of _____, 20_____.

NOTARY PUBLIC