

Fee: \$185.00

Application # _____
Meeting Date _____



APPLICATION FOR AN APPEAL FROM DECISION OF THE PLANNING MANAGER

SEMINOLE COUNTY PLANNING DIVISION ROOM 2201
1101 East First Street Sanford FL 32771 (407) 665-7444

PROPERTY OWNER / APPLICANT

Name: _____
Address: _____ City: _____ Zip code: _____
Project Address: _____ City: _____ Zip code: _____
Contact number(s): _____
Email address: _____
Parcel ID number: _____

Is the property available for inspection without an appointment? Yes No

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

NO APPLICATION WILL BE ACCEPTED AND/OR SCHEDULED unless all of the information in the application and submittal checklist are provided to the planning 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>