



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

PROJ. #: _____

ADMINISTRATIVE ADJUSTMENT

APPLICATION TYPE/FEE

- | | |
|---|------------|
| <input type="checkbox"/> Administrative Adjustment <u>NOT</u> Requiring BCC Approval (less than 15% Adjustment) | \$500.00 |
| <input type="checkbox"/> Administrative Adjustment Requiring BCC Approval (greater than 15% Adjustment) | \$1,000.00 |

PROJECT

PROJECT NAME:

PARCEL ID #(S):

SUMMARY OF ADJUSTMENT:

ZONING:	FUTURE LAND USE:	TOTAL ACREAGE:	BCC DISTRICT:
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APPLICANT

EPLAN PRIVILEGES: VIEW ONLY ☐ UPLOAD ☐ NONE ☐

NAME:	COMPANY:
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ADDRESS:

CITY:	STATE:	ZIP:
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PHONE:	EMAIL:
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CONSULTANT

EPLAN PRIVILEGES: VIEW ONLY ☐ UPLOAD ☐ NONE ☐

NAME:	COMPANY:
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ADDRESS:

CITY:	STATE:	ZIP:
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PHONE:	EMAIL:
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SIGNATURE OF OWNER/AUTHORIZED AGENT

DATE

ATTACHMENT CHECKLIST

HARDCOPY SUBMITTAL

- ☐ Application
- ☐ Application fee
- ☐ Owner Authorization form, if applicable

E-PLAN UPLOAD

- ☐ Written justification statement addressing review criteria for SCLDC 5.19(d)(1)-(6)
- ☐ Table showing each adjustment with the SCLDC Section(s), required and requested dimensions and percentage(s)
- ☐ Site Plan showing area(s) adjusted (for signage copy area adjustments, include dimensioned renderings)

OWNER AUTHORIZATION FORM

An authorized applicant is defined as:

- The property owner of record; or
- An agent of said property owner (power of attorney to represent and bind the property owner must be submitted with the application); or
- Contract purchase (a copy of a fully executed sales contract must be submitted with the application containing a clause or clauses allowing an application to be filed).

I, _____, the owner of record for the following described property [Parcel ID Number(s)] _____ hereby designates _____ to act as my authorized agent for the filing of the attached application(s) for:

<input type="checkbox"/> Alcohol License	<input type="checkbox"/> Arbor Permit	<input type="checkbox"/> Construction Revision	<input type="checkbox"/> Final Engineering
<input type="checkbox"/> Final Plat	<input type="checkbox"/> Future Land Use Amendment	<input type="checkbox"/> Lot Split/Reconfiguration	<input type="checkbox"/> Minor Plat
<input type="checkbox"/> Preliminary Subdivision Plan	<input type="checkbox"/> Rezone	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Special Event
<input type="checkbox"/> Special Exception	<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Vacate	<input type="checkbox"/> Variance

OTHER: _____

and make binding statements and commitments regarding the request(s). I certify that I have examined the attached application(s) and that all statements and diagrams submitted are true and accurate to the best of my knowledge. Further, I understand that this application, attachments, and fees become part of the Official Records of Seminole County, Florida and are not returnable.

Date

Property Owner's Signature

Property Owner's Printed Name

STATE OF FLORIDA
COUNTY OF _____

SWORN TO AND SUBSCRIBED before me, an officer duly authorized in the State of Florida to take acknowledgements, appeared _____ (property owner),
☐ by means of physical presence or ☐ online notarization; and ☐ who is personally known to me or ☐ who has produced _____ as identification, and who executed the foregoing instrument and sworn an oath on this _____ day of _____, 20____.

Notary Public

ADMINISTRATIVE ADJUSTMENT CRITERIA

Respond completely and fully to all 6 criteria listed below to demonstrate that the request meets the standards of Seminole County Land Development Code Section 30.3.3.2(b) for the granting of an administrative adjustment:

1. What are the special conditions and circumstances that exist that are peculiar to the land, structure, or building involved, and which are not applicable to other lands, structures, or buildings in the same zoning district?
2. How are the special conditions and circumstances that exist not the result of the actions of the applicant?
3. How would the granting of the administrative adjustment request not confer on the applicant any special special privilege that is denied by Chapter 30 to other lands, buildings, or structures in the same zoning district?
4. How would the literal interpretation of the provisions of the zoning regulations deprive the applicant of rights commonly enjoyed by other properties in the same zoning district and would work unnecessary and undue hardship on the applicant?
5. How would the requested variance be the minimum adjustment that will make possible the reasonable use of the land, building, or structure?
6. How would the granting of the adjustment be in harmony with the general intent and purpose of the zoning regulations and not be injurious to the neighborhood, or otherwise detrimental to the public welfare?