



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

PROJ. #: _____

RURAL SUBDIVISION

ALL INFORMATION MUST BE PROVIDED FOR APPLICATION TO BE CONSIDERED COMPLETE

APPLICATION TYPES/FEES

<input type="checkbox"/> PRELIMINARY SUBDIVISION PLAN (PSP)	\$1,500.00 + \$15.00 PER LOT (\$3,500 MAX. FEE)
<input type="checkbox"/> SITE PLAN (5 OR LESS LOTS)	\$500.00
<input type="checkbox"/> FINAL ENGINEERING (6 OR MORE LOTS)	\$4,000.00 + \$25.00 PER LOT (\$6,500 MAX. FEE)
<input type="checkbox"/> FINAL PLAT	\$500.00

PROPERTY

SUBDIVISION NAME:			
PARCEL ID #(S):			
# OF SINGLE FAMILY LOTS: _____	TREES BEING REMOVED? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, ATTACH ARBOR APPLICATION)		
WATER PROVIDER:		SEWER PROVIDER:	
ZONING:	FUTURE LAND USE:	TOTAL ACREAGE:	BCC DISTRICT:

APPLICANT

EPLAN PRIVILEGES: VIEW ONLY UPLOAD NONE

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

CONSULTANT

EPLAN PRIVILEGES: VIEW ONLY UPLOAD NONE

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

OWNER(S)

NAME(S):

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

EMAIL:

ATTACHMENT CHECKLIST**HARDCOPY SUBMITTAL**

- APPLICATION
- APPLICATION FEE
- CONCURRENCY APPLICATION AND FEE, IF APPLICABLE
- ARBOR APPLICATION (FINAL ENGINEERING ONLY)

E-PLAN UPLOAD

- DRAWINGS 24" x 36" (AS REQUIRED BY CHAPTER 35, PART 4 OF THE SCLDC)
- BOUNDARY SURVEY – SIGNED AND SEALED (PSP AND FINAL PLAT ONLY)
- SCALD - SCHOOL CAPACITY AVAILABILITY LETTER OF DETERMINATION (FINAL ENGINEERING ONLY)
-CONTACT RICHARD LEBLANC AT (407) 320-0560 OR LEBANRZ@SCPS.K12.FL.US
- DRAINAGE REPORT (FINAL ENGINEERING ONLY)
- FIRE FLOW REPORT (FINAL ENGINEERING ONLY)
- SOILS REPORT (FINAL ENGINEERING ONLY)
- ENVIRONMENTAL ASSESSMENT REPORT (FINAL ENGINEERING ONLY)
- TITLE OPINION (FINAL PLAT ONLY)
- PLAT 20" x 24" (FINAL PLAT ONLY)
- HOA DOCUMENTS/ARTICLES OF INCORPORATION, IF APPLICABLE (FINAL PLAT ONLY)

CONCURRENCY REVIEW MANAGEMENT SYSTEM (SELECT ONE)

- I hereby declare and assert that the aforementioned proposal and property described are covered by a valid previously issues and unexpired Certificate of Vesting or prior Concurrency determination as identified below:
(Please attach a copy of the Certificate of Vesting or Prior Test/Concurrency Notice.)

Vesting Certificate/Test Notice Number: _____ Date Issued: _____

- Concurrency Application and appropriate fee are attached. I wish to encumber capacity at an early point in the development process and understand that only upon approval of the Development Order and the full payment of applicable facility reservation fees is a Certificate of Concurrency issued and entered into the Concurrency Management monitoring system.

- I elect to defer the Concurrency Review determination for the above listed property until a point as late as Final Engineering submittal. (Minor Plat and Final Engineering require Concurrency Test Review). I further specifically acknowledge that any proposed development on the subject property will be required to undergo Concurrency Review and meet all Concurrency requirements in the future.

SIGNATURE OF OWNER/AUTHORIZED AGENT

DATE

Subdividing on a Private Road Easement

Rules:

- Must be within the East Rural Area
- Must plat
- Must meet the zoning requirements (no rezoning, LUA or variances to create the required lot size allowed)
- Must have a reciprocal easement for ingress/egress
- Must have public utilities in place: well and septic are acceptable
- Private Road Easement must be a minimum of 20 feet wide* with 20 foot clear zone and adequate drainage:
 - 6-20 lots must have a stabilized surface of a minimum of 16 feet wide
 - 5 lots or less must have a stabilized surface of a minimum of 14 feet wide
- No dirt roads
- May use stone or crushed shell if less than 20 lots and if approved by the Development Review Engineering Manager

Process and Review Steps:

- 1. Submit Existing Private Road Easement Document for review utilizing the Lot Research Request Application or the PSP application.**

Provide a sketch of the ingress egress easement document(s) depicting access from the subject property to the public road. The easement must also be depicted as part of both the boundary survey and the plat.

The title opinion must address this easement specifically stating that it is a continuous corridor from the public road, that the subject property has an interest in the easement, and that there are no defects in the title to the easement.

NOTE: County Attorney must approve that the existing easement's wording is such that allows additional subdividing of properties that are a party to the easement.

- 2. Preliminary Subdivision Plan (PSP)**

Technical hearing item that goes before the Planning & Zoning Board

- 3. Small Site Plan (5 Lots or Fewer)**

Review engineering of access easement

Where road improvements are required to be made, the improvements must be completed in compliance with engineering plans and must pass final inspection prior to the plat being approved by the Board of County Commissioners.

- 4. Final Engineering (For 6 – 20 Lots)**

Review of engineering for access easement

Where improvements are required to be made, the improvements must be completed in compliance with engineering plans and must pass final inspection prior to the plat being approved by the Board of County Commissioners.

- 5. Plat** (NOTE: *Applicant should check with a surveyor for cost estimate of this process.*)

Approved as a consent item by the Board of County Commissioners

Please note that a parcel of land which does not front on a public right-of-way may be permitted to be subdivided via the platting process so long as the private roadway is not overburdened. Seminole County shall not be responsible for determining whether an easement is overburdened; this is a private matter between the beneficiaries of the easement agreement.

*A larger easement may be required based on the number of trips.

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 (*Tax/Parcel ID Number*) _____ hereby designates _____ to act as my authorized agent for the filing of the attached application(s) for:

<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	<input type="checkbox"/> Lot Split/Reconfiguration	<input type="checkbox"/> Minor Plat	<input type="checkbox"/> Special Event
<input type="checkbox"/> Preliminary Sub. Plan	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Special Exception	<input type="checkbox"/> Rezone
<input type="checkbox"/> Vacate	<input type="checkbox"/> Variance	<input type="checkbox"/> Temporary Use	<input type="checkbox"/> Other (please list):

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