



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

PROJ. #: \_\_\_\_\_

**ADMINISTRATIVE ADJUSTMENT**

**APPLICATION TYPE/FEE**

- Administrative Adjustment NOT Requiring BCC Approval** (less than 15% Adjustment) \$300.00
- Administrative Adjustment Requiring BCC Approval** (greater than 15% Adjustment) \$500.00

**PROJECT**

PROJECT NAME:			
PARCEL ID #(S):			
SUMMARY OF ADJUSTMENT:			
ZONING:	FUTURE LAND USE:	TOTAL ACREAGE:	BCC DISTRICT:

**APPLICANT**

**EPLAN PRIVILEGES:** VIEW ONLY  UPLOAD  NONE

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

**CONSULTANT**

**EPLAN PRIVILEGES:** VIEW ONLY  UPLOAD  NONE

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

\_\_\_\_\_  
 SIGNATURE OF OWNER/AUTHORIZED AGENT

\_\_\_\_\_  
 DATE

## ATTACHMENT CHECKLIST

### HARDCOPY SUBMITTAL

- APPLICATION
- APPLICATION FEE

### E-PLAN UPLOAD

- WRITTEN JUSTIFICATION STATEMENT ADDRESSING REVIEW CRITERIA FOR LDCSC 5.19(d)(1)-(6)
- A TABLE SHOWING EACH ADJUSTMENT W/ THE LDC SECTIONS, REQUIRED & REQUESTED DIMENSIONS AND PERCENTAGE(S)
- SITE PLAN SHOWING AREA(S) ADJUSTED (FOR SIGNAGE COPY AREA ADJUSTMENTS, INCLUDE DIMENSIONED RENDERINGS)