Requirements for Conditional Use Applications
City of Sanford, Florida

1. **Completed application form** - All blanks are to be filled in by applicant, including the tax parcel number and a printout from the Seminole County Property Appraiser's Office.

2. **Written Explanation / Justification** - The City of Sanford's Land Development Regulations require that the Planning and Zoning Commission or the Administrative Official, in considering and acting upon an application for Conditional Use, shall observe the following standards and make findings as to whether the application meets the standards. In granting any application, the Planning and Zoning Commission or the Administrative Official may prescribe appropriate conditions and safeguards, including the requirement to permanently buffer the premises from adjoining and contiguous properties by a specific visual screen, which shall become a part of the terms under which a Site Development Permit and Certificate of Completion shall be issued.

   ***It shall be the burden of the applicant to prove compliance with said standards prior to the issuance of a Development Order. In writing, explain how and why your request meets the City's standards* below:**

   Article III, Section 3.5 Standards for Review:

   a. The conditional use must be consistent with the goals, objectives and policies of the Comprehensive Plan and the Land Development Regulations.

   b. Public facilities and services including, but not limited to, roadways, park facilities, schools, police and fire protection, drainage systems, refuse and disposal systems, water and sewer must be adequate to serve the proposed use.

   c. The proposed development must not adversely affect known archeological, historical or cultural resources.

   d. The design of the proposed development must minimize adverse effects, including, but not limited to, visual, noise and traffic impacts, of the proposed use on the surrounding properties.

   e. The conditional use must be compatible with the nature and intensity of the development surrounding the premises and with the community character of the immediate vicinity of the parcel proposed for development.

   f. The location and topography of the premises proposed for development must make the use an appropriate use which will not adversely affect the public interest.

3. **Site Layout or Drawing** - Applications involving existing building(s) shall include a scaled drawing or current survey of the site depicting the buildings located in relationship to the property line and all existing improvements on the site. Proposed improvements should also be included. A Site Plan as defined by the City of Sanford Land Development Regulations may be provided but is not required for a conditional use application.

4. **Application fee** - Payable to the City of Sanford