Application Submittal Checklist

Department of Planning & Development Services
300 North Park Avenue, Sanford, Florida 32771
Phone: 407.688.5140 **Fax:** 407.688.5141
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Development

- ☐ Site Plan
- ☐ Engineering Plan
- ☐ Development Plan (Includes Site & Engineering)
- ☐ Subdivision Plan (Preliminary & Minor)
- ☐ Subdivision Improvement Plan
- ☐ Final Plat
- ☐ Other _____

Public Hearing

- ☐ Comprehensive Plan Amendment
- ☐ Rezone
- ☐ Planned Development Rezone
- ☐ Variance
- ☐ Minor Conditional Use
- ☐ Major Conditional Use
- ☐ Other _____

Required Information

The following items are required for all submittals:

- Completed Application Form
  (Application form is complete when all required fields have an entry or are marked N/A)
- Applicant's Affidavit of Ownership and Designation of Agent Form
  (Property owner authorization required for all applicants and for all land use actions)
- Two (2) sets of reduced plans (11" X 17")
- Application Fee

Additional Information

Submittal requirements may vary depending on the specific application being submitted. The pre-application conference will assist in determining the required information necessary to process the request. If there is any question as to which elements are required with this submittal, please contact the Planning and Development Services Department.

- Written Explanation/Justification for Public Hearings (see Requirement Sheet)
- CAPP Meeting Summary (Citizen Awareness and Participation Plan)
- Nine (9) sets of full-size plans folded to an approximate size of 9 inches by 12 inches
- Supplementary Materials
  - ☐ Avigation Easement
  - ☐ Drainage Study
  - ☐ FAA Approval
  - ☐ Geotech Report
  - ☐ Lift Station Calculations
  - ☐ School Concurrency Letter (SCALD)
  - ☐ Threatened & Endangered Species Report
  - ☐ Traffic Study
  - ☐ Wetland Determination
- Other: _____

Incomplete Submittals May Not Be Accepted

Applicants with Incomplete Submittals dropped off or delivered by courier will be notified by phone or Email, If the submittal package is not picked up within 10 days of notice it will be discarded & any check returned by mail.