



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

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.

PROCESS

Once the pre-application and fee are 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

- ☐ Application and Fee
- ☐ 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:** plandesk@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

APPLICATION FEE

☐ **PRE-APPLICATION** \$50.00*
(*DEDUCTED FROM APPLICATION FEE FOR REZONE, LAND USE AMENDMENT, SUBDIVISION, SITE PLAN, OR SPECIAL EXCEPTION)

PROJECT

PROJECT NAME:

PARCEL ID #(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:

PROPOSED DEVELOPMENT

Brief description of proposed development: _____

☐ **SUBDIVISION** ☐ **LAND USE AMENDMENT** ☐ **REZONE** ☐ **SITE PLAN** ☐ **SPECIAL EXCEPTION**

STAFF USE ONLY

COMMENTS DUE:

COM DOC DUE:

DRC MEETING:

☐ PROPERTY APPRAISER SHEET ☐ PRIOR REVIEWS:

ZONING:

FLU:

LOCATION:

W/S:

BCC: