



**SEMINOLE COUNTY PLANNING & DEVELOPMENT DIVISION**  
**1101 EAST FIRST STREET, SANFORD, FLORIDA 32771**  
**(407) 665-7371 PLANDESK@SEMINOLECOUNTYFL.GOV**  
*www.seminolecountyfl.gov*

**ALCOHOL LICENSE**

**PROCESS**

Submit the attached application with your completed state alcohol license application packet. Please be aware that it may take 3-5 business days until your application packet is emailed to you

**LICENSE/APPLICATION TYPES**

<p><b>NEW LICENSE – RESTAURANT</b> <i>(ON PREMISE CONSUMPTION WHERE THE MAJORITY OF PROFIT IS FROM MEALS)</i>          Unless there is an existing active alcohol license <b>and</b> the restaurant hasn't been closed for more than 180 days:</p> <ul style="list-style-type: none"> <li>○ A Special Exception is required for a bona fide restaurant within 1,000 ft. of a church or school. If establishment is <u>not</u> located within a shopping center, see SCLDC Sec. 30.1353(b)(4)(C) for residential separation requirements.</li> <li>○ A completed proof of separation form/affidavit is required at the time of submission.</li> </ul>
<p><b>NEW LICENSE – BAR</b> <i>(ON PREMISE CONSUMPTION WHERE THE MAJORITY OF PROFIT IS FROM ALCOHOL)</i></p> <ul style="list-style-type: none"> <li>○ A Special Exception is required.</li> <li>○ A completed proof of separation form/affidavit is required at the time of submission.</li> </ul>
<p><b>NEW LICENSE – INCIDENTAL SALES</b> <i>(ON PREMISE CONSUMPTION &lt;49% OF OTHER PRODUCTS OFFERED)</i></p> <ul style="list-style-type: none"> <li>○ NOT permitted if within 1,000 ft. of a church or school.</li> <li>○ A completed proof of separation form/affidavit is required at the time of submission.</li> </ul>
<p><b>NEW LICENSE – PACKAGE LIQUOR STORE</b> <i>(PACKAGE ALCOHOL SALES EXCEED 10% OF NET SALES FLOOR AREA)</i></p> <ul style="list-style-type: none"> <li>○ A Special Exception is required.</li> <li>○ A completed proof of separation form/affidavit is required <b>IF</b> any on premise consumption, such as tastings.</li> </ul>
<p><b>NEW LICENSE – WHOLESALE WAREHOUSE</b> <i>(WHOLESALE DISTRIBUTION OF PACKAGE ALCOHOL FROM WAREHOUSE)</i></p>
<p><b>NEW LICENSE – CONVENIENCE STORE</b> <i>(ALCOHOL SALES DO NOT EXCEED 10% OF NET SALES FLOOR AREA)</i></p>
<p><b>TEMPORARY LICENSE – SPECIAL EVENT</b> <i>(1-3 DAY NON-PROFIT EVENT NOT IN CONJUNCTION WITH A SPECIAL EVENT PERMIT)</i></p>
<p><b>TEMPORARY LICENSE – EXTENSION OF PREMISES</b></p>
<p><b>EXISTING LICENSE MODIFICATION – EXTENSION OF PREMISES</b></p>
<p><b>EXISTING LICENSE MODIFICATION – NAME CHANGE</b></p>
<p><b>RENEWAL OF LICENSE</b></p>

**DELIVERY METHODS**

Completed forms and all the above required attachments may be sent via:

- **E-mail:** plandesk@seminolecountyfl.gov
- **Hand delivery:** Seminole County Planning & Development Division, West Wing, 2<sup>nd</sup> floor, Room 2028, 1101 East First Street, Sanford, Florida 32771
- **Mail:** Seminole County Planning & Development Division, 1101 East First Street, Sanford, Florida 32771



SEMINOLE COUNTY  
 PLANNING & DEVELOPMENT DIVISION  
 1101 EAST FIRST STREET, ROOM 2028  
 SANFORD, FLORIDA 32771  
 (407) 665-7371 PLANDESK@SEMINOLECOUNTYFL.GOV

PROJ. #: \_\_\_\_\_

## ALCOHOL LICENSE

ALL INFORMATION MUST BE PROVIDED FOR APPLICATION TO BE CONSIDERED COMPLETE

### LICENSE TYPE/APPLICATION FEE

<input type="checkbox"/> NEW LICENSE – RESTAURANT	\$150.00
<input type="checkbox"/> NEW LICENSE – BAR/RESTAURANT	\$150.00
<input type="checkbox"/> NEW LICENSE – INCIDENTAL SALES	\$150.00
<input type="checkbox"/> NEW LICENSE – PACKAGE LIQUOR STORE	\$150.00
<input type="checkbox"/> NEW LICENSE – WHOLESALE WAREHOUSE	\$150.00
<input type="checkbox"/> NEW LICENSE – CONVENIENCE STORE	\$50.00
<input type="checkbox"/> TEMPORARY LICENSE – SPECIAL EVENT	\$50.00
<input type="checkbox"/> TEMPORARY LICENSE – EXTENSION OF PREMISES	\$50.00
<input type="checkbox"/> EXISTING LICENSE MODIFICATION – EXTENSION OF PREMISES	\$50.00
<input type="checkbox"/> EXISTING LICENSE MODIFICATION –NAME CHANGE	\$50.00
<input type="checkbox"/> RENEWAL OF LICENSE	\$50.00

### PROPERTY

NAME OF ESTABLISHMENT:	
ADDRESS:	
PARCEL ID #(S):	
CURRENT USE OF PROPERTY:	DBPR LICENSE TYPE:
IS THIS PROPERTY AVAILABLE FOR INSPECTION WITHOUT AN APPOINTMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
TEMPORARY EVENT NAME & DATE(S) (IF APPLICABLE):	

### APPLICANT

NAME:	COMPANY:	
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	

\_\_\_\_\_  
 SIGNATURE OF OWNER/AUTHORIZED AGENT

\_\_\_\_\_  
 DATE

## SPECIAL EXCEPTION REQUIREMENTS:

### **Sec. 30.1353. Alcoholic beverage establishments. \***

(a) Approvals on state alcoholic beverage licenses.

(1) Whenever any approval, consent, authorization or similar request is made by an applicant, agency, property owner or any other person or entity relative to the appropriateness, land use or zoning consistency or conformity, or other similar action pertaining to location or siting of a business, person or entity distributing, selling, or bartering any alcoholic beverages; an application for the requested action shall be made on a form prescribed by the planning office which form shall, at a minimum, describe the uses which will occur on the property.

(2) To implement approval of the requested action, a development order shall be issued in accordance with this Code in a manner and form that provides that the uses identified on the application shall be uses to which the property shall be limited and that the provisions of the development order shall run with and burden the property.

(b) Performance standards.

(1) Definitions. For the purpose of this section the following definitions shall apply:

(A) Bona fide restaurant. An establishment where a majority of sales and profit is from the serving of meals and not from the serving of alcoholic beverages. The determination of whether an establishment is a bona fide restaurant shall be made by the Planning Manager.

(B) Incidental sales. In the case of an establishment selling groceries and household dry goods, if the floor area for the sale of alcoholic beverages does not exceed ten (10) percent of the net sales floor area the sales from alcoholic beverages shall be deemed incidental. In the case of a bona fide restaurant, if a majority of sales and profit is from the serving of meals and not from the serving of alcoholic beverages, the sales from alcoholic beverages shall be deemed incidental.

(2) Special exception required. Any establishment selling alcoholic beverages, either for on- premise or off-premise consumption, where the sale of alcoholic beverages is not incidental to other products offered for sale, must apply for and be granted a special exception by the Board of Adjustment before selling alcoholic beverages. The Board of Adjustment may also grant a special exception to allow a bona fide restaurant, located within one thousand (1,000) feet of a church or school, to serve alcoholic beverages with meals. Said special exception may only be granted in those zoning classifications that allow alcoholic beverage establishments as a conditional use.

(3) Landscaping and buffer requirements. Active/passive buffer setback standards (section 30.1232) shall be applied to on-premise consumption alcoholic beverage establishments. However, these standards shall not apply to on-premise alcoholic beverage establishments that are part of a planned shopping center unless the Board of Adjustment finds that off-site impacts require such setbacks.

## SEPARATION REQUIREMENTS:

(4) Separation requirements. Any establishment selling alcoholic beverages for consumption on-premise shall maintain the following separation from all churches, schools, and property assigned a residential zoning classification or land use designation, or like establishments:

(A) Churches. No closer than one thousand (1,000) feet measured along the shortest possible line lying entirely within public rights-of-way, such measurement being between the nearest entrance to the alcoholic beverage establishment and the nearest point on the plot occupied by the church.

(B) Schools - public, private, and parochial. No closer than one thousand (1,000) feet air-line measurement from lot line of the alcoholic beverage's establishment to the nearest lot line of the school.

(C) Residential properties. No closer than the following: provided, however, that bona fide restaurants and establishments that are located in and are part of a planned shopping center shall not be subject to these restrictions:

(i) Five hundred (500) feet measured along the shortest possible distance traveled by a pedestrian from the entrance of the alcoholic beverage establishment to the boundary of any property assigned a residential zoning classification or land use designation.

(ii) One hundred (100) feet from the closest vertical building extremity of the alcoholic beverage establishment to the boundary of the nearest property assigned a residential zoning classification or land use designation.

(D) Like establishments. Alcoholic beverage establishments that are not part of a planned shopping center shall not be located nearer than five hundred (500) feet from a like establishment. Example, no cocktail lounge may be located within five hundred (500) feet from another cocktail lounge. Measurement shall be between building entrances along the shortest possible line lying entirely within public rights-of-way.

# OWNER AUTHORIZATION FORM

An authorized applicant is defined as:

- The property owner of record; or
- An agent of said property owner (power of attorney to represent and bind the property owner must be submitted with the application); or
- Contract purchase (a copy of a fully executed sales contract must be submitted with the application containing a clause or clauses allowing an application to be filed).

I, \_\_\_\_\_, the owner of record for the following described property [Parcel ID Number(s)] \_\_\_\_\_ hereby designates \_\_\_\_\_ to act as my authorized agent for the filing of the attached application(s) for:

<input type="checkbox"/> Alcohol License	<input type="checkbox"/> Arbor Permit	<input type="checkbox"/> Construction Revision	<input type="checkbox"/> Final Engineering
<input type="checkbox"/> Final Plat	<input type="checkbox"/> Future Land Use Amendment	<input type="checkbox"/> Lot Split/Reconfiguration	<input type="checkbox"/> Minor Plat
<input type="checkbox"/> Preliminary Subdivision Plan	<input type="checkbox"/> Rezone	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Special Event
<input type="checkbox"/> Special Exception	<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Vacate	<input type="checkbox"/> Variance

**OTHER:** \_\_\_\_\_

and make binding statements and commitments regarding the request(s). I certify that I have examined the attached application(s) and that all statements and diagrams submitted are true and accurate to the best of my knowledge. Further, I understand that this application, attachments, and fees become part of the Official Records of Seminole County, Florida and are not returnable.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Property Owner's Printed Name

**STATE OF FLORIDA**  
**COUNTY OF** \_\_\_\_\_

**SWORN TO AND SUBSCRIBED** before me, an officer duly authorized in the State of Florida to take acknowledgements, appeared \_\_\_\_\_ (*property owner*),  
 by means of physical presence or  online notarization; and  who is personally known to me or  who has produced \_\_\_\_\_ as identification, and who executed the foregoing instrument and sworn an oath on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

Job Request David Johnson, CFA, ASA  
**PROPERTY APPRAISER**  
**INFORMATION REQUEST FORM**  
SEMINOLE COUNTY, FLORIDA

Sara Hunsinger  
Special Projects Coordinator  
407-665-7515

Date: _____
Customer: _____
Address: _____
Phone: _____

<p>Job Specifics:</p> <p><b>The closest church</b> is _____ feet (measured along the shortest possible line lying entirely within public rights-of-way, such measurement being between the nearest entrance to the alcoholic beverage establishment and the nearest point on the plot occupied by the church), whose parcel I.D number is _____</p> <p><b>The closest school</b> is _____ feet (measured air-line, as the crow flies, from lot line of establishment to lot line of school), whose parcel I.D number is _____</p> <p><b>The closest residential property</b> is _____ feet (measured by shortest distance <u>traveled by pedestrian</u> from <u>entrance of establishment</u> to nearest property line of a residential zoning district or residential land use classification).</p> <p><b>The closest residential property</b> is _____ feet (measured by the closest vertical building extremity of the establishment to the nearest property line of a residential zoning district or residential land use classification).</p>
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\* The measurements provided by the Property Appraiser's Office on this form are not survey accurate. The measurements are based on maps used for assessment purposes only.