



SEMINOLE COUNTY PLANNING & DEVELOPMENT DIVISION
1101 EAST FIRST STREET, ROOM 2028, SANFORD, FLORIDA 32771
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PLAT 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, the County requires a minimum of three weeks to review the initial submittal. *Note: Projects consisting of four residential lots or less, or two non-residential lots or less are minor plats and are subject to a similar review process as final plats, but the submittal requirements are different. Please see the Minor Plat application for details.*

Staff comments are sent to the applicant and/or consultants listed on the project's application. County Surveyor comments are sent under separate cover. Once the plat is certified by the County Surveyor and all applicable bonds have been placed, approval of the plat will be scheduled for the next available Board of County Commissioners meeting. The Board of County Commissioners usually meet the second and fourth Tuesdays of every month. Plats are placed on the consent agenda which is normally considered in the morning session by the Commission.

After the County Commission approves the plat, staff will obtain the Chairman's signature and schedule an appointment to meet the applicant at the County Courthouse to record the plat and any ancillary documents. All recording fees are paid by the applicant.

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.