



SEMINOLE COUNTY PLANNING & DEVELOPMENT DIVISION
1101 EAST FIRST STREET, ROOM 2028 SANFORD, FLORIDA 32771
PLANDESK@SEMINOLECOUNTYFL.GOV
TELEPHONE: (407) 665-7371

MOBILE HOME SPECIAL EXCEPTION & LIMITED USE PERMIT

PURPOSE

The purpose of this application is to facilitate the placement of mobile homes either via special exception for zoning districts, which list the use as a special exception listed in Seminole County's Land Development Code, or limited use permits for the temporary placement of mobile homes or recreational vehicles (hereinafter RVs) for the permitted uses listed in Seminole County's Land Development Code. The application will not be processed unless/until a complete application has been received. The application will not be routed to a project manager for review/comment until the application fee has been paid. The fees are outlined on the application.

PROCESS

Once the complete application (along with required attachments) is received, it will be assigned a project number, processed, and paid for, it will be routed to the appropriate project manager for review. The project manager will review the project and provide comments via e-mail. Once all comments and conditions have been met, the permit will be issued and emailed to the applicant. The property owner is responsible for reviewing and understanding the terms of the special exception or the limited use permits, such as use requirements, expiration dates, hardship requirements, etc.

REQUIRED ATTACHMENTS

- APPLICATION
- APPLICATION FEE (TO BE PAID WITH PAPER SUBMITTAL IN PERSON OR MAIL OR PAID BY LINK IF SUBMITTED VIA EMAIL)
- OWNERSHIP DISCLOSURE FORM (ADD'L DOCUMENTATION REQUIRED IF OWNER IS A TRUST OR CORPORATION)
- OWNER'S AUTHORIZATION FORM, IF APPLICABLE (ADD'L DOCUMENTATION REQUIRED IF OWNER IS A TRUST OR CORP.)
- MOBILE HOME SPECS/RV INFORMATION (FLOOR PLAN, ROOF, SIDING, SKIRTING, SCREENING, MODEL, YEAR, ETC.)
- FLOOD PRONE MAP: Can be obtained at [FEMA's National Flood Hazard Layer \(NFHL\) Viewer](#)
- SURVEY/SITE PLAN (SEE SAMPLE SITE PLAN FOR DETAILS)
- CONCURRENCY APPLICATION OR DEFERRAL AFFIDAVIT AND FEE, IF APPLICABLE (SEE COUNTY WEBSITE FOR MORE INFO)
- SCHOOL IMPACT ANALYSIS, IF APPLICABLE (CONTACT SCHOOL BOARD FOR APPLICATION)
- HARDSHIP DOCUMENTATION, IF APPLICABLE

DELIVERY METHODS

Completed forms and all above required attachments may be sent via:

- **E-mail:** plandesk@seminolecountyfl.gov
- **Hand delivery:** Seminole County Planning & Development Division, West Wing, Second Floor, Room 2028, 1101 East First Street, Sanford, Florida 32771
- **Mail:** Seminole County Planning & Development Division, 1101 East First Street, Sanford, Florida 32771

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED



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PROJ #: _____

BM #: _____

MEETING: _____

MOBILE HOME SPECIAL EXCEPTION & LIMITED USE PERMIT

APPLICATION WILL NOT BE ACCEPTED UNLESS ALL REQUIRED DOCUMENTS ARE SUBMITTED

APPLICATION TYPE/FEE (SELECT ONE)

SPECIAL EXCEPTION \$500.00	<input type="checkbox"/> NEW/REPLACEMENT MOBILE HOME IN A-1 <input type="checkbox"/> RENEWAL OF EXPIRED EXISTING MOBILE HOME IN A-1
LIMITED USE PERMIT \$300.00	<input type="checkbox"/> TEMPORARY MOBILE HOME OR RV WHILE HOME IS UNDER CONSTRUCTION IN A-1, A-3, A-5 OR A-10 <input type="checkbox"/> EXISTING MOBILE HOME OR <input type="checkbox"/> TO BE PLACED UPON ISSUANCE OF LIMITED USE PERMIT <input type="checkbox"/> TEMPORARY MOBILE HOME OR RV FOR ILL RELATIVE/NURSE IN A-1, A-3, A-5 OR A-10 <input type="checkbox"/> TEMPORARY MOBILE HOME OR RV FOR NIGHT WATCHMAN (NON RES.) IN A-1, A-3, A-5 OR A-10 <input type="checkbox"/> TEMPORARY MOBILE HOME OR RV FOR RELATIVE W/ HARDSHIP IN A-1, A-3, A-5 OR A-10

PROPERTY	
PARCEL ID #:	
ADDRESS:	
TOTAL ACREAGE:	BCC DISTRICT:
WATER PROVIDER:	SEWER PROVIDER:
ZONING:	FUTURE LAND USE:
YEAR OF MOBILE HOME/RV:	SIZE OF MOBILE HOME/RV:

OWNER		
NAME:	COMPANY:	
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	

APPLICANT/CONSULTANT		
NAME:	COMPANY:	
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	

 SIGNATURE OF OWNER/AUTHORIZED AGENT

 DATE

**SEMINOLE COUNTY
APPLICATION & AFFIDAVIT**

Ownership Disclosure Form

The owner of the real property associated with this application is a/an (check one):

- Individual
 Corporation
 Land Trust
 Limited Liability Company
 Partnership
 Other (describe): _____

1. List all **natural persons** who have an ownership interest in the property, which is the subject matter of this petition, by name and address.

NAME	ADDRESS	PHONE NUMBER

(Use additional sheets for more space)

2. For each **corporation**, list the name, address, and title of each officer; the name and address of each director of the corporation; and the name and address of each shareholder who owns two percent (2%) or more of the stock of the corporation. Shareholders need not be disclosed if a corporation's stock are traded publicly on any national stock exchange.

NAME	TITLE OR OFFICE	ADDRESS	% OF INTEREST

(Use additional sheets for more space)

3. In the case of a **trust**, list the name and address of each trustee and the name and address of the beneficiaries of the trust and the percentage of interest of each beneficiary. If any trustee or beneficiary of a trust is a corporation, please provide the information required in paragraph 2 above:

Trust Name: _____

NAME	TRUSTEE OR BENEFICIARY	ADDRESS	% OF INTEREST

(Use additional sheets for more space)

4. For **partnerships**, including limited partnerships, list the name and address of each principal in the partnership, including general or limited partners. If any partner is a corporation, please provide the information required in paragraph 2 above.

NAME	ADDRESS	% OF INTEREST

(Use additional sheets for more space)

5. For each **limited liability company**, list the name, address, and title of each manager or managing member; and the name and address of each additional member with two percent (2%) or more membership interest. If any member with two percent (2%) or more membership interest, manager, or managing member is a corporation, trust or partnership, please provide the information required in paragraphs 2, 3 and/or 4 above.

Name of LLC: _____

NAME	TITLE	ADDRESS	% OF INTEREST

(Use additional sheets for more space)

6. In the circumstances of a **contract for purchase**, list the name and address of each contract purchaser. If the purchaser is a corporation, trust, partnership, or LLC, provide the information required for those entities in paragraphs 2, 3, 4 and/or 5 above.

Name of Purchaser: _____

NAME	ADDRESS	% OF INTEREST

(Use additional sheets for more space)

Date of Contract: _____

Specify any contingency clause related to the outcome for consideration of the application: _____

7. As to any type of owner referred to above, a change of ownership occurring subsequent to this application, shall be disclosed in writing to the Planning and Development Director prior to the date of the public hearing on the application.
8. I affirm that the above representations are true and are based upon my personal knowledge and belief after all reasonable inquiry. I understand that any failure to make mandated disclosures is grounds for the subject Rezone, Future Land Use Amendment, Special Exception, or Variance involved with this Application to become void. I certify that I am legally authorized to execute this Application and Affidavit and to bind the Applicant to the disclosures herein:

Date

Owner, Agent, Applicant Signature

**STATE OF FLORIDA
COUNTY OF SEMINOLE**

Sworn to and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____, who is personally known to me, or has produced _____ as identification.

Signature of Notary Public

Print, Type or Stamp Name of Notary Public

OWNER 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 purchase (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 (*Tax/Parcel ID Number*) _____ hereby designates _____ to act as my authorized agent for the filing of the attached application(s) for:

<input type="checkbox"/> Arbor Permit	<input type="checkbox"/> Construction Revision	<input type="checkbox"/> Final Engineering	<input type="checkbox"/> Final Plat
<input type="checkbox"/> Future Land Use	<input type="checkbox"/> Lot Split/Reconfiguration	<input type="checkbox"/> Minor Plat	<input type="checkbox"/> Special Event
<input type="checkbox"/> Preliminary Sub. Plan	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Special Exception	<input type="checkbox"/> Rezone
<input type="checkbox"/> Vacate	<input type="checkbox"/> Variance	<input type="checkbox"/> Temporary Use	<input type="checkbox"/> Other (please list):

OTHER: _____

and make binding statements and commitments regarding the request(s). I certify that I have examined the attached application(s) 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

Property Owner's Signature

Property Owner's Printed Name

STATE OF FLORIDA
COUNTY OF _____

SWORN TO AND SUBSCRIBED before me, an officer duly authorized in the State of Florida to take acknowledgements, appeared _____ (*property owner*),
 by means of physical presence or online notarization; and who is personally known to me or who has produced _____ as identification, and who executed the foregoing instrument and sworn an oath on this _____ day of _____, 20____.

Notary Public



SAMPLE SITE PLAN FOR A MOBILE HOME SPECIAL EXCEPTION

OR

LIMITED USE PERMIT

One 8 1/2" x 11" site plan (please draw to scale) is required. The application may be delayed if all required information is not included on the site plan:

- 1 Size and dimension of the parcel
- 2 Location and name of all abutting streets
- 3 Location of driveways
- 4 Location, size and type of any septic systems, drainfields and wells
- 5 Location of all easements
- 6 Existing house structures
- 7 Existing buildings, structures and (Label them accordingly)
- 8 Proposed RV/Mobile Home
- 9 Setbacks from each building to the property lines
- 10 Location of existing & proposed fences
- 11 Identification of available utilities (e.g. Water, sewer, well or septic)

