



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

ALCOHOL LICENSE

PROCESS

Submit the attached application with your completed state alcohol license application packet. Please be aware that it may take **3-5 business days** until your application packet is reviewed.

LICENSE/APPLICATION TYPES

<p>NEW LICENSE – RESTAURANT <i>(ON PREMISE CONSUMPTION WHERE THE MAJORITY OF PROFIT IS FROM MEALS)</i></p> <p>Unless there is an existing active alcohol license and the restaurant hasn't been closed for more than 180 days:</p> <ul style="list-style-type: none"> ○ A Special Exception is required for a bona fide restaurant within 1,000 ft. of a church or school. If establishment is <u>not</u> located within a shopping center, see SCLDC Sec. 30.6.6.2(d)(3) for residential separation requirements. ○ A completed proof of separation form/affidavit is required at the time of submission.
<p>NEW LICENSE – BAR <i>(ON PREMISE CONSUMPTION WHERE THE MAJORITY OF PROFIT IS FROM ALCOHOL)</i></p> <ul style="list-style-type: none"> ○ A Special Exception is required. ○ A completed proof of separation form/affidavit is required at the time of submission.
<p>NEW LICENSE – INCIDENTAL SALES <i>(ON PREMISE CONSUMPTION <49% OF OTHER PRODUCTS OFFERED)</i></p> <ul style="list-style-type: none"> ○ NOT permitted if within 1,000 ft. of a church or school. ○ A completed proof of separation form/affidavit is required at the time of submission.
<p>NEW LICENSE – PACKAGE LIQUOR STORE <i>(PACKAGE ALCOHOL SALES EXCEED 10% OF NET SALES FLOOR AREA)</i></p> <ul style="list-style-type: none"> ○ A Special Exception is required. ○ A completed proof of separation form/affidavit is required IF any on premise consumption, such as tastings.
<p>NEW LICENSE – WHOLESALE WAREHOUSE <i>(WHOLESALE DISTRIBUTION OF PACKAGE ALCOHOL FROM WAREHOUSE)</i></p>
<p>NEW LICENSE – CONVENIENCE STORE <i>(ALCOHOL SALES DO NOT EXCEED 10% OF NET SALES FLOOR AREA)</i></p>
<p>TEMPORARY LICENSE – SPECIAL EVENT <i>(1-3 DAY NON-PROFIT EVENT NOT IN CONJUNCTION WITH A SPECIAL EVENT PERMIT)</i></p>
<p>EXISTING LICENSE MODIFICATION <i>(EXTENSION OF PREMESIS, CHANGE IN SERIES, NAME CHANGE, RENEWAL)</i></p>
<p>RENEWAL OF LICENSE</p>

DELIVERY METHODS

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

- **E-mail:** plandesk@seminolecountyfl.gov
- **Hand delivery:** Seminole County Planning & Development Division, West Wing, 2nd 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
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 SANFORD, FLORIDA 32771
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PROJ. #: _____

ALCOHOL LICENSE

ALL INFORMATION MUST BE PROVIDED FOR APPLICATION TO BE CONSIDERED COMPLETE

LICENSE TYPE/APPLICATION FEE

NEW LICENSE	\$150.00
<input type="checkbox"/> RESTAURANT <input type="checkbox"/> BAR <input type="checkbox"/> PACKAGE LIQUOR STORE <input type="checkbox"/> INCIDENTAL SALES <input type="checkbox"/> CONVENIENCE STORE <input type="checkbox"/> WHOLESALE	
EXISTING LICENSE	\$50.00
<input type="checkbox"/> EXTENSION OF PREMISES <input type="checkbox"/> CHANGE IN SERIES <input type="checkbox"/> NAME CHANGE <input type="checkbox"/> RENEWAL	
<input type="checkbox"/> TEMPORARY LICENSE – SPECIAL EVENT	\$50.00

PROPERTY

NAME OF ESTABLISHMENT:	
ADDRESS:	
PARCEL ID #(S):	
USE OF PROPERTY:	DBPR LICENSE TYPE:
OUTSIDE SEATING: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
TEMPORARY EVENT NAME & DATE(S) (IF APPLICABLE):	

APPLICANT

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

 SIGNATURE OF OWNER/AUTHORIZED AGENT

 DATE

SPECIAL EXCEPTION REQUIREMENTS

Seminole County Land Development Code Section 30.6.6 - Alcoholic beverage establishments

30.6.6.2 Performance standards.

(a) Definitions. For the purpose of this Section, the following definitions shall apply:

- (1) Bona fide restaurant. An establishment where a majority of sales and profit is from the serving of meals and not from the serving of alcoholic beverages. The determination of whether an establishment is a bona fide restaurant shall be made by the Planning Manager.
- (2) Incidental sales. In the case of an establishment selling groceries and household dry goods, if the floor area for the sale of alcoholic beverages does not exceed ten (10) percent of the net sales floor area the sales from alcoholic beverages shall be deemed incidental. In the case of a bona fide restaurant, if a majority of sales and profit is from the serving of meals and not from the serving of alcoholic beverages, the sales from alcoholic beverages shall be deemed incidental.

(b) Special exception required. Any establishment selling alcoholic beverages, where the sale of alcoholic beverages is not incidental to other products offered for sale, either for on-premise or off-premise consumption, must apply for and be granted a special exception by the Board of County Commissioners before selling alcoholic beverages. The Board of County Commissioners may also grant a special exception to allow a bona fide restaurant, located within one thousand (1,000) feet of a church or school, to serve alcoholic beverages with meals. Said special exception may only be granted in those zoning classifications that allow alcoholic beverage establishments as a conditional use.

(c) Landscaping and buffer requirements. On property where an on-premise consumption alcoholic beverage establishment is the sole use of the development site, the opacity of all required buffers under Section 30.14.7 shall be increased by 0.2. However, this requirement shall not apply to on-premise alcoholic beverage establishments that are part of a planned shopping center unless the Board of County Commissioners finds that off-site impacts require such additional buffering.

(d) Separation requirements. Any establishment selling alcoholic beverages for consumption on-premise shall maintain the following separation from all churches, schools, and property assigned a residential zoning classification or land use designation, or like establishments:

- (1) Houses of Worship. No closer than one thousand (1,000) feet measured along the shortest possible line lying entirely within public rights-of-way, such measurement being between the nearest entrance to the alcoholic beverage establishment and the nearest point on the plot occupied by the house of worship.
- (2) Schools public, private, and parochial. No closer than one thousand (1,000) feet air-line measurement from lot line of the alcoholic beverages establishment to the nearest lot line of the school.
- (3) Residential properties. No closer than the following; provided, however, that bona fide restaurants and establishments that are located in and are part of a planned shopping center shall not be subject to these restrictions:
 - a. Five hundred (500) feet, measured along the shortest possible distance traveled by a pedestrian from the entrance of the alcoholic beverage establishment to the boundary of any property assigned a residential zoning classification or land use designation.
 - b. One hundred (100) feet from the closest vertical building extremity of the alcoholic beverage establishment to the boundary of the nearest property assigned a residential zoning classification or land use designation.
- (4) Like establishments. Alcoholic beverage establishments that are not part of a planned shopping center shall not be located nearer than five hundred (500) feet from a like establishment. For example, no cocktail lounge may be located within five hundred (500) feet from another cocktail lounge. Measurement shall be between building entrances along the shortest possible line lying entirely within public rights-of-way.

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



PROPERTY APPRAISER: INFORMATION REQUEST FORM

Return form to data@scpafl.org

COMPLETED BY THE REQUESTOR

CONTACT INFORMATION

NAME: _____ DATE: _____

PHONE: _____ EMAIL: _____

PROPERTY INFORMATION

SITUS ADDRESS: _____

PARCEL ID: _____

COMPLETED BY THE PROPERTY APPRAISER

JOB SPECIFICS

The **CLOSEST CHURCH** is _____ feet, whose **parcel ID** is _____

Measured along the shortest possible line lying entirely within public rights-of-way, such measurement being between the nearest entrance to the alcoholic beverage establishment and the nearest point on the plot occupied by the church.

The **CLOSEST SCHOOL** is _____ feet, whose **parcel ID** is _____

Measured air-line, as the crow flies, from lot line of establishment to lot line of school.

The **CLOSEST RESIDENTIAL PROPERTY** is _____ feet, whose **parcel ID** is _____

Measured by shortest distance traveled by pedestrian from entrance of establishment to nearest property line of a residential zoning district or residential land use classification.

The **CLOSEST RESIDENTIAL PROPERTY** is _____ feet, whose **parcel ID** is _____

Measured by the closest vertical building extremity of the establishment to the nearest property line of a residential zoning district of residential land use classification.

The measurements provided by the Property Appraiser's office on this form are not survey accurate. The measurements are based on maps used for assessment purposes only.

Please allow up to ten business days for processing.

SCPA measurements provided by: _____