



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

PRE-APPLICATION

PURPOSE

The pre-application process is an informal exchange of ideas and information in response to concept development plans provided by the applicant to help the applicant determine the next steps of the development proposal. The information provided by Seminole County does not constitute a waiver of any requirements contained in the County's Land Development Code. <http://seminolecountyfl.gov/guide/codes.aspx>

PROCESS

Once the pre-application is received, it will be assigned a project number, processed and routed out to various departments for review. The Project Manager and other applicable departments will review the project and provide comments via e-mail. The Project Manager may request a pre-application meeting, which will be held during the Development Review Committee (DRC) meeting on Wednesday mornings. If a meeting is necessary, the applicant will be advised via e-mail of their scheduled meeting date and time.

REQUIRED ATTACHMENTS

- Detailed narrative
- Site map of existing conditions
- Site sketch of proposal

DELIVERY METHODS

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

- **E-mail:** devrevdesk@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

**PRE-APPLICATIONS WILL NOT BE ACCEPTED
WITHOUT A PROPOSED DEVELOPMENT**



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PROJ. #: _____

PM: _____

REC'D: _____

PRE-APPLICATION

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

PROJECT

PROJECT NAME:	
PARCEL ID #(S):	
EXISTING USE(S):	PROPOSED USE(S):
TOTAL ACREAGE:	BCC DISTRICT:
ZONING:	FUTURE LAND USE:

APPLICANT

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

CONSULTANT

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

REVIEW TYPE(S)

<input type="checkbox"/> REZONE	CURRENT: _____ PROPOSED: _____	<input type="checkbox"/> SITE PLAN
<input type="checkbox"/> LAND USE AMENDMENT	CURRENT: _____ PROPOSED: _____	<input type="checkbox"/> SPECIAL EXCEPTION
<input type="checkbox"/> SUBDIVISION	<input type="checkbox"/> RESIDENTIAL _____ LOTS <input type="checkbox"/> COMMERCIAL _____ LOTS	

STAFF USE ONLY

COMMENTS DUE:	COM DOC DUE:	DRC MEETING:
<input type="checkbox"/> PROPERTY APPRAISER SHEET <input type="checkbox"/> PRIOR REVIEWS:		
ZONING:	FLU:	LOCATION:
W/S:	BCC:	