



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

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

## RURAL SUBDIVISION

**ALL INFORMATION MUST BE PROVIDED FOR APPLICATION TO BE CONSIDERED COMPLETE**

### APPLICATION TYPES/FEEES

<input type="checkbox"/> <b>PRELIMINARY SUBDIVISION PLAN (PSP)</b>	\$1,500.00 + \$15.00 PER LOT (\$3,500 MAX. FEE)
<input type="checkbox"/> <b>SITE PLAN (5 OR LESS LOTS)</b>	\$500.00
<input type="checkbox"/> <b>FINAL ENGINEERING (6 OR MORE LOTS)</b>	\$4,000.00 + \$25.00 PER LOT (\$6,500 MAX. FEE)
<input type="checkbox"/> <b>FINAL PLAT</b>	\$500.00

### PROPERTY

SUBDIVISION NAME:			
PARCEL ID #(S):			
# OF SINGLE FAMILY LOTS: _____	TREES BEING REMOVED? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, ATTACH ARBOR APPLICATION)		
WATER PROVIDER:		SEWER PROVIDER:	
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:		

**OWNER(S)**

NAME(S):

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

EMAIL:

**ATTACHMENT CHECKLIST****HARDCOPY SUBMITTAL**

- APPLICATION
- APPLICATION FEE
- CONCURRENCY APPLICATION AND FEE, IF APPLICABLE
- ARBOR APPLICATION (FINAL ENGINEERING ONLY)
- BOUNDARY SURVEY – SIGNED AND SEALED (PSP AND FINAL PLAT ONLY)
- PLAT – 20" x 24" (FINAL PLAT ONLY)
- TITLE OPINION – ORIGINAL (FINAL PLAT ONLY)

**E-PLAN UPLOAD**

- DRAWINGS 24" x 36" (AS REQUIRED BY CHAPTER 35, PART 4 OF THE SCLDC)
- BOUNDARY SURVEY
- SCALD - SCHOOL CAPACITY AVAILABILITY LETTER OF DETERMINATION (FINAL ENGINEERING ONLY)
- DRAINAGE REPORT (FINAL ENGINEERING ONLY)
- FIRE FLOW REPORT (FINAL ENGINEERING ONLY)
- SOILS REPORT (FINAL ENGINEERING ONLY)
- ENVIRONMENTAL ASSESSMENT REPORT (FINAL ENGINEERING ONLY)
- TITLE OPINION (FINAL PLAT ONLY)
- PLAT 20" x 24" (FINAL PLAT ONLY)
- HOA DOCUMENTS/ARTICLES OF INCORPORATION, IF APPLICABLE (FINAL PLAT ONLY)

**CONCURRENCY REVIEW MANAGEMENT SYSTEM (SELECT ONE)**

- I hereby declare and assert that the aforementioned proposal and property described are covered by a valid previously issued and unexpired Certificate of Vesting or prior Concurrency determination as identified below: (Please attach a copy of the Certificate of Vesting or Prior Test/Concurrency Notice.)

Vesting Certificate/Test Notice Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

- Concurrency Application and appropriate fee are attached. I wish to encumber capacity at an early point in the development process and understand that only upon approval of the Development Order and the full payment of applicable facility reservation fees is a Certificate of Concurrency issued and entered into the Concurrency Management monitoring system.
- I elect to defer the Concurrency Review determination for the above listed property until a point as late as Final Engineering submittal. (Minor Plat and Final Engineering require Concurrency Test Review). I further specifically acknowledge that any proposed development on the subject property will be required to undergo Concurrency Review and meet all Concurrency requirements in the future.

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**SIGNATURE OF OWNER/AUTHORIZED AGENT**


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**DATE**

## Subdividing on a Private Road Easement

### Rules:

- Must be within the East Rural Area
- Must plat
- Must meet the zoning requirements (no rezoning, LUA or variances to create the required lot size allowed)
- Must have a reciprocal easement for ingress/egress
- Must have public utilities in place: well and septic are acceptable
- Private Road Easement must be a minimum of 20 feet wide\* with 20 foot clear zone and adequate drainage:
  - 6-20 lots must have a stabilized surface of a minimum of 16 feet wide
  - 5 lots or less must have a stabilized surface of a minimum of 14 feet wide
- No dirt roads
- May use stone or crushed shell if less than 20 lots and if approved by the Development Review Engineering Manager

### Process and Review Steps:

- 1. Submit Existing Private Road Easement Document for review utilizing the Lot Research Request Application or the PSP application.**

Provide a sketch of the ingress egress easement document(s) depicting access from the subject property to the public road. The easement must also be depicted as part of both the boundary survey and the plat.

The title opinion must address this easement specifically stating that it is a continuous corridor from the public road, that the subject property has an interest in the easement, and that there are no defects in the title to the easement.

*NOTE: County Attorney must approve that the existing easement's wording is such that allows additional subdividing of properties that are a party to the easement.*

- 2. Preliminary Subdivision Plan (PSP)**

Technical hearing item that goes before the Planning & Zoning Board

- 3. Small Site Plan (5 Lots or Fewer)**

Review engineering of access easement

*Where road improvements are required to be made, the improvements must be completed in compliance with engineering plans and must pass final inspection prior to the plat being approved by the Board of County Commissioners.*

- 4. Final Engineering (For 6 – 20 Lots)**

Review of engineering for access easement

*Where improvements are required to be made, the improvements must be completed in compliance with engineering plans and must pass final inspection prior to the plat being approved by the Board of County Commissioners.*

- 5. Plat** (NOTE: *Applicant should check with a surveyor for cost estimate of this process.*)

Approved as a consent item by the Board of County Commissioners

Please note that a parcel of land which does not front on a public right-of-way may be permitted to be subdivided via the platting process so long as the private roadway is not overburdened. Seminole County shall not be responsible for determining whether an easement is overburdened; this is a private matter between the beneficiaries of the easement agreement.

\*A larger easement may be required based on the number of trips.