

**SEMINOLE COUNTY GOVERNMENT**  
1101 EAST FIRST STREET, 2ND FLOOR, WEST WING  
SANFORD, FLORIDA 32771

**Comment Document – Initial Submittal**

**A Development Review Committee (DRC) meeting will not automatically be scheduled for your item; one must be requested.** Please review the comments; if you determine that you would like to be scheduled for a 20 minute meeting with the Development Review Committee (DRC), please email your request to attend to [devrevdesk@seminolecountyfl.gov](mailto:devrevdesk@seminolecountyfl.gov) or call (407) 665-7372 no later than noon on Friday, 03/17/2023, in order to place you on the Wednesday, 03/22/2022 meeting agenda.

**MEETINGS ARE NOW BEING HELD IN A HYBRID FORMAT (IN-PERSON AND VIRTUALLY ON ZOOM), IF YOU REQUEST A MEETING, YOU MUST INDICATE WHETHER YOU WOULD LIKE TO ATTEND THE MEETING IN-PERSON OR REMOTELY VIA ZOOM.**

The DRC meeting allows 20 minutes per project to discuss and clarify any comments of concern. Additional comments or deletion of comments may result from discussions at the DRC meeting. The DRC Agenda can be found at <http://www.seminolecountyfl.gov/departments-services/board-of-county-commissioners/meeting-agendas.stml>

<b>PROJECT NAME:</b>	<b>CASSELBERRY PLAZA - PRELIMINARY SUBDIVISION</b>	<b>PROJ #: 23-55100001</b>
APPLICATION FOR:	DR - SUBDIVISIONS PSP	
APPLICATION DATE:	2/13/23	
RELATED NAMES:	EP TIVIA BRYAN	
PROJECT MANAGER:	TYLER REED (407) 665-7398	
PARCEL ID NO.:	17-21-30-300-025T-0000	
PROJECT DESCRIPTION	PROPOSED PRELIMINARY SUBDIVISION FOR TWO COMMERCIAL LOTS ON 6.69 ACRES IN THE C-2 ZONING DISTRICT LOCATED NORTHEAST OF OXFORD ROAD AND FERNWOOD BOULEVARD	
NO OF ACRES	6.69	
BCC DISTRICT	4-AMY LOCKHART	
CURRENT ZONING	C-2	
LOCATION	NORTHEAST OF OXFORD ROAD AND FERNWOOD BOULEVARD	
FUTURE LAND USE-	COM	
SEWER UTILITY	SEMINOLE COUNTY UTILITIES	
WATER UTILITY	SEMINOLE COUNTY UTILITIES	
<b>APPLICANT:</b>	<b>CONSULTANT:</b>	
TIVIA BRYAN ALLEN AND COMPANY 16 E PLANT STREET WINTER GARDEN FL 34787 (407) 654-5355 TBRYAN@ALLEN-COMPANY.COM		

County staff members have reviewed the subject development project and offer the following comments. The comments below are a compilation of comments and markups from the ePlan review system. These items need responses with further information, data, explanation or revision of plans and documents before project approval.

**Please itemize any and all revisions made to the development plan in addition to those made in response to staff comments; include a statement in your response to comments that no additional revisions have been made to the site plan beyond those stated.**

For questions regarding the ePlan process, please consult the Electronic Plan Review Applicant User Guide <http://www.seminolecountyfl.gov/core/fileparse.php/3321/urllt/ePlanApplicantUserGuide.pdf>

*See comments within the comment document for any fees due, as fees may be due for different aspects of your development project. Fees showing in ePlan reflect Planning & Development review or revision fees only.*

**State Permits that may be required:**

FDOT, FDEP- UTILITIES, SJRWMD, ENVIRONMENTAL REPORTS, ARCHEOLOGICAL REPORTS, FDEP- ENVIRONMENTAL, SJRWMD- ENVIRONMENTAL, FFW, IF APPLICABLE.

**AGENCY/DEPARTMENT COMMENTS**

No.	Permit Type	Group Name	Reviewer Comment	Status
1	Planning	Review Coordinator	Drawings need to be named in accordance with the plan file naming standards in our eplan user guide. To access the user guide, click on the 'Resources' tab in your task then click on 'ePlan Review - How To. Drawings also need to be sized either 36x24 or 24x20 (for plats). I have moved the incorrect files to the error folder. Please re-upload. The boundary survey needs to be digitally signed.	Met
2	Planning	Building Division	All structures that are required to be accessible per the 7th ED (2020) FBC, Florida Accessibility Code for Building Construction, shall show the accessible route from the required accessible parking spaces to the accessible entrance to the structure.	Informational
3	Planning	Building Division	In accordance with the 7th ED (2020) FBC, Florida Accessibility Code for Building Construction, at least one accessible route shall connect accessible buildings, facilities, elements, and spaces that are on the same site.	Informational

4	Planning	Building Division	The location of accessible parking spaces, loading zones, sidewalks, and exit ramps shall meet requirements of the 7th ED (2020) FBC, Florida Accessibility Code for Building Construction.	Informational
5	Planning	Building Division	Food service establishments shall provide a minimum 750 gallon grease trap per Florida Administrative Code 64E-6.	Informational
6	Planning	Building Division	A change of occupancy classification will require a permit and possibly an alteration to the existing structure to comply with current code (7th ED. Florida Existing Building Code, Chapter 9.) Example: Business to Mercantile, Residential to Commercial	Informational
7	Planning	Building Division	All site lighting on Commercial parcels require a building permit prior to commencement of work. This is a standalone permit separate from all other required permits.	Informational
8	Planning	Building Division	Vertical construction will require a separate Building permit and will be reviewed for, and shall be designed and built in accordance with the 7th ED. Florida Building Code, Chapters 3, 4, 5, 6, 7 and 9, for 1) USE, 2) Height and area limitations, 3) Construction types and horizontal separation distances, 4) Building element protection and 5) Sprinkler and Alarm requirements and all other code requirements.	Informational
9	Planning	Public Safety - Fire Marshal	Clarify if the Fire hydrants are new or existing and public or private. When private or public water supplies are used, the flow test data, including date and time of test, who conducted test or supplied information, test elevation, static gauge pressure at no flow, flow rate with residual gauge pressure, hydrant butt coefficient, and location of test in relation to the hydraulic point of service.	Not Met
10	Planning	Public Safety - Fire Marshal	Provide NO PARKING Signage and yellow stripping for all fire department appliances, FDCs,	Not Met

			fire hydrants and fire department lanes shall be provided in accordance with NFPA 1, 18.2.3.6.3 (2018)(FFPC 7th)	
11	Planning	Public Safety - Fire Marshal	All the following items shall be acknowledged and added to the site plan sheets as note:1.Fire department access roads provided at the start of a project and shall be maintained throughout construction. (NFPA 1, 16.1.4).2.A second entrance/exit might be required per AHJ if the response time for emergency is exceeded per NFPA 1, Section 18.2.3.3 Multiple Access Roads.3.A water supply for fire protection, either temporary or permanent, shall be made available as soon as combustible material accumulates. This applies to both commercial and residential developments. (NFPA 1, 16.4.3.1).4.Where underground water mains and hydrants are to be provided, they shall be installed, completed, and in service prior to construction work. (NFPA 1, 16.4.3.1.3).5.Fire flow testing shall be performed in accordance with NFPA 291, recommended practice for fire flow testing.6.A 36 in. clear space shall be maintained around the circumference of fire hydrants and a clear space of not less than 60 in. (1524 mm) shall be provided in front of each hydrant connection having a diameter greater than 212 in. NFPA 1, 18.5.7.7.Hydrant shall be marked with a blue reflector that is placed 6 in the roadway in accordance with NFPA 1, chapter 18.5.10.8.Access to gated Subdivisions or Developments shall provide Fire Department access through an approved SOS and Seminole County Knox Key Switch. NFPA 1, 18.2.2.2.	Not Met
12	Planning	Public Safety - Fire Marshal	Adequate water supply with fire flow calculations for all buildings for fire protection (hydrants) shall be provided per chapter 18.3 of NFPA 1 (2018).	Not Met

13	Planning	Public Safety - Fire Marshal	Fire Department access shall be clearly identified for all buildings on this site plan. This project will require 20 ft. fire department access in accordance with NFPA 1, Chapter 18.2.3.5.1.1 (2018 edition).	Not Met
14	Planning	Public Safety - Fire Marshal	A turning radius analysis shall be provided. * Turning radius analysis based on aerial truck Specifications. (Section 18.2.3.4.3. NFPA 1) Fire Truck Parameters: Pierce Arrow XT Chassis Aerial Platform 100Inside Cramp Angle: 40 Degrees Axle Track: 82.92 inches Wheel Offset: 5.30 inches Tread Width: 17.5 inches Chassis Overhang: 68.99 inches Additional Bumper Depth: 22 inches Front Overhang: 90.99 inches Wheelbase: 270 inches Overall length: 581.75 inches Calculated Turning Radius: Inside Turn: 25 ft. 7 in. Curb to Curb: 41 ft. 8 in. Wall to Wall: 48 ft. 5 in.	Not Met
16	Planning	Public Safety - Fire Marshal	Fire Department access road shall extend to within 50ft of at least one exterior door that can be opened from the outside and that provide access to the interior of building. NFPA 1, SECTION 18.2.3.2.1 (2018 Edition)	Not Met
17	Planning	Public Safety - Fire Marshal	Fire department access roads shall be provided such that any portion of the facility or any portion of an exterior wall of the first floor of the building is located not more than 150 feet (450 feet if equipped with an automatic fire sprinkler system) from fire department access roads as measured by an approved route around the exterior of the building or facility (Section 18.2.3.2.2 NFPA 1, 2018 Edition)	Not Met
18	Planning	Public Safety - Fire Marshal	Angle of approach / departure. Verify that an 8% slope is provided for fire department access roads. NFPA 1, Section 18.2.3.4.6.2* The angle of approach and departure for any means of fire department access road shall not exceed 1	Not Met

			ft. drop in 20 ft. or the design limitations of the fire apparatus of the fire department, and shall be subject to approval by the AHJ.	
19	Planning	Public Safety - Fire Marshal	The requirements below shall be on all site plans as notes for sprinkled buildings: a. At minimum, a Class Five contractor is required to install fire lines. Fire lines shall begin at the point in which the piping is used exclusively for fire protection and end at a point 1-foot above the finished floor. b. The fire line for sprinkled buildings starts at the double detector check valve. c. No other water connection shall be off of the fire line. d. The Fire Department Connection shall be with-in 100 feet of the fire hydrant if standpipe system is provided. e. Any fire line charged by the FDC shall be DR-14 pipe. f. The only valve allowed in the FDC line is a check valve. g. All fire lines shall be inspected by the Fire Inspection Dept. before being covered	Not Met
20	Planning	Public Safety - Fire Marshal	For each proposed sprinkled building, provide Location of Point of Service, Backflow Preventer and/or Post Indicating valves, and Fire Department Connection are required on the Site Plan in order to complete the Review (NFPA 1, 2018 Edition).	Not Met
21	Planning	Public Safety - Fire Marshal	Location of hydrants are required to verify compliance with NFPA 1, table 18.5.4.3 maximum fire hydrant flow capacity and distance to the building and number of hydrants.	Not Met
22	Planning	Public Safety - Fire Marshal	Additional comments may be generated based on resubmittal.	Not Met
23	Planning	Public Safety - Addressing	(Development Name) The Final Plat name CASSELBERRY PLAZA is an existing complex name for the same property being platted. CASSELBERRY PLAZA is approved for use. The approved name shall be the only conspicuous name posted	Informational

			or advertised on signage and shall also be the title on the proposed plat (if applicable). Following approval of the site or final engineering plan, the applicant shall have one (1) year to commence construction. If no site construction has commenced within (1) one year, the project is considered expired and any approved development name, including street names, that have been reserved, will be removed from the reserve list and considered void. (90.10(b)(c)(e)),(177.051)	
24	Planning	Planning and Development	INFORMATIONAL: Seminole County Land Development Code for Subdivision Plan review can be found In SCLDC Chapter 35. PSP provides the general layout of the lots along with preliminary infrastructure and environmental considerations. Time limit on approval. A final subdivision plat or plats shall be submitted within two (2) years after preliminary plan approval or the preliminary plan approval shall lapse. An extension to the two-year limit may be considered by the planning and zoning commission, upon written request by the applicant prior to the expiration date, showing cause for such an extension.	Informational
25	Planning	Planning and Development	Title block: On the PSP cover sheet please provide the name and address of the owner of the tract proposed for development. (SCLDC Sec. 35.43)	Not Met
26	Planning	Planning and Development	Legend: Please provide all of the following on the PSP: current zoning, total number of lots, and minimum lot size. (SCLDC Sec. 35.43)	Not Met
27	Planning	Planning and Development	Show lot size for each lot or provide a table of lot numbers with the lot area (in square feet) for each lot.	Not Met
28	Planning	Public Works - Engineering	Drainage easements will be required over the drain system serving the proposed lots. Please show drainage easements over the area. at final plat.	Informational

29	Planning	Public Works - Engineering	At final plat an access easement or blanket access hall be required across all common driveways.	Informational
30	Planning	Environmental Services	Seminole County owns several public potable water and sanitary sewer lines in this project area. We will need easements over these lines. A minimum of a 15-wide utility easement is needed over all these lines. See the file called Casselberry Plaza under the resource tab file folder for locations of County utilities.	Not Met

### AGENCY/DEPARTMENT EFORM COMMENTS AND PROJECT STATUS

*This section shows the reviewers of this project from the various County agencies. It may also include additional comments for review and response.*

Department	Reviewer	Email	Status	Reviewer Comments
Public Safety - Fire Marshal	Matthew Maywald	mmaywald@seminolecountyfl.gov	Corrections Required	Please see and respond to not met comments -Matt 407-665-5177
Planning and Development	Tyler Reed	treed@seminolecountyfl.gov	Corrections Required	407-665-7398
Public Works - Engineering	Jennifer Goff	jgoff@seminolecountyfl.gov	Approved	407-665-7336
Environmental Services	Paul Zimmerman	pzimmerman@seminolecountyfl.gov	Corrections Required	407-665-2040
Public Safety - Addressing	Amy Curtis	acurtis@seminolecountyfl.gov	Approved	407-665-5191
Environmental - Impact Analysis	Becky Noggle	bnoggle@seminolecountyfl.gov	No Review Required	407-665-2143
Public Works - Impact Analysis	William Wharton	wwharton@seminolecountyfl.gov	No Review Required	407-665-5730
Natural Resources	Sarah Harttung	sharttung@seminolecountyfl.gov	No Review Required	407-665-7391
Building Division Review Coordinator	Tony Coleman	acoleman@seminolecountyfl.gov	Approved	407-665-7581
Buffers and CPTED	Jeff Hopper	jhopper@seminolecountyfl.gov	No Review Required	407-665-7377
Public Works - ROW Review	Neil Newton	nnewton@seminolecountyfl.gov	Pending	407-665-5571
Building Division	Tony Coleman	acoleman@seminolecountyfl.gov	Approved	Please see informational checklist items for potential future development.

The next submittal, as required below, will be your:

1<sup>st</sup> RESUBMITTAL

DATE	RESUBMITTAL FEE DUE	ROUTE TO THESE STAFF MEMBERS FOR FURTHER REVIEW:
03/16/23	The application fee allows two resubmittals.	Matthew Maywald, Tyler Reed, Paul Zimmerman

The application fee allows two resubmittals. For the third review, the resubmittal fees are:

Major Revision: 50% of original application fee.

Minor Revision: 25% of original application fee.

Summary of Fees: <http://www.seminolecountyfl.gov/departments-services/development-services/planning-development/fee-information/fee-summary.stml>

**NOTE:** Other fees may be due: see comments for any additional fees due for your development project. (example: Addressing fee)

REQUIRED FOR THE SECOND (2ND) AND ALL SUBSEQUENT SUBMITTALS:

**DIGITAL SIGNATURES – The use of PEDDS signing method sunsetted on June 30, 2015. Design professionals must use digital signatures that have been verified through a 3rd party Certificate Authority.**

This is a commercial service that the consultant would contract with a provider for. Seminole County does not endorse any specific certificate authority. Digital signing (with a certificate issued through a 3rd party Certificate Authority) should contain an image that includes the design professional's seal, name and license number. This is required by law for all design professional's and will be returned for correction if the signature does not meet the minimum requirements of the Florida Statutes and Florida Administrative Code.

Customers may, at their discretion, wish to send the County their digital signature certificate in advance of any reviews of their work. To do so, customers must complete the Digital Signature Affidavit form and follow the instructions as noted on the ePlan Review web page. <http://www.seminolecountyfl.gov/departments-services/development-services/planning-development/electronic-plan-review/digital-signature.stml>

Upon completion of your plan review process, Planning and Development staff must authorize and stamp plans for construction use. Once you receive an approval letter from Seminole County, the site contractor must contact Seminole County Planning and Development Inspections to schedule a pre-construction conference prior to the start of any site work. Upon issuance of the site permit, your approved drawings and/or documents will be released to you through the ePlan System. For questions regarding this process, please consult the Electronic Plan Review Applicant User Guide <http://www.seminolecountyfl.gov/core/fileparse.php/3321/urlt/ePlanApplicantUserGuide.pdf>

**Cities:**

Altamonte Springs	(407) 571-8000	<a href="http://www.altamonte.org">www.altamonte.org</a>
Casselberry	(407) 262-7700	<a href="http://www.casselberry.org">www.casselberry.org</a>
Lake Mary	(407) 585-1449	<a href="http://www.lakemaryfl.com">www.lakemaryfl.com</a>
Longwood	(407) 260-3440	<a href="http://www.longwoodfl.org">www.longwoodfl.org</a>
Oviedo	(407) 971-5555	<a href="http://www.cityofoviedo.net">www.cityofoviedo.net</a>
Sanford	(407) 688-5000	<a href="http://www.sanfordfl.gov">www.sanfordfl.gov</a>
Winter Springs	(407) 327-1800	<a href="http://www.winterspringsfl.org">www.winterspringsfl.org</a>

**Other Agencies:**

Florida Dept of Transportation	<b>FDOT</b>		<a href="http://www.dot.state.fl.us">www.dot.state.fl.us</a>
Florida Dept of Enviro Protection	<b>FDEP</b>	(407) 897-4100	<a href="http://www.dep.state.fl.us">www.dep.state.fl.us</a>
St. Johns River Water Mgmt Dist	<b>SJRWMD</b>	(407) 659-4800	<a href="http://www.sjrwmd.com">www.sjrwmd.com</a>
Health Department	<b>Septic</b>	(407) 665-3621	

**Other Resources:**

Flood Prone Areas	<a href="http://www.seminolecountyfl.gov/gm/building/flood/index.aspx">www.seminolecountyfl.gov/gm/building/flood/index.aspx</a>
Watershed Atlas	<a href="http://www.seminole.wateratlas.usf.edu">www.seminole.wateratlas.usf.edu</a>
Seminole Co. Property Appraiser	<a href="http://www.scpafl.org">www.scpafl.org</a>