

Ordinance No. 2025-4840

An ordinance of the City Commission of the City of Sanford, Florida substantially and comprehensively revising and amending the provisions of Schedule “H” and Articles “I” and “II” of the *City of Sanford Code/Land Development Regulations (LDRs)*, relating to application processes, required documents, Final Plat approvals, parking exemptions, EV parking incentives and Administrative Official authority; providing for legislative findings and intent; providing for a savings provision; providing for conflicts; providing for severability; providing for exhibits, codification and the correction of scrivener’s errors; and providing for an effective date.

Whereas, the City of Sanford’s Planning and Development Services Department staff has conducted a thorough review and analysis of the City’s *Land Development Regulations (LDRs)* in order to ensure that sound and generally accepted land use planning and development practices and principles are applied throughout the City’s *LDRs* and to ensure that the City’s *LDRs* are consistent with and appropriately implement the City’s *Comprehensive Plan*; and

Whereas, the City’s professional City planning staff and the City’s Planning and Zoning Commission as well as the City Commission have determined that the proposed amendments to the City’s *LDRs* are consistent with the *Comprehensive Plan of the City of Sanford* and the controlling provisions of State law; and

Whereas, the City Commission of the City of Sanford, Florida has enacted this Ordinance in accordance with the requirements and procedures mandated by State law and all prior land use actions of the City are hereby ratified and affirmed.

Now, therefore, be it enacted by the People of the City of Sanford, Florida:

Section 1. Legislative Findings and Intent.

(a). The City Commission of the City of Sanford hereby adopts and incorporates

into this Ordinance the City staff report and City Commission agenda memorandum relating to the application relating to this Ordinance as well as the recitals (whereas clauses) to this Ordinance.

(b). The City of Sanford has complied with all requirements and procedures of Florida law in processing and advertising this Ordinance.

Section 2. Substantial And Comprehensive Revision And Amendment Of Schedule “H” And Articles “I” and “II”, *City of Sanford Code/Land Development Regulations, Parking, Final Plat, Application Process And Administrative Official Authority.*

(a). Schedule “H” of the *City of Sanford Code/Land Development Regulations* are substantially revised and amended to read as set forth in the Exhibit to this Ordinance which is noted to be applicable to Schedule “H” and which, by this reference thereto, is incorporated herein as if fully set forth herein verbatim.

(b). Article “I” of the *City of Sanford Code/Land Development Regulations* are substantially revised and amended to read as set forth in the Exhibit to this Ordinance which is noted to be applicable to Article “I” and which, by this reference thereto, is incorporated herein as if fully set forth herein verbatim.

(c). Article “II” of the *City of Sanford Code/Land Development Regulations* are substantially revised and amended to read as set forth in the Exhibit to this Ordinance which is noted to be applicable to Article “II” and which, by this reference thereto, is incorporated herein as if fully set forth herein verbatim.

Section 3. Conflicts.

All ordinances or part of ordinances in conflict with this Ordinance are hereby repealed.

Section 4. Severability.

If any section, sentence, phrase, word, or portion of this Ordinance is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word, or portion of this Ordinance not otherwise determined to be invalid, unlawful, or unconstitutional.

Section 5. Savings; Effect Of Ordinance.

The prior actions of the City of Sanford in terms of the matters relating to any and all actions and activities of the City pertaining to the City's *Land Development Regulations*, or of an associated nature, are hereby ratified and affirmed.

Section 6. Codification; Scrivener's Errors.

(a). The exhibits referenced in Section 2 of this Ordinance shall be codified and all other sections of this Ordinance shall not be codified.

(b). Typographical errors and other matters of a similar nature that do not affect the intent of this Ordinance, as determined by the City Clerk and City Attorney, may be corrected with the endorsement of the City Manager, or designee, without the need for a public hearing.

Section 7. Effective Date.

This Ordinance shall become effective immediately upon enactment.

Passed and adopted this 12th day of January, 2026.

Attest:

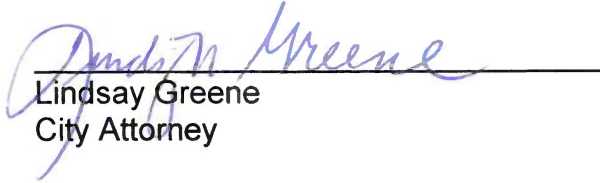
**City Commission of the City of
Sanford, Florida**



Traci Houchin, MMC, FCRM
City Clerk

Art Woodruff
Mayor

Approved as to form and legal sufficiency.


Lindsay Greene
City Attorney



Business Impact Estimate

This form should be included in agenda packet for the item under which the proposed ordinance is to be considered, and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference:

An ordinance of the City Commission of the City of Sanford, Florida revising, amending and reassigning the provisions of Schedule H – Parking Requirements, Article I – Legislative Authority, Land Use Zoning and Review Procedures, and Article II – Subdivision and Plat Procedures of the City of Sanford Code/Land Development Regulations (LDRs); providing for a savings provision; providing for conflicts; providing for severability; providing for codification and the correction of scrivener's errors; and providing for an effective date.

The City is of the view that the following exception(s) to the Business Impact Estimate requirement apply that are checked off in a box below apply to the above-referenced proposed ordinance, although the City is implementing the procedure required by statutory law to ensure that no inadvertent procedural issue could impact the enactment of the proposed ordinance.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant, or other financial assistance accepted by the
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:

- a. Part II of Chapter 163, *Florida Statutes*, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
- b. Sections 190.005 and 190.046, *Florida Statutes*, regarding community development districts;
- c. Section 553.73, *Florida Statutes*, relating to the *Florida Building Code*; or
- d. Section 633.202, *Florida Statutes*, relating to the *Florida Fire Prevention Code*.

In accordance with the provisions of controlling law, even notwithstanding the fact that, an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include statement of the public purpose, such as serving the public health, safety, morals, and welfare):

This ordinance updates the land development regulations in the city. The purpose is to ensure the regulations are current and effective in promoting public health, safety, and welfare. The update to the Schedules was designed to accomplish the following main objectives:

- 1. Improve transparency by updating language to be consistent in design with previously updated Land Development Codes;
- 2. Remove redundant, impractical, and outdated regulations; and
- 3. Include new trends, tools and regulations that provide clear and easy regulations for any person to both find the necessary information and understand the information defined for the intended objective.
- 4. Comply with State legislation and policies that preempt or direct land development or growth processes and regulations.

2. Estimate of direct economic impact of the proposed ordinance on private, for-profit businesses in the City:

The proposed ordinance does introduce slight changes that may positively impact development costs but will have minimal to no direct economic impact on private, for-profit businesses.

3. Estimate of direct compliance costs that businesses may reasonably incur:

Not applicable: The ordinance does not introduce new compliance requirements or changes that affect business operations.

No new charges are introduced in the adoption of this ordinance for compliance.

4. Any new charge or fee imposed by the proposed ordinance:

Not applicable: No new charges are directly introduced in the adoption of this ordinance.

5. Estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs:

Not applicable: There are no significant changes in regulatory costs or new fees imposed.

6. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

Not applicable: The proposed changes do not significantly impact a specific number of businesses or if any impact is incurred, the impact is minimal.

7. Additional information (if any, but may wish to include the methodology used to derive information for #1 and #2, above. For example: City staff solicited comments from businesses in the City as to the potential impact of the proposed ordinance by contacting the chamber of commerce, social media posting, direct mail or direct email, posting on City website, public workshop, etc. You may also wish to include efforts made to reduce the potential fiscal impact on businesses based on feedback from businesses. You may also wish to state here that the proposed ordinance is a generally applicable ordinance that applies to all persons similarly situated (individuals as well as businesses) and, therefore, the proposed ordinance does not impose costs only upon businesses.):

The proposed ordinance updates existing land development regulations to enhance clarity and opportunities. The changes are based on general feedback received from applicants over time, which highlighted areas for improvement in terms of transparency and regulatory adherence. While there was no specific community outreach conducted for this update, the changes reflect the ongoing efforts to address concerns and suggestions from individuals and businesses interacting with the land development process.

Furthermore, the proposed ordinance is designed to be generally applicable, impacting all individuals and businesses similarly situated. This approach ensures that the ordinance does not impose costs solely upon businesses but applies uniformly to all parties subject to the regulations.

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Amendment History:

[Ord. 3117, July 27, 1992] [Ord. 3907, January 24, 2005] [Ord. 4736, May 22, 2023] [Ord. xxxx

**SCHEDULE H
PARKING REQUIREMENTS**

SECTION 1.0 PURPOSE

A. Purpose and Intent.

It is the purpose of this Schedule to establish standards which promote the orderly, efficient, and safe layout of parking and loading areas and to minimize the necessity for impermeable surface areas. Additionally, the City is encouraging implementation of higher-level design and promoting readiness for Electric Vehicles (EV) and resilient design.

B. Lawfulness.

Any deviation from the provisions of this Schedule, unless specifically stated herein or allowed by other provisions of these LDRs or under the authority of the Administrative Official is prohibited and unlawful.

C. Best Practices.

All reviews and determinations of the provisions within this Schedule by the Administrative Official shall be to implement the Purpose and Intent of this Schedule together with sound and generally accepted land use and growth management planning practices and principles that aim to balance the social, physical, economic and environmental needs of the City.

SECTION 2.0 APPLICABILITY

Off-street parking spaces shall be provided at the time of the development of any property, erection of any building or at the time any principal building is enlarged or increased in capacity by adding dwelling units, guest rooms, seats or floor area; or before the conversion from one (1) type of use or occupancy to another when the proposed use requires a greater number of parking spaces than the previous use,

Except as provided for under joint parking and shopping centers and malls, if a structure contains 2 or more types of use, each use shall be calculated separately for the purpose of determining the number of total off-street parking spaces required.

The total number of parking spaces required shall be rounded off to the closest whole number if the computations based on this Schedule result in any fractional requirement of a parking space. Fractional numbers ending in .5 shall be considered as the next whole space,

To promote resilience, applicants are encouraged to install EV charging spaces and infrastructure on development sites throughout the City. In certain instances, EV charging stations or infrastructure may be required at the discretion of the Administrative Official or designee or when the number of parking spaces exceeds predetermined thresholds.

SECTION 3.0 UNSPECIFIED USES

The number of parking spaces for uses not specifically mentioned herein or unique cases shall be determined on an individual basis by the Administrative Official. Factors to be considered in such determination include, but are not limited to, size of building, type of use, number of employees, expected volume and turnover of customer traffic, expected frequency and number of delivery and service vehicles parking requirements for comparable uses specified in this Schedule and sound and generally accepted land use planning and engineering practices and principles.

SECTION 4.0 JOINT USE OF PARKING FACILITIES

The City may authorize the joint use of parking facilities under the following conditions:

41 **A. Shared Parking.**

42 Up to 50 percent of the parking facilities of a use considered to be primarily a daytime use or a weekday
43 use may be used to satisfy the parking facilities required by this section for a use considered to be primarily
44 a nighttime use or a weekend use.

45 **B. Covenant Required.**

46 A binding covenant in a form approved by the City Attorney for any shared parking agreement shall be
47 provided to the City and shall include such reasonable conditions as the City may impose.

48 **SECTION 5.0 REDUCTIONS AND INCREASES IN REQUIRED NUMBER OF PARKING**
49 **SPACES**

50 The Administrative Official may reduce the number of required off-street parking spaces when the applicant
51 demonstrates in a parking study prepared by a traffic engineer or traffic planner good cause or when the
52 Administrative Official finds that the applicant has demonstrated by competent and substantial evidence that a
53 hardship exists regarding the development of the parcel. In such situations, the City may require land to be
54 reserved for parking development should the use or needs change or require a fee in lieu payment or other
55 mechanism consistent with [Section 7.0.F](#) of this schedule.

56 The Administrative Official may approve an increase or decrease in the number of parking spaces up to twenty-
57 five percent (25 percent) of the number required when the applicant demonstrates in a parking study prepared
58 by a traffic engineer or traffic planner good cause. The parking study must contain at least five examples of
59 similar projects within 100 miles of the project location.

60 The Administrative Official shall have the discretion to require that an application for parking increase be heard
61 by the Planning and Zoning Commission at a public hearing.

62 The Administrative Official may approve a reduction of parking spaces or parking stall size, if an applicant can
63 demonstrate a higher level of design incorporating two of the following elements:

64 A. Additional usable open space above minimum required open space

65 B. Preservation of trees

66 C. Hardscaping elements

67 D. Enhanced landscaping

68 E. EV charging stations or installation of electric conduits to serve future EV infrastructure, if compliant with
69 [Section 7.0.G](#).

70 F. Fee in lieu payment

71 The Administrative Official shall have the discretion to require that an application for parking reduction be
72 heard by the Planning and Zoning Commission at a public hearing.

73 The Planning and Zoning Commission may approve an increase or decrease in the number of parking spaces
74 when the request exceeds 25 percent of the required when the applicant demonstrates in a parking study
75 prepared by a traffic engineer or traffic planner good cause. The parking study must contain at least five
76 examples of similar projects within 100 miles of the project location.

77 **SECTION 6.0 BICYCLE PARKING REQUIRED**

78 **A. Purpose.**

79 The purpose of this Subsection is to provide adequate and safe facilities for the storage of bicycles.

- 80 **B. Applicability.**
- 81 Bicycle parking facilities shall be provided for any new building, addition or enlargement of an existing
- 82 building, or for any change in the occupancy of a building that results in the need for additional auto parking
- 83 facilities.
- 84 **C. Exemptions.**
- 85 No bicycle parking spaces shall be required for the following uses: single-family residence, two-family
- 86 residence, funeral parlor, undertaker, cemetery, automobile repair or body shop, gas station and car wash.
- 87 **D. Bicycle Parking Spaces Required.**
- 88 Off-street bicycle parking shall be provided as follows:
- 89 1. For multi-family residences, there shall be one bicycle space or locker for every five dwelling units or
- 90 portion thereof.
- 91 2. For all other uses, except exempted uses, one bicycle parking space shall be provided for every 20
- 92 parking spaces required pursuant to this Schedule.
- 93 3. In all cases where bicycle parking is required, a minimum of two and a maximum of 50 bicycle parking
- 94 spaces shall be provided and distributed throughout the project.
- 95 4. The Administrative Official may reduce or eliminate the required number of bicycle parking spaces
- 96 based on competent and substantial evidence provided by the applicant confirming that fewer bicycle
- 97 parking spaces are required.
- 98 5. A maximum of two required vehicle parking spaces may be used for bicycle parking spaces.
- 99 **E. Location of Short-Term Bicycle Parking Facilities.**
- 100 **1. Visibility:**
- 101 Cyclists should easily spot short-term parking when they arrive from the street. A highly visible
- 102 location discourages theft and vandalism. Locations "off on the side", "around the corner" or in un-
- 103 supervised parking structures or garages shall be discouraged.
- 104 **2. Access:**
- 105 The parking area should be convenient to building entrances and street access, but away from normal
- 106 pedestrian and auto traffic. Locations that require bicycles to travel over stairs shall be discouraged.
- 107 **3. Security:**
- 108 Surveillance is essential to reduce theft and vandalism. Parking shall be located within view of passers-
- 109 by, retail activity, or office windows.
- 110 **4. Lighting:**
- 111 Bicycle parking areas should be well lit for theft protection, personal security and accident prevention.
- 112 **5. Weather Protection:**
- 113 Whenever possible, the bicycle parking area shall be protected from weather, using an existing overhang
- 114 or covered walkway. Alternatively, a canopy or roof, either freestanding or attached to an existing
- 115 building, shall be constructed.
- 116 **6. Avoid Conflict with Pedestrians:**
- 117 Racks shall be located to ensure that parked bicycles don't block the pedestrian path.

118 **7. Avoid Conflict with Automobile:**

119 Bicycle parking shall be separated from auto parking and road areas with space and a physical barrier
120 to prevent motor vehicles from damaging parked bicycles.

121 **F. Design of Parking Facilities.**

- 122 1. The "Inverted U" type bike rack is the recommended bicycle parking rack for short-term parking. Any
123 other type of proposed rack is subject to approval by the Administrative Official based upon
124 demonstratable common practice. Any such alternate security device submitted for approval shall
125 provide for:
- 126 a. Supporting the bike frame at two locations (not just a wheel);
 - 127 b. Allowing both the frame and at least one wheel to be locked to the rack (without requiring that the
128 lock be placed near the bicycle chain);
 - 129 c. Allowing the use of either a cable or "U-type" lock;
 - 130 d. Bicycles which are equipped with water bottle cages;
 - 131 e. Bicycles which are not equipped with kickstands; and
 - 132 f. All types and sizes of bicycles, including various types and sizes of frames, wheel sizes, and tire
133 widths.
- 134 2. All lockers and racks shall be securely anchored to the ground or the building structure to prevent the
135 racks and lockers from being removed from the location.
- 136 3. The surfacing of such facilities shall be designed and maintained to be mud and dust free. The use of
137 rock or gravel areas for bicycle parking is permitted provided that edging materials, such as landscape
138 timbers are used so that the bicycle parking area is clearly demarcated and the rock material is contained.
- 139 4. Bicycle parking facilities shall be sufficiently separated from motor vehicle parking areas to protect
140 parked bicycles from damage by motor vehicles. The separation may be accomplished through grade
141 separation, distance or physical barrier, such as curbs, wheel stops, poles or other similar features.
- 142 5. Required bicycle parking spaces shall be at least two feet by six feet per bicycle.
- 143 6. An aisle a minimum of five feet wide shall be provided behind bicycle parking facilities to allow for
144 maneuvering.
- 145 7. Sufficient space, to be a minimum of 24", shall be provided beside each parked bicycle to allow access.
146 This access may be shared by adjacent bicycles. Racks shall be installed a minimum of 24" from any
147 wall or other obstruction.
- 148 8. It is recommended that 1/2 of the bicycle parking spaces be provided as long-term parking, safe and
149 secure from vandalism and theft, and protected from the elements. With the remainder being provided
150 as short term (customer or visitor) parking, and it is recommended that these parking spaces be visible
151 and convenient to the building entrance.
- 152 9. Bicycle parking facilities shall be marked with a sign which includes a picture of a bicycle and the letter
153 'P' or the word 'Parking'.

154 **G. Specifications for the "Inverted U" Type Bicycle Rack.**

155 (If proposed, all other racks must be approved by the Planning Director or designee).

156 The Inverted U's shall be fabricated from 1½" Schedule 40 Pipe, in accordance with ASTM F 1083, 48.26
157 mm O.D. x 3.683 mm wall (1.90" x 0.145" wall). The U's shall measure 914.4 mm high x 457.2 mm wide
158 (36" high, 18" wide). The bicycle racks shall not be welded in sections. Only the base plate shall be welded
159 to the steel pipe with two 3mm (1/8") vent holes - one on the inside of each upright where the pipe is welded

to the baseplate. After fabrication, the rack shall be coated with a Thermoplastic (polyethylene copolymer based) powder coating (polymer) to a thickness 200-250 micrometers (8 - 12 mils). Racks installed Downtown must be "Federal Green"- Color #14056 as specified in the Federal Paint Specifications 595B. Racks shall be mounted to concrete via 190 mm (7 ½") diameter baseplates 10mm (3/8") thick steel in accordance with ASTM A 36, with 11 mm diameter (7/16") mounting holes on each base plate, spaced equidistant between the upright pipe and edge of the baseplate. Expansion anchor shall be carbon steel mushroom head, 10 mm x 76 mm (3/8" x 3") "spike" #5550 as manufactured by Rawl or approved equal manufactured in the U.S. made from grade 8.2 materials exhibiting equivalent theft-proof performance. Racks shall be set firm and aligned with a tolerance of plus or minus ¼" from plumb. Where required, steel tapered shims shall be installed prior to anchoring in place. Any departure of base plate from grade by more than 3/8" shall require the separation to be filled with high-strength epoxy non-shrinking grout and made level.

H. Long Term Bicycle Parking Facilities.

Long term parking shall be provided for employees, bicycle commuters and tenants/owners in multifamily developments. Three common ways of providing secure long-term bicycle parking are: fully enclosed lockers accessible only by the user; a continuously monitored facility that provides at least medium-term type bicycle parking facilities; and restricted access facilities in which short term type bicycle racks are provided and access is restricted only to the owners of the bicycles stored therein. The easiest retrofit is the bicycle locker. Bicycle lockers are designed to be secure individual bikes with panniers, computers, lights, etc., left on the bike. Some designs of bike lockers can be stacked so there is twice the parking density. Good protection from the weather is another benefit. Bike lockers tend to be used most for long term bicycle commuter parking in areas without a lot of continuous oversight.

SECTION 7.0 OFF-STREET PARKING REQUIREMENTS

A. Number of Automobile Parking Spaces.

TABLE 7.0.A – MINIMUM PARKING SPACE REQUIREMENTS

LAND USE CATEGORY		MINIMUM NUMBER OF PARKING SPACES REQUIRED PER INDICATED UNIT	UNIT OF MEASURE
RESIDENTIAL	One-Family Dwelling	2.0	Per dwelling unit.
	Mobile Home	2.0	Per dwelling unit.
	Multiple-Family Dwelling	2.0 ²	Per dwelling unit.
	Townhouse	2.0 ²	Per dwelling unit.
MISCELLANEOUS	Travel Trailer	1.0	Per travel trailer.
	Day Care Facility	4.0	Per 1,000 square feet Gross Floor Area (GFA) ¹ .
	Residential Care Facility	1.0	Per 3 beds.
	Boarding House	1.0	Per sleeping room.
	PLUS	1.0	Per resident manager.
	Accessory Dwelling Unit; Accessory Residential Structure; Accessory Agricultural Housing	1.0	Per unit.

LAND USE CATEGORY		MINIMUM NUMBER OF PARKING SPACES REQUIRED PER INDICATED UNIT	UNIT OF MEASURE
PUBLIC AND SEMI-PUBLIC	Noncommercial Amusement Facility		
	Indoor/Outdoor with fixed seating	1.0	Per seat or per person based on maximum capacity.
	Without fixed seating	1.0	Per 100 square feet of GFA and/or Land Area devoted to Assembly or Recreation Use on the premises.
	Educational Facilities		
	Elementary School and Middle School	1.0	Per 9 students of maximum design capacity.
	High School, College, University or Vocational School	1.0	Per 4 students of maximum design capacity.
	Library	3.0	Per 1,000 square feet of GFA
PUBLIC AND SEMI-PUBLIC	Cultural Facility		
	Indoor	1.0	Per 1,000 square feet of GFA.
	Outdoor	1.0	Per acre of facility.
	House of Worship	1.0	Per 3 seats based on maximum capacity of Auditorium or Principal Place of Assembly.
	Hospital	1.4	Per bed based on maximum patient capacity.
COMMERCIAL	Government Uses	1.0	Per parking space required based on non-government use of the same type.
	General Retail Sales and Service Indoor including commercial schools	5.0	Per 1,000 square feet of GFA.
	Convenience Store	7.0	Per 1,000 square feet of GFA.
	Retail, Large Goods	3.0	Per 1,000 square feet of GFA.
	Multi-tenant Shopping Center or Mall		
	100,000 square feet or less;	4.0	Per 1,000 square feet of GFA.
	Greater than 100,000 square feet	3.0	Per 1,000 square feet of GFA.
	Outdoor Display-New Merchandise; New and Used Vehicular Dealers; Outdoor Display-Used Merchandise; Outdoor Storage	1.0	Per 1,000 square feet of Gross Sales and Storage Area (interior and exterior).
	Business and Professional Offices	4.0	Per 1,000 square feet of GFA.
	Medical and Dental Office	5.0	Per 1000 square feet of GFA.
	Restaurant	1.0	Per 3 seats based on maximum customer capacity.
	Fast Food Restaurant with Drive- through lane	1.0	Per 5 seats based on maximum customer capacity.

LAND USE CATEGORY		MINIMUM NUMBER OF PARKING SPACES REQUIRED PER INDICATED UNIT	UNIT OF MEASURE
COMMERCIAL	Self-Storage Facility	6.0	Adjacent to the office; and temporary loading zones must be provided on each side of the driving lanes that are adjacent to the storage buildings. Buildings must be 24' apart if 1 parking lane is provided and 32' apart if 2 parking lanes are provided.
	Transient Lodging Establishment PLUS	1.0 .2	Per sleeping unit. Per restaurant seat or conference room based on maximum customer capacity.
TRANSIENT LODGING AND ENTERTAINMENT	Commercial Amusements: Indoor/Outdoor With Fixed Seating	1.0	Per 4 seats based on maximum capacity.
	Without Fixed Seating	1.0	Per 200 square feet of floor and/or land area devoted to assembly or recreational use on the premises.
	Health Club	10.0	Per 1,000 square feet of GFA.
AUTOMOTIVE	Automobile and Truck Service; Automobile and Truck Repair; Automobile and Truck Rental; Automobile Rental Office; Major Equipment Rental; Major Equipment Repair; Automobile and Truck Accessory Sales and Installation	3.0	Per 1,000 square feet of GFA.
MISCELLANEOUS BUSINESS & SERVICES	Funeral Home, Mortuary and/or Crematory	1.0	Per 4 seats based on maximum capacity of funeral service chamber or chapel.
	Laundry and Dry-Cleaning Plant	1.0	Per 1,000 square feet of GFA.
	Domestic and Business Service; Landscaping Service Establishment	3.0	Per 1,000 square feet of GFA.
	Auction Sales Establishment Inside	1.0	Per 4 seats based on maximum capacity of Place of Assembly.
	Outside	1.0	Per 50 square feet of area devoted to assembly on the premises.
	Veterinarian and Animal Hospital; Animal Boarding Kennel	3.0	Per 1,000 square feet of GFA.
INDUSTRIAL	Wholesale and Storage	1.0	Per 1,000 square feet of GFA.
	Manufacturing	2.0	Per 1,000 square feet of GFA.
	Junk Yard	1.0	Per acre of facility.

LAND USE CATEGORY		MINIMUM NUMBER OF PARKING SPACES REQUIRED PER INDICATED UNIT	UNIT OF MEASURE
AGRICULTURAL	Agriculture Animal Raising	1.0	Per acre of facility.
Notes:			
1. Gross Floor Area (GFA): The sum of the horizontal areas of the stories of a building or buildings, measured from the exterior faces of exterior walls or from the centerlines of walls which separate buildings. Included within such sum shall be the areas of all stories, including those areas which are not heated or air-conditioned, storage areas, interior balconies and mezzanines, and any other space reasonably usable for any purpose except parking.			
2. The Administrative Official may reduce the required number of parking spaces based on competent evidence provided by a traffic engineer or traffic planner confirming that fewer vehicle parking spaces are required pursuant to Section 5.0 of this schedule.			

B. Parking in the Special Commercial Zoning District (SC-3).

~~1. Existing Buildings, Existing Outdoor Seating Areas and Existing Sidewalk Cafes.~~

- ~~a. There shall be no off street parking requirements for existing buildings in the SC 3 zoning district if there is no change in use or lapse in occupancy in excess of six months.~~
- ~~b. Existing buildings with outdoor seating on private property, may request vesting for existing outdoor seating within six months of the adoption of this Section.~~
 - ~~i. Any outdoor seating area that is not vested within six months of adoption of this Section shall be deemed to have lapsed.~~
 - ~~ii. Any outdoor seating area deemed to have lapsed, shall be considered non-conforming and subject to procedures of [Schedule L](#).~~
 - ~~iii. Expansions to existing seating areas shall have parking calculated consistent with [Section 7. B.2](#).~~
- ~~c. Existing approved sidewalk cafes are not eligible to vest however, an established sidewalk café is annually permitted to be renewed, subject to the provisions of [Schedule E](#).~~
- ~~— Should an existing sidewalk café fail to annually renew, credit for up to eight (8) seats may be granted by the Administrative Official. Any additional seats will be assessed parking based on [Section 7.B.2](#).~~

1. General Requirements for All Parcels.

- a. Parking requirements for any parcel within the SC-3 district shall be assessed parking based on the [Table 7.0.B](#).
- b. The Administrative Official shall have the discretion to require that an application for parking reduction be heard by the Planning and Zoning Commission at a public hearing.

2. New Buildings, Outdoor Seating Areas or New Sidewalk café of Change of Use for or Expansion to Existing Buildings.

The initial 5,000 square feet of the total building area within one parcel, development, or lot may be exempted from parking requirements. All square footage above 5,000 square feet shall provide parking in accordance with [Table 7.0.B – SC-3 Minimum Parking Spaces](#). For change of use or expansion of an existing building, the Administrative Official may approve parking based on the pro rata share over and above the initial 5,000 square feet. Any change to residential is required to meet the parking requirements.

- ~~b. Outdoor seating area and event space shall be assessed parking based on the table below.~~
- ~~c. The Administrative Official shall have the discretion to require that an application for parking reduction be heard by the Planning and Zoning Commission at a public hearing.~~

3. Change of Use.

For change of use ~~or expansion of an existing building~~, the Administrative Official may approve parking based on the pro rata share over and above the initial 5,000 square feet. Any change to residential is required to meet the parking requirements with no initial square foot exemption.

4. Outdoor Seating for Private Property and Sidewalk Cafes.

a. Outdoor Seating for Private Property.

Any outdoor use area located on private property may be included within the 5,000 square foot exemption area for parking. The dimensional layout and use designations for all outdoor areas must be shown and approved on a site plan to qualify for the exemption.

~~d. New sidewalk cafes requesting to be permitted for more than 8 seats, shall be subject to the parking requirements in the matrix.~~

~~e. Parking for all new buildings, outdoor seating area, and sidewalk cafes shall be approved by the Administrative Official using the parking matrix below:~~

b. Sidewalk Café.

All ~~Except that~~ sidewalk cafes are subject to approval via procedures in [Schedule E](#):

1) Existing approved sidewalk cafes are not eligible to vest, however, an established sidewalk café is annually permitted to be renewed, subject to the provisions of [Schedule E](#).

2) Should an existing sidewalk café fail to annually renew, credit for up to eight seats may be granted by the Administrative Official. Any additional seats will be assessed parking based on [Section 7.B.2](#)

3) New sidewalk cafes requesting to be permitted for more than eight seats, shall be subject to the parking requirements in [Table 7.0.B](#).~~the matrix.~~

TABLE 7.0.B – SC-3 MINIMUM PARKING SPACES

LAND USE CATEGORY	MINIMUM NUMBER OF PARKING SPACES REQUIRED PER INDICATED UNIT ¹	UNIT OF MEASURE
RESIDENTIAL	1 0.5	Space for the initial unit (1 bedroom or studio). Space per additional bedroom.
RESTAURANT	1	Per 5 Seats.
TRANSIENT LODGING	1	Per sleeping room.
ASSEMBLY (NON-FIXED SEATING)	1	Per 200 square feet of assembly area.
ALL OTHER NON-RESIDENTIAL USES	1	Per 500 square feet.
Notes:		
1. The Administrative Official may reduce the required number of parking spaces based on competent and substantial evidence provided by a traffic engineer or traffic planner confirming that fewer vehicle parking spaces are required pursuant to Section 5.0 of this schedule.		

C. Maximum Number of Parking Spaces.

No development shall exceed the required number of parking spaces by more than 25 percent. However, the Administrative Official may approve parking increases up to 50 percent, when the applicant demonstrates good cause in a parking study prepared by a traffic engineer or traffic planner. At least five examples of similar projects within 100 miles of the project location must be included in the parking study. A percentage of any increase in parking spaces must include either EV charging stations or installation of electric conduit to serve future EV infrastructure.

245 **D. Parking of Company Vehicles.**

246 The minimum off-street parking space requirements for trucks and other similar company vehicles shall be
247 one space for every vehicle operated by the establishment on the premises and for automobiles as shown in
248 this Schedule, Minimum Automobile Off-Street Parking Space Requirements; provided however, that there
249 shall be no off-street space requirements for existing buildings when such uses are located in an SC-3,
250 Special Commercial Zoning District. The number of off-street parking spaces for company vehicles shall
251 be evaluated and approved by the Administrative Official.

252 **E. Off-Street Parking Structures.**

253 All off-street parking structures designed to accommodate 5 or more vehicles shall comply with all area
254 and dimension regulations for principal buildings as well as all off-street parking area buffer strip
255 requirements included herein. All off-street parking structures designed to accommodate four or less
256 vehicles, shall be considered as accessory buildings unless attached to a principal building. If attached to a
257 principal building, such off-street parking structures shall be subject to all the regulations of these Land
258 Development Regulations for principal buildings and, if detached, such off-street parking structures shall
259 be subject to all the regulations contained herein for accessory buildings.

260 **F. Fee In-Lieu of Parking.**

261 In the event that an applicant cannot provide required parking spaces onsite in the designated downtown
262 parking district, the City shall establish a fee in lieu that may be paid for in its entirety or as a portion of the
263 required parking subject to approval by the Administrative Official.

- 264 1. The applicant must submit a written request to the Administrative Official, requesting a fee in lieu
265 agreement.
- 266 2. Such fee in lieu shall be set by resolution of the City Commission and amended from time to time.
- 267 a. The fee shall be based on a per parking space basis.
- 268 b. All fractions of a parking space shall be rounded as previously defined in this schedule and the full
269 space fee in lieu be paid for each required parking space not provided.
- 270 c. The applicant may have the option to pay a fee in lieu for all or a portion of the required parking spaces.
- 271 d. In no instance may a fee in lieu be used to eliminate any required EV parking spaces.

272 **G. Electric Vehicle Readiness.**

273 The intention is to promote electric vehicle readiness and infrastructure in existing and new development
274 within the City limits. All EV charging spaces that are installed must comply with the design standards of
275 Section 8.0.H and Figure H-5 of this Schedule regardless if they are installed by choice or through the
276 incentive program.

277 **1. Definitions.**

278 *EV Capable:* These parking spaces prepare for future Electric Vehicle Supply Equipment (EVSE)
279 installation by providing dedicated electrical capacity in the service panel (40amp breaker for every two
280 EV Capable two spaces) and conduit to the EV Capable space. These spaces do not require wiring to
281 the space or a receptacle.

282 *EVSE Installed:* These parking spaces are reserved for EVs and provide drivers the opportunity to
283 charge their electric vehicle using EV charging stations rated at a minimum of 32amp 7.2 kW. These
284 spaces should be installed per the requirements of the National Electrical Code (NFPA 70) as adopted
285 and amended by the State of Florida. This rates and wattage may be amended from time to time
286 dependent on current standards.

2. Number of **Incentive** Spaces Required.

To utilize the parking space reduction pursuant to Section 5.0 of this Schedule, the following table identifies the minimum number of EV spaces required to be installed by use category to qualify for the incentive provisions. The minimum number of fully operational charging stations are depicted as “EV Installed” while the minimum number of future operational charging stations is depicted as “EV Capable, both must be provided for the use regardless of the total number of required spaces or approved reductions in number of regular spaces.

TABLE 7.0.G.2 – EV SPACE REQUIREMENTS

LAND USE TYPE	EV INSTALLED	EV CAPABLE
NON-RESIDENTIAL	2	20 percent
MULTIFAMILY	2	10 percent
INDUSTRIAL	1	5 percent

SECTION 8.0 PARKING LOT DESIGN STANDARDS

A. Location of Parking Areas.

Off-street parking area including required parking spaces, accessways, buffers and related off-street parking appurtenances, shall be provided for all buildings and uses on the premises; or, if approved by the City, such off-street parking may be located a maximum distance of 300’ from the premises it serves and/or may be consolidated into a large parking area serving other buildings and uses provided that such off-street parking space shall be maintained, regulated and enforced as if it were actually located on the premises it is designed to serve.

The applicant must provide a binding plan, deed or other proof necessary to show that the required parking space, if approved to be located off the premises it serves, is controlled by and available to, the applicant for as long as the use it is intended to serve is in existence.

B. Design of Parking Areas.

All parking area designs shall comply with [Figure H-1](#) of this Schedule.

C. Internal Circulation of Parking Areas.

1. The internal design of the parking area shall be designed to facilitate vehicular circulation and avoid conflict between pedestrian and vehicular movements. Internal circulation also shall be designed so as not to create conflict with access into or egress from the site and shall be consistent with the landscape requirements of these land development regulations.
2. Each parking stall shall be accessible from an aisle or driveway and designed so that no automobile shall back into a public street in order to exit a parking stall.
3. Parking Aisle Width. Minimum access way shall be 12’ for one-way traffic and 24’ for two-way traffic.

D. Size of Parking Stalls.

The minimum size of parking spaces shall be as follows-listed in [Table 8.0.D – Size of Parking Stalls](#):

TABLE 8.0.D – SIZE OF PARKING STALLS

REGULAR (NON-HANDICAPPED)^{1,2}:	10' wide	20' long
PARALLEL:	9' wide	20' long
ADA SPACE (PLUS 5' LANDING):	12' wide	20' long
Notes:		
1. The Administrative Official may reduce the required parking stall size based on competent evidence provided by an applicant demonstrating a higher level of design by incorporating EV parking spaces, installation of electric conduit to serve future EV infrastructure, or other site enhancements approved by the Administrative Official.		
2. Except in the SC-3 Zoning District, which shall be permitted with a minimum of 9' wide by 18' long for regular parking, 9' wide by 23' long for parallel parking and the minimum required by Federal Standards for any required ADA spaces.		

319 **E. Design of Parking Stalls.**

320 All paved parking stalls shall have 4" white lines between spaces to indicate individual stalls, and each stall
321 may be required to be equipped with wheel stops if deemed appropriate by the City based upon competent
322 evidence.

323 Wheel stops for stalls adjacent to landscaped strips shall be located 2½' from the front end of the stall to
324 prevent encroachment into required landscaped areas. The front two feet of the stall may be kept as a
325 maintained vegetative ground cover area although no credit will be extended toward the open space
326 requirements of these regulations. The stall overhang area must be depicted on the plan to show size
327 compliance with Table 8.0.D.

328 **F. Paved Parking and Dimensional Standards.**

329 All required parking spaces and vehicular use areas shall be paved.

- 330 1. Asphaltic paving shall provide a 1" thick asphalt surface, a 4" thick base and a 6" thick subgrade.
- 331 2. Concrete paving shall provide a 5" thick Portland concrete surface with a compressive strength of 3,000
332 p.s.i. and a subgrade with a Fla. Bearing Value of 75 p.s.i.
- 333 3. Such paved areas shall be provided with positive drainage and shall not permit ponding depth of greater
334 than 1/8".
- 335 4. Curbing or bumper stops shall be provided to protect all required landscaped areas and buildings.

- 336 5. All parking spaces shall be striped white. Such striping shall be a minimum of 4" wide and shall
337 conform to the FDOT's Standard Specifications for Road and Bridge Construction, latest edition.

338 All striping and other traffic control devices shall conform and be maintained to the latest edition of the
339 Manual on Uniform Traffic Control Devices. Painted wooden regulatory signs shall not be deemed to
340 comply with these regulations. All driveways exiting on to any public or private street shall be controlled
341 by a High Intensity 30" stop sign. 24" stop signs shall be used internally. The clearance from the
342 finished ground elevation to the bottom of all signs shall be at least 7". All handicap parking spaces
343 shall be in accordance with the requirements of Florida Law.

- 344 6. Required parking spaces and vehicular use areas for residential uses with less than 10 required parking
345 spaces may utilize a substitute surface for such off-street parking and vehicular use areas. Such surface
346 shall be specified in terms of thickness and other relevant characteristics, must be maintained
347 continuously in an approved condition and approved by the Administrative Official. If the substitute
348 surface is not maintained properly, the Administrative Official shall have the authority to take actions
349 necessary to ensure that the area in question is paved in a manner that conforms to the requirements of
350 this Schedule and that all actions to that end shall be at the sole expense of the owner. Small-scale
351 nonresidential uses may request from the Administrative Official to utilize a substitute surface for off-
352 street parking and vehicular use areas in accordance with these Land Development Regulations.

353 **G. Fire Lane Pavement Striping and Signage Standards.**

354 Buildings and sites which are required to include fire lanes shall comply with the following standards.

355 **1. Pavement Striping.**

356 Fire lane pavement striping shall be yellow and painted of thermoplastic or an equivalent substitute.
357 The perimeter of the striping shall begin at the curb and extend to a width of 8' parallel to the curb. The
358 perimeter lines and required striping within the perimeter shall be 4" wide with a 10" space between
359 stripes. The stripes shall not be painted over or under the painted words required below.

360 **2. Painted Letters on Pavement.**

361 The words "NO PARKING FIRE LANE" shall be painted within the perimeter of the fire lane striping.
362 The stroke of each letter shall be 4" wide and shall be painted in yellow FDOT traffic-rated reflective
363 paint. Each repeated phrase shall be painted not more than 100' apart.

364 **3. Signs.**

365 Fire lane signs shall be installed not more than 100' apart and shall contain the words "NO PARKING
366 FIRE LANE". The background and lettering of signs shall have a high intensity reflective facing.

367 **4. Relationship of Pavement Lettering and Sign Locations.**

368 Pavement lettering and signs shall be staggered in location so that each are not more than 50' apart.

369 **5. Curb Painting.**

370 All curb facing shall be painted yellow for the entire length of the fire lane using a FDOT traffic-rated
371 reflective paint.

372 **H. EV Parking Space Design.**

- 373 1. EV installed charging stations incorporated into sites count toward the minimum required parking
374 spaces.
- 375 2. Charging equipment must be mounted on the wall or on a structure at the end of the electric vehicle
376 parking space provided.
- 377 3. No charging devices may be placed within the dimensions of a space, on the sides, or entrance to a
378 space.
- 379 4. EV spaces shall be in close proximity to the building served by the associated off-street parking area.
- 380 5. ~~Multifamily developments must provide 50 percent of EV installed parking spaces or E-capable spaces~~
381 ~~adjacent to each multifamily building.~~ **[Renumber accordingly]**
- 382 6. When cords and connectors are not in use, retraction devices or locations for storage shall be located
383 sufficiently above the pedestrian surface and the parking lot as to reduce conflicts with pedestrians and
384 vehicle maneuvering.
- 385 7. Cords, cables, and connector equipment shall not extend across the path of travel in any sidewalk or
386 walkway.
- 387 8. Equipment mounted on structures such as pedestals, lighting posts, bollards, or other device shall be
388 located in a manner that does not impede pedestrian, bicycle, or transit travel.
- 389 9. The design of the EV installed space shall comply with [Figure H-5](#) of this Schedule. Alternative designs
390 may be approved by the Administrative Official or designee.
- 391 10. Additional landscape screening may be required for mechanical equipment such as transformers
392 associated with charging equipment at the discretion of the Administrative Official.

393 **I. Accessibility of EV Spaces.**

- 394 1. When EV spaces are installed at least one space must be accessible from an ADA designated parking
395 space.
- 396 2. All charging equipment shall be in accessible reach and in a barrier free aisle for the user to move freely
397 between the equipment and the vehicle.
- 398 3. Charging equipment may not be located in any required access aisle.

399 **J. Parking Lot Design in Overlay Districts.**

400 Overlay Districts as defined in [Schedule U](#), have variable parking lot design standards and shall comply
401 with the following standards:

402 **1. Lake Mary Boulevard and West SR 46/Rinehart Road Overlay:**

- 403 a. Parking bays shall not be larger than 40 spaces.
- 404 b. Parking lot lighting shall be designed as follows: Illumination onto adjacent properties shall not
405 exceed 0.5 foot-candles. Cut-off fixtures are required to conceal the actual source of the light which
406 reduces glare and to direct the light to specific areas while shielding other areas. The maximum
407 height of the light pole shall be 25', including the base. The minimum setback of the light source
408 from the property line shall be a horizontal distance of 20'.

409 **2. Downtown/Riverfront/Midtown Overlay District.**

410 (refer to [Schedule U](#) for street and block typologies).

- 411 a. Off-street parking (surface parking lots).
- 412 i. A knee wall shall be constructed for the length of any parking lot which fronts a "Pedestrian
413 Priority" or an "A" street. The knee wall shall be constructed using the following standards:
- 414 1. Minimum two feet in height to a maximum of three feet.
- 415 2. The knee wall must be masonry or brick which complements the primary building's
416 architecture by utilizing the same architectural style.
- 417 ii. A maximum of two vehicular access/curb cuts to parking lots are allowed along "A" Street block
418 faces, subject to Access Management regulations of [Schedule N](#). Vehicular access/curb cuts are not
419 allowed on any block face less than 350'. Vehicular access drives shall connect each parking lot
420 with at least two separate streets.
- 421 b. Parking Garages.
- 422 Structured parking decks shall be located behind "A" Street frontage buildings with vehicular access
423 restricted to "B" Streets. Interior landscaping requirements for parking garages shall be met by
424 providing hanging baskets, landscape planters and/or flower boxes around the exterior of the first
425 three levels of the parking garage structure. Parking structures that permit access from an "A" or
426 "Pedestrian Priority" Street shall comply with the following requirements:
- 427 i. Direct pedestrian access to each adjacent street shall be provided.
- 428 ii. Except for vehicle entrances as described below, the ground floor shall be developed with enclosed
429 commercial or civic floor space to a minimum building depth of 30' along the entire length of the
430 structure on each facing street, unless separated from the street by another building, parking lot
431 and/or landscaped open space with a minimum depth of 30'.
- 432 iii. Vehicle entrances to a parking structure shall be a maximum of 40' in width and shall be separated
433 from other vehicle entrances to the structure or other parking structures on the same side of the
434 block by a minimum distance of 400'.
- 435 c. Parking within the SC-3 zoning district in any of the designated overlay districts shall comply with
436 the parking standards established herein.

- d. Parking in any Overlay District not within the SC-3 zoning district shall comply with the parking as determined for that use and as established herein.
- e. Parking lots shall be designed to allow pedestrians to safely move from vehicles to the building.
- f. Parking Lots containing more than 36 parking stalls shall have clearly defined pedestrian connections provided between:
 - i. A public right-of-way and building entrances
 - ii. Parking lots and building entrances
- g. Residential Development.
 - i. Street-facing ground floor parking, including garages, is not permitted on the first floor of a multifamily structure on an “A” street or a “Pedestrian Priority” street. Parking shall occur underneath the multifamily structure, within parking garages, or within surface lots that do not front on either an “A” Street or a “Pedestrian Priority” Street.
 - ii. Front garages must be set back a minimum of five feet from the primary structure.
 - iii. Rear garages must be set back a minimum of four feet from an alley or rear access drive. On corner lots on ‘A’ or ‘Pedestrian Priority’ streets with alley access, garage doors shall not face side streets.
 - iv. Side garages may have an access from the street and are required, at a minimum, to be set back in line with the primary structures side setback.
 - v. Ground floor parking, including garages that are located inside the internal block are permitted on the first floor of a structure if the street facing side view of the garage blends in with the design elements of the building’s primary frontage.

SECTION 9.0 HANDICAPPED ACCESS.

Parking spaces designated for physically handicapped people and accessible passenger loading zones that serve a particular building shall be located on the shortest possible circulation route to an accessible entrance of the building. In separate parking structures or lots that do not serve a particular building, parking spaces for physically handicapped people shall be located on the shortest possible circulation route to an accessible pedestrian entrance of the parking facility.

A. Parking Spaces.

1. Any commercial real estate property owner offering parking for the general public shall provide specially designed and marked motor vehicle parking spaces for the exclusive use of physically disabled persons who have been issued parking permits pursuant to Florida Law.
2. Diagonal or perpendicular parking spaces shall be a minimum of 12’ wide, as illustrated in [Figure H-2](#), Handicap Sign and Parking Space Standards.
3. Parallel parking spaces shall be located either at the beginning or end of a block or adjacent to alley entrances as illustrated in [Figure H-3](#), Passenger Loading Zones.
4. Each such parking space shall be conspicuously outlined in blue paint, and shall be posted and maintained with a permanent, above-grade sign bearing the international symbol of accessibility or the caption "PARKING BY DISABLED PERMIT ONLY," or bearing both such symbol and caption as illustrated in [Figure H-2](#), Handicap Sign and Parking Space Standards. Such signs shall not be obscured by a vehicle parked in the space. All handicapped parking spaces must be signed and marked in accordance with the standards adopted by the FDOT.
5. All spaces shall have an adjacent access aisle 60” wide minimum, as illustrated in [Figure H-2](#), Handicap Sign and Parking Space Standards. Parking access aisles shall be part of the accessible route to the building or facility entrance and shall comply with the requirements of Florida Law. Two accessible

parking spaces may share a common access aisle. Parked vehicle overhangs shall not reduce the clear width of an accessible circulation route.

6. All spaces shall have access to a curb-ramp or curb-cut, when necessary to allow access to the building served, and shall be located so that users will not be compelled to wheel behind parked vehicles.

7. The minimum number of such parking spaces shall comply with the following table:

TABLE 9.0.A – REQUIRED ADA SPACES

TOTAL NUMBER OF PARKING SPACES IN LOT	REQUIRED NUMBER OF ACCESSIBLE SPACES
Up to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2% of Total
Over 1000	20 plus 1 for each 100 over 1000

B. Passenger Loading Zones.

Passenger loading zones shall provide an access aisle at least 48" wide and 20' long adjacent and parallel to the vehicle pull-up space as illustrated in [Figure H-3 & H-4](#), Passenger Loading Zones. If there are curbs between the access aisle and the vehicle pull-up space, then a curb ramp complying with the requirements of Florida Law.

A minimum vertical clearance of 108" shall be provided at accessible passenger loading zones and along vehicle access routes to such areas from site entrances.

SECTION 10.0 REQUIRED OFF-STREET LOADING AND SERVICE AREAS.

A. Required Area.

Off-street loading and service area space shall be provided on the premises of all public and semipublic, commercial, transient lodging and entertainment, automotive, miscellaneous business and services, industrial and agricultural processing establishment uses so that no loading, unloading or servicing of buildings by refuse collection, fuel or other public or private service type vehicular activity will be generated on any required off-street parking space or on any street. Each required off-street loading, unloading and service area space shall be at least 60' in depth, unless competent evidence is provided to the Administrative Official to include a certification by a licensed Florida professional engineer, 12' in width, with an overhead clearance of not less than sixteen 16' for each such space required; or, if approved by the Administrative Official, a total area at finished grade of at least 720 square feet devoted to such use with an overhead clearance of not less than 14' for each such space required regardless of actual space dimensions and design.

B. Arrangement.

The off-street loading, unloading and service area space shall be arranged so that it may be used without blockage or interference with the use of adjacent streets, accessways or off-street vehicular or pedestrian traffic circulation.

509 **C. Number of Spaces.**

510 The Administrative Official shall interpret and approve the amount of loading, unloading and service area
511 space required for all public and semi-public, commercial, transient lodging and entertainment, automotive,
512 miscellaneous business and services, industrial and agricultural processing establishment uses based on the
513 following total gross floor area of each building located on the premises:

514 **TABLE 10.0.C – NUMBER OF LOADING SPACES**

GROSS FLOOR AREA (SQUARE FEET)	NUMBER OF LOADING SPACES
5,000-25,000	1 One Space
25,001-60,000	2 Two Spaces
60,001-120,000	3 Three Spaces
Each additional 100,000 square feet, or major fractional thereof	1 One Additional Space

515 **D. Building Alterations.**

516 The Administrative Official shall determine the amount of off-street loading, unloading, and service area
517 for commercial uses based on a building's gross usable floor area and not the net usable floor area so as to
518 accommodate any future alterations in the use of interior space.

519 **SECTION 11.0 RECREATIONAL VEHICLES AND ASSOCIATED EQUIPMENT STORAGE**
520 **IN TOWNHOUSE AND MULTI-FAMILY RESIDENTIAL DEVELOPMENTS.**

521 In the case of multi-family and townhome residential developments the storage of recreational and other such
522 equipment shall be regulated as follows:

- 523 A. All multi-family and townhome developments with more than 25 dwelling units shall provide a
524 designated area for the parking and storage of recreational vehicles, boats and equipment.
- 525 B. The designated area shall be at a distance as remote as practical and in accordance with sound and
526 generally accepted design and land use practices and principles from the dwelling units. The parking
527 area for boats, trailers, jet skis and similar types of equipment shall be screened with plant material,
528 decorative walls, fences, berms or any combination thereof, in an effort to diminish any visual impact
529 that the area may have on the rest of the site. Parking for recreational vehicles need not be screened.
- 530 C. The designated area shall be a paved surface consistent with the rest of the parking area within the
531 development and shall provide ample ingress and egress and space for easy maneuverability for the type
532 of vehicles and equipment using the area.

533 **SECTION 12.0 DRIVE-THROUGH LANES AND STACKING DISTANCES**

534 **A. Drive-through Requirements.**

535 Drive-through lanes and windows shall be designed to the following standards:

536 **1. Drive through windows and lanes.**

537 Shall not be located on the side of the building fronting a street.

538 **2. Hedges.**

539 A dense hedge of evergreen shrubs shall be provided in the following manner:

- 540 a. At initial planting and installation, shrubs shall be at least 30” in height and shall planted thirty 30”
541 or less on center.
- 542 b. Within 1 year of initial planting and installation, shrubs shall have attained, and be maintained at, a
543 minimum height of 4’ and shall provide an opaque vegetative screen between the street and the
544 drive-through. The hedge must continue for the entire length of the drive-through cueing or stacking
545 area.

546 c. In lieu of a vegetative hedge, the use of vegetated berms with appropriate landscape materials may
547 be used in a manner that results in the visual separation of street right-of-way and the drive-through.

548 **B. Stacking Distance.**

549 The following minimum stacking distances, measured from the point of entry to the center of the farthest
550 service window area, are required:

551 Restaurants, full service car washes, day care facilities: 220'

552 Banks (per lane): 176'

553 Self Service Car Wash (per bay) and Dry Cleaners: 66'

554 Facilities not listed above with more than one drive-through lane shall provide 100' of stacking distance
555 per lane measured from the point of entry to the center of the farthest service window area. In all other
556 cases, the Administrative Official shall have the authority to determine the stacking distance for other uses
557 on a case-by-case distance based upon the application of sound engineering practices and principles.

558 The drive-through lane shall be a separate lane from the circulation routes and aisles necessary for ingress
559 and egress from the property or access to any off-street parking spaces.

560 For lanes greater than 175' a pass-through lane shall be constructed adjacent to at least 1 stacking lane in
561 order to provide a way out of the stacking lane.

562 **SECTION 13.0 PARKING CALCULATIONS REQUIRED.**

563 All applications for development approval shall include parking calculations indicating the required number of
564 parking spaces pursuant to this Schedule Parking calculations shall be included on required plans in a site
565 development table.

The diagram illustrates various parking standards for different angles and stall depths. It includes labels for 'PROPERTY LINE', 'REQUIRED RAISED CURBING (TYP)', '4" White (Typ)', '3' Curbing Transition', 'Stop & Do Not Enter Sign (Typ)', 'Handicap Parking Sign (Typ)', 'Blue Symbol (Typ)', 'Wheel Stops (Typ)', 'Stop Bar (Typ)', 'Stop Sign (Typ)', '4" Blue(Typ)', '4" White (Typ)', 'Min. 6" Radius', 'Inside Dimensions', 'Starting Loss', '20'R', '10', '12', '24', '20', '18.66'', '21.21'', '22.32'', '30°', '45°', '60°', '90°', 'PARALLEL', 'RIGHT OF WAY LINE', and 'ONE WAY : TWO WAY'.

PARKING ANGLE	CURB LENGTH	STALL DEPTH	STARTING LOSS	LAST CAR REQUIREMENTS	AISLE WIDTH	
30°	20'	18.66'	32.32'	5.00'	12'	24'
45°	14.14'	21.21'	21.21'	7.07'	12'	24'
60°	11.55'	22.32'	12.88'	8.66'	17'	24'
90°	10'	20'	5' MIN	10.00'	24'	24'

NOTES:

- Minimum requirements shown.
- All signage shall comply with the Manual on Uniform Traffic Devices.

FIGURE H-2 & H-3

FIGURE H-2
HANDICAP SIGN AND PARKING SPACE STANDARDS

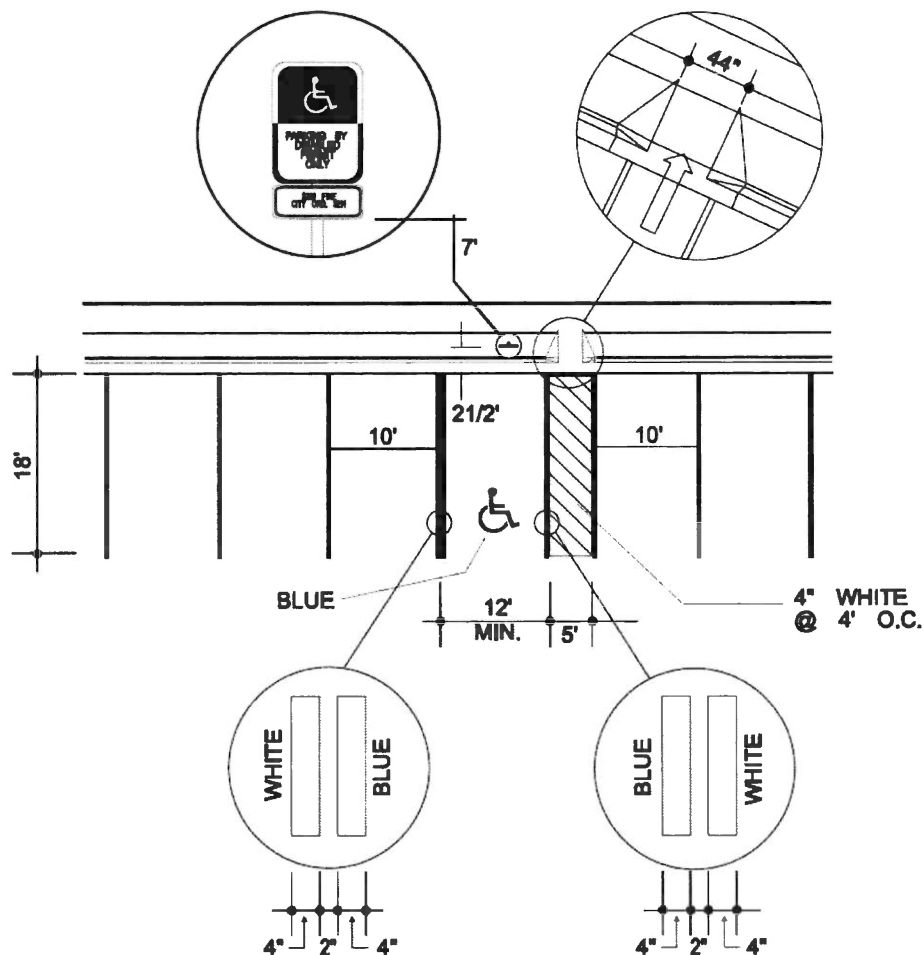
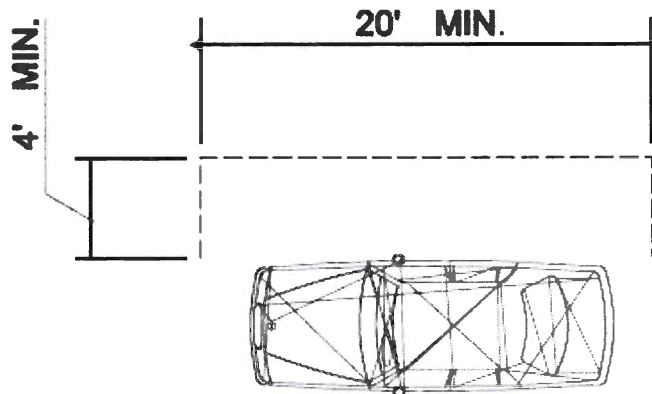


FIGURE H-3
PASSENGER LOADING ZONES



CITY OF
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DEVELOPMENT SERVICES

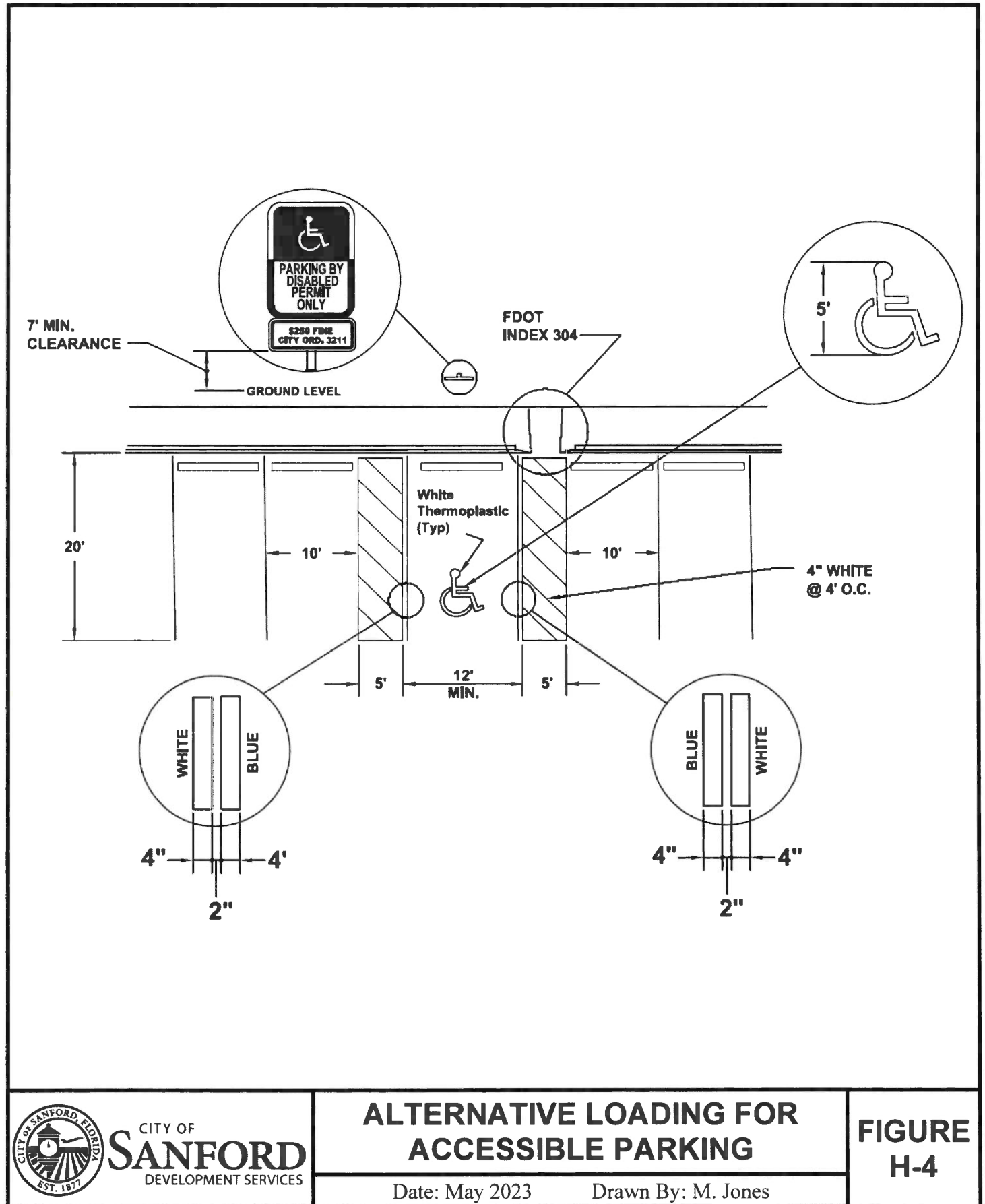
HANDICAP SIGN/PARKING AND PASSENGER LOADING ZONES

Date: August 2004

Drawn By: M. Jones

FIGURE
H-2
&
H-3

FIGURE H-4



CITY OF
SANFORD
DEVELOPMENT SERVICES

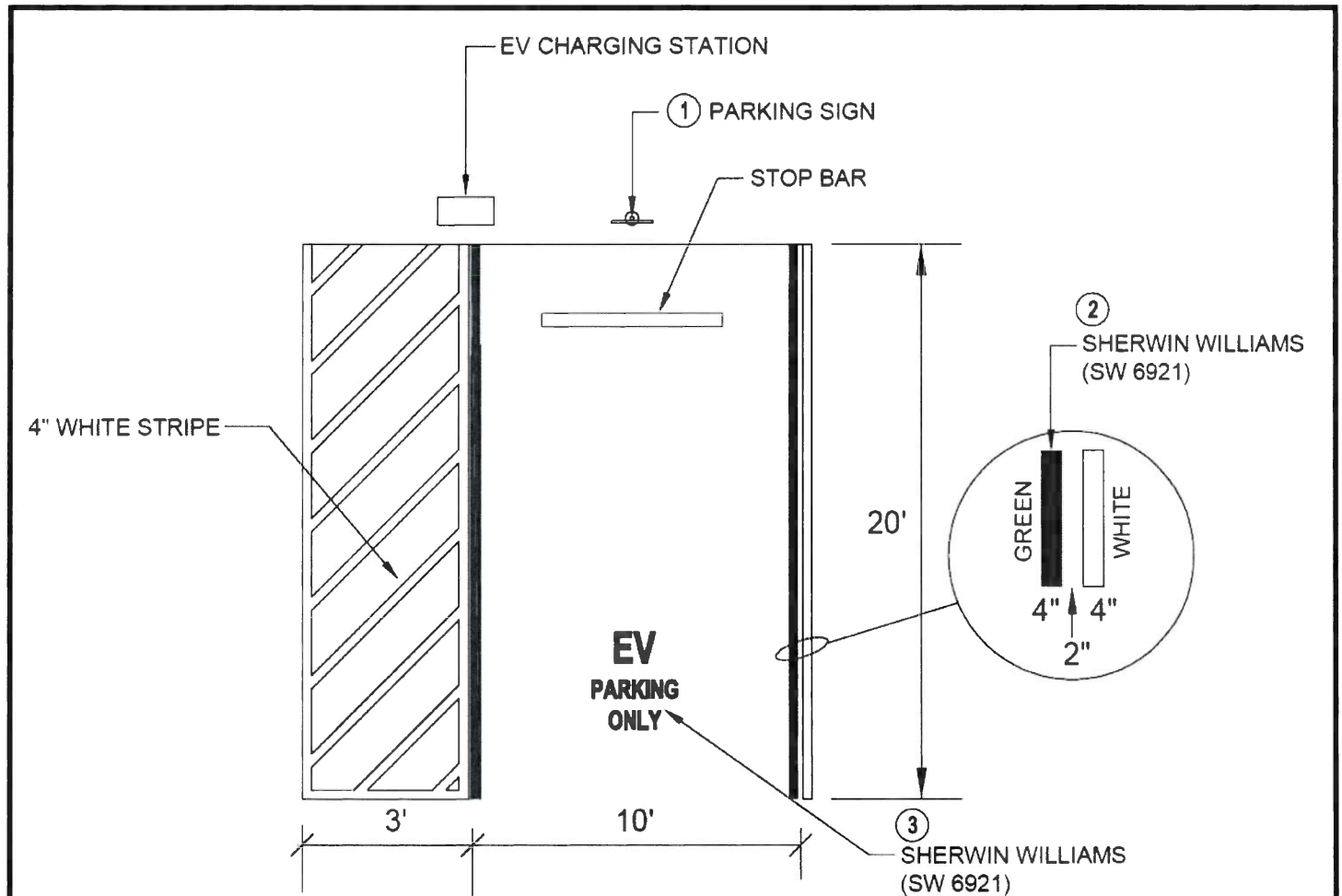
ALTERNATIVE LOADING FOR ACCESSIBLE PARKING

Date: May 2023

Drawn By: M. Jones

FIGURE
H-4

FIGURE H-5



- ① **PARKING SIGN DESIGN:**
 - SIGN TEXT SHALL READ: "ELECTRIC VEHICLE PARKING ONLY" OR "ELECTRIC VEHICLE CHARGING ONLY".
 - SIGN DIMENSIONS: 18.2 INCHES HIGH BY 12.2 INCHES WIDE.
 - SIGN COLOR: GREEN BORDER ON SIGNAGE TO MATCH WITH GREEN STRIPING ON PARKING SPOT.
 - SIGN HEIGHT: 72 INCHES FROM THE BOTTOM OF THE SIGN TO THE GROUND.
- ② **PARING SPOT STRIPING:**
 - STRIP COLOR: ELECTRIC LIME GREEN - SHERWIN WILLIAMS (SW 6921).
 - STRIP LOCATION: PAINT A GREEN STRIP ON THE 'INSIDE' OF THE WHITE PARKING BOARDER.
- ③ **PARKING SPOT STENCIL:**
 - STENCIL TEXT SHALL READ: "ELECTRIC VEHICLE PARKING ONLY" OR "EV PARKING ONLY".
 - STENCIL DIMENSIONS: 12 INCHES HIGH BY 66 INCHES WIDE, 1/16" THICK.
 - STENCIL COLOR: WHITE.



CITY OF
SANFORD
DEVELOPMENT SERVICES

ELECTRIC VEHICLE CHARGING STATION DETAIL

Date: June 2023

Drawn By: D. Tucker

**FIGURE
H-5**

ARTICLE I
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AND REVIEW PROCEDURES

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Amendment History:

[Ord. 4819, 02/24/2025] [Ord. xxxx, xx/xx/2025]

ARTICLE I
LEGISLATIVE AUTHORITY, LAND USE ZONING,
AND REVIEW PROCEDURES

SECTION 1.0 PURPOSE, INTENT, LAWFULNESS, AND BEST PRACTICES

A. Purpose and Intent.

To establish herein all essential and necessary policies, procedures, regulations, and information for the effective and orderly development of property within the City of Sanford. This is accomplished by identifying the authority responsible for establishing these *Land Development Regulations (LDRs)* and the specific zoning districts. It is through this authority that all land shall be controlled and developed to be consistent with the City's visions and goals as adopted within the *Comprehensive Plan*. These *LDRs* are applied to a development through an application process, which is applicable to every application type and is defined here in a clear and organized manner that improves transparency for both the public and City staff.

B. Lawfulness.

Any deviation from the provisions of this Article, unless specifically stated herein or allowed by other provisions of these *LDRs* or under the authority of the Administrative Official is prohibited and unlawful.

C. Best Practices.

All reviews and determinations of the provisions within this Article by the Administrative Official shall be to implement the Purpose and Intent of this Article together with sound and generally accepted land use and growth management planning practices and principles that aim to balance the social, physical, economic and environmental needs of the City.

SECTION 2.0 SHORT TITLE

All Articles and Schedules of the City Code shall be known and may be cited as the "Land Development Regulations," or the "*LDRs*".

SECTION 3.0 LEGISLATIVE PURPOSE, AUTHORITY AND BINDING EFFECT

A. Purpose.

The general purpose of the *LDRs* is to implement the City's *Comprehensive Plan* and to:

1. Manage efficient growth with the capacity to serve new development and population;
2. Strengthen the City's economy and its tax base;
3. Enhance the livability and character of the City through an attractive and functional mix of living, working, shopping and recreational opportunities;
4. Encourage the use of existing public facilities and infrastructure through the redevelopment of infill areas;
5. Encourage private sector investment in the preservation and enhancement of downtown areas;
6. Stabilize and improve existing neighborhoods;
7. Promote development and redevelopment that will enhance the value of properties and ensure that development and redevelopment will not have a negative impact on the value of surrounding properties;
8. Minimize conflicts among uses of land and structures in order to protect and conserve the value of land and the character of neighborhoods;
9. Enhance the aesthetic and visual character of the community;
10. Protect water supplies, natural resources and fish and wildlife habitats;
11. Preserve floodplains, drainageways and other natural areas having hydrological functions;

12. Protect historical structures, sites, streets and neighborhoods;
13. Promote attractive and functional gateways into the City;
14. Balance the protection and recognition of private property rights with the appropriate regulation of land to protect the public interest consistent with generally accepted land use practices and principles, controlling State law and constitutional principles; and,
15. Coordinate the land development regulatory practices of the City with the requirements of Federal and State law.

B. Authority and Binding Effect.

The legislative authority for the *LDRs* is as follows:

1. [Section 163.3202, Florida Statutes](#), mandates that local governments shall adopt or amend and enforce land development regulations that are consistent with and implement their adopted [Comprehensive Plan](#).
2. Section 163.3202, *Florida Statutes*, requires that land development regulations shall contain specific and detailed provisions necessary or desirable to implement the adopted *Comprehensive Plan* and shall as a minimum:
 - a. Regulate the subdivision of land;
 - b. Regulate the use of land and water for those land use categories included in the land use element of the *Comprehensive Plan* and ensure the compatibility of adjacent uses and provide for open space;
 - c. Provide for protection of potable water wellfields;
 - d. Regulate areas subject to seasonal and periodic flooding and provide for drainage and stormwater management;
 - e. Ensure the protection of environmentally sensitive lands designated in the *Comprehensive Plan*;
 - f. Regulate signage;
 - g. Provide for concurrency management. The concurrency management system must require that no development order or permit for development be issued unless such order or permit is conditioned on the availability of required public facilities and services concurrent with the impacts of the development. The concurrency management system is further elaborated in Policies CIE-1.4.1 through CIE-1.5.8 of the City's [Comprehensive Plan](#).
 - h. Ensure safe and convenient on-site traffic flow while considering necessary vehicle parking.

SECTION 4.0 ADMINISTRATIVE AUTHORITY

A. Administrative Official.

The City Manager shall appoint an Administrative Official who shall be charged with the authority to administer the *LDRs* and to enforce the regulations and procedures contained herein. The Administrative Official, in the performance of assigned duties and functions, may as a condition of an application being filed enter upon any land and make examinations and surveys that do not cause damage or injury to private property. For the purpose of performing any of the duties and functions necessary to administer and enforce the *LDRs*, the Administrative Official may appoint any appropriate persons as deputies who shall have and exercise the authority of the Administrative Official, except the authority to appoint deputies. Entry onto private property, absent an application being filed and as part of code enforcement process, shall occur only as authorized by controlling law. The Administrative Official is the deciding body for administrative approvals and may grant development orders, time extensions, or any other similar determination or action as allowed within the *LDRs* or other documents of equal dignity. At any point in an administrative review process the Administrative Official may submit the application to the Planning and Zoning commission for resolution at a public hearing. Throughout all Articles of the *LDRs* the term “staff”, when used, if in the context of making an action, shall also mean the Administrative Official as the authoritative City representative.

89 **B. Planning Review Staff (PRS).**

90 **1. Reviewing Agencies.**

91 The Planning Review Staff (PRS) shall be appointed by the Administrative Official and be composed
92 of staff within City departments, divisions, and agencies responsible for reviewing land development
93 proposals; provided, however, the PRS shall not act as a corporate body or committee and shall serve
94 as a means whereby comments from various staff persons may be collectively generated and accounted
95 for consideration by the Administrative Official and others, as appropriate. The following City officials
96 or their designated representative(s) as may be authorized by the Administrative Official may be part of
97 the PRS:

- 98 a. Building Official.
- 99 b. City Engineer.
- 100 c. City Planner.
- 101 d. Director of Utilities.
- 102 e. Director of Public Works.
- 103 f. Fire Marshal.
- 104 g. Airport Official

105 **2. Duties.**

- 106 a. The PRS shall review applications for annexation, subdivisions, site plans, street vacations, use
107 approvals, planned development projects, developments of regional impact and other applications
108 referred to them by the Administrative Official.
- 109 b. In reviewing such applications, the PRS shall provide review comments, proposed conditions,
110 amendments or modifications to verify compliance with these *LDRs* and any other applicable codes.

111 **3. General Review Considerations.**

112 In performing their review, the PRS shall consider whether:

- 113 a. An application and/or a plan is consistent with the goals, objectives, and policies, of the
114 [Comprehensive Plan](#).
- 115 b. All public facilities and services necessary to serve the proposed use will be available concurrent
116 with the actual impact of the use in question.
- 117 c. The established level of service of public facilities necessary to serve the development or phase
118 thereof will be adversely impacted by the proposed use or activity.
- 119 d. The proposed development minimizes adverse impacts to surrounding properties.
- 120 e. The proposed use, development or activity violates any provisions of these *LDRs*.

121 **SECTION 5.0 APPLICABILITY**

122 **A. General Applicability.**

123 The *LDRs* shall apply to all development or changes in land use within the City. No development or change
124 in land use shall be undertaken without prior authorization pursuant to the *LDRs*.

125 **B. Consistency With Comprehensive Plan.**

126 The *LDRs*, pursuant to Sections 163.3201 and 163.3202, *Florida Statutes*, are hereby adopted to assist in
127 implementing the goals, objectives, and policies of the [Comprehensive Plan](#) for managing the use of land
128 and water resources within the City. The *LDRs* are and shall, be amended when necessary to, remain
129 consistent with the *Comprehensive Plan* as mandated by Chapter 163, Pt. II: the “Community Planning
130 Act”, *Florida Statutes*.

131 **C. Status of Previously Issued Construction Permits or Development Plans.**

132 The provisions of these *LDRs* shall not apply if a development is determined to be vested in accordance
133 with the provisions of these *LDRs*.

- 134 **D. Violations, Remedies, and Penalties.**
135 Notwithstanding any provision of these *LDRs* or the [City Code](#) to the contrary, a person owning or
136 occupying any building, that is used, erected, constructed, reconstructed, altered, moved or maintained in
137 violation of these *LDRs* shall be subject to any and all penalties permitted by State law and the City may
138 seek any and all legal remedies available to it under controlling law.
- 139 **E. Conflict With Public or Private Provisions.**
- 140 **1. Public Provisions.**
141 The *LDRs* are not intended to interfere with, abrogate, or annul any other controlling City rule or
142 regulation, statute, or other provision of law. Where any provision of the *LDRs* imposes restrictions
143 different from those imposed by any other provision of the *LDRs* or any other City rule, regulations, or
144 other provision of law, whichever provisions are more restrictive, or which impose higher standards
145 shall control.
- 146 **2. Private Provisions.**
147 The *LDRs* are not intended to abrogate any easement, covenant, or any other private agreement, or
148 restriction; provided that, where the provisions of the *LDRs* are more restrictive or impose higher
149 standards or regulations than such easement, covenant, or private agreement or restriction, the
150 requirements of the *LDRs* shall govern.

151 **SECTION 6.0 ZONING DISTRICTS, OVERLAYS, AGREEMENTS, AND MAP**
152 Consistent with the City's *Comprehensive Plan* Future Land Use Map and related policies (FLU 1.1,
153 [Comprehensive Plan](#)), all land and water areas located within the incorporated territory of the City shall be
154 designated for use and development based on the following zoning districts which shall be reflected on the
155 Zoning District Map by the symbols set forth below. The term 'zoning district' shall be synonymous with the
156 term 'zoning classification.'

- 157 **A. Standard Districts.**
- 158 **1. Residential Districts.**
- 159 **a. SR-1AA; Single Family Dwelling Residential (10,000 sf/lot).**
160 Those areas of the City that are intended for one-family dwellings on a minimum 10,000 square foot
161 lot with related accessory uses.
- 162 **b. SR-1A; Single Family Dwelling Residential (7,500 sf/lot).**
163 Those areas of the City that are intended for one-family dwellings on a minimum 7,500 square foot
164 lot with related accessory uses. Where located on land with a [Comprehensive Plan](#) land use
165 designation of "Low Density Residential Single Family," the net residential density shall not exceed
166 six units per acre.
- 167 **c. SR-1; Single-Family Dwelling Residential (6,000 sf/lot).**
168 Those areas of the City that are intended for one-family dwellings on a minimum 6,000 square foot
169 lot with related accessory uses. Lots platted under this zoning classification may also include plats
170 for subdivisions with ten or less urban infill lots or the re-establishment of previously platted lots of
171 record. Where located on land with a [Comprehensive Plan](#) land use designation of "Low Density
172 Residential Single Family," the net residential density shall not exceed six units per acre.
- 173 **d. SR-2; Mobile Home Residential.**
174 Those areas of the City that are intended for mobiles homes and related accessory uses. Maximum
175 gross residential density shall not exceed six units per acre. Replacement of existing mobile homes
176 on existing mobile home parks and sites of record, as of the effective date of the *Comprehensive*
177 *Plan*, shall be permitted.

178 e. **MR-3; Multiple-Family Residential (20 du).**

179 Those areas of the City that are intended for multiple-family dwellings at a maximum density of 20
180 dwelling units per acre and related accessory uses except, however, that multiple-family dwellings
181 located adjacent to single-family dwellings or single-family zoning districts shall have a maximum
182 density of ten dwelling units per acre.

183 f. **MR-2; Multiple-Family Residential (15 du).**

184 Those areas of the City that are intended for multiple-family dwellings at a maximum density of 15
185 dwelling units per acre and related accessory uses except, however, that multiple-family dwellings
186 located adjacent to single-family dwellings or single-family zoning districts shall have a maximum
187 density of ten dwelling units per acre.

188 g. **MR-1; Multiple-Family Residential (8 du).**

189 Those areas of the City that are intended for multiple-family dwellings at a maximum density of
190 eight dwelling units per acre and related accessory uses.

191 **2. Multiple Family Residential/Office/Institutional (RMOI) District.**

192 a. **RMOI; Multiple-Family Residential-Office-Institutional.**

193 1) The multiple-family Residential/Office/Institutional (RMOI) district is a planned mixed-use
194 district designed to accommodate business and professional offices as well as high density
195 multiple family residential opportunities and institutional uses.

196 a) The allowable maximum residential density shall be up to a maximum of 20 units per acre
197 except, however, that multiple-family dwellings located adjacent to single-family dwellings
198 or single-family zoning districts shall have a maximum density of ten dwelling units per
199 acre.

200 b) The maximum intensity of nonresidential development measured as a floor area ratio is 0.35.
201 Areas within WDBD are permitted a maximum floor area ratio of 2.0.

202 c) The mix of residential and office/institutional uses shall contain at least 20 percent of the
203 lesser use based on intensity and/or density of uses.

204 2) This land use policy designation district expressly excludes general retail sales and services,
205 warehousing, and outside storage. Furthermore, this district is intended for sites which:

206 a) Have accessibility to major thoroughfares or are located along the outer fringe of core
207 commercial areas;

208 b) Build on the purpose and function of the central business district and Lake Monroe
209 waterfront;

210 c) Encourage reinvestment in declining residential areas adjacent to commercial core areas;

211 d) Have potential to be served by a full complement of urban services;

212 e) Contain sufficient land area to accommodate good principles of urban design, including
213 sufficient land area to provide adequate landscaping and buffers to separate existing as well
214 as potential future adjacent land uses of differing intensity;

215 f) Frequently serve as a transition area which buffers residential uses located in one area from
216 a nearby area which accommodates uses of a higher intensity.

217 **3. Commercial Districts.**

218 a. **RC-1; Restricted Commercial.**

219 The RC-1 district is intended to implement the [Comprehensive Plan](#) "Neighborhood Commercial
220 (NC) future land use designation and is intended to serve limited areas that are predominantly
221 residential in character, but which require some supporting neighborhood office and retail
222 establishments.

223 1) Property assigned to this district should be accessible to major thoroughfares near residential
224 neighborhoods.

- 2) The maximum density of development within the RC-1 district measured as a floor area ratio is 0.35.
- 3) Commercial development within this district is intended to serve the neighborhood in which the development is located and is generally restricted to business and professional offices, neighborhood convenience stores and drug stores, specialty shops, limited item retail shops and services such as beauty parlors, barber shops, laundry and dry-cleaning pick-up stations.
- 4) The RC-1 district is not intended to accommodate large scale retail sales, service or trade activities or large residential development on two acres or greater of all lots.

b. GC-2; General Commercial.

The GC-2 district is intended to implement the [Comprehensive Plan](#) "General Commercial" (GC) future land use designation.

- 1) Properties assigned to this district should accommodate community-oriented retail sales and services; highway-oriented sales and services; and other general commercial activities.
- 2) The GC-2 district is intended to include the easterly portion of the First Street business district.
- 3) The general commercial designation also is intended to include pre-existing commercial corridor development along such major thoroughfares as French Avenue, Orlando Drive (US 17-92), and strategic intersections along Airport Boulevard.
- 4) The GC-2 district generally shall be located in highly accessible areas adjacent to major thoroughfares which possess necessary location, site, and market requirements.
- 5) The maximum intensity of general commercial development measured as a floor area ratio is 0.35. Areas within WDBD are permitted a maximum floor area ratio of 2.0.
- 6) Transient residential facilities including hotels, motels, and residential care facilities are permitted uses in this zoning district.

c. SC-3; Special Commercial.

The SC-3 district is intended, in part, to implement the [Comprehensive Plan](#) Waterfront Downtown Business District (WDBD) future land use designation for mixed use residential and general commercial uses as well as related accessory uses.

- 1) The SC-3 district is intended to provide a planning and management framework for promoting development and redevelopment within the core of the Downtown Commercial Area, the central business district, including the Lake Monroe waterfront, the historic downtown commercial area, and its environs as designated on the Future Land Use Map.
- 2) In the SC-3 district, the maximum intensity of development measured as a floor area ratio is 2.0 for commercial development. The maximum density of residential development is 50 units per acre. Refer to Schedule U for maximum intensities and densities of parcels zoned SC-3 located in Overlay Districts.

4. Industrial Districts.

The following industrial districts are designed to implement the [Comprehensive Plan](#) future land use "Industrial" designation. Industrially designated areas are not adaptive to residential use and as such residential activities shall not be located in areas designated for industrial development. This provision shall not prohibit residences for exclusive use by night watchmen or custodians whose presence on industrial sites is necessary for security purposes.

a. RI-I; Restricted Industrial.

This district includes areas of the City that are intended for light wholesale and manufacturing uses and related accessory uses. The maximum intensity for industrial development shall be regulated by its underlying land use.

270 **b. MI-2; Medium Industrial.**

271 This district includes those areas of the City that are intended for heavy wholesale and
272 manufacturing uses and related accessory uses. The maximum intensity for industrial development
273 shall be regulated by its underlying land use.

274 **5. Agricultural District.**

275 **a. AG; Agriculture.**

276 The Agricultural (AG) district is intended to implement the [Comprehensive Plan](#) "Suburban Estates"
277 (SE) future land use designation. Residential densities in this zoning district shall not exceed one
278 dwelling unit per one acre.

279 **6. Parks, Recreation and Open Space District.**

280 **a. PRO; Parks, Recreation and Open Space.**

281 The Parks, Recreation and Open Space (PRO) district is intended to implement the [Comprehensive](#)
282 [Plan](#) future land use designation of the same name and to distinguish the City's parks, recreational
283 facilities, and open space facilities from other uses.

- 284 1) Properties assigned to this district have developed City parks and areas of significant open space
285 including, but not limited to, cemeteries.
- 286 2) Parks and recreation areas should be readily accessible at the neighborhood and community
287 level.
- 288 3) Parks shall be developed and redeveloped according to the level of service standards for parks
289 and recreational facilities, community demand and community input as appropriate.
- 290 4) While parks generally provide outdoor recreational facilities, community centers and indoor
291 facilities are also permitted up to a floor area ratio of 0.50.
- 292 5) Site plans for recreation and open space, shall incorporate measures that mitigate against land
293 use incompatibility as well as adverse environmental impacts and shall include appropriate
294 buffering, landscaping and screening.

295 **7. Planned Development.**

296 Planned Developments are further regulated through [Schedule D](#) and [Article IV](#).

297 **a. PD; Planned Development.**

298 Properties assigned to the Planned Development zoning district are intended for residential and
299 nonresidential uses that utilize flexible and creative site design to achieve a more desirable
300 environment and more efficient land use.

- 301 1) The project shall be a combination of two or more compatible land uses from the following
302 categories: commercial/office, industrial, single-family residential, multiple-family residential,
303 public/semipublic, and transient lodging/entertainment in order to be considered for the Planned
304 Development zoning classification.
 - 305 a) The mix of uses shall contain at least 20 percent of the least prevalent use, unless located
306 within the Westside Industry and Commerce (WIC) future land use designation that requires
307 residential uses to be at least 35 percent.
 - 308 b) The minimum land area for a Planned Development shall be no less than three acres of net
309 upland area, unless located within the Waterfront/Downtown Business District (WDBD)
310 future land use designation.
 - 311 c) For multiple use Planned Developments, a minimum of 50 percent of each use shall be
312 integrated either vertically or horizontally within the same footprint of at least 50 percent of
313 the total number of structures within the development, except single family homes or
314 residential structures of eight units or less.

- 2) The planned development land management strategy is a technique for negotiating innovative development options and a design to achieve public objectives such as natural resource protection, which might not otherwise be achieved.
- 3) The underlying [Comprehensive Plan](#) future land use designation shall control the maximum density/intensity for Planned Development.

B. Historic and Overlay Districts.

1. Historic Districts.

Historic Districts are further regulated through Schedule S.

a. Downtown Commercial Historic District.

The Downtown Commercial Historic District was created in 1985 by Ordinance No. 1777. The district is generally bounded by Fulton and Commercial Streets to the north, Myrtle Avenue to the west, Sanford Avenue to the east, and Third Street to the south. The boundaries of the district are shown in Schedule S.

b. Sanford Residential Historic District.

The Sanford Residential Historic District, originally designated under the name of Old Sanford District, was established in 1993 through Ordinance No. 3184. The district is generally bounded by Second and Third Streets on the north, French and Elm Avenues on the west, Fourteen Street on the south and Sanford Avenue on the east. The boundaries of the district are shown in Schedule.

c. Sanford Avenue Historic District.

The Sanford Avenue Historic District was created in 2023 through Ordinance No. 4729 and is generally described as both sides of Sanford Avenue from 2nd Street to Celery Avenue including all properties facing Sanford Avenue and extending from the alleys.

d. Georgetown Residential District.

The Georgetown Residential Historic District was created in 2023 through Ordinance No. 4730 and is generally bounded by E. 2nd Street on the north, Bay Avenue and Mellonville Avenue to the east, Celery Avenue to the south, and the alley east of Sanford Avenue on the west, corresponding with the Georgetown National Register Historic District boundaries excluding Sanford Avenue.

2. Overlay Districts.

Overlay Districts are further regulated through Schedule U.

a. Lake Mary Boulevard Overlay District.

The Lake Mary Boulevard Overlay District includes all lands located within the City that lie within 320 feet of the centerline of Lake Mary Boulevard between the CSX railroad line near Country Club Road and the intersection of SR 46 and CR 415. If any part of any parcel abuts the right-of-way line of the designated roadway, the entire parcel shall be subject to this part as if the parcel were wholly within the stated corridor.

b. West Sr/46 Rinehart Road Gateway Overlay District.

The SR 46/West First Street Overlay District includes all lands located within the City that lie within 320 feet of the centerline of SR 46 between the Interchange at I-4 and Airport Boulevard (existing) and within 320 feet of the centerline of Rinehart Road between SR 46 and H E Thomas Jr Parkway. If any part of any parcel abuts the right-of-way line of the designated roadways, the entire parcel shall be subject to this part as if the parcel were wholly within the stated corridor.

c. Riverfront Overlay District.

The primary purpose of the Riverfront Overlay District is to provide a mixed-use area for high-density residential, offices and retail uses.

359 **d. Midtown Overlay District.**

360 The primary purpose of the Midtown Overlay District is to encourage residential uses and to provide
361 for a mixed-use area for single-family, multifamily housing, offices and neighborhood serving retail,
362 where appropriate, and is not in direct conflict with the residential usage.

363 **e. Downtown Overlay District.**

364 The primary purpose of the Downtown Overlay District is to encourage commercial uses and to
365 provide for a mixed-use area for single-family, multifamily housing, hotel, offices, and retail, where
366 appropriate, and is not in direct conflict with the residential usage and the historic district.

367 **C. Agreements and Studies.**

368 The City has established and adopted multiple types of studies and agreements that are adhered to and
369 utilized in the review and approval of development projects in the context of applying accepted land use
370 and development standards in the review of development proposals. These studies and agreements shall be
371 considered supportive and reliable documentation in addition to the *LDRs* during the review and overall
372 site design considerations to development plans to the extent that they have been adopted by the City
373 Commission and continue to be timely, pertinent and accurate.

374 **1. Interlocal Agreement.**

375 An Interlocal Agreement is a contract between local governmental agencies such as a city, county,
376 school board, airport authorities, or other similar agencies that aim to provide more efficient and less
377 costly public services or otherwise agree to collaboratively perform in the public interest.

378 **2. Joint Planning Agreement.**

379 A Joint Planning Agreement (JPA) is an agreement typically entered into between two or more adjacent
380 municipalities or counties. These agreements facilitate planned growth that meets the common goals
381 related to land development and community welfare at jurisdictional boundaries or overlapping areas to
382 provide the greatest benefit to the community within the subject areas. Examples of JPAs include those
383 entered under [Section 163.3171, Florida Statutes](#), which provides for combinations of municipalities
384 within a county, or counties, or an incorporated municipality or municipalities and a county or counties,
385 or an incorporated municipality or municipalities and portions of a county or counties may jointly
386 exercise the powers granted under the provisions of this act upon formal adoption of an official
387 agreement by the governing bodies involved pursuant to law (but that no such official agreement shall
388 be adopted by the governing bodies involved until a public hearing on the subject with public notice has
389 been held by each governing body involved) or Part II, Chapter 171, *Florida Statutes*, relating generally
390 to annexations and which identify the geographic areas anticipated for annexation, the future land uses
391 that the City would seek to establish, necessary public facilities and services (including transportation
392 and school facilities and how they will be provided), natural resources (including surface water and
393 groundwater resources and how they will be protected) as well as agreements between local
394 governments to jointly determine how to provide services to residents and property in the most efficient
395 and effective manner while balancing the needs and desires of the community by means of coordinated
396 planning, service delivery and boundary adjustments. JPAs reduce intergovernmental conflicts and
397 litigation between local governments, promote sensible boundaries that reduce the costs to the public,
398 avoid duplicating local services and increase political transparency and accountability. Amendments to
399 the *Comprehensive Plan* which are consistent with the JPA must be considered as needed, as small-
400 scale amendments.

401 **3. Independent Supplemental Studies.**

402 An independent supplemental study is a document created by either the City or County and adopted by
403 the City Commission, considering the recommendations of the Planning and Zoning Commission, as a
404 recognized element of research and data collection that provides additional direction of how a project
405 should be developed in the subject area of study. A developer or property owner who is impacted by a
406 study shall have the right to be heard during the course of the adoption process.

407 **4. Development Agreements.**

408 A development agreement is a written agreement that facilitates specific use, design, intensity/density,
409 etc. limitations between the City and a developer or other jurisdiction. Development agreements can be
410 either statutory development agreements approved in accordance with the provisions of State law
411 authorizing such agreements or non-statutory development agreements that are more in the nature of a
412 normative development order.

413 **D. Assignment and Adoption of Zoning District Map.**

414 **1. Adoption of Zoning District Map.**

415 All land and water areas located within the City are hereby assigned the zoning districts reflected on the
416 Zoning District Map for the City adopted as a part of the *LDRs*, a certified copy of which is located in
417 the Office of the Administrative Official. Changes, amendments, and reassignment of districts thereon
418 shall be made only in accordance with the provisions of the *LDRs* by the Administrative Official.

419 **2. Interpretation of Zoning District Map Boundaries.**

420 The following rules shall be used to interpret the exact location of the zoning district boundaries
421 reflected on the zoning district.

- 422 a. Where a zoning district boundary approximately follows a parcel or property line, that line is the
423 boundary of the zoning district.
- 424 b. Where a zoning district boundary follows a street or railroad the centerline of the street or railroad
425 right-of-way is the boundary of the zoning district.
- 426 c. Where a zoning district boundary follows a stream or canal or a lake or other body of water, the
427 centerline of such stream or canal or the shoreline of such lake or other body of water is the boundary
428 of the zoning district.
- 429 d. Where a zoning district boundary does not clearly follow any of the features mentioned above, its
430 exact location on the ground shall be determined by measurement according to map scale and/or
431 legal descriptions of the land area involved which are filed in the Office of the Administrative
432 Official and related to the zoning district question. Any parcel bisected by two or more zoning
433 districts shall be considered as applied to the whole parcel that district which occupies the larger
434 portion of the parcel.
- 435 e. In any instance in which the exact location of a zoning district boundary is not clear, the
436 Administrative Official shall apply the criteria herein cited to confirm the exact location prior to
437 issuing a site development permit or certificate of completion. The property owner may appeal the
438 decision of the Administrative Official in the manner set forth in the *LDRs*.

439 **3. Unzoned Areas.**

440 If any land and/or water area does not appear to have an identifiable or specific zoning district map
441 symbol reflected on the Zoning District Map, the Administrative Official shall present an amendment
442 to the Planning and Zoning Commission relative to the Zoning District Map in order to establish a
443 zoning district for such area and no site development permits or certificates of completion shall be issued
444 for such areas until after the City Commission has taken final action on the proposed amendment.

445 **4. Currency of Zoning District Map.**

446 The Administrative Official shall ensure that all zoning district boundaries are accurately reflected on
447 the Zoning District Map.

448 If a proposed development is for a combination of uses, the acreage required for each use shall be
449 determined independently based on the floor area ratio or the density for each individual use such that
450 no acreage may be dedicated for more than one use.

SECTION 7.0 APPLICATION PROCESSES AND PROCEDURES

The process and procedures for most applications will require the applicant to participate in both a preapplication conference and the citizen awareness and participation plan process prior to the formal submittal of an application.

A. Preapplication Conferences (PRE)

1. Applicability.

The following shall apply to all proposed development within the City.

- a. A preapplication conference is recommended prior to the submittal of any development application.
- b. Applications for ~~conditional~~ Administrative uses, variances for one- and two- family dwellings and minor subdivisions shall not require preapplication conferences.
- c. A preapplication conference shall be required prior to the submittal of the following types of applications.

~~1) Administrative Use.~~ [Renumber accordingly]

2) Conditional Use.

3) Exceptional Use.

4) Variance.

5) Planned Development Project.

6) Master Plan.

7) Major Subdivision.

2. Purpose:

The purpose of the preapplication conference is to acquaint the participants with the requirements of these *LDRs* and the views and concerns of the PRS prior to the submittal of any formal application for development approval. Depending on the scope of the proposed project, an applicant may meet with the Administrative Official or with any other PRS member. Comments made at the preapplication conference are intended to provide guidance and are nonbinding on the formal review of the development plans.

3. Submittal Requirements.

Prior to the preapplication conference, the applicant is encouraged to ~~shall~~ provide the following information, which will assist staff in providing more specific details or directions about the project:

- a. A description of the character, location, and magnitude of the proposed development.
- b. A survey, preliminary site plan or copy of the plat of the parcel proposed for development.
- c. A written list of any deviations from the *LDRs* proposed by the applicant.
- d. Any questions or concerns regarding the development review process or the *LDRs*.

4. Scheduling.

Preapplication conferences will be scheduled for the next available meeting date as determined by the Administrative Official from the application date, excluding holidays, in accordance with a time schedule established by the Administrative Official. Conferences will be scheduled in the order that applications are received unless the Administrative Official finds that it is in the public interest to modify the regular schedule. A conference may not be scheduled with less than two working days' notice to the City or applicant.

B. Citizen Awareness and Participation Plan (CAPP)

1. Applicability.

The following requirements apply in addition to any other notice provisions required elsewhere in the LDRs. The Administrative Official may require, based upon the needs of the abutting communities or the City to ensure full public participation in the planning and land use processes of the City, a Citizens Awareness and Participation Plan (CAPP). This requirement is for the benefit of the City in terms of its processing applications for development-related approvals and none of the requirements set forth in this Section provides any private party with the right to appeal or to challenge a land use decision. The sole remedy available, should the processes and procedures relating to the CAPP process not be adhered to, shall be for the Administrative Official, in her or his discretion, requiring that the process, or part of the process, be reinitiated and completed.

a. Full CAPP Required.

This process shall be applicable to project applications for developments such as the following, which list is provided for illustrative purposes only and not as a limitation of the requirement in accordance with Section 7.0.B.2-6 below

- 1) Planned Developments;
- 2) Variances;
- 3) Rezoning;
- 4) Conditional Use;
- 5) Exceptional Use;
- 6) Amendments to the future land use map;
- 7) Other land use or development applications providing for a modification of the existing land use. Like-for-like rezonings or future land use changes from county to city do not require a CAPP.

c. Modified CAPP.

The following applications may conduct a modified CAPP meeting. Applicants must send a certified letter to all abutting properties describing the requested modification and including contact information for responses (email, phone number and address). Proof of mailing and a copy of the letter must be included with the application submittal package. Letter must be mailed a minimum of 15 days prior to formal application. Any correspondence received from adjacent properties must be submitted to the city.

- 1) Minor Subdivision (Except lot combination)
- 2) Administrative Use
- 3) Variance for one-or Two-family units

~~b. A CAPP is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow for informed decision making and to maximize, to the extent practicable, public participation and transparency in the planning and land use processes of the City. [relocated to 7.0.B.2]~~

2. Purpose.

A CAPP is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow for informed decision making and to maximize, to the extent practicable, public participation and transparency in the planning and land use processes of the City.

The purpose of the requirement of a CAPP is, at a minimum, to:

- a. Further implement the public participation provisions of the City's *Comprehensive Plan*.
- b. Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving them the opportunity to understand and mitigate any real or perceived impacts their application may have on the community.

- c. Ensure that citizens and property owners are provided with an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early state of the process.
- d. Facilitate ongoing communication between the applicant, interested citizens and potentially affected property owners, PRS and elected officials throughout the application review process.

3. Submittal Requirements.

The applicant shall submit and complete the CAPP process prior to formal application. This shall not occur until after the pre-application conference or consultation with the Planning Division, if required, has occurred. Applicants that conduct a CAPP meeting or distribute notices prior to the pre-application conference do so at their own risk, as the conference may determine that the proposed use, process, application, or modification is not permitted.

At a minimum the CAPP shall include the following information:

- a. Identification of the residents, property owners, interested parties, political jurisdictions and public agencies that may be affected by the proposed development and should be given notice of the CAPP meeting.
- b. Description of how notification will be provided to those interested in, and potentially affected by, the proposed development.
- c. Description of how information will be provided to those interested and potentially affected relative to the substance of the change, amendment or proposed development for which approval is sought.
- d. Description of how, and with whom, an opportunity will be provided to those interested or potentially affected to discuss the proposal and express any concerns, issues, or problems well in advance of the first public hearing.
- e. The applicants schedule for completion of the CAPP.
- f. The means by which the applicant will keep the PRS informed on the status of citizen participation efforts and the location of the CAPP meeting.

4. Target Area for Citizen Notification.

The level of citizen interest and area of involvement will vary depending on the nature of the application and the location of the proposed development. The target area for early notification will be determined by the Administrative Official. All notifications shall be mailed at least 15 days prior to the meeting date. At a minimum, the target area shall include the following:

- a. Property owners within 500 feet of the property proposed for any public hearing determination ~~or 250 feet for Administrative Official determinations.~~ Labels and map showing the properties within 500 feet may be obtained from the Seminole County Property Appraisers website or requested from staff. Requested materials will be provided within a reasonable timeframe, subject to staff workload and availability.
- b. All homeowners' association or registered neighborhood group within the public notice area as set forth in this Section or that may be impacted by the proposed development each of whom shall be notified at their address shown on corporate records.
- c. Any person or entity that may be impacted by the proposed development as determined by the Administrative Official.
- d. Other interested parties, who have requested of Administrative Officer to be placed on an interested party's notification list maintained by the City.
- e. All City Commissioners shall receive notification of the meeting to be mailed to an address as provided by the City.
- f. A determination to provide notice in the context of the CAPP process shall not grant standing to any person for the purposes of subsequent legal challenges or appeals.

584 **5. Time and Place.**

585 CAPP meetings shall be held at a time and place that facilitates the greatest number of attendances by
586 the interested parties of the area and in a location that is publicly accessible, meets all ADA access
587 requirements, provides reasonable shelter and is proximate to the subject property. If it is determined
588 by the Administrative Official that the meeting place or time was inadequate, the Administrative Official
589 may require that all, or part, of the CAPP process must be re-accomplished.

590 **6. CAPP Report.**

591 When a CAPP is required, the applicant shall provide a written report on the results of the citizen
592 participation efforts at the time of submittal for the formal application included as an attachment. This
593 report will be attached to the City agenda materials for each public hearing. The report shall, at a
594 minimum, contain the following information:

- 595 a. Details of techniques used to involve interested and potentially affected parties, including:
- 596 1) Dates and locations of all meetings where citizens were invited to discuss the applicant's
597 proposal.
 - 598 2) Content, dates mailed, and numbers of mailings, including letters, meeting notices, newsletters,
599 and other publications.
 - 600 3) Location of residents, property owners and interested parties who received notices, newsletters,
601 or other written materials.
 - 602 4) The number and names of people that participated in the process.
- 603 b. A summary of concerns, issues and problems expressed during the process and proposed methods
604 of resolution, including by way of example only:
- 605 1) The substance of the concerns, issues, and problems.
 - 606 2) The manner in which the applicant has addressed or intends to address these concerns, issues
607 and problems.
 - 608 3) The concerns, issues, and problems the applicant is unwilling or unable to address and the basis
609 and rationale of the applicant with regard to each issue that has not been addressed.

610 **C. Application Submittal and Review**

611 The procedure for securing an order approving a proposed use, variance, site plan, subdivision or any
612 application not otherwise identified with a separate process, shall be as follows:

613 **1. Application Submittal.**

614 **a. Authorized Agents.**

615 Any property owner or an owner's authorized agent who desires to subdivide or modify the
616 boundaries of any lot, tract, parcel or premises or construct, enlarge, or alter any building or structure
617 or to occupy any existing structure or premises for a use requiring approval pursuant to [Schedule B](#)
618 shall first make application to the City for approval of such use or modification.

- 619 1) Only authorized agents/property owners listed on the application may submit documents,
620 modify or withdraw the application. The City shall not determine conflicts between private
621 parties relative to any contractual rights or relationships between the property owner and other
622 parties.
- 623 2) The Administrative Official may require all communication about the project to be limited to
624 the authorized agent/property owner as a single point of contact for the PRS, such that
625 information about a project may not be provided to any person not listed as the owner or
626 authorized agent. A firm or agency in general will not be considered a single point of contact
627 and a specific person must be designated. If the property is owned by an entity, then the full
628 details of the entity must be disclosed.
- 629 3) A property owner may revoke the appointment of an authorized agent at any time by informing
630 the Administrative Official in writing.

b. Required Information.

All applications for a proposed subdivision, use, or development approval shall be in the form required and provided by the Administrative Official. Such application shall be submitted to the Administrative Official together with the documents listed in [Section 8.0](#) of this Article and the established fee as prescribed in [Article VII](#), along with all supplemental data or information deemed necessary by the PRS to determine the proposed application's extent, probable impact, and compliance with the *LDRs*.

c. Concurrent Submittal.

1) Subdivision.

An application for a proposed subdivision may be submitted in conjunction with a use application. The subdivision application shall also include all supplementary materials required as prescribed in [Article II](#) of the *LDRs*. Both the use and subdivision applications shall be treated as separate applications and subject to applicable processes.

2) Use.

An application for a proposed use may be submitted in conjunction with a subdivision application. The use application shall also include all supplementary materials required as prescribed in [Article III](#), Section 3.0 of the *LDRs*. Both the use and subdivision applications shall be treated as separate applications and subject to applicable processes.

2) Variance.

Any application submitted in conjunction with a variance shall also include all supplementary materials required as prescribed in [Article III](#), Section 7.0 of the *LDRs*.

d. Submittal Deadline.

1) Administrative.

Administrative review applications may be submitted at any date or time, as allowed though the official electronic application portal. These applications are only subject to the State mandated review deadline.

2) Public Hearing.

Applications that require a public hearing shall not be scheduled for any public hearing meeting less than 30 calendar days from the date the application has been certified for public hearing by the PRS pursuant to [Section 7.0.C.5.b.2](#)) The Administrative Official may permit a project to be scheduled for a public hearing at an earlier meeting date if the applicant submits in writing a justification explaining the reason an earlier meeting date is necessary.

e. Other Board Approvals.

If any element of an application requires approval from either the Historic Preservation Board or the Airport Zoning Commission, these approvals must be completed and submitted as part of the application packet, unless such approvals are contingent upon the application being approved.

f. Submitted Materials.

All required materials for each application type as listed pursuant to [Section 8.0](#) of this Article shall be provided at time of submittal. All documents shall be substantially compliant with the *LDRs* and shall be named in accordance with the document naming convention and formatted in a manner acceptable to the Administrative Official. The following explanations clarify the content of selected documents to ensure they are provided meeting the standards for sufficiency review.

1) Site/Engineering Plan: must include all elements as listed in Article III, Section 4.0.B.2 to be considered a valid plan.

- 2) Justification Statement: must include an analysis of applicable code standards to the project (e.g., Article III, Section 3.0.A for development plans; Section 7.0.B for variances); a project history including prior Development Orders or Ordinances; specific code references and language for any requested deviations; any other pertinent information related to the subject property; and a summary of the intent of the request.
- 3) Economic Impact Statement: must include an analysis of the anticipated economic impact of the proposed use or development on adjacent properties, as well as projected economic benefit to the subject site and the city.
- 4) Environmental Impact Statement: must include a current description of the property (e.g., vacant, developed, vegetation density, located in a wetland area, floodplain designation, Gopher Tortoise den present, absence of protected species, etc.). This statement is not a full environmental analysis study and will be used by staff to determine whether a comprehensive study is required.
- 5) Traffic Impact Statement: must identify the Average Daily Trips (ADT) generated by the use, project, development, etc. and assess any potential impact on adjacent properties and the surrounding roadway network.

2. Sufficiency Review.

The Administrative Official shall determine if the application meets all submittal requirements. Sufficiency review, determination, and timing for an application shall be consistent with [Section 166.033, Florida Statutes](#).

a. Sufficiency.

If the application is determined to be sufficient by the Administrative Official a notification shall be sent to the applicant. The application form, applicable plans, supplemental data, all documents with correct naming convention, and fee are collectively called the "complete application". A complete list of all required documents are listed in [Section 8.0](#) of this Article. All submitted documents shall be named as shown in Section 8.0 to be considered for sufficiency requirements. Any submitted document that is not in the provided list must be named to identify the contents of the document.

b. Insufficiency.

If an application is determined by the Administrative Official to be insufficient a notification shall be sent to the applicant. Incomplete applications may be returned unprocessed. In these cases:

- 1) No further action shall be taken on the application until the deficiencies are remedied.
- 2) The Applicant shall address all insufficiencies within 30-calendar days from the date of notification that the application was determined to be insufficient, by resubmitting the required documents to resolve the deficiencies.
- 3) If the deficiencies are remedied the application will be processed for full review, and the applicant will be notified the application is now sufficient.
- 4) If the deficiencies are not remedied after the resubmittal or within 30 days of the notification of insufficiency, the Administrative Official shall issue a notification to the Applicant that the application has been withdrawn.
- 5) Any sufficiency review fee shall be non-refundable.
- 6) Notwithstanding the foregoing, an applicant may appeal a determination of insufficiency made by the Administrative Official in accordance with the appeal provision of these LDRs.

717 **c. Additional Resubmittal Requests.**

718 If the Applicant determines that the insufficiencies will extend beyond 30 days from the first
719 insufficiency notification date, or will require an additional resubmittal upon receipt of a second
720 insufficiency notification, the Applicant may submit a written request for an additional resubmittal
721 to the Administrative Official to address deficiencies of the application. Such request shall be
722 submitted no later than 30 days after the issuance of the first insufficiency notification or five days
723 from the second insufficiency notification. The Administrative Official may grant or deny the
724 request, and the applicant will be electronically notified of the decision. If no request is received
725 within the allotted time the application will be withdrawn. Notwithstanding the foregoing, an
726 applicant may appeal the decision made by the Administrative Official in accordance with the appeal
727 provisions of these *LDRs*.

728 **3. Full Review by Planning Review Staff (PRS).**

729 PRS review shall be based on applications that are complete and deemed sufficient, including any
730 subsequent resubmittals. Review of submitted applications and documents shall be as follows:

731 **a. Initial Submittal.**

732 The PRS shall provide review comments, conditions, amendments, or modifications within 12
733 working days of the determination of sufficiency/completeness.

734 **b. Applicant Response.**

735 The Applicant shall provide a written response to each comment and revised documents addressing
736 all outstanding comments of the plan or document elements that were not provided in a manner and
737 form acceptable to the PRS.

- 738 1) Revised document(s) shall be submitted only after all PRS have posted comments on any
739 previously submitted documents and the review round has been closed. Documents submitted
740 untimely or mid-review cycle may not be reviewed.
- 741 2) Comments on the response letter shall align by corresponding numbers with the corrections
742 shown on any resubmitted plans or documents.
- 743 3) All modifications shall be indicated by red clouds or as otherwise directed by the Administrative
744 Official. Any changes to documents not indicated by red clouds or otherwise directed when the
745 documents are approved shall be presumed to be non-responsive and may require new plans or
746 documents to be re-approved.

747 **c. Resubmittals.**

748 All subsequent submittals to resolve PRS comments shall be reviewed by applicable PRS within,
749 approximately, 12 working days of the most recent document received and new comments, if any,
750 will be provided to the applicant. Responses to PRS comments shall not significantly modify the
751 application that was determined to be sufficient, unless otherwise directed by the Administrative
752 Official.

753 **1) Significant Modifications.**

754 Shall include, but are not limited to the following:

- 755 a) Additional requests to the application, such as new uses or structures, reconfiguration or
756 relocation of more than 150 percent of any single site element, structure, ~~or~~ boundary or
757 increase/decrease in structure size, site density/intensity; or
- 758 b) Modifications to the site layout or submitted documents that would require review of new
759 elements of the documents or impact the timing of the decision by the PRS.

760 **2) Significant Modification Correction.**

761 If the Administrative Official determines that the revised documents are significantly modified
762 from the original request that was determined to be sufficient, the Administrative Official shall
763 provide a notification to the Applicant describing what changes significantly modified the
764 application. The Applicant shall either:

- a) Revise the requests and modify plans to eliminate the significant modification;
- b) Submit a written request for a time extension to the Administrative Official to determine if the application can still be reviewed within the 120 days, or if an extension needs to be granted. Both parties must agree to the amount of time granted in the extension.
- c) Request the withdrawal of the application. Fees shall not be refunded.
- d) Notwithstanding the foregoing, an applicant may appeal a determination made by the Administrative Official in accordance with the appeal provisions of these *LDRs*.

3) Resubmittal Fee.

A resubmittal fee shall be applied to any application upon receipt of a third resubmittal and every submittal that is a multiple of three thereafter. The resubmittal fee is established in the fee schedule.

4. Intergovernmental Coordination.

All development applications shall be coordinated, as appropriate or practicable, with all appropriate entities of government. This may require coordination with the City of Lake Mary, Seminole County, the Seminole County School District, the Sanford Historic Preservation Board, the Sanford Airport Authority, the East Central Florida Regional Planning Council (ECFRPC), the St. Johns River Water Management District, as well as applicable special districts and State and Federal agencies. Consistent with [Section 166.033, Florida Statutes](#), unless a State or Federal agency has issued a final agency action that denies the State or Federal permit before City action on a City development permit, the City shall not condition its approval of a permit on any required State or Federal permit and issuance of a development permit or development order by the City does not create any right on the part of an applicant to obtain a permit from a State or Federal agency and does not create any liability on the part of the City for issuance of the permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a State or Federal agency or undertakes actions that result in a violation of State or Federal law. The City shall attach such a disclaimer to the issuance of development permits and shall include a permit condition that all other applicable State or Federal permits be obtained before commencement of the development.

5. Action by Administrative Official.

a. Not Approved/Denied.

If the revised document(s) fail to address all listed outstanding comments, the Administrative Official shall issue a notification that the application is not approved/denied. A notification will be issued if the proposed project cannot comply with the requirements of the *LDRs* or if the project exceeds 120 or 180-calendar days with unresolved comments pursuant to [Section 166.033, Florida Statutes](#). The notification shall constitute a denial development order, which is subject to appeal by the applicant in accordance with these *LDRs*.

1) Failure to Address Comments.

If the Applicant fails to address the listed outstanding comments within the 120 or 180-calendar days deadline, fails to request and receive approval for a time extension from the Administrative Official, or exceeds the maximum approved time extension:

a) Administrative Reviews.

The application shall receive a decision of denial. A notice for failure to comply with the standards, regulations, or provisions of the *LDRs* shall be provided to the applicant.

b) Public Hearing Reviews.

- i. If the application has not been certified for public hearing prior to the review deadline a decision of denial shall be issued. A notice of failure to comply with the standards, regulations, or provisions of the *LDRs* shall be provided to the applicant.

811 ii. If the application has been certified for public hearing prior to the review deadline it shall
812 be placed on the next available meeting agenda for the applicable commission, pursuant
813 to [Section 9.0](#) of this Article. The Planning and Zoning Commission shall render a
814 decision, or a recommendation if the City Commission is the deciding authority.
815 Decisions of the Planning and Zoning Commission shall be by means of the issuance of
816 a development order or denial development order while recommendations shall provide
817 the basis for the recommendation whether it be positive or negative. Minority reports
818 shall be provided by Planning and Zoning Commission members who dissent from the
819 action of the majority. Decisions by the City Commission shall also be by means of the
820 issuance of a development order or denial development order although the City
821 Commission may refer a matter back to the Planning and Zoning Commission for further
822 consideration if it deems such action appropriate.

823 **2) Time Extension.**

824 If an application is not approved within 120 calendar days, for administrative reviews, or 180
825 calendar days, for public hearings reviews, from the date of sufficiency determination an
826 applicant may submit a written request to the Administrative Official for a time extension. The
827 request must be received by the Administrative Official before the applicable deadline. If an
828 extension is to be granted, both the Administrative Official and the Applicant must agree to the
829 extension of time. The maximum extension that may be granted is six months, in 30-day
830 increments, or as determined by the Administrative Official. The extension request letter must
831 include a justification statement explaining the necessity of the extension, the project application
832 number, project address, and agent name. An applicant may appeal a denial of an extension
833 request in accordance with the provisions of these *LDRs*.

834 **3) With or Without Prejudice.**

835 **a) With Prejudice.**

836 If an application is denied with prejudice, under the doctrine of administrative res judicata
837 the same application for all or part of the same land shall not be considered for a period of
838 one year after the date of denial. An application denial letter shall constitute a denial
839 development order and must specifically state “with prejudice”. Denial with prejudice
840 prohibits the filing of a successive application, which is not materially different as
841 determined by the Administrative Official. An applicant may submit a waiver application to
842 the deciding body of the denied application in accordance with [Article IV](#), Section 11.0 –
843 Waivers, to request the reduction or full relief of the one-year time limitation.

844 **b) Without Prejudice.**

845 If an application is denied without prejudice, an application for all or part of the same land
846 may submit a new application without any time limitation. Any denial that does not
847 specifically identify with or without prejudice shall be considered as denied without
848 prejudice.

849 **b. Approved/Certified.**

850 **1) Administrative Review.**

851 If an application, with or without resubmitted documents, satisfies all applicable requirements
852 of the *LDRs* and addresses all PRS outstanding comments, if any, the applicant shall submit a
853 clean set of plans and documents showing no clouds and reflecting only what has been approved
854 at the latest submittal. The Administrative Official shall then provide a notification of the
855 approved application with any Conditions of Approval and issue a development order, if
856 applicable, in accordance with [Section 7.0.C.8](#) and [9](#), of this Article.

857 **2) Public Hearing Review.**

858 If the application, with or without resubmitted documents, satisfy all applicable requirements of
859 the *LDRs* and address all PRS outstanding comments, if any, the Administrative Official shall
860 deem the application as certified for public hearing, and place the application on the next
861 available meeting agenda for the Planning and Zoning Commission or City Commission, in
862 accordance with [Section 7.0.C.6](#) or [7.0.C.7](#) of this Article, whichever is applicable. If a
863 commission approves the application, a clean set of plans and documents shall be submitted
864 showing no clouds and reflecting only what has been approved or certified at the latest submittal
865 or a final site or subdivision plan shall be submitted showing any modifications required by
866 condition of approval. Then the Administrative Official shall issue the development order, if
867 applicable, to the applicant as executed by the City. If the signature of the property owner is
868 required on the development order, the property owner shall execute the document prior to the
869 City's execution of the document.

870 **c. Suspension of Review.**

871 An application may be suspended during the pendency of a code enforcement proceeding or for any
872 violation of a City code or ordinance involving all or a portion of the land proposed for development,
873 unless it is demonstrated in writing by the Applicant to the Administrative Official that suspension
874 of development review processing could be averse to the public interest or has no material effect on
875 the application submitted. This shall not apply to any application necessary to resolve the code
876 enforcement action.

877 **d. Withdrawal.**

878 The Applicant shall have the right to withdraw an application at any time prior to the action on the
879 application by the decision-making body. Requests for withdrawal received by the Administrative
880 Official at least five days prior to a hearing date shall be granted without prejudice. If less than five
881 days, the decision-making body, upon recommendation by the Administrative Official, may
882 determine that the application for withdrawal is with or without prejudice. Withdrawal with
883 prejudice prohibits the filing of a successive application, which is not materially different, for one
884 calendar year. At any time, a property owner or authorized agent may withdraw a submitted
885 application, and the City shall not determine conflicts between private parties relative to any
886 contractual rights or relationships between the property owner and other parties.

887 **6. Action by Planning and Zoning Commission.**

888 The Planning and Zoning Commission shall hold a public hearing upon the application in accordance
889 with the procedures in this Section, and controlling law, and enter its order granting or denying such
890 application in accordance with the requirements of [Section 166.033](#), *Florida Statutes*, and other
891 controlling law, by means of the issuance of an approval or denial development order. The Commission
892 may prescribe appropriate conditions and safeguards in the development order that shall become a part
893 of the terms under which a site development permit and certificate of completion shall be issued.

894 **a. Date of Hearing.**

895 Hearings shall be held by the Planning and Zoning Commission at a date and time fixed by the
896 Administrative Official.

897 **b. Notice.**

898 Notice of the hearing shall proceed in the following manner or as required by controlling State law,
899 which shall prevail in the event of conflict herewith:

- 900 1) Upon a determination of the meeting date, the Administrative Official shall cause a notice of
901 such hearing to be published at least once in a newspaper of general circulation in the City with
902 such publication to be at least ten days prior to the date of the hearing. The notice shall include:
 - 903 a) Location, date and time of the hearing;

- b) A description of the location of the parcel proposed for development sufficient to identify the site to the public. A full legal description shall not be required as part of the notice, but shall be required as part of the application;
- c) A brief description of the proposal being considered;
- d) Identification of the body conducting the hearing; and
- e) Type of application being considered.
- 2) Properties considered for public hearings shall be posted by the applicant with a sign for 15 consecutive days prior to the Planning and Zoning Commission meeting. The sign, to be provided by the Administrative Official, shall be located on the property, clearly visible from the public right-of-way.
- 3) The Administrative Official shall also mail similar notices setting forth the time, place and purpose of the hearing to:
- a) the applicant;
- b) the owner of the property described in the application, if other than the applicant;
- c) the owners of every parcel of land located within a distance of 500 feet from the property line of the property described in the application;
- d) each homeowners association or neighborhood group relating to property which is located within the public notice area described above to the extent that a determination may be reasonably made by the Administrative Official with regard to the existence of such entities; and,
- e) additional notices as determined by the Administrative Official in order to ensure public participation and governmental transparency.
- 4) Affidavit proof of the required publication, mailing and posting of the notices shall be presented at or prior to the hearing by the applicant. Failure to provide proof of required notifications shall result in a public hearing being continued.
- 5) For purposes of determining the name and address of persons entitled to notice under this Section, the owner of property shall be deemed to be the person who is so identified in the most current tax roll certified for collection and maintained in the office of the Seminole County Property Appraiser. Such notice shall be mailed at least ten days prior to the scheduled hearing date.

c. Appearance and Argument.

At any hearing upon any matter subject to the provisions of this Section, the applicant seeking action and any other party desiring to be heard upon the application may appear in person, by agent or by attorney. The applicant shall be entitled to make an initial presentation respecting the application and, at the conclusion of presentations or statements by all other parties, shall be entitled to offer a statement in rebuttal to such presentations if the applicant so desires. The Chairperson may, at the commencement of the hearing upon each application or at any time during such hearing, require that parties desiring to make a presentation identify themselves and may specify the time to be allowed each such party within which to make such presentation. The provisions of these LDRs relating to quasi-judicial proceedings shall apply.

d. Decision by the Planning and Zoning Commission.

Action by the Planning and Zoning Commission upon any matter subject to the provisions of this Section shall be announced by the Chairperson immediately following the vote determining such action.

948 **1) Approve/Approve with Conditions.**

949 All actions to approve or to approve with conditions shall thereafter be embodied in a written
950 development order (DO) prepared by the Administrative Official in conjunction with the City
951 Attorney. The Administrative Official shall provide a notification of the approved application
952 with any conditions of approval and issue a DO, if applicable, in accordance with [Section 7.0.C.8](#)
953 and [9](#), of this Article.

954 **2) Denial.**

955 Denials shall comply with the provisions of [Section 166.033](#), *Florida Statutes*, and other
956 controlling law. If the application is denied the chairman may indicate if the application has been
957 denied with prejudice.

958 **a) With Prejudice.**

959 If an application is denied with prejudice, an application for all or part of the same land shall
960 not be considered for a period of one year after the date of denial. An application denial
961 development order must specifically state “with prejudice”. Denial with prejudice prohibits
962 the filing of a successive application, which is not materially different, as determined by the
963 Administrative Official. An applicant may submit a waiver application to the deciding body
964 of the denied application in accordance with [Article IV](#), Section 11.0 – Waivers, to request
965 the reduction or full relief of the one-year time limitation.

966 **b) Without Prejudice.**

967 If an application is denied without prejudice, an application for all or part of the same land
968 may submit a new application without any time limitation. Any denial that does not
969 specifically identify with or without prejudice shall be considered as denied without
970 prejudice.

971 **7. Action by City Commission.**

972 If required, the Planning and Zoning Commission will render a recommendation on the application. The
973 application will then be presented to the City Commission at the next available and regularly scheduled
974 public hearing meeting date. The Commission will review and enter its order approving, approving with
975 conditions, or denying such application in accordance with the requirements of [Section 166.033](#), *Florida*
976 *Statutes*, and other controlling law. The City Commission may prescribe appropriate conditions and
977 safeguards in the development order which shall become a part of the terms under which a site
978 development permit and certificate of completion shall be issued when such actions are permitted by
979 controlling law.

980 **a. Date of Hearing.**

981 Hearings shall be held by the City Commission at a date and time fixed by the City Clerk after a
982 request has been made by the Administrative Official.

983 **b. Notice.**

984 Notice of the hearing shall proceed in the following manner or as required by controlling law, which
985 shall prevail in the event of conflict herewith:

986 1) Upon a determination of the meeting date, the City Clerk shall cause a notice of such hearing to
987 be published at least once in a newspaper of general circulation in the City with such publication
988 to be at least ten days prior to the date of the hearing. The notice shall include:

- 989 a) Location, date and time of the hearing;
990 b) A description of the location of the parcel proposed for development sufficient to identify
991 the site to the public. A full legal description shall not be required as part of the notice, but
992 shall be required as part of the application;
993 c) A brief description of the proposal being considered;
994 d) Identification of the body conducting the hearing; and
995 e) Type of application being considered.

- 2) For purposes of determining the name and address of persons entitled to notice under this Section, the owner of property shall be deemed to be the person who is so identified in the most current tax roll certified for collection and maintained in the office of the Seminole County Property Appraiser. Such notice shall be mailed at least ten days prior to the scheduled hearing date.

c. Appearance and Argument.

At any hearing upon any matter subject to the provisions of this Section, the applicant seeking action and any other party desiring to be heard upon the application may appear in person, by agent or by attorney. The applicant shall be entitled to make an initial presentation respecting the application and, at the conclusion of presentations or statements by all other parties, shall be entitled to offer a statement in rebuttal to such presentations if the applicant so desires. The Chairperson may, at the commencement of the hearing upon each application or at any time during such hearing, require that parties desiring to make a presentation identify themselves and may specify the time to be allowed each such party within which to make such presentation. The provisions of these LDRs relating to quasi-judicial proceedings shall apply.

d. Decision by the City Commission.

Action by the City Commission upon any matter subject to the provisions of this Section shall be announced by the Chairperson immediately following the vote determining such action.

1) Approve/Approve with Conditions.

All actions to approve or to approve with conditions shall thereafter be embodied in a written development order (DO) prepared by the Administrative Official in conjunction with the City Attorney. The Administrative Official shall provide a notification of the approved application with any conditions of approval and issue a DO, if applicable, in accordance with [Section 7.0.C.8](#) and [9](#), of this Article.

2) Denial.

Denials shall comply with the provisions of [Section 166.033](#), *Florida Statutes*, and other controlling law. If the application is denied the chairman may indicate if the application has been denied with prejudice.

a) With Prejudice.

If an application is denied with prejudice, an application for all or part of the same land shall not be considered for a period of one year after the date of denial. An application denial development order must specifically state “with prejudice”. Denial with prejudice prohibits the filing of a successive application, which is not materially different, for one calendar year. An applicant may submit a waiver application to the deciding body of the denied application in accordance with [Article IV](#), Section 11.0 – Waivers, to request the reduction or full relief of the one-year time limitation.

b) Without Prejudice.

If an application is denied without prejudice, an application for all or part of the same land may submit a new application without any time limitation. Any denial that does not specifically identify with or without prejudice shall be considered as denied without prejudice.

8. Conditions of Approval.

The Administrative Official, Planning and Zoning Commission, or City Commission may attach such conditions to a use, subdivision or any other applicable approval permit as are necessary to carry out the purposes of the plan and to prevent or minimize adverse effects upon other property in the neighborhood including, but not limited to:

042 **a. Limitations.**

043 Conditions of approval shall be limited to size, bulk, and location of site elements or structures;
044 requirements for landscaping, lighting and provision of adequate ingress and egress and off-site
045 project-related improvements; duration of the permit; hours of operation; and mitigation of
046 environmental impacts.

047 **b. Final Development Plan.**

048 Submission and approval of a final development plan is only necessary if a condition of approval
049 impacts the site design that was presented to the Commission. This plan must be submitted and
050 approved before a site development permit application may be submitted. A final site or subdivision
051 plan shall be submitted within 15 calendar days of the public hearing date through the original
052 application, labeled as final site or subdivision plan, whichever is applicable. It shall include only
053 the modifications required by the Planning and Zoning Commission or City Commission that show
054 the plan complying with their conditions of approval.

- 055 1) If the final site or subdivision plan is not submitted within 15 days of the hearing date the
056 approval may be deemed as invalid, and the application will be subject to re-review through a
057 new application and hearing process.
- 058 2) The final site or subdivision plan shall be limited to one resubmittal if the Administrative Official
059 finds that the submittal did not comply with conditions of approval. If a resubmittal is required
060 and the applicant has not provided all the information on the plan as required, the application
061 may be deemed invalid and subject to re-review through a new application and hearing process.

062 **9. Development Order.**

063 **a. Granting of Order.**

064 The written order shall grant the application, in whole or in part, under such terms and conditions
065 as are determined to be appropriate. A denial development order shall be issued in the event of a
066 denial of an application.

067 **1) Public Facilities Capacity.**

068 A development order may only be granted for a proposed development where there is a finding
069 that all public facilities and services have sufficient capacity at or above their adopted level-of-
070 service (LOS) to accommodate the impacts of the development including, but not limited to,
071 traffic impacts, or those improvements necessary to bring facilities up to their adopted LOS will
072 be in place concurrent with the impacts of the development, as defined in [Schedule Q](#),
073 Concurrency Management of these *LDRs*.

074 **2) Standards.**

075 All development orders shall be in writing and shall contain, as appropriate, the following
076 information. The Administrative Official may require the Applicant provide a title search of the
077 property:

- 078 a) The name of the property owner and the name of the proposed development.
079 b) The legal description of the property and, where appropriate, the street address.
080 c) A precise description of the development activity being approved.
081 d) Reference to the approved plans or blueprints including name of the preparer and the date of
082 the plans.
083 e) Any special conditions of the development approval.
084 f) The expiration date of the development order.

085 **3) Intent.**

086 The development order shall be drafted to meet the intent established by the decision.

087 **b. Effect and Limitation.**

088 A development order granting a use, variance, site development permit or any other application
089 process shall be applicable to the parcel for which it is granted and not to the applicant, to that end,
090 when recorded in the Official Records of the County, shall run with the land.

- 091 1) No order, site development permit or certificate of completion that has been issued shall be
092 deemed valid for any use of the premises other than that specified in the approved application.
093 Except, permitted-by-right uses may occur in conjunction with or in place of an administrative,
094 conditional, or exceptional use, provided there are no conditions of approval that prohibit the
095 permitted uses from being added to the building or site that complies with the development
096 order.
- 097 2) Issuance of a development order shall authorize only the particular site configuration, layout,
098 and level of impacts that were approved pursuant to these *LDRs*.
- 099 3) If a development order is abandoned an instrument shall be recorded by the Administrative
100 Official perfecting such action and all granted uses and associated approvals shall be rescinded.

101 **c. Recording.**

102 No development order approving, or approving with conditions, any development, variance, or use
103 shall become effective until said development order is recorded in the Official Records of Seminole
104 County along with payment of all applicable fees.

- 105 1) City staff shall provide the development order and recording fee to the applicant within a
106 reasonable number of ~~eight~~ working days from the date of approval as necessary for drafting the
107 development order by staff and City Attorney. The development order may be withheld if staff
108 receives information or if circumstances arise that materially affect the terms, conditions, or
109 enforceability of the development order. The Administrative Official shall inform the applicant
110 when the development order is available through the electronic application portal and include
111 the necessary recording fee amount.
- 112 2) If the signature of the property owner is required, the development order shall be signed by the
113 applicant and return a hard copy with wet signature to the Planning Division within 21 calendar
114 days of the date it is made available to the applicant through the application's electronic portal.
- 115 3) A development order and recording fee that is not received by the Planning Division within the
116 21 calendar days shall render the approval abandoned by the applicant and considered null and
117 void.

118 **d. Time Limit.**

119 The approving body may impose specific time limits, within which actions must be taken in granting
120 any approval. The development order shall be considered abandoned and become null and void if:

- 121 1) all critical infrastructure construction is not completed within three years from the effective date
122 of the development order, as determined by the Administrative Official, unless otherwise
123 specified in the development order; or,
- 124 2) the conditional actions as identified in the development order have not been accomplished to the
125 intent of the development order, as determined by the Administrative Official.

126 **e. Extension.**

127 A development order may be extended by the Administrative Official for a period not to exceed six
128 months if the request for the extension is made before the development order expires and is
129 determined to be abandoned, thereby becoming null and void. Any extension beyond six months
130 must be approved by the City Commission. A denial development order shall be summarily issued
131 by the Administrative Official if an application for an extension is submitted after a development
132 order has expired.

133 **f. Abandonment.**

134 A development order may also be abandoned if the property owner provides a letter informing the
135 Administrative Official that the property owner has abandoned the development order. The
136 Administrative Official may determine that a development order has been abandoned if significant
137 modifications are proposed for the site that would no longer be consistent with the terms or
138 conditions that granted the development order, or if the site approved in a development order for a
139 non-conforming use remains vacant for a period of at least one year.

140 **10. Wetland or Floodplain Management.**

141 The Administrative Official may require an engineering plan for wetland or floodplain mitigation prior
142 to public hearings for a planned development project or any project located within a wetland or
143 floodplain area or withhold a development order until there is a finding that all wetland and floodplain
144 areas can be mitigated through an engineering plan or additional studies, unless the applicant
145 demonstrates that such requirement would violate the provisions of [Section 166.033](#), *Florida Statutes*.

146 **11. Fees.**

147 An application shall not be scheduled for a public hearing or receive a development order before all
148 application or other assessed fees have been paid. Any project that maintains unpaid fees, without
149 special approval, beyond 30 days from the date of submittal shall be considered an insufficient
150 application and be withdrawn or denied. Any recording fees assessed shall also be paid within 21 days
151 from the date that the applicant is notified of any such fees. If these fees are not paid within the allotted
152 period, the City shall record a document at the expense of the applicant, indicating that the applicant
153 has abandoned the approval and stating that the previously recorded documents are invalid, null and
154 void and that a new approval shall be required.

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SECTION 8.0 REQUIRED DOCUMENTS BY APPLICATION TYPE

All ~~submitted~~ documents shall be submitted separately, named consistently with those listed in Table 8.0 and must be clear, legible, and accurate.

Table 8.0 – Required Documents by Application Type

Document	Annexation ⁽⁴⁾	Comprehensive Plan Amendment	Planned Development Rezone	Straight Rezone	Site Development Permit	Administrative Use	Conditional Use	Exceptional Use	Development Plan	Transfer of Development Rights	Appeal	Minor Subdivision	Major Subdivision	Subdivision Improvement Plan	Final Plat	Master Plan	Variance, Type 1 and Type 2	Waivers	Zoning Site Review
Abstract Survey	*	*	✓	*	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓
Affidavit of Ownership/Agent Form	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓
Annexation Petition	✓																		
CAPP Meeting Summary/ <u>Letter</u>		✓	✓	✓			✓	✓		✓		✓	✓				✓		
Certified Cost Estimate of Project ⁽⁵⁾					✓														
Completed Utilities Review Checklist <u>Utility Availability Form or Utility Account Number</u>		*	*	*		✓	✓	✓	✓			*	*✓	✓			*		*
Economic Impact Statement	✓	✓	✓	✓		*	✓	✓					✓			✓	✓		
Environmental Impact Statement ⁽⁵⁾⁽⁶⁾		*	✓		✓	✓	✓	✓	✓	✓		*✓	✓	✓		✓	*		*
Environmental Impact Study ⁽²⁾⁽³⁾⁽⁵⁾			*		*	*	*	*	*			*	*	*		*			
Geotechnical Study Report ⁽⁵⁾⁽⁶⁾			*	*	✓	*	*	*	✓			*	*				*		
Hydrant Flow Curve Test					*	*	*	*	✓			*	*	✓		*			
Homeowners Association Document															✓				
Justification Statement	✓	✓	✓	✓		✓	✓	✓	*	✓	✓	✓	✓	*	*	✓	✓	✓	✓
Legal Description	✓	✓	✓	✓		✓	✓	✓		✓		✓	✓		✓	✓	*		
Permeability Site Coverage/Open Space Report/Calculations			*		✓	*	*	*	✓			*	*	*✓			*		*
Plan, Architectural Elevation ⁽⁵⁾⁽⁶⁾			✓	*		*	*	*	✓			*	*	✓			*		*
Plan, Civil			*						✓					✓			*		*
Plan, Engineering (Civil)			*			*	*	*	✓				*	✓		*	*		*
Plan, Landscaping ⁽⁵⁾			✓			✓	✓	✓	✓				*✓				*		*
Plan, Lighting ⁽⁵⁾			*			*	*	*	✓							*	*		
Plan, Maintenance					*					✓									
Plan, Master ⁽⁵⁾			✓													✓			
Plan, Sign ⁽⁵⁾			*			*	*	*	✓				*				*		*
Plan, Site ⁽⁵⁾			*	*		✓	✓	✓	✓	*									*
Plan, Subdivision ⁽⁵⁾		*	*	*						*		✓	✓	✓	✓	*	*		*
Plan, Topography ⁽²⁾⁽⁶⁾			*		*	*	*	*	*			*✓	✓	*		*	*		*
Prior Development Order			✓			✓	✓	✓	✓	✓		*	✓				✓		
Proof of Standing											✓								
Proposed Language		✓																	
TDR Supplemental Documents										✓									
Traffic Impact Statement (ADT) ⁽⁵⁾			✓	*	✓	✓	✓	✓	✓			*	*			*			
Traffic Study ⁽¹⁾⁽⁵⁾			*	*	*	*	*	*	*			*	*			*	*		
Wetland/Floodplain Mitigation Statement ⁽²⁾⁽⁵⁾			*		*	*	*	*	*			*	*				*		*

Notes

“✓” means the document is required at time of submittal.

“*” means the document may be required depending on request. Staff will notify applicant during pre-application process or as a comment within the full review if this document must be submitted.

(1) Document shall be required if total peak trips ~~will~~ exceed 500 ADT's.

(2) Document shall be required if subject property has any wetland or floodplain area per FEMA.

(3) Document shall be required if subject property has any protected species, such as Gopher Tortoise, Eagles, etc.
(4) All annexation applications and documents to be submitted and processed through the City Clerk's office.
(5) Document must be prepared by a certified professional. Proof of certification is either a statement on letterhead from the Engineer, Architect, or Landscape Architect that prepared the document, or their title block shown on the prepared plan.
(6) Document is not required for any property with an existing non-residential structure that will remain unmodified for its principal use, or any single- or two-family dwelling.

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SECTION 9.0 APPLICATION TYPES AND AUTHORITATIVE BODY

The final decision on an application shall be made by the deciding body as indicated in Table 9.0.

Table 9.0. – Application Types and Authorities

Application Type	Acym.	Process	Final Decision Body
Annexation ⁽³⁾	ANX	Legislative	City Commission
Appeals ⁽³⁾	APL	Quasi-Judicial	City Commission
Certificate of Appropriateness	COA	Quasi-Judicial	Historic Board
Comprehensive Plan Amendment ⁽³⁾	CP	Legislative	City Commission
Land Development Regulation Text Amendment ⁽³⁾	TXA	Legislative	City Commission
Rezone, Planned Development ⁽³⁾	PDR	Quasi-Judicial	City Commission
Rezone, Straight ⁽³⁾	RZ	Quasi-Judicial	City Commission
Development Plan (Site and Eng. Plan) ⁽²⁾⁽⁴⁾	DP	Administrative	Administrative Official
Site Development Permit ⁽²⁾	SDP	Administrative	Administrative Official
Subdivision, Minor (3-5 Lots) ⁽¹⁾	MNSP	Administrative	Administrative Official
Subdivision, Major ⁽¹⁾	MJSP	Quasi-Judicial	City Commission
Subdivision, Improvement Plan ⁽¹⁾	SIP	Administrative	Administrative Official
Subdivision, Final Plat ⁽¹⁾	SFP	Quasi-Judicial	Administrative Official City Commission
Master Plan ⁽³⁾	MP	Quasi-Judicial	City Commission
Transfer of Development Rights ⁽³⁾	TDR	Quasi-Judicial	City Commission
Use, Administrative ⁽²⁾	AU	Administrative	Administrative Official
Use, Conditional ⁽²⁾	CU	Quasi-Judicial	Planning Commission
Use, Exceptional ⁽²⁾	EU	Quasi-Judicial	City Commission
Variance, De Minimis/1 or 2 Family Dwellings ⁽²⁾	VDM	Administrative	Administrative Official
Variance ⁽²⁾	VAR	Quasi-Judicial	Planning Commission
Vacate ROW/Easement ⁽¹⁾	VAC	Quasi-Judicial	City Commission
Vested Rights ⁽³⁾	VR	Administrative	Administrative Official
Waivers ⁽³⁾	WAV	Quasi-Judicial	City Commission
Zoning and Site Review ⁽²⁾	ZSR	Quasi-Judicial	City Commission
Zoning Administrative Letter ⁽³⁾	ZAL	Administrative	Administrative Official
Notes:			
1.	Applications, plans, and review are subject to Article II .		
2.	Applications, plans, and review are subject to Article III .		
3.	Applications, plans, and review are subject to Article IV .		
4.	As-of-Right use is subject to the Development Plan process of Article III .		

ARTICLE II
SUBDIVISION AND PLAT PROCEDURES

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[Ord. 4819, 02/24/2025] [Ord. xxxx, xx/xx/2025]

**ARTICLE II
SUBDIVISION AND PLAT PROCEDURES**

SECTION 1.0 INTENT OF SUBDIVISION PLAN REVIEW

A. General.

1. Purpose and Intent.

The intent of subdivision plan review is to:

- a. Set forth uniform procedures, well-defined application processes and information requirements that ensure that the subdivision of land within the City is consistent with all applicable minimum development standard and controlling State law;
- b. Ensure that the approval of such subdivisions will be based upon the provision and availability of adequate public facilities and services coincident with the impact of the subdivision's development within the immediate area surrounding the site;
- c. Ensure that the subdivision is compatible and coordinated with existing and anticipated development within the immediate area surrounding the site; and
- d. Maintain consistency with all applicable laws including but not limited to, Chapter 177, *Florida Statutes*.

2. Lawfulness.

Any deviation from the provisions of this Article, unless specifically stated herein or allowed by other provisions of the *LDR*, the Administrative Official, or as granted in a development order, is prohibited and unlawful.

3. Best Practices.

All reviews and determinations of the provisions within this Article by the Administrative Official shall be to implement the purpose and intent of this Article together with sound and generally accepted land use planning practices and principles.

B. Subdivision Plan Application Review Types.

Each of the review processes herein are intended to define the relationship and differentiate between overall and specific subdivision design considerations, technical engineering and construction requirements and platting requirements consistent with [Schedule N](#) – Subdivision Requirements. The authority to approve the various plan types are found in Table 1.0.B. The description and specific review requirements of each type are listed in Section 3.0 through Section 8.0 of this Article.

Table 1.0.B – Application Types and Authorities

Subdivision Application Type	Acym.	Process	Final Decision Body
Exemption Plan (ROW and Easement Dedication)	EXSP	Administrative	Administrative Official
Minor Subdivision Plan ⁽¹⁾	MNSP	Administrative	Administrative Official
Major Subdivision Plan ⁽¹⁾	MJSP	Quasi-Judicial	City Commission
Subdivision Improvement Plan ⁽¹⁾	SIP	Administrative	Administrative Official
Site Development Permit	SDP	Administrative	Administrative Official
Final Plat ⁽¹⁾	SFP	Quasi-Judicial Administrative	Administrative Official City Commission
Master Plan ⁽²⁾	MP	Quasi-Judicial	City Commission
Notes:			
1.	Subject to Final Plat approval process, Section 8.0 .		
2.	Required for developments that will be subdivided in phases or include a mix of residential and non-residential areas, lots, tracts, or parcels, this includes all planned development projects. subject to Article IV , Section 5.0.		

34 **C. General Stipulations and Conditions.**

35 The following provisions shall apply to all land modification of boundaries or development:

36 **1. Compliance with Land Development Regulations.**

37 No subdivision of land within the City shall be made, platted, or recorded, nor shall any site development
38 permit or building permit be issued, unless such subdivision meets all applicable requirements and
39 provisions of the *LDRs*.

40 **2. Transfer of Property Regulated.**

41 No owner or agent of the owner of any parcel of land located in a proposed subdivision shall transfer or
42 sell any such parcel before a final plat of such subdivision has been approved by the City Commission
43 in accordance with the provisions of the *LDRs* and recorded with the Clerk of the Circuit Court.

44 **3. Subdivision by Metes-and-Bounds Description Prohibited.**

45 The subdivision of any lot, tract or parcel by the use of metes-and-bounds description or other similar
46 means for the purpose of sale, transfer, or lease with the intent of evading the *LDRs* shall be considered
47 a violation of the *LDRs* and shall be considered to be void and invalid by the City. This provision shall
48 not be construed to prohibit the conveyance of any lot, tract, or parcel that has been created subject to
49 the requirements of the *LDRs*.

50 **4. Site Development and Construction Regulated.**

51 No site development permit or building permit shall be issued for the construction of any building or
52 structure located on a lot, tract, parcel, or plat subdivided, sold, leased or otherwise transferred or
53 identified in violation of the provisions of the *LDRs*.

54
55

SECTION 2.0 SUBMITTAL AND REVIEW PROCESS
Chart 2.0. – Submittal and Review Processes by Type



<u>APPLICATION TYPE</u>	<u>PROCESS</u>	<u>NEXT STEP</u>
<u>Exemption Plan</u>	<ul style="list-style-type: none"> • <u>Application Submittal and Review</u> • <u>Administrative Determination</u> 	<u>Project Complete</u>
<u>Minor Subdivision Plan</u>	<ul style="list-style-type: none"> • <u>Pre-Application Conference</u> • <u>Citizen Awareness Participation Plan</u> • <u>Application Submittal and Review</u> • <u>Administrative Determination</u> 	<u>Project Complete (if no site improvements are necessary)</u> <u>Or</u> <u>Submit Site Development Permit (if site improvements are needed)</u> <u>Or</u> <u>Submit Final Plat, if required per Section 4.0.F</u>
<u>Major Subdivision Plan</u>	<ul style="list-style-type: none"> • <u>Pre-Application Conference</u> • <u>Citizen Awareness Participation Plan</u> • <u>Application Submittal and Review</u> • <u>City Commission Determination</u> 	<u>Submit Subdivision improvement Plan</u>
<u>Subdivision Improvement Plan</u>	<ul style="list-style-type: none"> • <u>Application Submittal and Review</u> • <u>Administrative Determination</u> 	<u>Submit Site Development Permit</u>
<u>Site Development Permit</u>	<ul style="list-style-type: none"> • <u>Application Submittal and Review</u> • <u>Administrative Determination</u> • <u>Site Inspections of Construction Progress</u> • <u>Certificate of Completion</u> 	<u>Submit Final Plat</u>
<u>Final Plat</u>	<ul style="list-style-type: none"> • <u>Application Submittal and Review</u> • <u>Administrative Official Determination</u> • <u>Plat Recorded and Fee Paid</u> 	<u>Project Complete</u>

56

57 SECTION 3.0 SUBDIVISION PLAN EXEMPTIONS (EXSP)

58 A. Applicability.

59 The following types of land modifications are excepted from major subdivision plan, subdivision
60 improvement plan, and final plat requirements.

61 1. Dedication of Easement or Right-of-Way.

62 Dedication of an easement for drainage or utilities or dedication of land for public road right-of-way as
63 a condition of development plan approval shall not occur in conjunction with an accessway to a lot,
64 tract, or use.

65 B. Formal Application.

66 An applicant shall provide such plans and information to the Administrative Official pursuant to [Article I](#),
67 Section 7.0.

68 C. Required Materials.

69 Along with the information required within the online application, the applicant will need to prepare and
70 attach to the application the following documents:

- 71 1. Survey of existing boundaries, lot lines, easements, etc.
- 72 2. Legal description of existing parcel.
- 73 3. Survey of proposed boundaries, lot lines, easements, etc.
- 74 4. Legal description of proposed parcel.

5. Owner affidavit form.
6. Title search, if deemed appropriate by the Administrative Official.

SECTION 4.0 MINOR SUBDIVISION PLAN (MNSP)

A. Applicability.

The approval process for a minor subdivision plan is a PRS level review that is completed upon a decision of the Administrative Official. A minor subdivision does not involve the dedication of streets or easements to the City or the provision of access of utilities to a lot, tract, or parcel by means of a right-of-way or easement. All lots must have access to an existing right-of-way to qualify for minor subdivision plan approval. The following types of land boundary modifications are exempted from major subdivision plan or subdivision improvement plan requirements. The types of minor subdivision processes are as follows:

1. Lot Line Adjustments.

The rearrangement of lots or tracts in an existing subdivision for the purpose of constructing one-family dwellings to be located on one lot or tract per dwelling unit when all lots, tracts or parcels have frontage on existing streets. A lot line adjustment shall not result in the creation of additional lots, tracts, or parcels.

2. Lot Splits (2-5 Lots).

A lot, tract, or parcel being split when the division of a parcel does not result in the creation of more than five parcels. All parcels shall have frontage on an existing public street right-of-way and only one such lot or tract split may occur for a parcel or parcels under common ownership or interest or the successors of such ownership or interest within a period of five years.

3. Lot Combination.

When two or more lots are combined into a single lot, parcel, or tract and the resulting combined property will comply with required minimum configurations pursuant to [Schedule C](#) and frontage on a public right-of-way with existing street access. All lots to be combined shall be under common ownership prior to the combination.

B. Formal Application.

Application shall be submitted and reviewed pursuant to [Article I](#), Section 7.0.

C. Number of Lots.

Maximum of five parcels or lots.

D. Required Materials.

The minor subdivision plan shall include all documents identified in [Article I](#), Section 8.0.

E. Improvement Plan.

As no public utilities or services are included in the review and approval of the minor subdivision plan, a subdivision improvement plan is not required to be submitted. Therefore, the minor subdivision plan will be the controlling document, unless approval of the final plat is required at which time the final plat shall control.

F. Final Plat Requirement.

A final plat application shall be submitted, in accordance with [Section 8.0](#) of this Article, after the approval of a minor subdivision plan for non-residential parcels with existing development. A final plat is not required for single-family residential properties, or vacant non-residential properties that do not have an existing development approval, or any lot combination. The Administration Official shall have the authority to require a final plat be submitted at any time and any and all stipulations and conditions deemed necessary.

117 **G. Addressing.**

118 An application for addressing shall be submitted concurrently with any lot split application. Addressing
119 shall be assigned and approved prior to the approval of the lot split.

120 **SECTION 5.0 MAJOR SUBDIVISION PLAN (MJSP)**

121 **A. Applicability.**

122 The major subdivision plan process is a PRS level review and recommendation by the Administrative
123 Official that is completed upon decision by the City Commission. The approval of this plan shows the
124 location of all proposed lot lines, easements, rights-of-way, sidewalks, parcels, tracts, open space, setback
125 lines, common areas, parking lots, fences, and walls, and required buffer areas. The approval of this plan
126 creates limited entitlements specific to lot layout and design. The elements of this plan will be carried
127 forward as the basis for the design of subdivision improvements such as roadways, utilities, storm drainage
128 and landscaping as part of the subdivision improvement plan process.

129 Compliance with the major subdivision plan review procedures and requirements set forth in this Article
130 shall be required prior to one or more of the following actions:

- 131 1. The division of land into three or more parcels;
132 2. The dedication of streets or easements to the City; or,
133 3. The provision of access or utilities to a lot, tract or use by means of a right-of-way or easement
134 established after July 27, 1992.

135 **B. Procedures.**

136 The applicant shall initiate a major subdivision plan review procedure as set forth in this Section and shall
137 be approved prior to the initiation of the subdivision improvement plan review procedure for the parcel in
138 question. The procedure for the review of a major subdivision plan may be processed through either a
139 standard or alternative review, the applicant must inform staff as to which process they will follow as they
140 will not be permitted to change processes after the application has been deemed sufficient. The two
141 processes are as follows:

142 **1. Standard Review Submittal.**

143 Standard review submittal of subdivision plans shall be as follows:

144 **a. Formal Application.**

145 The application shall be submitted pursuant to [Article I](#), Section 7.0. The major subdivision plan
146 and supplementary materials shall be in the form prescribed in [Article I](#), Section 8.0. Plans stating,
147 "Not For Construction," "For Review Only," or any such similar wording shall not be accepted.

148 **b. Transmittal to City Commission.**

149 The City Commission shall acknowledge receipt of the subdivision plan at a regular City
150 Commission meeting. The City Commission is not required to take action upon the subdivision plan
151 other than to acknowledge receipt of same provided, however, the City Commission has the
152 authority to review and comment upon the subdivision plan. Recommendation by the Planning and
153 Zoning Commission is not required.

154 **c. Time Limits and Extension.**

155 City Commission action to approve or approve with conditions upon the proposed subdivision plans
156 shall be valid for a period of one year. Subdivision improvement plan procedures must be initiated
157 within that one-year period to maintain the subdivision plan as active.

158 **d. Final Plat Requirement.**

159 Application procedures for major subdivision plan review shall include, but not necessarily be
160 limited to, compliance with final plat procedures, pursuant to [Section 8.0](#) and requirements set forth
161 in this Article. The Administration Official shall have the authority to require any and all stipulations
162 and conditions deemed necessary. A final plat shall be recorded prior to submittal of any building
163 permits.

164 **2. Alternative Review Submittal.**

165 Alternative review submittal shall be consistent with Section 177.073, *Florida Statute*, and the
166 following:

167 **a. Formal Application.**

168 The application shall be submitted pursuant to [Article I](#), Section 7.0. The major subdivision plan
169 and supplementary materials shall be in the form prescribed in [Article I](#), Section 8.0. Plans stating,
170 "Not For Construction," "For Review Only," or any such similar wording shall not be accepted. The
171 following information shall be provided at time of submittal in addition to the requirements of
172 [Article I](#), Section 7.0 and 8.0.

- 173 1) A building permit plan shall be submitted that identifies the exact parcels of no more than 50
174 percent of the homes proposed to obtain a building permit prior to recording of the final plat
175 with the Clerk of Circuit Court.
- 176 2) An engineering plan or subdivision improvement plan shall be submitted as a separate
177 application concurrently with the major subdivision plan for approval.
- 178 3) An addressing application shall be submitted as a separate application concurrently with the
179 major subdivision plan. This application shall provide at least three name options per street for
180 the subdivision for the creation of valid addresses. Any application submitted without sufficient
181 names may result in an insufficient major subdivision plan, subdivision improvement plan and
182 addressing application.

183 **b. Addressing and Parcel Identification.**

184 Addressing and temporary parcel identifications shall be provided to the applicant within ten days
185 of the approval of the major subdivision plan by the City Commission. However, rejection of address
186 street names by 911 services, or other authority relative to the addressing of property, shall be just
187 cause for the addressing to be held from the applicant beyond ten days.

188 **c. Utility Providers.**

189 The applicant shall provide proof that a copy of the approved major subdivision plan has been
190 provided to the relevant electric, gas, water, and wastewater utility providers.

191 **d. Bonds.**

192 The applicant shall submit a performance bond for 130 percent of necessary infrastructure
193 improvements prior to the issuance of any building permits.

194 **e. Sale of Property.**

195 An applicant may contract to sell but may not transfer ownership of any structure or building until
196 the final plat has been approved, recorded by the Clerk of Circuit Court, and all recording fees paid.

197 **f. Building Permits.**

198 Building permits shall be issued only for those lots identified in the building permit plan. After the
199 major subdivision plan is approved no adjustments or redesignation of lots to be issued a building
200 permit prior to final plat shall be permitted.

201 **g. Certificate of Occupancy.**

202 An applicant may not obtain a temporary or final certificate of occupancy for any structure until the
203 Final Plat has been approved, recorded by the County Clerk of Court, and all recording fees paid.

204 **h. Indemnify and Hold Harmless.**

205 The City, its City Commission, its employees, and its agents shall be indemnified and held harmless
206 from liability or damages resulting from the issuance of any building permit or the construction,
207 reconstruction, improvement, repair or demolition of any building or associated utilities located
208 within the subdivision if such structure is constructed prior to recording of the final plat.
209 Additionally, the same shall be held harmless from any liability or disputes resulting from the
210 issuance of a certificate of occupancy for a structure that is constructed, reconstructed, improved, or
211 repaired before the approval and recordation of the final plat. This indemnification includes, but is
212 not limited to, any liability and damage resulting from wind, fire, flood, construction defects, bodily
213 injury, and actions, issues, or disputes arising out of a contract or other agreement between the
214 developer and a utility operating in the subdivision.

215 **C. Plan Requirements.**

216 All major subdivision plans and required supplementary materials shall cover the entire parcel proposed for
217 development unless such subdivision plan and required supplementary material is based on a master plan
218 approved and filed with the Administrative Official in accordance with [Article IV](#), Section 5.0. All
219 subdivision plans shall contain at least the following data and information:

220 **1. Preliminary Subdivision Plan Sheet Format.**

221 Subdivision plans shall be drawn at a scale of one inch to 100 feet or larger. The maximum sheet size
222 for subdivision plans shall not exceed 24" by 36". Multiple sheets may be used provided each sheet is
223 numbered and the total number of sheets is indicated on each sheet. All sheets shall be submitted in a
224 digital format acceptable to the Administrative Official. Cross referencing between sheets shall be
225 required. Necessary notes and symbol legends shall be included. Abbreviations should be avoided but
226 if used they shall be defined in the notes or in a key or legend on each sheet. Each sheet shall maintain
227 a minimum of three inches on the right side for the title block and one inch on all other sides.

228 **2. General Information.**

229 All of the following information shall be shown on the plan unless otherwise permitted by the
230 Administrative Official.

231 **a. Title Block Identification.**

232 Include the appropriate section, township, and range, and the words, "City of Sanford, Florida",
233 design firm information, date and revisions, approvals and stamps and sheet numbers. "Major
234 Subdivision Plan" shall be listed on each sheet.

235 **b. Legend.**

236 The legend shall include the following:

- 237 1) Name of Development.
- 238 2) Proposed Street Address.
- 239 3) Acreage.
- 240 4) Scale.
- 241 5) North Arrow.
- 242 6) Existing Zoning and Other Special Districts.
- 243 7) Preparation/Revision Date.
- 244 8) Tax Parcel Identification Number (Assigned by the Seminole County Property Appraiser).

c. Name, Address and Phone Number.

A name, address, and phone number shall be provided for the following:

- 1) Owner.
- 2) Owner's Authorized Agent.
- 3) Engineer.
- 4) Surveyor.
- 5) Others involved in application.

d. Vicinity Map.

A vicinity map showing the relationship of the site to surrounding streets and public facilities at a scale of 1":2000' or larger.

e. Legal Description.

The legal description shall be shown on the cover page.

f. Name of Subdivision.

Every subdivision shall be given a name by which it shall be legally known. The name shall not be the same or in any way similar to any name appearing on any recorded plat in the county, pursuant to F.S. § Ch. 177.051. It also cannot be a street name, a number or symbol.

3. Existing Conditions.

All of the following information shall be shown on the subdivision plan unless otherwise permitted by the Administrative Official.

a. Streets.

Both on and within 50 feet of site, including:

- 1) Name.
- 2) Location.
- 3) Right-of-Way Width.
- 4) Driveway Approaches.
- 5) Medians and Median Cuts.
- 6) Curb-cuts.

b. Easements.

Indicate location, dimensions, purpose, and maintenance responsibility.

c. Utilities.

Provider, type location, and size of all utilities shall be provided.

d. On-Site Improvements and Uses.

All on-site improvements and uses are to be clearly shown.

e. Adjacent Improvements, Uses, Parcels and Zoning.

Identify and show, a minimum of 50 feet from the property boundaries, all adjacent:

- 1) Buildings or structures.
- 2) Curb cuts, accessways, streets, other vehicular use areas.
- 3) Drain-fields and wells.
- 4) Other impervious surfaces.
- 5) Zoning districts.
- 6) Easements.
- 7) Sidewalks.
- 8) Utility and drainage facilities.

288 **f. Topography.**

289 At 1-foot contours (elevations based on mean sea level datum preferred) and extending 50' beyond
290 the property boundaries. All elevations shall be based on mean sea level datum and referenced to
291 the United States Geodetic Survey or its equivalent. Note on the plans the benchmark used, its
292 designation, location, description, and elevation as described in the Seminole County Vertical
293 Control Points and Elevations Manual.

294 **g. Soil Type(s).**

295 All soil types shall be noted as identified in the Soil Survey, Seminole County, Florida, U.S.D.A.
296 Soil Conservation Service or other competent expert evaluation. When soil suitability limitations
297 are indicated for the proposed development, the City Engineer may require a preliminary soil
298 analysis by a qualified soils engineer.

299 **h. Drainage.**

300 As identified on [Map I-1](#), Water Resources of the [Comprehensive Plan](#). Depict and explain existing
301 surface drainage characteristics of site including relationship to adjacent land areas and sub-basin.

302 **i. Wetlands.**

303 As identified by Future Land Use Map of the [Comprehensive Plan](#) as Resource Protection (RP), the
304 St. Johns River Water Management District Wetlands Mapping or other competent evaluation.

305 **j. Wellfield Protection Zones.**

306 Indicate whether or not the parcel is located within a wellfield protection zone as identified by the
307 Wellfield Protection Zone Maps on file in the Department of Engineering and Planning.

308 **k. 100-year Floodplain.**

309 If applicable, indicate 100-year flood elevation, minimum required habitable floor elevation and
310 limits of 100-year floodplain for all land areas located within Zones "A" and "AE" for the parcel in
311 question as identified on [Map I-2](#), Water Resources of the [Comprehensive Plan](#), and the Flood
312 Insurance Rate Map by the Federal Emergency Management Agency.

313 **l. Surface Water.**

314 Approximate normal high-water elevation or boundaries of existing surface water bodies, streams,
315 and canals, both on and within 50 feet of site.

316 **m. Existing Vegetation.**

317 Identify existing vegetative communities including forest cover types as well as wetland types as
318 identified by [Map I-9](#), Vegetative Communities of the [Comprehensive Plan](#), the St. Johns River
319 Water Management District Wetlands Mapping, or other competent evaluation.

320 **n. Aquifer Recharge Areas.**

321 As identified on [Map I-1](#), Water Resources of the [Comprehensive Plan](#).

322 **4. Proposed Development.**

323 All of the following proposed information shall be shown on the plan unless otherwise permitted by the
324 Administrative Official.

325 **a. Lot Layout.**

326 The proposed lot layout shall include:

- 327 1) Lot and Tract Sizes, Dimensions and Shapes.
328 2) Proposed Use for Lots and Tracts.
329 3) Sequential numbering of lots, blocks and tracts or other proper identification.
330 4) Number of Dwelling Units - By lot, by type of dwelling unit and total.

- 5) Density - By type of residential land area (one family, two family, mobile home or multiple family) and for total residential land area.
- 6) Net Density - Same as e., above, except excluding land area that is unsuitable for development.
- 7) Nonresidential Uses - Indicate maximum potential building coverage in square feet.

b. Required Yards, Setbacks, Buffers, and Parcel Width at Building Line.

For a 'typical' lot, as well as an irregularly shaped or irregularly located lot, the following information shall be indicated:

- 1) Location and dimensions of all required yards, setbacks, buffers along parcel boundary lines and parcel width at building line along all proposed lot or tract lines.
- 2) Direction of drainage flow.
- 3) Typical location, in terms of setbacks from front, side and rear property lines, of mechanical equipment, accessory structures, screen porches, overhangs, decks and pools.

c. Circulation System.

The following information shall be included:

- 1) The location and dimensions of:
 - a) Streets, Right-of-Way Width and Street Name.
 - b) Sidewalks.
 - c) Traffic Control Devices.
 - d) Medians.
 - e) Curbing.
- 2) An analysis of the traffic circulation and related impacts based on requirements in [Schedule Q](#), Level of Service Requirements and Methodologies.

d. Natural Vegetation Protection.

Identify existing trees or tree groupings, wetlands, and other natural vegetation to be retained and explain or illustrate method to preserve such features both during and after construction. Identify such features to be removed and state and/or explain reasons and/or justification for removal.

e. Public and Semi-Public Lands and Facilities.

Identify location and dimensions and explain maintenance responsibility and ownership of all lots, tracts, easements, and improvements that are proposed to be in common or public ownership.

f. Potable Water Supply and Wastewater Disposal System.

Indicate required capacity, available capacity, provider, general location and size of lines and connections.

g. Fire Protection.

Indicate the location of proposed hydrants.

h. Reclaimed Water System.

Unless the proposed subdivision is exempt from the City's reclaimed water system regulations, indicate the amount of reclaimed water to be utilized and method of application on the site including the location and size of lines and connections.

i. Topographic Elevations and Preliminary Drainage Plan.

Indicate proposed topographic elevations at one-foot contours, direction of flow, proposed methods of stormwater retention, proposed drainage improvements, proposed outfalls, drainage easements and preliminary engineering calculations; mean sea level datum preferred.

373 **j. Typical Construction Details.**

374 Illustrate, by cross section or other appropriate method, the typical construction type, dimensions,
375 size, and material specifications to be utilized for streets, water retention areas, berms, sidewalks,
376 culverts, swales, walls, and other required and proposed improvements.

377 **5. Exceptions.**

378 Any applicant may request that required information described in Paragraphs 3 and 4 of this Section be
379 omitted from the proposed subdivision plan; provided however, that such request shall be subject to the
380 following requirements:

- 381 a. The request shall be in written form and shall be submitted with the proposed subdivision plan.
382 b. The request shall identify the information, item or data that is proposed to be omitted from the
383 proposed subdivision plan and shall fully explain the reasons that such information, item or data
384 does not apply to such plan.
385 c. The Administrative Official has the authority to accept or reject any such request.

386 **D. Addressing.**

387 An application for addressing shall be submitted concurrently with any major subdivision application.
388 Addressing shall be assigned and approved prior to the approval of the subdivision. Addressing must also
389 be assigned prior to release of any building permit.

390 **E. Improvement Plan.**

391 A subdivision improvement plan is required to be submitted within one year of the approval of the major
392 subdivision plan. The major subdivision plan will be the controlling document until the approval of the
393 subdivision improvement plan.

394 **F. Final Plat Requirement.**

395 A final plat application shall be submitted, in accordance with [Section 8.0](#) of this Article, after the approval
396 of a subdivision improvement plan. The final plat shall become the controlling document for the subdivision
397 after it has been recorded with the Clerk of Circuit Court. The Administration Official shall have the
398 authority to require any and all stipulations and conditions deemed necessary.

399 **G. Building Permits.**

400 Building permits shall not be issued for any structure of a subdivision that was approved through the
401 standard process prior to recording of the final plat in the Clerk of Circuit Court. Building permits may only
402 be issued before the recording of the Final Plat for those Subdivision Plans that have been reviewed through
403 the alternative approval process pursuant to [Section 5.0.B.2](#). This does not apply to model homes.

404 **SECTION 6.0 SUBDIVISION IMPROVEMENT PLAN (SIP)**

405 **A. Applicability.**

406 Subdivision improvement plan review shall be completed upon decision of the Administrative Official.
407 This process is for the review and approval of the engineering design of all site improvements consistent
408 with the layout of the approved major subdivision plan. On-site conditions that require a minor modification
409 to the location of easements or property lines from what was approved in the major subdivision plan may
410 be allowed within this process. Any significant adjustments to prior approved property line location may
411 require re-review through the major subdivision plan review process, as determined by the Administrative
412 Official.

413 **B. Procedures.**

414 Improvement plan review procedures may be initiated after approval of the major subdivision plan for the
415 parcel in question. Subdivision improvement plans shall be processed as follows:

416 **1. Formal Application.**

417 The applicant for a subdivision improvement plan shall submit the required plans, supplementary
418 materials and the fee to the Administrative Official subject to [Article I](#), Section 7.0. The subdivision
419 improvement plan and supplementary materials shall be in the form prescribed in [Article I](#), Section 8.0.
420 Plans stating, "Not For Construction," "For Review Only," or any such similar wording shall not be
421 accepted.

422 **2. Referral to City Attorney.**

423 The Administrative Official shall transmit a copy of any proposed legal instrument or agreement
424 included in the proposed subdivision improvement plan to the City Attorney for review.

425 **3. Reapplication.**

426 If the Administrative Official enters their decision to deny a proposed subdivision improvement plan or
427 approve the same subject to modification, the applicant may at any time within 30 days following the
428 date of such decision file an amended subdivision improvement plan and supplementary material
429 whereupon the same shall be received, reviewed and acted upon in the same manner as if it were an
430 original application for approval of a subdivision improvement plan and no additional fee for such
431 application shall be required, except for recording fees.

432 **C. Requirements.**

433 All subdivision improvement plans and required supplementary material shall cover the entire parcel
434 covered by a major subdivision plan for the parcel in question. All subdivision improvement plans shall
435 contain at least the following data and information:

436 **1. General Requirements.**

437 In general, subdivision improvement plans shall be suitable for contracting and construction purposes.
438 The subdivision improvement plan shall show those improvements that are required; and which are
439 assured by bond or improvement agreement; and which must be satisfactorily completed before the
440 bond or escrow is released.

441 **2. Sheet Data, Size and Scale.**

442 Subdivision improvement plans shall be drawn at a scale of one inch to 50 feet or larger. Sheet size for
443 subdivision improvement plans shall be 24" by 36". Multiple sheets may be used provided each sheet
444 is numbered and the total number of sheets is indicated on each sheet. Cross referencing between sheets
445 is required. Necessary notes and symbol legends shall be included. Abbreviations should be avoided
446 but if used they shall be defined in the notes or in a key or legend on each sheet.

- 447 a. The identification "Improvement Plan", the date, scale, revision date (if any), development name,
448 and other such information shall be shown in a convenient grouping in the lower right-hand corner
449 of every sheet, preferably in a conventional title block.
- 450 b. Each copy of an Improvement Plan submitted to the Administrative Official shall bear the original
451 signature and seal of a professional engineer licensed in Florida and authorized by the applicant.

452 **3. Required Information.**

453 **a. Civil Engineering Construction Drawings.**

454 Provide civil engineering construction drawings of all infrastructure, utilities and subdivision
455 improvements including all technical specifications, profiles, and geometry. Such improvements
456 shall include but not be limited to road construction, grading, drainage facilities, signs, sodding,
457 streetlights, and other construction.

458 **b. Soil Tests.**

459 In tabular form, indicate results of test holes including soil types and water table information found
460 at each location. At least one such test shall be conducted every 500 feet of road construction and at
461 the center of each proposed water retention or detention area.

462 **c. Final Drainage Plan.**

463 Include topographic elevations at one-foot contours for the parcel in question and at least 25 feet
464 beyond the parcel, final computations for stormwater retention and construction drawings of all
465 related improvements; mean sea level datum preferred.

466 **d. Fire Protection.**

467 Indicate hydrant location and type of internal fire protection systems to serve buildings.

468 **e. Landscape Plan and Tree Protection.**

469 Identify material specifications, planting/removal/relocation instructions and irrigation system
470 location and specifications.

471 **f. Ownership and Maintenance.**

472 Provide a detailed statement of method of assuring the perpetual ownership and maintenance of
473 permanent open space, recreational facilities, or other common purposes or improvements shall,
474 when utilized, include draft copies of covenants, agreements, dedications, stipulations, common
475 vehicular access agreements, property owner association articles and other applicable documents or
476 legal instruments.

477 **SECTION 7.0 SITE DEVELOPMENT PERMIT**

478 A site development permit application shall be submitted pursuant to the review process and procedures as
479 identified in [Article I](#), Section 7.0.C.A. A site development permit shall be obtained, pursuant to [Article III](#),
480 Section 6.0, for the installation, completion, and maintenance of all required improvements, prior to the
481 recording of any final plat.

482 **SECTION 8.0 FINAL PLAT**

483 **A. Applicability.**

484 Final plat approval shall result upon decision by the ~~Administrative Official City Commission~~. The
485 subdivision plat ~~that has been~~ shall be certified by the Administrative Official as consistent with the minor
486 or major subdivision plan and subdivision improvement plans, ~~shall be presented to the City Commission~~
487 ~~for approval~~. After all required site improvements have been installed and a certificate of completion has
488 been granted by all applicable City departments, through the site development permit process of [Article III](#),
489 Section 6.0, the approved plat shall be fully executed and delivered to the Clerk of Circuit Court for
490 recording in accordance with the provisions of Chapter 177, *Florida Statutes*, and Chapter: 5J-17, *Florida*
491 *Administrative Code*, which shall prevail in the event of conflict with this Article.

B. Procedures.

The applicant shall initiate final plat review procedures set forth in this Section after approval of the minor subdivision plan or subdivision improvement plan. The final plat may be submitted concurrently with the initiation of site development permit review procedures. The procedure for review of final plats shall be as follows:

1. Formal Application.

The application for review of a final plat shall be submitted in accordance with [Article I](#), Section 7.0. and shall include the final plat, supplementary materials, and the fee to the Administrative Official.

2. Administrative Official's Action.

The Administrative Official, in addition to [Article I](#), Section 7.0.C.5 shall:

- a. ~~Make a determination of~~ ~~Prepare a written recommendation to~~ approve, approve with conditions or deny the proposed final plat and transmit such ~~determination~~ ~~recommendation~~ to the owner or authorized agent; ~~and;~~

- ~~b. Fix a date for consideration of the proposed final plat by the City Commission.~~

~~3. Action by the City Commission.~~

- ~~b. The Administrative Official may require shall submit~~ the proposed final Plat to ~~be submitted to~~ the City Commission for consideration ~~in the event of the plat being modified from the subdivision plan or for any reason that the Administrative Official believes that a public hearing is necessary for the public benefit.~~ The City Commission shall consider and act upon the proposed final plat and thereafter approve or deny the final plat. Plats shall not be submitted to the Planning and Zoning Commission.

C. Requirements.

All final plats and required supplementary material for ~~an major subdivision~~ applications shall cover all subject parcels included within the major subdivision plan or minor subdivision. The final plat shall conform to the subdivision plan in all respects except that minor variations in dimensions and alignment resulting from the more exact final computations and plotting will be permitted.

All final plats for minor and major subdivision applications shall contain at least the following data and information. In addition to the final plat requirements, the City may require stipulations and conditions upon minor subdivision applications.

1. Final Plat Sheet Format.

Final plat sheets shall be formatted as follows:

- a. Shall be drawn at a scale of one inch to 100' or larger.
- b. The sheet size shall be 24" by 36".
- c. A three-inch margin shall be provided on the left side of each sheet for binding ~~and title block~~ and a one-inch margin shall be provided on all other sides of each sheet.
- d. Original sheets shall be of a durable reproducible mylar.
- e. Drafting shall be with black, permanent ink.
- f. North orientation shall be toward the top of each sheet.
- g. Lettering shall read from the bottom of the sheet or the right side of the sheet.
- h. No letter or number shall be less than one-eighth of an inch in height and stroke for letters shall be bold enough so as to be clearly legible.

2. Required Information and Data.

The following items and information shall be shown on the final plat or submitted to the City as applicable:

536 **a. Title Block.**

537 Include the name of subdivision, the appropriate section, township, and range, and the words, "City
538 of Sanford, Florida", label "Final Plat", name of Architect or Engineer, design firm information,
539 date and revisions, approvals and stamps and sheet numbers.

540 **b. Legal Description.**

541 Include bearings, distances, and references to a section corner tie. Acreage shall also be indicated.

542 **c. Vicinity Map.**

543 Showing the proposed subdivision in relation to surrounding streets.

544 **d. Monuments.**

545 Permanent reference monuments (P.R.M.), 30" long min. shall be located on all block corners if
546 rectilinear, and at all P.C.'s and P.T's, if curvilinear, but in no case more than 1,000' apart. P.R.M.'s
547 shall be installed prior to submission of the final plat and in a manner prescribed by law. Monuments
548 shall be installed at all corners, points of intersection and changes of direction of lines within the
549 subdivision which do not require a P.R.M. or a P.C.P.

550 **e. Legend.**

551 Define all symbols, show stated and graphic scale and display north arrow.

552 **f. Dimensions and Bearings.**

553 Provide sufficient data to determine readily, and to reproduce on the ground, the location, bearing,
554 and length of each street right-of-way line, boundary line, lot, block or tract line, easements and
555 building line, whether curved or straight, adequately correlated with monuments and markers.
556 Delineate right-of-way lines, center lines, widths, and names of all streets and roads. Show radii,
557 central angle, internal angles and lengths and points of curvature of arcs of all curved streets and
558 curved lot, block, and tract lines.

559 **g. Numbering.**

560 Indicate lot, block and tract numbers and letters in conformity with Preliminary Subdivision Plan.
561 All lots, tracts, parcels, or blocks shall be numbered sequentially.

562 **h. Setbacks and Buffers.**

563 Indicate required building setback lines for all lots and required buffers for all lots or tracts located
564 along the subdivision boundary lines or fronting a Major Thoroughfare.

565 **i. Flood Plains and Surface Water.**

566 Indicate the location and edge of water of lakes, canals, streams, and other surface water bodies.
567 Delineate 100-year flood plains by contour and elevation, which shall be based on mean sea level
568 datum.

569 **j. Dedications, Reservations and Easements.**

570 Indicate all dimensions, purpose, conditions, and stipulations. Also include a notice on the face of
571 the plat that there may be additional restrictions that are not recorded on the plat that may be found
572 in the public records (Official Records Book) of Seminole County. The Applicant shall coordinate
573 with the utility companies and incorporate their easement requirements on the plat including
574 locations and dimensions. The Applicant shall provide to the City written verification from utility
575 companies that necessary dedications, reservations and easements are included on the plat.

576 **k. Adjacent Subdivisions and Streets.**

577 Delineate name, lot location, plat book and page number of abutting subdivisions and streets.

578 **I. Required Certificates.**

579 In accordance with State law and as set forth herein, the following certificates and signatories shall
580 be shown on the first sheet of the final plat:

- 581 1) Certificate of the Surveyor who prepared the plat;
582 2) Approval of City Surveyor;
583 ~~3) Approval of the City Commission as indicated through execution by the Mayor;~~
584 4) Approval of the Planning Director;
585 5) Dedication by Owners, including mortgagees by joinder, which may be by separate instrument
586 that is recorded in the Official Records of the Clerk of Circuit Court;
587 6) Title Opinion pursuant to Section 177.041, *Florida Statutes*, as reviewed by the City Attorney.

588 **m. Conditions of Development Approval.**

589 If a development order, development agreement or ordinance has been executed in conjunction with
590 this project, the conditions or reference to the Official Records Book and Page(s) shall be placed in
591 the notes section on the final plat prior to approval by the City Commission.

592 **3. Mylar.**

593 A mylar consistent with the approved plat shall be submitted to the City no more than eight working
594 days beyond the ~~City Commission meeting~~ date that ~~approved the plat, unless conditions of approval~~
595 ~~require additional administrative modification of the plat, in this case the mylar shall be submitted~~
596 ~~within eight working days~~ the Administrative Official ~~verified~~ verifying and ~~approved~~ approving the
597 final plat ~~showing the conditions of approval~~. A plat is required to be recorded pursuant to [Section 8.0.D](#)
598 to be valid. A mylar not received within the indicated deadline may constitute an invalid or expired
599 approval.

600 **4. Effect of Final Plat and Improvement Plan Approval.**

601 Approval of a subdivision improvement plan for the parcel in question shall serve as the basis for the
602 issuance of site development permits and approval of a final plat shall be the basis for the issuance of a
603 certificate of completion.

604 **D. Recording of Final Plat.**

605 The Administrative Official shall certify that the final plat, the subdivision improvement plan, and all
606 required supplementary materials, documents, agreements, guarantees, bonds, and instruments meet all
607 requirements of the *LDRs* and shall transmit such certification to the City Clerk. Upon receipt of such
608 certification ~~and approval from~~ of the Administrative Official, ~~approval of the final plat by the City~~
609 ~~Commission~~ and receipt of all required fees and documents from the owner, including proof that all taxes
610 on the land have been paid, the City Clerk shall, within a period of 30 days, cause the final plat to be
611 recorded in the manner prescribed by law by Section 177.111, *Florida Statutes*.

- 612 1. Prior to the recording of the final plat, the installation, completion, and maintenance of all required
613 improvements shall be guaranteed in a manner acceptable to the Administrative Official and in
614 conformity with all applicable provisions of the *LDRs*.
615 2. No plat of lands in the City subject to the *LDRs* shall be recorded, whether as an independent instrument
616 or by attachment to another instrument entitled to record, unless and until such plat has been approved
617 by the ~~Administrative Official City Commission~~ in accordance with the provisions of the *LDRs*.

618 **SECTION 9.0 VACATION OF PLATS**

619 Subdivision plats or a portion thereof shall be vacated as provided in Section 177.101, *Florida Statutes* and
620 shall be initiated in one of the following described manners:

621 **A. By Owner.**

622 **1. Formal Application.**

623 The owner of any land subdivided into lots located in the City may apply to the City in accordance with
624 [Article I](#), Section 7.0 to remove, vacate and abandon an existing plat, or portion thereof from the Official
625 Records of Seminole County by resolution.

626 **2. Required Materials.**

627 The applicant shall submit the petition, proof of publication of notice of intent, certificate of title,
628 statement of taxes and resolution and a survey and legal description of the land area involved in the
629 application as prepared and signed by a registered surveyor and shall pay the fee established in the
630 manner prescribed is [Article VII](#).

631 **3. Decision and Recording.**

632 The PRS shall review such proposed application, pursuant to [Article I](#), Section 7.0, for vacation and
633 transmit a recommendation to the City Commission. The application shall be acted upon by the City
634 Commission. The applicant shall be responsible for payment of any fee for recording the vacation and
635 the proof of publication with the Clerk of Circuit Court.

636 **B. By City Commission.**

637 The City Commission may vacate and abandon all or part of a subdivision located in the City by resolution.
638 Such action may include the vacation of streets, lots, tracts, or other parcels. Such action shall be based on
639 findings by the City Commission that the proposed vacation and abandonment:

- 640 1. Is consistent with the [Comprehensive Plan](#).
641 2. Promotes the public health, safety, economy, comfort, order, convenience, and welfare.
642 3. Does not result in a violation of the *LDRs*.
643 4. Does not result in the owner of any parcel of land being deprived by the vacation and abandonment of
644 the plat or portion thereof in question, of reasonable access to such parcel nor of reasonable access there
645 from to existing facilities to which such parcel has theretofore had access; provided, however, that such
646 access remaining or provided after such vacation need not be the same as that theretofore existing, but
647 shall be reasonably equivalent thereto.

648 Before acting on a proposal for vacation and abandonment of subdivided land, the City Commission shall
649 hold an advertised public hearing.

650 **SECTION 10.0 REPLATS, RESUBDIVISION, AND CORRECTIONS**

651 **A. Substantially Similar Plats.**

652 If a platted area is proposed to be re-platted and if the proposed plat is substantially similar in design, layout,
653 and concept to the original plat, as determined by the Administrative Official, and, if all lots, tracts, streets
654 and easements are in conformity with the *LDRs*, then only a final plat complying with the requirements of
655 the *LDRs* is required. The original plat or portion of a plat of the parcel to be re-platted will be vacated and
656 abandoned in accordance with [Section 177.101](#), *Florida Statutes*, and prior or coincidental to approval of a
657 final plat by the ~~Administrative Official City Commission~~.

658 **B. Corrective Plats.**

659 In the event an appreciable error or omission in the data shown on any approved and recorded plat is
660 detected by subsequent examination or revealed by a retracement of the original survey of the lands shown
661 on the recorded plat, corrections may be made in accordance with Section 177.141, *Florida Statutes*.

662 **SECTION 11.0 VACATION OF RIGHTS-OF-WAY AND EASEMENTS**

663 In the manner prescribed by law, rights-of-way and easements may be vacated by the City Commission after
664 an advertised public hearing is held on the matter.

665 **A. Required Documents.**

- 666 1. An applicant requesting such action shall submit, at a minimum the following documents to the City
667 Clerk:
- 668 a. Application;
 - 669 b. Recommendation letters from utility companies;
 - 670 c. Survey with legal description of the area to be vacated; and
 - 671 d. A fee established in the manner prescribed in [Article VII](#).
 - 672 e. A title search or searches, if requested by the Administrative Official.
- 673 2. The Administrative Official shall prescribe and approve forms for petitions to vacate rights-of-way
674 and/or easements.

675 **B. Public Notice.**

- 676 Upon receipt of the above, the City Clerk shall publish a notice of public hearing not less than 14 days prior
677 to the public hearing, and shall notify property owners by certified, return receipt requested mail, as follows:
- 678 1. Rights-of-way: All owners of property whose property lies within the block or blocks where the right-
679 of-way is proposed to be vacated.
 - 680 2. Easement: The property owner(s) whose property abuts the portion of easement to be vacated.

681 **C. Property Posting.**

682 In addition to the above, the City Clerk shall transmit to the applicant a notice setting forth the time and
683 place of the hearing and a description of the right-of-way or easement to be vacated. The applicant shall
684 post same at each end of the right-of-way or easement to be vacated, not less than 14 days prior to the public
685 hearing. Affidavit proof of the posting shall be submitted to the City Clerk not less than seven days prior to
686 the public hearing.

687 **D. City Commission.**

688 The City Commission will consider the petition based on the recommendations of the Administrative
689 Official in regard to the possible effect of the proposal on the City in general, the immediate neighborhood,
690 and individuals near the specific right-of-way or easement in question.



CITY OF
SANFORD
FLORIDA



APPROVED

WS __ RM X

Item No. 7.1A

CITY COMMISSION MEMORANDUM 26-002
JANUARY 12, 2026 AGENDA

TO: Honorable Mayor and Members of the City Commission
PREPARED BY: Eileen Hinson, AICP, Director of Planning
& Adam Mendenhall, Planning Manager
SUBMITTED BY: Norton N. Bonaparte, Jr., ICMA-CM, City Manager
SUBJECT: Ordinance No. 2025-4840; Amending Schedule H, Article I and Article II
Land Development Regulations

SYNOPSIS:

Requesting to adopt Ordinance No. 2025-4840 which Ordinance amends the City's *Land Development Regulations (LDRs)* related to Article I – Legislative Authority, Land Use Zoning and Review Procedures, Article II – Subdivision and Plat Procedures and Schedule H – Parking Requirements. These modifications directly update the LDR articles and schedules to be consistent with Florida State statutes by providing in writing current processes for transparency, reduce requirements for certain processes, reduce restrictions on parking within specified districts per direction from the City Commission, update platting process to a less restrictive approval process, modify EV parking requirements, and provide clarity of current application procedures.

FISCAL/STAFFING STATEMENT:

There are no anticipated costs to the City to implement the updated regulations; although the updates may reduce development costs and improve the areas of the community where the new regulations have been applied.

BACKGROUND:

At the July 14, 2025, City Commission meeting, the Commission directed the planning staff to amend the parking regulations in Schedule H to include outdoor areas within the 5,000-square-foot exemption from parking requirements in the SC3 zoning district. In conjunction with these amendments, staff is also revising the electric vehicle (EV) parking standards to align with recent State legislation, which prohibits local jurisdictions from mandating EV parking spaces as a condition of development approval.

Further, the Planning Department has identified procedural complexities in Article I related to documentation requirements for new and existing developments seeking to obtain approval of use entitlements or development plans. To enhance transparency and ensure compliance with State mandates, staff is revising these procedures to more accurately reflect current practices or intents and codify all processes in a publicly accessible format.

Lastly, the Planning Department is updating the final plat approval process to align with newly enacted State legislation, which requires that final plats be reviewed and approved administratively rather than through formal Commission action.

The full summary of the modifications within these articles and schedules are as follows:

Schedule and Article Layout Changes:

Schedule H	<ol style="list-style-type: none">1. Section 1.0: Created new language that includes a statement of Lawfulness, and a statement of Best Practices. This section applies to the entirety of the schedule to be consistent with updates of previous schedules and Articles.2. Section 5.0.E: Modified the EV provision to direct readers to the applicable section of the code.3. Section 7.0.B.1-4: Created new language that clarifies when the parking will be exempted for SC3 zoning district. Relocated language into a new format to provide greater transparency and clarify how to apply the exemption.4. Section 7.0.G: Created new language to clarify that if an EV space is installed by choice or through an incentive it must comply with City's design standards.5. Section 7.0.G.2: Created new language that converts the previous requirement for EV spaces into an incentive program. EV spaces installed as an incentive do not fall under the limitations of the state.6. Section 8.0.D: Modified language to be more specific.7. Section 8.0.E: Added language to clarify that overhang area of a vehicular space must be shown on the plan to verify the size of the space is meeting code requirements and does not impede on other site elements8. Section 8.0.H: Removed language that requires EV spaces to be installed in multifamily developments.
Article I	<ol style="list-style-type: none">1. Section 4.0.A: Added language clarifying authority that has been granted to the Administrative Official through other resolutions and ordinances to grant development orders, or other determinations as allowed by the code and allow the Administrative Official to defer any item to the planning commission for resolution.2. Section 4.B.1: Added the airport representative as a reviewing agency as they are a significant economic driver for the city.3. Section 7.0.A.1: Modified language to clarify applications that should have a pre-application meeting4. Section 7.0.A.3: Modified language to change the pre-application to list recommended documents verses required documents.5. Section 7.0.B.1: Modified the CAPP process to be less restrictive for administratively approved applications. This update reduces the distance of notification to adjacent properties in lieu of 500-foot radii and removed the requirement to hold a meeting. Instead, adjacent property owners will still receive a letter explaining the project but will have contact information provided if they wish to respond to the applicant.6. Section 7.0.B.3: Added language to clarify applicants' risk to holding a CAPP prior to a pre-application meeting.7. Section 7.0.B.4: Removed the 250-foot requirement for CAPP notifications as it was addressed in a separate section. Added language clarifying where and how to obtain mailing labels for a CAPP meeting.8. Section 7.0.C.1: Added language to provide clarity of what is required for specific documents that are submitted. This is intended to provide consistency in information provided to staff and clarity for the applicant.9. Section 7.0.C.2: Added language to clarify the naming convention of documents submitted through planning processes. Modified language to be consistent with State Statute 166.033.10. Section 7.0.C.3: Modified language to provide greater clarity as to what specific elements that if modified may be used to determine a significant modification.11. Section 8.0: Changed the required utility information needed to be more accurately representative. Removed Civil Plan as this is duplicative of engineering

	plan. Added a note that apply to specific documents to remove their requirement for existing structures or single family uses. Added a note that clarifies what is considered as proof of certification for a plan or document.
Article II	<ol style="list-style-type: none"> 1. Section 1.0.B: Table 1.0.B: Modified the deciding body for Final Plat to be the Administrative Official to be consistent with State statutes. 2. Section 5.0.C.1: Added language to clarify location of title block information on subdivision plans. 3. Section 5.0.C.2: Created language to clarify the information that should be in the title block to provide greater consistency with submitted documents including with the Final Plat. 4. Section 8.0.A: Modified language to change approval of final plans from City Commission to the Administrative Official to be consistent with State Statute 177.071. 5. Section 8.0.B: Modified language to adjust action for final plats to the Administrative Official. 6. Section 8.0.C.1-2: Added language to clarify information that is typically provided in the title block to provide consistency with submitted documents. 7. Section 8.0.C.3: Modified language to adjust approval of mylar to be consistent with state statute for administrative authority to execute document. 8. Section 8.0.D: Modified language to remove City Commission as approving body of Final plat. 9. Section 10.0: Modified language to remove City Commission as approving body of final plat.

Staff presented Schedule H and Article I and II to the Planning and Zoning Commission on November 6, 2025. All proposed updates to schedule H and Articles I and II received a unanimous recommendation to be approved at City Commission.

LEGAL REVIEW:

The City Attorney has reviewed the matter as it was presented to the P&ZC, has prepared Ordinance No. 2025-4840, fully endorsed the actions of the City's Planning staff and had no legal objection to the enactment of Ordinance No. 2025-4840. It is further recognized that the P&ZC has benefited from consistent and substantive engagement by the Director of Planning and her staff (far more than has occurred over the past 25 years) and that that effort is to be highly commended for its professionalism and public transparency.

The City Commission approved Ordinance No. 2025-4840, on first reading on December 8, 2025.

The City Clerk published notice of the 2nd Public Hearing in the Sanford Herald on January 7, 2026.

RECOMMENDATION:

Staff recommends that the City Commission adopt Ordinance No. 2025-4840.

SUGGESTED MOTION:

"I move to adopt Ordinance No. 2025-4840."

Attachments: (1). Ordinance No. 2025-4840.
(2). Business Impact Estimate.

- (3). Draft amendments to Schedule H
- (4). Draft amendments to Article I
- (5). Draft amendments to Article II