SEMINOLE COUNTY PLANNING & DEVELOPMENT DIVISION
1101 EAST FIRST STREET, SANFORD, FLORIDA 32771
TELEPHONE: (407) 665-7441 FACSIMILE: (407) 665-7385
www.seminolecountyfl.gov

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. http://seminolecountyfl.gov/guide/codes.aspx

PROCESS

Once the pre-application is 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.

DELIVERY METHODS

Completed forms and all of the **required attachments** may be sent via:

- **E-mail**: devrevdesk@seminolecountyfl.gov
- **Fax:** (407) 665-7385
- **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

SEMINOLE COUNTY
PLANNING & DEVELOPMENT DIVISION
1101 EAST FIRST STREET, ROOM 2028
SANFORD, FLORIDA 32771
PHONE: (407) 665-7441 FAX: (407) 665-7385
http://www.seminolecountyfl.gov/gm/devrev/index.aspx

PROJECT #: _____

PRE-APPLICATION

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

APPLICANT INFORMATION

NAME:	COMPANY:	
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	**EMAIL**:	

CONSULTANT INFORMATION

NAME:	COMPANY:	
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	**EMAIL**:	

SITE INFORMATION

PARCEL ID #(s):			
PROJECT NAME:			
DESCRIPTION OF PROJECT:			
PROPOSED USE: ☐ COMMERCIAL/RETAIL ☐ INDUSTRIAL ☐ OFFICE ☐ MIXED-USE ☐ RESIDENTIAL			
LOCATION:			
ZONING:	FUTURE LAND USE:	TOTAL ACREAGE:	BCC DISTRICT:

REVIEW TYPE(S) (CHECK ALL THAT APPLY)

☐ **REZONE**:	CURRENT: _____	PROPOSED: _____	☐ **SITE PLAN**
☐ **LAND USE AMENDMENT**:	CURRENT: _____	PROPOSED: _____	☐ **SPECIAL EXCEPTION**
☐ **SUBDIVISION**: (SELECT ONE)	☐ COMMERCIAL	☐ SINGLE FAMILY	☐ **OTHER** (EXPLAIN IN NARRATIVE)

REQUIRED ATTACHMENTS (ATTACH DOCUMENTS TO APPLICATION)

☐ NARRATIVE WITH DESCRIPTION	☐ SITE MAP OF EXISTING CONDITIONS	☐ SITE SKETCH OF PROPOSAL

STAFF USE ONLY			
PM:	REC'D DATE:	COMMENTS DUE:	MEETING DATE:
☐ PROPERTY APPRAISER SHEET(S)	☐ PRIOR REVIEWS/APPROVALS: _____		
BCC:	W/S:	LOCATION:	
ZONING:	POWER:		
FLU:	PHONE:		