

Fee: \$1,000.00

Application # _____
Meeting Date _____



SEMINOLE COUNTY
PLANNING & DEVELOPMENT DIVISION
1101 EAST FIRST STREET ROOM 2028
SANFORD, FL 32771
(407) 665-7441 PHONE (407) 665-7385 FAX

APPLICATION FOR AN APPEAL ADMINISTRATIVE DECISION TO BOA OR BCC
Including decisions of the Manager, Director, or DRC

PROPERTY OWNER / APPLICANT *(If you are not the owner please provide a letter of authorization from the owner)*

Name: _____
Address: _____ City: _____ Zip code: _____
Project Address: _____ City: _____ Zip code: _____
Tax Parcel Number: _____
Contact Number(s): _____
Email Address: _____

A letter stating the basis of the appeal from the Planning and Development Division Manager's Decision is required.

NO APPLICATION WILL BE ACCEPTED AND/OR SCHEDULED unless all of the information in the Appeal application and submittal checklist is provided to the Planning & Development Division.

Signed: _____

FOR OFFICE USE ONLY

Date Submitted: _____ Reviewed By: _____
Tax parcel number: _____ Zoning/FLU _____
 Application Fee
 Application and checklist complete
Notes: _____

SUBMITTAL CHECKLIST (submittal requirements vary based upon the decision being appealed)

Please return this checklist with your application!

<p>After the application is reviewed by staff for completeness, any items required that were not provided at the time of the application will be check marked below. These must be provided prior to scheduling of the Board of Adjustment hearing.</p>	
	<p>1. Completed application along with a letter stating the basis of the appeal from the Planning Manager’s decision.</p>
	<p>2. Provide a legible 8 ½ x 11 inch site plan with the following information</p> <p>NOTE: Please use your property survey for your site plan, if available.</p> <p>See the attached site plan as an example of the information needed; please draw to scale and note the scale used on the plan.</p>
	<ul style="list-style-type: none"> o Please start with a clean survey (ex: white out old approval stamps)
	<ul style="list-style-type: none"> o Size and dimension of the parcel
	<ul style="list-style-type: none"> o Location and name of all abutting streets
	<ul style="list-style-type: none"> o Location of driveways
	<ul style="list-style-type: none"> o Location, size and type of any septic systems, drainfield and wells
	<ul style="list-style-type: none"> o Location of all easements
	<ul style="list-style-type: none"> o Existing or proposed house <u>or</u> addition (Label existing, label proposed, and include square footage and dimensions of each)
	<ul style="list-style-type: none"> o Existing and/or proposed buildings, structures and improvements (Label existing, label proposed, and include square footage and dimension of each)
	<ul style="list-style-type: none"> o Building height
	<ul style="list-style-type: none"> o Setbacks from each building to the property lines
	<ul style="list-style-type: none"> o Location of proposed fence(s)
	<ul style="list-style-type: none"> o Identification of available utilities (ex: water, sewer, well or septic)
	<p>3. Attach additional information and supporting documents.</p>