



SEMINOLE COUNTY PLANNING & DEVELOPMENT DIVISION
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FINAL ENGINEERING SUBDIVISION PROCESS

The Growth Management, Planning & Development Division review system has been established to ensure development requests are processed with a minimum amount of delay, and applicants are kept advised as to the status of their project by providing a line of communication to the various County staff members who are involved in reviewing the plans.

All development requests are submitted to the **Planning & Development Division** located on the **Second Floor** of the **Seminole County Services Building, 1101 East First Street, Sanford, FL 32771**. If the application and plans are complete, and allowing for sufficient review time, the project will be scheduled for the next available Development Review Committee (DRC) staff meeting. This is typically the third or fourth Wednesday following the date of submission. The County requires a minimum of three weeks to review the initial submittal. *Note: Site plans consisting of less than 2,500 square feet of new impervious area will not be scheduled for a formal DRC meeting, but routed for staff review only.*

The Development Review Committee meeting is attended by staff from several County Departments and Divisions that have the responsibility for reviewing development proposals. This may include representatives from the Planning & Development Division, Health Department, School Board, the Sheriff's Office, Public Works, Building & Fire Prevention, and Environmental Services. Staff comments pertaining to each project will be available to applicants at least one day prior to the meeting. These comments are sent to the applicant and/or consultants listed on the project's application.

At the DRC meeting, each project is assigned a time slot on the agenda, and the applicant is allotted time to review the staff comments and ask any questions they may have. Although this meeting is not intended to be a work session, staff will be available to provide guidance to the applicant as to what changes, if any, will be needed to bring the project into compliance with all County codes. At the conclusion of each project review, the applicant is advised that (1) that the project has received DRC approval and how to obtain necessary construction permits, or (2) the project was not approved, but only minor revisions are required in which case the project should be resubmitted for staff review only, no formal DRC meeting required, or (3) the project was not approved

and as major modifications are required, another DRC meeting will be scheduled after revised plans are submitted.

Projects which need to be resubmitted for full DRC staff review will comply with the same submittal deadlines as the original submittal whereas projects which only need staff review may be submitted at any time and the staff will complete their review within ten (10) working days. In order to assure accurate tracking of plans, all submittals or re-submittals must be submitted through the Planning & Development Division.

Permit applications for model homes in an approved single family subdivision will not be accepted until the Planning & Development Division Manager has determined that safe and adequate access is provided to each model home site and that adequate fire suppression systems are in place and functional.

Once the final subdivision engineering plans or the site plan are approved by the Planning & Development Division, the staff will notify the applicant in writing. At that time, a pre-construction conference may be scheduled for the project. At the pre-construction meeting the applicant and the applicant's contractor will receive instructions on permitting and copies of the approved plans.

Information regarding the status of any project in the Planning & Development Division review process may be obtained by calling our office at (407) 665-7441. Telephone numbers of County staff reviewing the plans are provided at the end of the staff comments. Those individual staff members may be contacted regarding questions about any comment they made.