

PUBLIC NOTICE PROCEDURES

FUTURE LAND USE AMENDMENT, REZONE,
NON-RESIDENTIAL VARIANCE AND SPECIAL EXCEPTION

PLACARD REQUIREMENTS

- The placards provided by staff to the applicant, must be posted on the site by the applicant **at least fifteen (15) calendar days prior to a scheduled public hearing.**
- The placards shall be a minimum of 24" x 36" in size.
- A minimum of two (2) placards shall be required per property/project. At the discretion of the Division Manager, the number of placards required on a property or project may be increased.
- The placards shall state the time and place of the hearing and the nature of the matter to be discussed.
- Affidavit of proof of the required publication and posting of placards shall be presented to staff prior to the public hearing by the applicant and shall be made part of the public record of the proceeding.

MAILED NOTICES

- The County will provide notice by U.S. Mail, at least **fifteen (15) calendar days** prior to the scheduled public hearing, to all known property owners of surrounding properties in accordance with the Notification Buffer Table below.

Urban Minimum Notice Standards		
Project Acres	Minimum Buffer Radius*	Minimum Number of Parcels Notified
0-5	500'	N/A
5+-10	1,000'	15
10+	1,500'	25
Rural Area Boundary Minimum Notice Standards		
Project Acres	Minimum Buffer Radius*	Minimum Number of Parcels Notified
0-5	1,500'	15
5+-10	2,500'	25
10+	5,000'	30

*If standard is not met, notice distance is increased in one hundred (100) foot intervals until reached.

- When a parcel is located within five hundred (500) feet of an adjacent county, non-Seminole County property owners within five hundred (500) feet of the County line shall be included in the mailed notification.
- Notice of public hearings shall contain, at a minimum, the following information:
 - The date, time and location of the public hearing;
 - A description of the location of the property for which a plan amendment, development order or other action is pending, including, but not limited to, one of the following: a map; a street address; a subdivision lot and block designation; or the tax map (parcel identification number) designation of the Seminole County Property Appraiser; and
 - The substance or nature of the matter under consideration.