



PLANNING & DEVELOPMENT DIVISION
 1101 EAST FIRST STREET ROOM 2028
 SANFORD, FL 32771
 (407) 665-7371 PHONE (407) 665-7385 FAX
www.seminolecountyfl.gov

- Administrative Adjustment **NOT** Requiring BCC Approval \$300.00
- Administrative Adjustment Requiring BCC Approval (greater than 15% Adjustment) \$500.00

APPLICATION FOR ADMINISTRATIVE ADJUSTMENT

Project Name:	
Project Address/Location:	
County Project Number:	
Applicant Name:	
Applicant Address:	
Applicant Phone Number:	
Applicant Email:	

Administrative Adjustment regulations can be found in LDCSC 5.19
http://library.municode.com/HTML/13846/level2/SUHITA_CH5AD.html#SUHITA_CH5AD_S5.19ADAD

Attach the following:

1. A table showing each adjustment with the following information:
 - a) The Land Development Code (LDCSC) section being adjusted.
 - b) The required dimension as stated in the LDCSC.
 - c) The dimension of the requested adjustment.
 - d) The percentage of adjustment between the two.
2. Written justification statement addressing review criteria LDCSC 5.19(d) (1) through (6).
3. Attach a site plan showing area(s) to be adjusted.
 - a. If the request is for a limited area (i.e. next to building only or next to parking lot only), provide an 11X17 site plan clearly showing the limits of the request.
 - b. For signage copy area adjustments, include a dimensioned rendering of the sign to be adjusted.

Please note: The LDCSC sections listed below are the only sections that may be adjusted under LDCSC 5.19

Site Plan: Chapter 30, Parts 14, 15, 18, 19, 32, 36, 38, 39, 40, 41, 42, 46, 47, 48, 60, 62, 63, 64, 70, 74.
 Planned Development (PD): Approved Site Plan, Development Order, DCA.
 Sign Permit: Section 30.1243(a)
 Arbor Permit: Section 60.22(f)

Applicants shall have 12 months from the date of approval of the administrative adjustment to secure the permit required to carry out the proposed improvement, per LDCSC 5.19(e)