



**SEMINOLE COUNTY PLANNING & DEVELOPMENT DIVISION**  
**1101 EAST FIRST STREET, SANFORD, FLORIDA 32771**  
**(407) 665-7371 EPLANDESK@SEMINOLECOUNTYFL.GOV**  
*www.seminolecountyfl.gov*

## REZONE/FUTURE LAND USE AMENDMENT

### **REQUIRED ATTACHMENTS**

#### **INTAKE SUBMITTAL**

- ☐ Application
- ☐ Application fee
- ☐ Concurrency fee (PD Final Development Plan as an Engineered Site Plan only)
- ☐ Ownership Disclosure form (Add'l documentation required if the property owner is a trust or corporation)
- ☐ Owner Authorization Form (Required if the applicant and/or consultant is not the property owner)
- ☐ Detailed narrative of amendment (PD Major/Minor Amendment only)

#### **ONLINE SUBMISSION**

- ☐ Concurrency [application](#) (PD Final Development Plan as an Engineered Site Plan only)

#### **E-PLAN UPLOAD**

- ☐ Arbor application (PD Final Development Plan as an Engineered Site Plan only)
- ☐ Signed and sealed boundary survey
- ☐ School Impact Analysis (Contact Jordan Smith 407-320-0168)
- ☐ Approved Traffic Methodology letter from Public Works Engineering, if applicable
- ☐ Attachment "A" and all supporting documents (Future Land Use Amendments only)
- ☐ Traffic Impact Analysis (Projects generating 50 or more peak hour trips)
- ☐ Draft Developer's Commitment Agreement in Microsoft Word format (PD Final Development Plan only)
- ☐ Draft Development Order in Microsoft Word format (Rezone to PD, OP, RP, RM-2, RM-3, R-3, R-3A, R-4 and Myrtle St only)
- ☐ Master Development Plan including a public facilities and services analysis summary shown on the plan in a table with supporting data provided separately (PD Rezone & Master Development Plan only)

### **DELIVERY METHODS**

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

- **E-mail:** [eplandesk@seminolecountyfl.gov](mailto:eplandesk@seminolecountyfl.gov)
- **Hand delivery:** Seminole County Planning & Development Division, West Wing, 2<sup>nd</sup> floor, Room 2028, 1101 East First Street, Sanford, Florida 32771
- **Mail:** Seminole County Planning & Development Division, 1101 East First Street, Sanford, Florida 32771



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

PROJ. #: \_\_\_\_\_

## REZONE/FUTURE LAND USE AMENDMENT

ALL INFORMATION MUST BE PROVIDED FOR APPLICATION TO BE CONSIDERED COMPLETE

### APPLICATION TYPES/FEEES

<input type="checkbox"/> <b>LARGE SCALE FUTURE LAND USE AMENDMENT ONLY</b> (>50 ACRES)	\$400/ACRE* (\$10K MAX. FEE)
<input type="checkbox"/> <b>LARGE SCALE FLU AMENDMENT <u>AND</u> REZONE</b> (>50 ACRES)	\$400/ACRE* (\$10K MAX. FEE) + 50% OF REZONE
LSFLUA FEE _____ + 50% OF REZONE FEE _____ = _____ TOTAL LSFLUA AND REZONE FEE	
<input type="checkbox"/> <b>SMALL SCALE FUTURE LAND USE AMENDMENT ONLY</b> (≤50 ACRES)	\$3,500
<input type="checkbox"/> <b>SMALL SCALE FLU AMENDMENT <u>AND</u> REZONE</b> (≤50 ACRES)	\$3,500 + 50% OF REZONE FEE
SSFLUA FEE \$3,500 + 50% OF REZONE FEE _____ = _____ TOTAL SSFLUA AND REZONE FEE	
<input type="checkbox"/> <b>TEXT AMENDMENT</b> (NOT ASSOCIATED WITH LAND USE AMENDMENT)	\$3,000
<input type="checkbox"/> <b>TEXT AMENDMENT</b> (ASSOCIATED WITH LAND USE AMENDMENT)	\$1,000
<input type="checkbox"/> <b>REZONE</b> (NON-PD)**	\$2,500 + \$75/ACRE* (\$6,500 MAX. FEE)
<input type="checkbox"/> <b>PD REZONE**</b>	
<input type="checkbox"/> <b>PD REZONE</b>	\$4,000 + \$75/ACRE* (\$10K MAX. FEE)
<input type="checkbox"/> <b>PD FINAL DEVELOPMENT PLAN</b>	\$1,000
<input type="checkbox"/> <b>PD FINAL DEVELOPMENT PLAN AS AN ENGINEERED SITE PLAN</b>	CALCULATED BELOW
(TOTAL SF OF <u>NEW</u> IMPERVIOUS SURFACE AREA SUBJECT FOR REVIEW/1,000)^ <sup>^</sup> x \$25 + \$2,500 = FEE DUE	
(TOTAL SF OF <u>NEW</u> ISA _____ /1,000 = _____)^ <sup>^</sup> x \$25 + \$2,500 = FEE DUE: _____	
<u>EXAMPLE</u> : 40,578 SF OF NEW ISA UNDER REVIEW = 40,578/1,000 = <u>40.58</u> x \$25 = <u>\$1,014.50</u> + \$2,500 = <u>\$3,514.50</u>	
<input type="checkbox"/> <b>PD MAJOR AMENDMENT</b>	\$4,000 + \$75/ACRE* <sup>^</sup> (\$10K MAX. FEE)
<input type="checkbox"/> <b>PD MINOR AMENDMENT</b>	\$1,000
<input type="checkbox"/> <b>DEVELOPMENT OF REGIONAL IMPACT (DRI)</b>	
<input type="checkbox"/> <b>DETERMINATION OF SUBSTANTIAL DEVIATION</b> (OR OTHER CHANGE)	\$3,500.00

\*PER ACRE FEES ARE ROUNDED UP TO THE NEAREST FULL ACRE

\*\*50% OF REZONE FEE IF REZONE IS CONCURRENT WITH A LAND USE AMENDMENT

<sup>^</sup>ACREAGE IS CALCULATED FOR THE AFFECTED AREA ONLY

<sup>^^</sup>ROUNDED TO 2 DECIMAL POINTS

**PROJECT**

PROJECT NAME:	
PARCEL ID #(S):	
LOCATION:	
EXISTING USE(S):	PROPOSED USE(S):
TOTAL ACREAGE:	BCC DISTRICT:
WATER PROVIDER:	SEWER PROVIDER:
CURRENT ZONING:	PROPOSED ZONING:
CURRENT FUTURE LAND USE:	PROPOSED FUTURE LAND USE:

**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)**

(INCLUDE NOTARIZED OWNER'S AUTHORIZATION FORM)

NAME(S):		
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	

**CONCURRENCY REVIEW MANAGEMENT SYSTEM (SELECT ONE)**

☐ I elect to defer the Concurrency Review that is required by Chapter 163, Florida Statutes, per Seminole County's Comprehensive Plan for the above listed property until a point as late as Site Plan and/or Final Engineering submittals for this proposed development plan. 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. **PD Final Development Plan as an Engineered Site Plan may not defer.**

☐ I hereby declare and assert that the aforementioned proposal and property described are covered by a valid previously issued Certificate of Vesting or a prior Concurrency determination (Test Notice issued within the past two years as identified below. Please attach a copy of the Certificate of Vesting or Test Notice.)

**TYPE OF CERTIFICATE****CERTIFICATE NUMBER****DATE ISSUED**

VESTING:

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TEST NOTICE:

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☐ Concurrency application has been submitted online and the appropriate fee is 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.

By my signature hereto, I do hereby certify that the information contained in this application is true and correct to the best of my knowledge and understand that deliberate misrepresentation of such information may be grounds for denial or reversal of the application and/or revocation of any approval based upon this application.

I hereby authorize County staff to enter upon the subject property at any reasonable time for the purposes of investigating and reviewing this request. I also hereby agree to place a public notice sign (placard), if required, on the subject property at a location(s) to be determined by County staff.

I further acknowledge that Seminole County may not defend any challenge to my proposed Future Land Use Amendment/Rezoning and related development approvals, and that it may be my sole obligation to defend any and all actions and approvals, which authorize the use or development of the subject property. Submission of this form initiates a process and does not imply approval by Seminole County or any of its boards, commissions or staff.

I further acknowledge that I have read the information contained in this application pertaining to proposed amendments to the official Zoning map, official Future Land Use map and/or Comprehensive Plan and have had sufficient opportunity to inquire with regard to matters set forth therein and, accordingly, understand all applicable procedures and matters relating to this application.

I hereby represent that I have the lawful right and authority to file this application.

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**SIGNATURE OF OWNER/AUTHORIZED AGENT**

(PROOF OF PROPERTY OWNER'S AUTHORIZATION IS REQUIRED  
IF SIGNED BY SOMEONE OTHER THAN THE PROPERTY OWNER)

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**DATE**

**SEMINOLE COUNTY  
APPLICATION & AFFIDAVIT**

**Ownership Disclosure Form**

The owner of the real property associated with this application is a/an (check one):

- ☐ Individual                      ☐ Corporation                      ☐ Land Trust  
☐ Limited Liability Company                      ☐ Partnership                      ☐ Other (describe): \_\_\_\_\_

1. List all **natural persons** who have an ownership interest in the property, which is the subject matter of this petition, by name and address.

NAME	ADDRESS	PHONE NUMBER

(Use additional sheets for more space)

2. For each **corporation**, list the name, address, and title of each officer; the name and address of each director of the corporation; and the name and address of each shareholder who owns two percent (2%) or more of the stock of the corporation. Shareholders need not be disclosed if a corporation's stock are traded publicly on any national stock exchange.

NAME	TITLE OR OFFICE	ADDRESS	% OF INTEREST

(Use additional sheets for more space)

3. In the case of a **trust**, list the name and address of each trustee and the name and address of the beneficiaries of the trust and the percentage of interest of each beneficiary. If any trustee or beneficiary of a trust is a corporation, please provide the information required in paragraph 2 above:

**Trust Name:** \_\_\_\_\_

NAME	TRUSTEE OR BENEFICIARY	ADDRESS	% OF INTEREST

(Use additional sheets for more space)

4. For **partnerships**, including limited partnerships, list the name and address of each principal in the partnership, including general or limited partners. If any partner is a corporation, please provide the information required in paragraph 2 above.

NAME	ADDRESS	% OF INTEREST

(Use additional sheets for more space)

5. For each **limited liability company**, list the name, address, and title of each manager or managing member; and the name and address of each additional member with two percent (2%) or more membership interest. If any member with two percent (2%) or more membership interest, manager, or managing member is a corporation, trust or partnership, please provide the information required in paragraphs 2, 3 and/or 4 above.

**Name of LLC:** \_\_\_\_\_

NAME	TITLE	ADDRESS	% OF INTEREST

(Use additional sheets for more space)

6. In the circumstances of a **contract for purchase**, list the name and address of each contract purchaser. If the purchaser is a corporation, trust, partnership, or LLC, provide the information required for those entities in paragraphs 2, 3, 4 and/or 5 above.

**Name of Purchaser:** \_\_\_\_\_

NAME	ADDRESS	% OF INTEREST

(Use additional sheets for more space)

**Date of Contract:** \_\_\_\_\_

**Specify any contingency clause related to the outcome for consideration of the application:** \_\_\_\_\_

7. As to any type of owner referred to above, a change of ownership occurring subsequent to this application, shall be disclosed in writing to the Planning and Development Director prior to the date of the public hearing on the application.
8. I affirm that the above representations are true and are based upon my personal knowledge and belief after all reasonable inquiry. I understand that any failure to make mandated disclosures is grounds for the subject Rezone, Future Land Use Amendment, Special Exception, or Variance involved with this Application to become void. I certify that I am legally authorized to execute this Application and Affidavit and to bind the Applicant to the disclosures herein:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner, Agent, Applicant Signature

**STATE OF FLORIDA  
COUNTY OF SEMINOLE**

Sworn to and subscribed before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is ☐ personally known to me, or ☐ has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Print, Type or Stamp Name of Notary Public

# 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 [Parcel ID Number(s)] \_\_\_\_\_ hereby designates \_\_\_\_\_ to act as my authorized agent for the filing of the attached application(s) for:

<input type="checkbox"/> Alcohol License	<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 Amendment	<input type="checkbox"/> Lot Split/Reconfiguration	<input type="checkbox"/> Minor Plat
<input type="checkbox"/> Preliminary Subdivision Plan	<input type="checkbox"/> Rezone	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Special Event
<input type="checkbox"/> Special Exception	<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Vacate	<input type="checkbox"/> Variance

**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