Requirements for Conditional Use Applications
For Community Resource Facilities
City of Sanford, Florida

Community Resource Facility – a public or private facility providing resources for the welfare of the community including, but not limited to, substance abuse and mental health services, food, commodity distribution and meals for social service purposes, community residential homes and residential care facilities that serve persons who are under court order because of criminal activity or who are undergoing rehabilitation for substance abuse. This use excludes houses of worship when house of worship is the principal use. This use requires conditional use approval and approval by the City Commission.

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 (herein referred to as "this Ordinance") require that the Planning and Zoning Commission consider certain review standards and make findings based upon those standards prior to acing favorably upon an application. The applicants are required to provide written explanation and justification for their request pursuant those criteria as set forth below. ***In short, please explain how and why your request meets the City's standards.***

Schedule E, Section 14.0 Compatibility Standards for Community Resource Facility

A. Consistency with the City of Sanford Comprehensive Plan;
B. Consistent with and supportive of the City of Sanford Strategic Plan, the Lake Monroe Waterfront and Downtown Sanford Redevelopment Plan and other plans and policies of the City of Sanford;
C. A Development Plan that meets all requirements of the City of Sanford Land Development Regulations including, but not limited to, adequate parking and traffic circulation facilities, building setbacks, landscape and buffer requirements;
D. Separation of at least one thousand five hundred feet (1,500') from any other activity that the Administrative Official determines to be another community resource facility. The City Commission may waive this provision during the approval process if the Commission determines that the proposed community resource facility primarily serves the interests of the specific neighborhood. Churches shall not be included or otherwise considered regarding this one thousand five hundred (1,500) foot separation provision;
E. Adequate sound-proofing to ensure that noise does not unreasonably disturb neighbors;
F. Adequate off-street parking and traffic circulation facilities to insure that adjacent neighborhoods and businesses are not adversely impacted by excessive on-street parking and/or traffic circulation;
G. Provisions to ensure adequate police protection and related public safety considerations;
H. The proposed use is not detrimental to the character or development trends in the area.

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