



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

## SPECIAL EXCEPTION

**PLEASE NOTE, A COMMUNITY MEETING IS REQUIRED TO BE HELD BY THE APPLICANT PRIOR TO SCHEDULING A SPECIAL EXCEPTION FOR THE TWO (2) REQUIRED PUBLIC HEARINGS**

### **REQUIRED ATTACHMENTS**

#### **INTAKE SUBMITTAL**

- Application
- Application fee
- Ownership Disclosure form
- Owner Authorization form (If the applicant is not the property owner)

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

- Narrative (Include: summary of business operation, square footage, hours of operation, seating capacity, number of staff/students/clients, employee shifts, site concerns that may affect adjacent properties, parking, etc.)
- Detailed conceptual site plan (Include: size and dimensions of the parcel, existing structures, proposed structures, all site improvements, structure heights, setbacks from each structure, available utilities, wetlands, flood lines, abutting roads, driveways, septic systems, drain fields, wells, easements, buffers, parking lots/spaces, outdoor lighting, signage, fire lanes, etc.)

### **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  
 TELEPHONE: (407) 665-7371  
 EPLANDESK@SEMINOLECOUNTYFL.GOV

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

BS #: \_\_\_\_\_

**SPECIAL EXCEPTION**

**APPLICATION WON'T BE ACCEPTED UNTIL A PRE-APP HAS BEEN REVIEWED & ALL REQUIRED DOCUMENTS ARE SUBMITTED**

**APPLICATION TYPE/FEE**

<b>SPECIAL EXCEPTION</b> \$1,350.00	<input type="checkbox"/> CHURCH	<input type="checkbox"/> RIDING STABLE
	<input type="checkbox"/> DAYCARE	<input type="checkbox"/> ASSISTED LIVING FACILITY (ALF)
	<input type="checkbox"/> SCHOOL	<input type="checkbox"/> ALCOHOLIC BEVERAGE ESTABLISHMENT
	<input type="checkbox"/> GROUP HOME	<input type="checkbox"/> COMMUNICATION TOWER
	<input type="checkbox"/> KENNEL	<input type="checkbox"/> OTHER: _____

**PROPERTY**

PARCEL ID #:	
ADDRESS:	
TOTAL ACREAGE:	CURRENT USE OF PROPERTY:
WATER PROVIDER:	SEWER PROVIDER:
ZONING:	FUTURE LAND USE:

**OWNER(S)**

EPLAN PRIVILEGES: VIEW ONLY  UPLOAD  NONE

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

**APPLICANT/CONSULTANT**

EPLAN PRIVILEGES: VIEW ONLY  UPLOAD  NONE

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

\_\_\_\_\_  
 SIGNATURE OF OWNER/AUTHORIZED AGENT

\_\_\_\_\_  
 DATE

# 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

**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

## COMMUNITY MEETING

A community meeting is **required** for all **Future Land Use Amendments, Rezones, Special Exceptions, and non-residential Variances**. The Division Manager may waive the required community meeting as a result of generally accepted land use planning practices and principles, based upon the needs of the abutting communities and/or the County.

### MEETING REQUIREMENTS

- **The applicant is responsible for conducting the community meeting**, informing neighboring property owners of the proposed application and answering questions relevant to the proposed application.
- The community meeting shall be held **at least twenty (20) calendar days** prior to the scheduled public hearing or public meeting in a location accessible to the public, near the subject property, and in a facility that is ADA compliant.
- The meeting must be scheduled between 6:00 p.m. and 8:00 p.m. on a **weekday** or between 9:00 a.m. and 5:00 p.m. on a **weekend** with the approval of the Division Manager.
- The applicant will inform County staff of the time, date and location of the meeting. To hold the meeting virtually, the applicant must first obtain approval from the Division Manager.
- The applicant is responsible to provide notification of the meeting by U.S. Mail **at least fifteen (15) calendar days prior to the community meeting** to all known property owners according to the requirement listed in the Notification Buffer Table below, as required by Section 30.44(2)(b) of the Seminole County Land Development Code.

Urban Minimum Notice Standards		
Project Acres	Minimum Buffer Radius*	Minimum Number of Parcels Notified
0-5	500'	N/A
5+-10	1,000'	15
10+	1,500'	25
Rural Area Boundary Minimum Notice Standards		
Project Acres	Minimum Buffer Radius*	Minimum Number of Parcels Notified
0-5	1,500'	15
5+-10	2,500'	25
10+	5,000'	30

\*If standard is not met, notice distance is increased in one hundred (100) foot intervals until reached

- The applicant shall use the latest ad valorem tax records in the Seminole County Property Appraiser's Office to compile the list of property owners to be noticed. Only one (1) notice in compliance with the noticing requirements shall be sent per property. At the request of the applicant, County staff can provide the list of property owners, but please allow five (5) business days for processing of the request by staff.
- The notice shall contain the following:
  - The date, time and location of the community meeting;
  - A description of the location of the property for which action is pending, including, but not limited to, one of the following: a map, a street address, a subdivision lot and block designation or the tax map (parcel identification number) designation of the County Property Appraiser; and
  - The substance or nature of the matter under consideration.
- The information required to be supplied at the community meeting shall include, at a minimum, the following:
  - Preliminary demonstrative concept plans;
  - Development schedules; and
  - Specifications of the proposed development project such as land uses, size and height of buildings, intensity and density, new roads, and other primary features.
- **The applicant is to take minutes of the community meeting** which, at a minimum, must contain:
  - A sign-in sheet of attendees (attendees cannot be forced to sign in);
  - An estimate of persons in attendance;
  - A summary of the general subject matter presented by applicant; and
  - A list of speakers and a summary of their comments.
- **A copy of the notice of the community meeting, a list of who it was sent to and the minutes** are to be presented by the applicant to staff prior to the public hearing.
- The applicant is **required** to schedule an additional community meeting, if the applicant's initial proposed plans have **substantially and materially changed** from the previous community meeting or if the Board of County Commissioners determines that an additional meeting is required before making a final decision on any related application.