Requirements for Comprehensive Plan Amendment Requests

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. All appropriate signatures and/or authorization(s) shall be provided prior to the processing of any application.

2. **Written Explanation/Justification** – Demonstrate in writing that the proposed amendment is consistent with the criteria in Policy 1-1.1.1 (Maintain Consistency of Future Land Use Map and Related Policies) of the Future Land Use Element as listed below:

   - The amendment shall be consistent with the State Comprehensive Plan (Chapter 187, F.S.) and the Growth Policy Act (Chapter 163 F.S.);
   - The amendment shall be consistent with all elements of the City of Sanford Comprehensive Plan;
   - Public facilities and services shall be available concurrent with development of the site;
   - There have been changes in population, land use or economic development trends and/or projections that warrant a change in the future land use designation;
   - There have been sufficient changes in the character of the area or adjacent lands to warrant a different land use designation;
   - The proposed future land use designation and its allowable uses are compatible with surrounding land use designations and with the preferred growth and development pattern of the City as evidenced by land use policies in the Comprehensive Plan. The amendment will not significantly alter acceptable existing land use patterns or adversely affect the livability of the area or the health and safety of the residents.
   - The capability of the land to support development allowed under the proposed future land use designation as evidenced by the presence or absence on the site of soil types suitable for development, vegetative habitats, wetlands, wetland protection zones or flood-prone areas, well field protection zones, wildlife habitats, archaeological, historical or cultural resources;
   - The proposed amendment will create a demonstrated benefit to the City and enhance the character of the community;
   - If the amendment increases the density or intensity of use, the applicant shall demonstrate that there is a need for the increase in the near planning future (10 years).

   NOTE: ALL OTHER APPLICABLE GOALS, OBJECTIVES AND POLICIES OF THE CITY OF SANFORD SHALL BE ADDRESSED.

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 required for a Comprehensive Plan Land Use Amendment application.

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