City of Sanford
Planning and Development Services

PRE-APPLICATION CONFERENCE GUIDELINES

This information has been compiled by the
DEVELOPMENT REVIEW TEAM
For the benefit of the Development Community
and the citizens of the City of Sanford

PRE-APPLICATION CONFERENCE GUIDELINES
CITY OF SANFORD, FLORIDA

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City of Sanford
DEVELOPMENT REVIEW TEAM
Pre-Application Conference Guidelines

The following is a guideline reference for a Pre-Application Conference with the City of Sanford's Development Review Team. Information is provided online and it is the responsibility of the applicant to be familiar with the City of Sanford's ordinances. Comments made at the Pre-Application Conference are intended for guidance and are non-binding on the formal review of the development plans.

The Development Review Team has the authority to consider the following in its recommendations:

a. Whether an application and/or a plan is consistent with applicable goals, objectives, policies, standards and proposals in the Comprehensive Plan.
b. Whether all public facilities and services necessary to serve the proposed use shall be available concurrent with the actual impact of the use in question.
c. Whether the established level of service of public facilities necessary to serve the development or phase thereof shall be adversely impacted by the proposed use or activity.
d. Whether the proposed development minimizes adverse impacts to surrounding properties.
e. Whether the proposed use, development or activity is in the best interest of the City.

Prior to the Pre-Application Conference, the applicant shall provide the following information:

1. A completed Pre-Application Conference Application, which can be found on line at: http://www.sanfordfl.gov/PreApp-Conference.
2. A boundary survey, preliminary site plan or copy of the plat of the parcel proposed for development. A concept of what is proposed shall be included with the survey or plat.
3. A written list of any deviations from the land development regulations proposed by the applicant.
4. Any questions or concerns regarding the development review process or the land development regulations.

At the time the applicant has reviewed these guidelines they may contact Sabreena Colbert, Planner at Sabreena.Colbert@sanfordfl.gov or call 407.688.5149 to schedule a conference for the next available Development Review Team meeting.

City of Sanford
DEVELOPMENT REVIEW TEAM
Contact List

Planning and Development Services Department:
Russell Gibson, Director of Planning & Development 407.688.5142 Russell.Gibson@sanfordfl.gov
Eileen Hinson, Development Services Manager 407.688.5147 Eileen.Hinson@sanfordfl.gov
Sabreena Colbert, Planner 407.668.5149 Sabreena.Colbert@sanfordfl.gov
Chris Smith, Project Planner 407.688.5144 Chris.Smith@sanfordfl.gov

Land Development Regulations (LDR) for Development can be found at
http://www.sanfordfl.gov/LDR-Schedules

Economic Development:
Bob Turk, Economic Development Director 407.688.5015 Bob.Turk@sanfordfl.gov
Sheena Fort, Administrative Specialist 407.688.5000 ext. 6048 Sheena.Fort@sanfordfl.gov

Engineering:
Michael Cash, Planning Engineer 407.688.5148 Michael.Cash@sanfordfl.gov

Public Works:
Bilal Iftikhar, P.E., J.D., Public Works Director 407.688.5000 ext. 5400 Bilal.Iftikhar2@sanfordfl.gov
Jeff Davis, Project Manager 407.688.5000 ext. 5427 Jeff.Davis@sanfordfl.gov

Water and Sewer Utility Services:
Richard Blake, Utility Engineer 407.688.5101 Richard.Blake@sanfordfl.gov

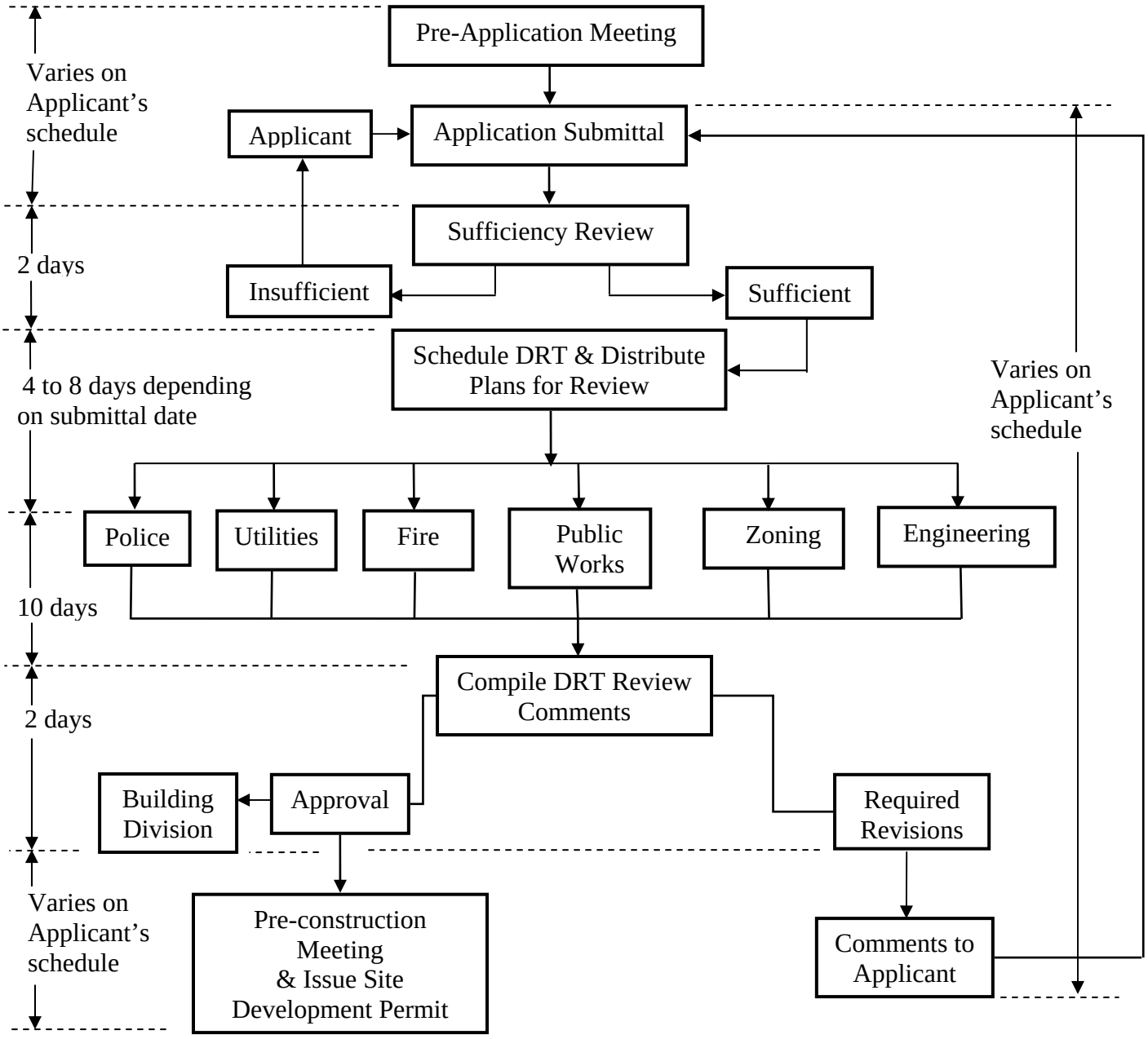
The Utility Manual can be found at http://www.sanfordfl.gov/Utility-Manual

Pretreatment (Wastewater):
Hope Duncan, Environmental Coordinator 407.688.5000 ext. 5512 Hope.Duncan@sanfordfl.gov

Building and Fire Prevention:
Tim Robles, Fire Marshall 407.688.5052 Tim.Robles@sanfordfl.gov
Dave Aldrich, Building Official 407.688.5058 Dave.Aldrich@sanfordfl.gov
Joy Deen, Plans Examiner 407.688.5064 Joy.Deen@sanfordfl.gov
JoAnn Johnson, Building/Licensing Coordinator 407.688.5057 Joann.Johnson@sanfordfl.gov

Police (Non-Emergency):
407.688.5070 PoliceDepartment@sanfordfl.gov

Development Plan Review Process



Note: The time periods given for each step is for guidance only. Scheduling will vary depending on holidays, staff's work schedules and applicant's timing of submittals as well as the complexity of the project and permitting requirements of outside agencies.

Pre-Application Conference (Limited to 30 Minutes)

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

Thank you for requesting a Pre-Application Conference. A non-binding Pre-Application Conference may be scheduled for all land use and development applications. The purpose of the Pre-Application Conference is to acquaint potential applicants with the City requirements, processes and fees associated with a proposed development and bring to light any concerns prior to the submittal of a formal application. Comments made at the Pre-Application Conference are intended to provide guidance and are nonbinding on the formal review of the development plans.

In order for the City Department personnel attending the Pre-Application Conference to be properly prepared to answer questions about your project during the conference, it is important that the information requested on the form below is provided. Submit the completed form to Sabreena Colbert at sabreena.colbert@sanfordfl.gov or fax the form to 407.688.5141. Staff will contact you to schedule a conference for the next available meeting date and time. Submittal of additional plans or documentation with this application is beneficial to better explain the request and types of information you are seeking at the conference. We look forward to meeting with you soon!

Please attach additional sheets as necessary

1. Tax Parcel No(s): ☐☐ ☐☐ ☐☐ ☐☐☐ ☐☐☐☐ ☐☐☐☐
   (Attach a computer print-out from the Seminole County Property Appraiser)
2. Site address / general location (if no address): _____
3. Name of Owner: _____ Email: _____
   Phone: _____ Cell Phone: _____ Fax: _____
4. Name of Applicant: _____ Company: _____
   Phone: _____ Cell Phone: _____ Fax: _____
   Email: _____

Current Conditions:

What is the site acreage: _____ Dimensions of Site (frontage & depth): _____

Current use(s) of this site (provide legal survey if available): _____

Are there existing structures on the site?: ☐ Yes ☐ No Area of structures: _____

Current use(s) of existing structure(s) on site (provide floor plan if available): _____

Proposed Development:

Proposed use of this site: _____

Number of stories/height of building(s) proposed: _____ Area of proposed building(s): _____

Please provide any additional information that will help staff understand your project (for example, survey, floor plans, photos):

_____

_____

Information should be submitted a minimum of one week prior to the requested meeting date. If you have questions related to this form please call Sabreena Colbert at 407.688.5149.

For City Use Only

Current Zoning: _____ Current Land Use: _____

Change of Use	☐ Yes	☐ No	Remodel	☐ Yes	☐ No
Change of Occupancy	☐ Yes	☐ No	New Construction	☐ Yes	☐ No
Exist. Structure(s) on site	☐ Yes	☐ No	Change of Use - Bldg.	☐ Yes	☐ No
Conditional Use	☐ Yes	☐ No	Urban Infill / Re-development	☐ Yes	☐ No
Variance	☐ Yes	☐ No	Historical	☐ Yes	☐ No
Demolition	☐ Yes	☐ No	Overlays	☐ Yes	☐ No
TOD	☐ Yes	☐ No	CRA	☐ Yes	☐ No

Land Development Fee Schedule
Per Resolution No. 2612 adopted August 8, 2016

Any necessary City Attorney's fees will be charged in addition to the noted fixed Fees.

Abandonment / Vacates (1)	
Plat	$500.00
Easement	$500.00
Streets / Right-of-Way	$500.00
Voluntary Dedication of Private Road to the City	$1,500.00 *plus* Engineering and Attorney fees
Addressing	
Residential - Per Address	$5 ea - $25 min
Non-Residential - Per Address	$10 ea - $50 min
Administrative Letter (1)	
Residential	$25.00
All Other	$100.00
Annexation (1)	
Annexation - Single Family Dwelling	$250.00
Annexation - All Others	$500.00
Appeals and Other Requests (1)	
Administrative Appeal (Appeal of any Administrative Official or Board Decision)	$500.00
Waive 1 Year Waiting Period Requirement	$1,000.00
Waive Distance Separation Requirement	$1,000.00
Development Order / Development Agreement	$250.00 *plus* all City Attorney Fees
Comprehensive Sign Plan Review	$250.00
Vested Rights Application (1)	$600.00 *plus* City Attorney Fees
Mobile Food Vendor	$100.00
Arbor Permits (1)	
Single Family Residential	$30.00
All others	$100/acre - ($100.00 Minimum Fee)
Comprehensive Plan Amendment (1)	
Small Scale	$1,500.00
Large Scale	$3,500.00
DRI, Reg. Activity Center, Urban Central Bus. District	$5,000.00
Conditional Use (1)	
Major Conditional Use (Planning & Zoning Approval)	$750.00
Major Conditional Use (Planning & Zoning + City Commission Approval)	$1,500.00
Minor Conditional Use	$500.00
After the Fact Conditional Use	Double Regular Fee
Development Review (1) (Plan Reviews)	
Pre-Application Conference - 1st meeting	No Fee
Pre-Application Conference - Extra Meetings (2)	$100.00

Development Plan Review	
Up to 0.5 acre	$500.00
0.51 acre to 2.5 acres	$800.00
2.5 acres to 10 acres	$1,200.00
10.1 acres and larger	$1,600.00
Applicant initiated revision to Development Plan, Site, PSP, or Engineering after staff review or extra reviews required (3)	1/2 of Original Fee
Engineering Plan Review (Used for Subdivision Improvement Plan)	
Up to 0.5 acre	$300.00
0.51 acre to 2.5 acres	$600.00
2.5 acres to 10 acres	$900.00
10.1 acres and larger	$1,500.00
Site Plan Review	
Up to 0.5 acre	$300.00
0.51 acre to 2.5 acres	$600.00
2.5 acres to 10 acres	$900.00
10.1 acres and larger	$1,500.00
Subdivision Plan Review (1)	
Preliminary Subdivision Plan	$1,000.00
Final Plat	$600.00 *plus* Survey Review Fee
Minor Plat	$250.00
Utility Review (Not part of a Development Plan Review)	
Up to 0.5 acre	$300.00
0.51 acre to 2.5 acres	$600.00
2.5 acres to 10 acres	$900.00
10.1 acres and larger	$1,500.00
Applicant initiated revision to Utility Plan after staff review or extra reviews required (3)	1/2 of Original Fee
Historic Preservation - Certificate of Appropriateness (1)	
Application for Minor Review - Staff	No Fee
Application for Major Review - HPB	
Single Family Residential Use	$25.00
Single Family - After the fact - Minor or Major (5)	$25.00
Single Family - After the fact - 2nd Offense (5)	$250.00
Single Family - After the fact - 3rd Offense plus (5)	$500.00
All Other Uses (Other Than Single Family) (5) (9)	$200.00
All Other Uses - After the fact - Minor or Major (5) (9)	$200.00
All Other Uses - After the fact - 2nd Offense (5) (9)	$500.00
All Other Uses - After the fact - 3rd Offense plus (5) (9)	$1,000.00
Variance to Schedule S	$750.00
Right of Way Use - SC3 - Base Permit (6) (9)	$150.00
Right of Way Use - SC3 - First Additional Permit (6) (9)	$50.00
Right of Way Use - SC3 - Second Additional Permit (6) (9)	$25.00
Right of Way Use - SC3 - Third Additional Permit (6) (9)	$25.00
HPB Review of Alternative Signage (9)	$25.00
A-Frame Sign Application (9)	$25.00
Merchant Directional Signs (6) (7) (9)	$30.00

Printed and Digital Copies, etc. (1)	
Digital copy of any document on CD	$5.00
Standard Copies - single sided	$0.15 per page
Standard Copies - double sided	$0.20 per page
Large Copies - over 11” x 17” (8)	$5.00
Rezoning (1)	
Amendment to the Zoning Map (Rezone) (Other Than Planned Development Rezone)	$1,000.00
Any Change To PD (Planned Development) Less than 3 acres	$2,000.00
3 acres to 10 acres	$2,500.00
Greater than 10 acres	$5,000.00
Amendment to an approved PD	$2,000.00
Right-of-Way Utilization Activities (1)	
Single Family Residential Driveway	$40.00
All Other Right-of-Way Activities (4)	$150.00
Right-of-Way Use Agreement	$250.00
Site Development Permit (1)	
One & Two Family Residential (no building permit)	$50.00
All Other Uses	2% value of construction ($100 Minimum Fee)
Engineering Re-Inspection Fee	$50.00
Variances (1)	
De Minimus Variance of less than 15%:	
Single and Two-Family Residential Uses	$25.00
All Other Uses	$100.00
Variance for Single & Two-Family Residential Uses (DRT Review; Administrative Official Approval)	$150.00
Variance that requires P&Z Commission Approval	$750.00
After the Fact Variance	Double Regular Fee
Public Art Activities	
Art Easement Execution (10)	$25.00
Pop Up Art Project Application (10)	$25.00
Public Work of Art Application	$200.00
Application Conference for Art Projects	
Pre-Application Conference - 1st meeting	No Fee
Pre-Application Conference - Extra Meetings (2)	$50.00

NOTES:

(1) All City Attorney's fees and other required city contracted service costs (i.e.: surveyor, engineering, appraisal, printing, etc.) are the responsibility of the applicant and will be in addition to the noted fixed fees.

(2) There is no charge for initial pre-application conference. When an owner or developer submits the same site multiple times the DRT has the option to charge the specified fee.

(3) Engineering, Utility and Development Review fees cover initial review and up to 2 follow up reviews. Additional reviews that are required because of changes or failure to make corrections will require payment of 1/2 original fee before proceeding. Development Plans must contain complete engineering, erosion control and all plans necessary to construct the site.

(4) MOT plan review other than single-family driveway, curb cut, etc.; any non-specified work in ROW.

(5) Requires applicant complete a notarized acknowledgement of Historic District Requirements.

(6) Requires annual renewal (renewal fee is the same as application fee).

(7) Fee is per sign blade.

(8) Fee is based on charge by contract service provider if copied off site.

(9) Fee to be deposited in to Historic Preservation Fund for downtown promotion/advertising and related activities.

(10) Fee to be deposited into the Public Art Fund.

ENGINEERING DIVISION

PLANNING & DEVELOPMENT SERVICES DEPARTMENT

PRE-APPLICATION PROCESS INFORMATION

The following information is provided to assist the developer and/or design professional as to what is required for the submittal of final engineering plans for residential and non-residential projects. This information is for guidance only and is not meant to be all inclusive. It is the design professional's responsibility to become familiar with the City's criteria as stipulated in the Land Development Regulations (LDR), which can be found on-line at http://www.sanfordfl.gov/LDR-Articles and http://www.sanfordfl.gov/LDR-Schedules.

Required Submittals

1. A completed Application for Development Plan Approval. The application can be found at: http://www.sanfordfl.gov/DevPlan
2. The required review fee in accordance with the latest fee schedule which can be found at: http://www.sanfordfl.gov/FeeSchedule
3. Two copies of engineering plans, signed and sealed by a professional engineer registered in the State of Florida and PDF files of all plans and attachments.
4. A boundary and topographic survey, signed and sealed by a Professional Surveyor and Mapper, registered in the State of Florida. In some cases, a tree survey will also be required in accordance with the LDR.
5. Two copies of the drainage calculations and soil report.
6. Two copies of a Traffic Study, if required.
7. Two copies of a Threatened and Endangered Species study.

Standard Engineering Criteria

1. All outside agency permits are required prior to the issuance of a Site Development permit.
2. Drainage shall comply with Schedule O and can be found at: http://www.sanfordfl.gov/LDR-SchO
3. Streets shall be designed in accordance with Schedule N and can be found at: http://www.sanfordfl.gov/LDR-SchN
4. Parking lots shall be designed in accordance with Schedule H. This schedule also includes information on the required number of parking spaces. http://sanfordfl.gov/LDR-SchH
5. Landscaping shall be in accordance with Schedule J and U (if within the Lake Mary Boulevard and S.R. 46 or Rinehart Road Gateway Corridors). Schedule J also includes the required buffer yards and any required tree mitigation. http://www.sanfordfl.gov/LDR-SchJ and http://www.sanfordfl.gov/LDR-SchU
6. Site lighting shall be in accordance with Schedule F and can be found at: http://www.sanfordfl.gov/LDR-SchF. Street lights for any subdivision, residential and non-residential, are required in accordance with Schedule N, Section 3.2.

7. A mail kiosk is required for subdivisions. Please show the location of the mail kiosk and include a parking area for the residents to pull off of the roadway while collecting their mail.
8. Development within a floodplain requires the submittal of a Floodplain Development Permit Application, available in the Planning & Development Services Department. For information regarding the Floodplain Development Permit Application or to obtain a copy of the form, please call 407.688.5148 or email Michael Cash at Michael.Cash@Sanfordfl.gov. Any floodplain encroachment requires 1:1 compensating storage in accordance with Schedule M http://www.sanfordfl.gov/LDR-SchM.
   Also, any development within the floodplain will require a Letter of Map Revision (LOMR) be submitted to and approved by the Federal Emergency Management Agency (FEMA). This shall be done at the expense of the developer/owner.
9. Avigation easements are required for any residential or non-residential subdivisions located within the Sanford Airport's Avigation Easement Boundary.

Additional site specific information will be provided at the pre-application meeting.

City of Sanford
Building & Fire Prevention Division
Ph: 407.688.5150 Fax: 407.688.5152

Commercial Permitting Procedures & Checklist

Project Name, Number or Address: _____

Steps in the Permit Process:

1. Submit application with required documents, including plan review fee and application fee.
2. Documents will be reviewed to determine if your project is in compliance with the construction codes, the zoning ordinance, and with other municipal or state ordinances and statutes.
3. Results of review process will be forwarded to you; resubmit required changes as well as remaining fees.
4. Call 1.855.541.2112 for inspections. Inspections called in prior to 3:30 P.M. will be performed the following business day. If there is a rejection on an inspection, a **reinspection fee** will need to be paid prior to the next reinspection. After hours inspections are available for an additional fee. If this is required, request an after hours application and a copy of our policy.
5. Receive an approved final inspection.

What You Need to Submit:

Use this checklist when submitting; mark N/A if a specific item is not needed for your project. Failure to furnish required documents will delay processing your application.

☐ A copy of the executed contract indicating the dollar amount of construction.

☐ Five site plans that have been approved by the Development Review Team.

☐ Foundation plan reflecting footer sizes for all bearing walls. Provide a side detail reflecting the placement and size of reinforcing steel. Detail shall also reflect slab thickness and reinforcement if used.

☐ Floor plan indicating room or space identification, room dimensions, door and window dimensions and types, and tenant separation and fire resistant walls; complete UL design noted.

☐ Five sets of signed and sealed sets of plans and drawings, no less than ¼ inch scale. Structure details signed and sealed by a Florida licensed design professional. Architectural drawings signed and sealed by architect.

☐ Four or more elevations including finish floor elevations.

☐ Electrical drawings signed and sealed by engineer if over 800 AMPS.

☐ Mechanical drawings signed and sealed when 15 tons or more and/or $50,000.00.

☐ Plumbing drawings signed and sealed and shall comply with Florida Handicap Accessibility Code.

- ☐ Square footage, type of construction, occupancy classification (group), occupant load, sprinklers, standpipes and alarm systems, fire protection requirements and NFPA requirements, and Life Safety Code 101 requirements.

- ☐ Three signed and sealed sets of Florida Energy Code Forms.

- ☐ Signed building permit application.

- ☐ A recorded copy of Notice of Commencement.

- ☐ An approved Utility Availability form, or approved well and septic tank permits.

- ☐ Copy of site development permit issued by Planning & Development Services Department.

- ☐ Two sets of Florida product approval documentation and manufacturer's installation instruction for each of the following:

    - Exterior swinging doors
    - Garage doors
    - Sliding doors
    - Windows
    - Store front glazing
    - Roof systems
    - Roof and floor truss engineering

Other Stuff You Need to Know

If you are the owner/occupant, you are allowed by Ch. 489.103(7) of the *Florida Statutes* to apply for and obtain a building permit for certain types of construction up to $75,000.00. A Disclosure Statement will require your signature and addresses the limits of construction activity allowed by state law.

Separate permits are required for all electrical, plumbing and mechanical, alarm systems, sprinkler systems, suppression systems, and out buildings or structures.

The purpose of the executed construction contract is to calculate a plan review charge. If the executed contract is not submitted, the City reserves the right to calculate the plan review fee based on past permit activity levels. The current rate is $35.70 per square foot for plan review. Should calculated charges exceed the documented construction value, credit will be applied to your permit fees when the permit is released.

If construction is located within the City's Commercial or Residential Historic Districts, a Certificate of Appropriateness needs to be obtained prior to applying for a building permit. In some instances, approval by the Historic Preservation Board is required. Please call 407.688.5145 for additional requirements for a property located within the Historic Districts.

City of Sanford - Permit Fee Table

A copy of the executed contract is required for all permits.

Plan Review Fee	.0030 of DCV
Building	
Application Fee	$ 25.00
Permit Fee	.007 of DCV
Base Permit Fee	$ 40.00
Demolition Fee	$ 75.00
Factory Built Housing	$150.00
Tents	$50.00
Restamp plans, Alterations to	$5.00 per page
Plans and Extra Sets	$50.00 minimum
Early Start Permit - Commercial	$ 250.00
Extend Unexpired Permit	$50.00
Renew Expired Permit	50% of original permit fee
Re-Inspection Fee	$35.00
	$50.00 same reason
Missed Inspection Fee	$ 50.00
After Hours Inspections	
Weekday 2 hr minimum	$55.00 per hr
Weekend 4 hr minimum	$75.00 per hr
Store Stocking - Prior to CO	$300.00
Duplicate CO	$10.00
Cursory Plan Review	$300.00
Prepower Agreement	$100.00 per unit
Change of Contractor	$ 35.00
Contractor Registration	$ 10.00
Property Maintenance Inspection	$250.00

Electrical		
Application Fee		$25.00
New Construction		
	Per Amperage	$0.40
Miscellaneous		
	Base Fee	
	Plus	.005 of DCV
Plumbing		
Application Fee		$25.00
New Construction		
	Per Fixture	$6.00
Miscellaneous		
	Base Fee	
	Plus	.005 of DCV
Mechanical		
Application Fee		$25.00
$0.00 to $2,500.00		$40.00
$2,501.00 to $5,000.00		$70.00
$5,001.00 to $10,000.00		$110.00
$10,001.00 to $25,000.00		$170.00
$25,001.00 and up		$5.00 per $1,000.00 DCV
Miscellaneous Fees		
Notary Services (other than permitting)		$10.00
Administrative Letter		
	Residential	$25.00
	Commercial	$50.00
Condemnation/Sanford Property Maintenance Code Inspection		
	Residential	$250.00
	Commercial	$ 500.00

Rev. 09/10

Building & Fire Prevention
Proposed Business Information Worksheet

Project Name: _____ Property Location: _____

Property Owner: _____

Proposed Tenant: _____ Target Opening Date: _____

Business Owner(s): _____

Ph: _____ Fax: _____ E-mail: _____

Business Type: _____ Possible Occupancy Type(s): _____

Permit fees may be based on estimated documented construction value

Proposed Square Footage: _____ Estimated Project Valuation*: _____

*Most recent version of Building Safety Valuation Data table may be used

Estimated Building Permit Fees
_____ Application
_____ Plan Review ($3.00 x $1,000)
_____ Permit ($7.00 x $1,000 + $40.00 base fee)
_____ State Surcharge (3% of permit costs, $4.00 minimum)
_____ Fire Plan Review (.05 per Sq. Ft.)

IMPACT FEES

Residential	Commercial	Industrial
Number of Units: _____	Sq. Footage: _____	Sq. Footage: _____
_____ x _____ Fire	_____ x _____ Fire	_____ x _____ Fire
_____ x _____ Police	_____ x _____ Police	_____ x _____ Police
_____ x _____ Parks		

Business Tax Information

Regulated Businesses	Non-Regulated Businesses
These businesses require state licenses, i.e. auto, food, spas, health, etc. Handout for contact information is attached.	Can include retail, general office, and home-based businesses. Information guide is attached.

City of Sanford
Business Tax Receipt Information Guide

1. Businesses that are located in the City of Sanford are required to have a business tax receipt with the City **and** with Seminole County. **All City business tax receipts expire on September 30th of each year regardless of issue date.**

2. Construction renovations and sign installations require compliance with City Codes, Florida Building Codes and Florida Statutes that regulate construction.

3. You must check with the Planning & Development Services Department at 407.688.5140 to verify that your business is an approved use for your zoning location.

4. The City of Sanford Fire Prevention Department conducts inspections of all commercial facilities when a business tax receipt is issued. You may contact them at 407.688.5052.

5. Commercial establishments shall satisfy city Wastewater Discharge Pretreatment Requirements. Applicants must submit a general survey, food service or automotive related Wastewater Discharge Permit Application. Please contact Pretreatment Section at 407.688.5000 Ext. 5512.

6. Documentation of business name registration is required to obtain your business tax receipt. Contact the Division of Corporations via the internet at www.sunbiz.org. If you are operating a business under your legal first and last name, a corporate name, you are a licensed attorney, or are licensed by the state you may be exempt from this requirement.

7. Questions regarding business license requirements for the State of Florida, Department of Business and Professional Regulations can be answered by contacting 1.850.487.1395.

8. Division of Agriculture and Consumer Services questions can be answered by calling 1-800-help-fla. These departments can also be contacted via the internet at www.myflorida.com.

9. The following business classifications **are required** to have state license qualifications met prior to issuance of a city business tax receipt.

   - Lodging and Food Service Establishments
   - Alcohol Beverages
   - Freshwater or Saltwater Fish Products
   - Auctioneers
   - Pest Control and or Exterminators
   - Health or Dance Studios
   - Motor Vehicle Service and Repair
   - Adult Congregate Living Facilities
   - Nursing Homes, Adult Day Care Centers
   - Hospices, Convalescent Homes, Family Day
   - Care Homes or Facilities
   - Telemarketers
   - Sellers of Travel
   - Firework Sales

10. Sales tax numbers are issued by the Department of Revenue. Contact 800-352-3671 or www.myflorida.com/dor.

11. Federal Employer ID numbers are issued by the Internal Revenue Service. Contact www.irs.gov or 1.800.829.1040.

12. If you close, relocate, change your business name, ownership or mailing address, please contact this office at 407.688.5150.

13. Failure to renew your Business Tax Receipt prior to the expiration date will result in late fees, fines and possible Code Enforcement action.

City of Sanford Impact Fees

Police, Fire and Parks Facilities Impact Fees:

Effective September, 2014 [1]

Residential See Note [2]	Police	Fire	Parks	Total
Per Unit	$476.41	$463.18	$1,074.15	$2,013.74
Commercial **See note [3]**	**Police**	**Fire**	**Parks**	**Total**
Per 1,000 Sq. Ft.	$754.32	$436.72	0.00	$1,191.04
Industrial **See Note [4]**	**Police**	**Fire**	**Parks**	**Total**
Per 1,000 Sq. Ft.	$54.04	$45.22	0.00	99.26

[1] Amounts shown are adjusted for the U. S. Consumer Price Index (CPI) as published by the U.S. Bureau of Labor Statistics. Municipal impact fees shall be applied according to the type of development as set forth herein; any combination of development classification (e.g. mixed residential and commercial) shall be calculated separately by each development classification and then added for a total fee determination.

[2] Residential includes single-family, multi-family and mobile home development

[3] Commercial includes the following business codes classifications:
Assembly
Business
Educational
Institutional
Mercantile
Day Care

[4] Industrial includes the following business codes classifications:
Factory and Industrial
High Hazard
Storage
Utility and Miscellaneous

Road Impact Fees:

Please contact the Seminole County Impact Fee Dept. at 407.665.7474.

Water and/or Sewer Impact Fees:

Please contact the Utility Department at 407.688.5100

Fire Department Plan Review Fee:

$.05 per square foot for Multi-family Residential, Commercial & Industrial uses.

Rev. 08.05.14

City of Sanford Unified Police Fire and Recreation Impact Fees

Effective September 1, 2016

RESIDENTIAL	UNIT	POLICE	FIRE	RECREATION
Single Family	Per Dwelling Unit	$ 374.90	$ 373.91	1086.29
Multi-Family (2DUs and above)	Per Dwelling Unit	$ 374.90	$ 280.43	1086.29
INDUSTRIAL				
Industrial - Manufacturing	1,000 sq. ft.	$ 155.26	$ 154.84	0
Warehousing	1,000 sq. ft.	$ 98.45	$ 98.20	0
Mini-Warehousing	1,000 sq. ft.	$ 71.95	$ 71.75	0
INSTITUTIONAL				
All Educational/Day Care Center	1,000 sq. ft.	$ 268.86	$ 268.15	0
Church	1,000 sq. ft.	$ 132.54	$ 132.19	0
Hospital	1,000 sq. ft.	$ 204.49	$ 203.94	0
Nursing Home/ALF	Bed	$ 194.38	$ 193.86	0
OFFICE				
Office	1,000 sq. ft.	$ 261.28	$ 260.59	0
Medical Office/Clinic	1,000 sq. ft.	$ 473.34	$ 472.09	0
RECREATIONAL				
Movie Theater	1,000 sq. ft.	$ 196.91	$ 196.39	0
Racquet/Tennis	1,000 sq. ft.	$ 287.79	$ 287.03	0
Health/Fitness	1,000 sq. ft.	$ 670.24	$ 668.48	0
RETAIL				
Retail	1,000 sq. ft.	$ 643.74	$ 642.04	0
Pharmacy - Drugstore	1,000 sq. ft.	$ 1,105.72	$ 1,102.80	0
Nursery - Garden Center	1,000 sq. ft.	$ 836.86	$ 834.65	0
Automobile Care Center	1,000 sq. ft.	$ 257.49	$ 256.82	0
Car Sales	1,000 sq. ft.	$ 454.40	$ 453.20	0
Supermarket	1,000 sq. ft.	$ 1,105.72	$ 1,102.80	0
Convenience Market - No Gas	1,000 sq. ft.	$ 2,052.40	$ 2,046.97	0
Service Station	Per Pump	$ 658.89	$ 657.14	0
Restaurant - Non-Fast Food	1,000 sq. ft.	$ 1,760.82	$ 1,756.17	0
Fast Food Restaurant w/Drive Thru	1,000 sq. ft.	$ 3,570.86	$ 3,561.43	0
TRANSIENT				
Hotel/Motel	Per Room	$ 109.81	$ 109.52	0

FIRE DEPARTMENT / LIFE SAFETY REQUIREMENTS PLANNING DEVELOPMENT

The following are general requirements to meet Fire Department / Life Safety requirements for construction and development. Each particular project may require additional requirements, which are reviewed on a case by case basis.

Project Name: _____

Address: _____

Type Occupancy / Project: _____

HYDRANTS

☐ Residential areas / 1 & 2 family structures: every 800 feet within 400 feet of buildings shall supply minimum of 600 gpm at 20 psi residual

☐ Multifamily area *I* Apartments: every 500 feet within 250 feet of buildings shall supply minimum of 1250 gpm at 20 psi residual

☐ Commercial areas: every 500 feet within 250 feet of principal building shall supply minimum of 1250 gpm at 20 psi residual

☐ N.F.P.A. #1 -2006 Edition Annex H &I

Additional:

☐ During construction, water supply must be available on site before construction

☐ During construction, access must be provided with an all - weather roadway surface capable of supporting fire apparatus necessary to respond. Whenever possible, two means of access should be provided

☐ Access roads shall be a minimum of 20' in width

☐ Minimum overhead clearance must be 13' 6" / Dead end access roads longer than 300' shall be provided with approved provisions for turning FD apparatus around with a minimum of a 90' diameter

☐ Turning radius must be a minimum of 50' outside turning radius, plus no overhang obstructions for an additional 5' for aerial apparatus

AUTOMATIC FIRE SPRINKLER REQUIRED

Commercial (Type construction based on SBCCI Tables)

☐ Type I Construction --12,000 square feet or more / more than 2 stories and 10,000 square feet, more than 3 stories regardless of square feet

☐ Type II -- Type VI Construction --8,000 square feet or more / more than 1 story and 5,000 square feet / more than 3 stories regardless of square feet

☐ Type I Construction --**more than** 4 stories in height

☐ Type II -- Type ***N*** Construction --more than 3 stories in height

- ☐ Type V - Type VI Construction -- **more** than 2 stories in height
- ☐ Type I - Type VI Construction -- 6,000 square feet or more (restaurants, bowling alleys, etc.)
- ☐ Type II - Type VI Construction -- Public assembly (theatres, stages, etc.) no minimum square footage, if located above first floor
- ☐ All buildings over 75 feet in height, regardless of construction or square footage
- ☐ All buildings over 20,000 square feet, regardless of construction
- ☐ Group H (Hazardous), regardless of square footage

SPRINKLERS (Additional)

- ☐ More than 12 but less than 50 heads, shop drawings may be used
- ☐ Sealed letter from Engineer of Record, stating design criteria for system to be submitted with construction plans. (50 heads or more)
- ☐ Underground Fireline – if contractor other than sprinkler contractor installs, separate permits, plans and inspections required. Class 5 license required
- ☐ Point of service refers to 5' out from building, not from main water supply
- ☐ Monitoring required
- ☐ Underground and aboveground systems inspections require visual, hydrostatic, and flush tests. 48 hour notifications required for inspections

FIRE ALARM SYSTEMS

- ☐ As per NFPA 72
- ☐ Over $5000 for work requires engineer sealed plans

EMERGENCY ACCESS FOR GATED COMMUNITIES

- ☐ Gates must be able to be activated by emergency personnel with manual back up in the event power failure. (SOS systems, Cards, Keypads, Knox Key, etc.)
- ☐ Knox Box required for FD emergency access for all facilities having sprinkler systems, alarm systems, or any facility having restricted access

Pubic Works Department

The Public Works Department is responsible for the day to day operations and maintenance of the City's roadways, sidewalks, stormwater management system, solid waste collection, and City owned facilities. The information below is provided as a guide to those interested in developing within the City of Sanford.

Contact Information:

Bilal Iftikhar, P.E., J.D., Public Works Director 407.688.5000 ext. 5400 Bilal.Iftikhar2@sanfordfl.gov
Jeff Davis, Project Manager 407.688.5000 ext. 5427 Jeff.Davis@sanfordfl.gov

Land Development Regulations:

The following links provide detailed information regarding the design and construction standards for the City's roads, drainage, solid waste, street lighting and street name signs:

> Schedule N, Subdivision Requirements includes streets, access control, lots and tracts design and includes residential, non-residential as well as private and public ownership. In addition, this schedule provides design standards for the placement and construction of enclosures for solid waste collection containers and streetlights. Schedule N can be found at: http://www.sanfordfl.gov/LDR-SchN
>
> Schedule O, Drainage, Easements and Site Preparation/Excavation Requirements provides design criteria for stormwater management systems in the City. Schedule O can be found at: http://www.sanfordfl.gov/LDR-SchO

General Guidelines:

The following are required improvements for all development in the City:

1. Sidewalks are required to be constructed along the road frontage of all property being developed.
2. The installation of streetlights is required in front of all non-residential development and any new subdivisions. Lights are to be located at every intersection and maximum 300 ft. spacing.
3. All work within the City's rights-of-way may require a separate right-of-way utilization permit.
4. Containers for the collection of solid waste are required on all sites. These containers are required to be placed within an enclosure with opaque gates and must be placed in an accessible location by the City's contracted service provider.

CITY OF SANFORD
UTILITY DEPARTMENT
DEVELOPMENT REVIEW TEAM
PRE-APPLICATION INFORMATION

GENERAL INFORMATION

1. The utility manual can be found on the City web at:
   http://www.sanfordfl.gov/Utility-Manual

2. Utility impact fees can be estimated from the Development Fee Sheet found on line at:
   http://www.sanfordfl.gov/Utility-DevFeeSheet

3. Utility Engineer contact information:
   Richard Blake
   Office Ph: 407.688.5101
   Office Fax: 407.688.5091
   E-mail: Richard.Blake@sanfordfl.gov

4. A utility account must be setup before a water meter can be set and utility services provided.

PRETREATMENT INFORMATION

1. The wastewater pretreatment application must be complete by the customer and evaluated by the City before the site plan can be approved by the utility pretreatment department. The sample box and oil and grease interceptor, if required, must be shown on plans before approval.

2. Inspector - 407.688.5000 ext. 5512

3. The Oil and Grease Management forms can be found under Utilities Department Forms and Publications at: http://www.sanfordfl.gov/Oil-Grease

DEVELOPMENT FEE WORKSHEET
CITY OF SANFORD
P.O. Box 1788 Sandford, FL. 32772-1788

Project Name: _____ Permit #: _____

Owner/Contact Person: _____ Date: _____

Address: _____ Phone: _____

Type of Development:	**RESIDENTIAL**	**NON-RESIDENTIAL**	**LOCATION**
Total Bldg /units _____	☐ Single Family ☐ Multi-Famliy	☐ Commercial ☐ Industrial	☐ City Resident ☐ County

Type of Utilities:

WATER METER:	☐ Ind. ☐ Master ☐ Meter Supplied by Contractor	☐ 3/4" **$400** ☐ Tap **$100**	☐ 1" **$600** ☐ Tap **$100**	☐ 1.5" **$800** ☐ Tap **$150**	☐ 2" **$975** ☐ Tap **$636**
SEWER TAPS:	☐ 4ft depth **$1,000**	☐ 4.5 - 6ft depth **$1,600**	☐ 6.5 - 10ft depth **$3,500**	☐ >10ft depth **$ at cost**	☐ By Contractor ☐ Existing Tap
RECLAIM METER:	☐ Ind. ☐ Master ☐ Meter Supplied by Contractor	☐ 3/4" **$400** ☐ Tap **$100**	☐ 1" **$600** ☐ Tap **$100**	☐ 1.5" **$800** ☐ Tap **$150**	☐ 2" **$975** ☐ Tap **$636**

COMMENTS: _____

WATER SYSTEM IMPACT FEES (Equivalent Residential Connection (ERC) - 300 gallons per day (GPD)

RESIDENTIAL

$1,343.00 /unit Single or Multi-Family Structure with Three (3) or more bathrooms (300GPD)

$1,007.25 /unit Mobile Home or Multi Family Structure with LESS THAN Three (3) bathrooms

Estimated usage for such family units on average requires only 225GPD of water and sewer services.

COMMERCIAL

$1,343.00 /ERU Fixture Unit Schedule from Southern Plumbing Code will be used. One ERU will be assessed for connection & up to twenty (20) Fixture units.
Projects with greater than twenty (20) Fixture Units shall be assessed in quarter fractions (0.25) based on the first ERU. Example: Twenty-five (25) fixture units will be rated as 1.25 ERU: twenty-six (26) fixture units will be rated 1.5 ERU.

SEWER SYSTEM IMPACT FEES (Equivalent Residential Connection - 270 gallons per day (GPD)

RESIDENTIAL

$3,025.00 /unit Single or Multi-Family Structure with Three (3) or more bathrooms (300GPD)

$2,268.75 /unit Mobile Home or Multi Family Structure with LESS THAN Three (3) bathrooms

This is based on judgment/assumption, that such family units on average require 75% of water and sewer service of an average single family unit.

COMMERCIAL- Industrial - Institutional

$3,025.00 /ERU Fixture Unit Schedule from Southern Plumbing Code will be used. One ERU will be assessed for connection & up to twenty (20) Fixture units.
Projects with greater than twenty (20) Fixture Units shall be assessed in quarter fractions (0.25) based on the first ERU. Example: Twenty-five (25) fixture units will be rated as 1.25 ERU: twenty-six (26) fixture units will be rated 1.5 ERU.

FEE SUMMARY

Water Impact Fees	$ _____	Water Meter	$ _____	Sewer Tap	$ _____	Reclm Meter	$ _____
Sewer Impact Fees	$ _____	Meter Tap	$ _____	Street Cut	$ _____	Meter Tap	$ _____
Other $ _____		Road Bore	$ _____			Road Bore	$ _____

_____ _____
Signature - Utility Director or Engineer Date

Impact Fees Effective: Oct. 1, 2008
Meter Fees Effective: April 1, 2008

TABLE 709.1 DRAINAGE FIXTURE UNITS FOR FIXTURES AND GROUPS

FIXTURE TYPE	DRAINAGE FIXTURE UNIT VALUE AS LOAD	MINIMUM SIZE OF TRAP (inches)
Automatic clothes washers, commercial (a)	3	2
Automatic clothes washers, residential	2	2
Bathroom group consisting of water closet, lavatory, bidet and bathtub or shower	6	n/a
Bathtub (with or without overhead shower or whirlpool attachments) (b)	2	1 1/2
Bidet	2	1 1/4
Combination sink and tray	2	1 1/2
Dental Lavatory	1	1 1/4
Dental unit of cuspidor	1	1 1/4
Dishwashing machine, domestic (c)	2	1 1/2
Drinking fountain	1/2	1 1/4
Emergency floor drain	0	2
Standard Floor drains (a)	2	Footnote (a)
Kitchen sink, domestic (a)	2	1 1/2
Kitchen sink, domestic with food waste grinder and/or dishwasher	2	1 1/2
Laundry tray (1 or 2 compartments)	2	1 1/2
Lavatory	1	1 1/4
Shower compartment, domestic	2	2
Sink (a)	2	1 1/2
Urinal	4	Footnote (d)
Urinal, 1 gallon per flush or less	2e	Footnote (d)
Wash sink (circular or multiple) each set of faucets	2	1 1/2
Water closet, flush-o-meter tank, public or private	4c	Footnote (d)
Water closet, private installation	4	Footnote (d)
Water closet, public installation	6	Footnote (d)

For SI: 1 inch = 25.4 mm, 1 gallon = 3.785 L.

(a) For traps larger than 2 inches, floor sinks and trench type drains use Table 709.2. (Add one fixture unit value (per trap size) for every 10ft of trench drain)
(b) A showerhead over a bathtub or whirlpool bathtub attachments does not increase the drainage fixture unit value.
(c) See section 709.2 through 709.4 for methods of computing unit value of fixtures not listed in Table 709.1 or for rating of devices intermittent flows.
(d) Trap size will be consistent with the fixture outlet size.
(e) For the purpose of computing loads on building drains and sewers, water closets or urinals shall not be rated at a lower drainage fixture unit unless the lower values are confirmed by testing.

TABLE 709.2 DRAINAGE FIXTURE UNITS FOR FIXTURE DRAINS OR TRAPS

FIXTURE DRAIN OR TRAP SIZE	DRAINAGE FIXTURE UNIT
1 1/4	1
1 1/2	2
2	3
2 1/2	4
3	5
4	6

COMMERCIAL – INDUSTRIAL – INSTITUTIONAL FEE CALCULATION:

Total ERU(s) : Total F.U. _____ divide by 20 = _____ ERU(s)

Water Impact Fee: $1343 x _____ ERU(s) = $ _____

Sewer Impact Fee: $3025 x _____ ERU(s) = $ _____

CITY OF SANFORD

Utility Service Providers for the City of Sanford

Service:	**Location:**	**Contact:**
Water & Sewer	City of Sanford P O Box 1788 Sanford, Florida 32772	Richard Blake 407.688.5101 Richard.Blake@sanfordfl.gov Franklyn Richardson 407.688.5501 Franklyn.Richardson@sanfordfl.gov
Solid Waste	City of Sanford P O Box 1788 Sanford, Florida 32772	Emily McCabe 407.688.5089 Emily.Mccabe@sanfordfl.gov
Telephone	BellSouth 132 Commerce Way Sanford, Florida 32771	Mr. Phil Ryan/Subdivisions 407.327.2872 Natasha Roberson/ROW 386.252.0662 nr321r@att.com
Electric	Florida Power & Light P O Box 2149 Sanford, Florida 32772	Mary Anne Dillard 407.328.1922 MaryAnne.Dillard@fpl.com
Gas	Florida Public Utilities 450 S. Hwy. 17-92 DeBary, Florida 32713	Mr. Johnny Hill 386.668.9842 jhill@fpuc.com Mr. Dave Johnson 386.668.9364
Cable	Spectrum 2251 Lucien Way Maitland, Florida 32751	Mr. Marvin Usry Construction Supervisor 407.532.8509 Marvin.Usry@charter.com
Fiber Optic	Level 3 Communications 1025 Eldorado Blvd. Broomfield CO, 80021	Richard Simonton 407.859.4071 (O) 407.462.0609 (C) Richard.Simonton@level3.com

BUILDING INSPECTION CODES	
Piling	101
Stemwall	102
Slab/Monoslab-Prepour	103
Footer	104
Lintel/Tie Beam/Fill/Down Cell	105
Sheathing - Roof	106
Frame With Window/Door Fasten	109
Insulation Rough In	110
Final Roof	111
Final Building - Other	112
Insulation Final	113
Sheathing - Wall	115
Roof Dry In	116
Ceiling Air Barrier (COM'L)	117
Tilt Wall	118
Insulation Roof (COM'L)	119
Firewall Screw Pattern	120
Building Ceiling Grid	121
Sign Fastener (Wall Signs)	123
Final Utility Bdlg	124
Final Fence	125
Final Demo	126
Final Screen Structure	127
Final Sign	128
Mitigation Affidavit	129
Final Stucco/Siding	130
Drywall/Sheetrock	131
Lath Inspection	132
Final Solar Panels	134
Pipe Insulation	135
Final Door Inspection	136
Final Window Inspection	137
Final Single Family Residence	138
Final Pool Screen Enclosure	139
Final Commercial - New	140
Final Commerical - Addition/Alteration	141
Final Commercial - Change of Use	142
Firewall Final Inspection	143
Pre-Demo	144
Formboard/Foundation Survey	147

ELECTRIAL INSPECTION CODES	
ELEC-SIGN FINAL	210
ELECTRIC UNDERGROUND	211
Electric Rough	212
Electric Final	213
Change of Service	214
Temporary Pole	215
Temporary Underground Power	216
Prepower Final	218
Elec - Ceiling Rough (Com'l)	219
Elec - Wall Rough (Com'l)	220
Footer/Slab Steell Bond	221

MECHANICAL INSPECTION CODES	
Mechanical Rough	409
Mechanical Final	410
Mech Ceiling Rough	411
Steam/Chill Water Rough	412
Mech Fire Dampe Angle	413
Mech Fire Damper Annular Space	414
Mech Fire Damper Frame	415
Mechanical Insulation Wrap	416
Grease duct Wrap	417
Light/Water Test Ck Welds	418
Hood System Final	419
Hood System Rough	420
Hood System Insulation	421

New City of Sanford Building Permit Inspection Line

855.541.2112

Fire Department Inspections—407.562.2786

Driveway Inspections—407.688.5080

Sidewalk Inspections—407.688.5148

Office Staff—407.688.5150

PLUMBING INSPECTION CODES	
Sewer	311
Tub Set	312
Plumbing Final	313
Gas Rough In	314
Gas Final	315
Plumbing Rough In	316
Plumbing Second Rough In	317
Sanitary Lin - Pressure Test	318
Grease Trap Rough In	319
Irrigation Rough	320
Irrigation Final	321
Plumbing Underground	322
Medical Gas Rough In	324
Medical Gas Final	325
Roof Storm Drain Rough	326
Roof Storm Drain Final	327
Gas Piping Underground	328

POOL INSPECTION CODES	
Pool Plumbing Rough	601
Pool Foundation	602
Main Drain Piping	603
Pool Deck	604
Child Safety Act/Pre-Fill	605
Pool Final	606
Pool Bonding Grid	607
Light Niche Bonding	608

MOBILE HOME CODE	
Mobile Home-Tie Down	145
Mobile Home Building Final	146

Inspection cut off time is 3:30

Inspections can be scheduled until 3:30 on Friday for Monday

Department of Planning & Development Services Meeting Schedule 2017

January 2017

Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5 P	6	7
8	9 C	10	11	12	13	14
15	16	17	18 H	19	20	21
22	23 C	24	25	26	27	28
29	30	31				

February 2017

Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2 P	3	4
5	6	7	8	9	10	11
12	13 C	14	15 H	16	17	18
19	20	21	22	23	24	25
26	27 C	28				

March 2017

Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2 P	3	4
5	6	7	8	9	10	11
12	13 C	14	15 H	16	17	18
19	20	21	22	23	24	25
26	27 C	28	29	30	31	

April 2017

Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1
2	3	4	5	6 P	7	8
9	10 C	11	12	13	14	15
16	17	18	19 H	20	21	22
23	24 C	25	26	27	28	29
30						

May 2017

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4 P	5	6
7	8 C	9	10	11	12	13
14	15	16	17 H	18	19	20
21	22 C	23	24	25	26	27
28	29	30	31			

June 2017

Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1 P	2	3
4	5	6	7	8	9	10
11	12 C	13	14	15	16	17
18	19	20	21 H	22	23	24
25	26 C	27	28	29	30	

July 2017

Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1
2	3	4	5	6 P	7	8
9	10 C	11	12	13	14	15
16	17	18	19 H	20	21	22
23	24 C	25	26	27	28	29
30	31					

August 2017

Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3 P	4	5
6	7	8	9	10	11	12
13	14 C	15	16 H	17	18	19
20	21	22	23	24	25	26
27	28 C	29	30	31		

September 2017

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7 P	8	9
10	11 C	12	13	14	15	16
17	18	19	20 H	21	22	23
24	25 C	26	27	28	29	30

October 2017

Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5 P	6	7
8	9 C	10	11	12	13	14
15	16	17	18 H	19	20	21
22	23 C	24	25	26	27	28
29	30	31				

November 2017

Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2 P	3	4
5	6	7	8	9	10	11
12	13 C	14	15 H	16	17	18
19	20	21	22	23	24	25
26	27 C	28	29			

December 2017

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7 P	8	9
10	11 C	12	13	14	15	16
17	18	19	20 H	21	22	23
24	25	26	27	28	29	30
31						

C City Commission
Meets on the second and fourth Monday of each month at 7 PM in the City Commission chambers.

P Planning & Zoning Commission
Meets on the first Thursday of each month at 10 AM in the City Commission chambers.

Development Review Team
Meets each Tuesday at 9 AM in the Lake Monroe Conference Room.

H Historic Preservation Board
Meets on the third Wednesday of each month at 5:30 PM in the City Commission chambers.

Public Art Commission
Meets on the fourth Tuesday of each month at 3 PM in the City Commission chambers.

Holiday - City Hall Closed

Note: Meeting dates, times and locations are subject to change

City of Sanford Planning and Development Services
300 N. Park Avenue, Sanford, Florida 32771
Office: 407.688.5140 Fax: 407.688.5141
Email: Russell.Gibson@sanfordfl.gov

CUSTOMER EVALUATION OF DEVELOPMENT REVIEW TEAM

1. Date of Meeting: _____

2. Which of the following best describes you:
   o Consultant o Developer/Builder o Realtor/Appraiser
   o Owner/Resident o Other_____

3. Why did you request a Pre-application meeting with the Development Review Team?
   o Site Development o Annexation o Rezoning and/or Land Use Change
   o Variance o Conditional Use o Urban Infill Re-development
   o Other _____

4. Property Location:_____

5. My comments on this survey are for:
   o Specific DRT member(s) name(s) _____
   o Overall service by the Development Review Team

6. Was your pre-application meeting request scheduled within a timely manner? o Yes o No o N/A
   If No, how long did it take? _____

7. Courtesy and professionalism of Staff:
   o Excellent o Good o Fair o Poor o N/A

8. Staff's explanation of the City's requirements and procedures:
   o Excellent o Good o Fair o Poor o N/A

9. Staff's explanation of the items needed to submit with your project application:
   o Excellent o Good o Fair o Poor o N/A

10. Staff's explanation of known issues/concerns pertinent to your application and explanation of options available to you:
    o Excellent o Good o Fair o Poor o N/A

11. Staff's knowledge of the relevant subject matter:
    o Excellent o Good o Fair o Poor o N/A

12. Overall experience with the Development Review Team:
    o Excellent o Good o Fair o Poor o N/A

13. Please provide any additional comments to help us improve our Customer Service:

    _____

    _____

Thank you!