

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

**Comment Document – Initial Submittal**

<b>PROJECT NAME:</b>	<b>SW OFFICE BUILDING - SITE PLAN</b>	<b>PROJ #: 23-06000005</b>
APPLICATION FOR:	DR - SITE PLAN	
APPLICATION DATE:	1/19/23	
RELATED NAMES:	EP JOSE ARVELO	
PROJECT MANAGER:	JOY GILES (407) 665-7399	
PARCEL ID NO.:	35-19-30-517-1300-0140	
PROJECT DESCRIPTION	PROPOSED SITE PLAN FOR AN OFFICE BUILDING ON 0.12 ACRES IN THE C-1 ZONING DISTRICT	
NO OF ACRES	.12	
BCC DISTRICT	ANDRIA HERR	
CURRENT ZONING	C-1	
LOCATION	NORTH WEST OF WEST 22 <sup>ND</sup> STREET AND SOUTHWEST ROAD	
LOCATION PART 2		
FUTURE LAND USE	COM	
SEWER UTILITY	CITY OF SANFORD	
WATER UTILITY	SANFORD	
<b>APPLICANT:</b>	<b>CONSULTANT:</b>	
ALEJANDRO GONZALEZ 988 WESTWOOD SQUARE SUITE 1002 OVIEDO FL 32765 (407) 715-5427 ACAM.OVIEDO@GMAIL.COM	JOSE ARVELO PROFESSIONAL ENGINEERING MANAG 9582 CYPRESS PINE ST ORLANDO FL 32827 (407) 832-1390 AARVELO@USAPEM.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/urlt/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.*

**AGENCY/DEPARTMENT COMMENTS**

	<b>Group</b>	<b>Reviewer Comment</b>	<b>Status</b>
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1.	Buffers and CPTED	Please show the landscaping on the site plan or provide a landscape plan and include a table that indicates the number of each type of plant, caliper size, buffer opacity and width for each buffer.	Not Met
2.	Buffers and CPTED	Please review SCLDC Ch 30 Part 64- Off-Street Parking, Loading, and Landscape Regulations for approved plant species list. Be aware palms do not count towards buffer requirements.	Not Met
3.	Buffers and CPTED	Please provide the building height in order for staff to conduct the full buffer analysis.	Informational
4.	Buffers and CPTED	At this time, staff estimates the following buffer requirements: (north: 0.2, 10' width) (east: 0.4, 15' width) (south: 0.3, 15' width) (east: 0.2, 10' width). The landscape buffer and details must be shown on the site plan, or provide a landscape plan.	
5.	Buffers and CPTED	Due to the nonconforming residential use on the south boundary, the south buffer may be reduced by 50%.	
6.	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. No action required at this time.	Informational
7.	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. No action required at this time.	Informational
8.	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. No action required at this time.	Informational
9.	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. No action required at this time.	Informational
10.	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. No action required at this time.	Informational
11.	Natural Resources	The development of the site shall make the most advantageous use of topography and preserve mature trees and other natural features wherever possible. No site plan shall be approved that would result in the removal of over seventy-five (75) percent of existing trees, with trunk diameters of six (6) inches or greater, from any site, unless the Planning Manager finds that the development of the site would be severely restricted. Special	Not Met

		consideration and credit shall be given to the retention of trees having a trunk diameter of twenty-four (24) inches or larger. Show location, size, and species of trees with minimum DBH of three (3) inches being removed and saved. SCLDC 60.22	
12.	Natural Resources	Although the application states that no trees will be removed, county aerial imagery shows the site is heavily wooded. Show tree replacement table. An example has been uploaded to the Resources folder. SCLDC 60.22(f)	Not Met
13.	Natural Resources	All replacement trees shall be Florida Nursery grade Number 1 or better. SCLDC 60.23(b)	Informational
14.	Natural Resources	All replacement trees shall be from the preferred or acceptable tree species list, unless approved by the County. SCLDC 60.23(b)	Informational
15.	Natural Resources	All replacement and new trees shall be planted at least four (4) feet away from any building, sidewalk, road or structure. 60.23(c)	Informational
16.	Natural Resources	No trees shall be planted on or near utility lines, stormwater structures, easements, or under power lines. SCLDC 60.22(4) (b)	Informational
17.	Natural Resources	Show the required mix of tree species for tree replacement. SCLDC 60.4(h)	Not Met
18.	Planning and Development	<p>On Site Plan Sheet under Site Data table please add the following information:</p> <p>Proposed use of building =</p> <p>Proposed number of stories =</p> <p>Proposed building height =</p> <p>Maximum allowable F.A.R = 0.35</p> <p>Proposed F.A.R. =</p> <p>Required Open Space = 25%</p> <p>Proposed Open Space =</p> <p>Provide % and breakdown calculation</p> <p>Proposed Building Setbacks: North = X ft, South = X ft, West = X ft, East = X ft.</p>	Not Met
19.	Planning and Development	Under Parking Calculation add the following note: Parking Stall Size = 10 ft X 20 ft	Not Met
20.	Planning and Development	Please Correct Scale on site plan sheet.	Not Met
21.	Planning and Development	Provide a line symbol legend for Site Plan sheet.	Not Met
22.	Planning and Development	Provide dimensions for all property lines.	Not Met

23.	Planning and Development	On Site Plan sheet show abutting streets and/or alleys; show abutting properties and provide the parcel number and FLU/Zoning.	Not Met
24.	Planning and Development	Show location of dumpster on site.	Not Met
25.	Planning and Development	All easements, utility, drainage, and otherwise must be shown on the Site Plan sheet.	Not Met
26.	Planning and Development	Must provide a landscape plan, an irrigation plan; a tree survey; and a tree removal/replacement plan.	Not Met
27.	Planning and Development	Exterior lighting requirements. All commercial, office, industrial and multi-family development shall comply with the following exterior lighting requirements:(1)Light spillage: Illumination onto adjacent properties shall not exceed five-tenths (0.5) foot-candles.(2)Height of lighting sources:(A)All lighting on non-industrial zoned properties shall consist of cut-off fixtures mounted no higher than sixteen (16) feet. An exception to this requirement may be made if the applicant demonstrates that a greater height will not result in light spillage onto surrounding properties in excess of five-tenths (0.5) foot-candles; provided however, that in no event shall lighting exceed a maximum height of twenty-five (25) feet on a parcel adjacent to property with a Residential Future Land Use designation or a residential zoning classification.	Informational
28.	Planning and Development	If outdoor lighting is proposed, please provide a Photometric plan.	Not Met
29.	Planning and Development	Please show Dumpster location and screening detail. SCLDC Sec. 30.1233(a) INFORMATIONAL: A separate permit (issued by the Building Division) is required for a dumpster.	Not Met
30.	Planning and Development	Must provide a Threatened and Endangered Species Survey.	Not Met
31.	Planning and Development	Add the following note on Site Plan Sheet: All site lighting will require a separate permit and will meet the requirements of Seminole County Land Development Code Sec.30.1234 - Outdoor lighting requirements.	Not Met
32.	Planning and Development	Add the following note on Site Plan Sheet: A separate permit is required for Dumpsters. Dumpster will meet all requirements of Seminole County Land Development Code Sec. 30.1233. - Miscellaneous design standards.	Not Met
33.	Planning and Development	Add the following note on Site Plan Sheet: All signage will meet requirements of Seminole County Land Development Code Sec. 30.1243. - Sign standards. Signage will require a separate permit.	Not Met
34.	Planning and Development	The site is located in the City of Sanford utility service area; please submit a letter stating the City has capacity to serve the site.	Not Met

		Prior to Site Plan approval the City of Sanford must review and approve the utility plans.	
35.	Public Safety - Addressing	(POSTING) Address numbers shall be made of durable weather resistant material, shall be permanently affixed to the structure and posted fronting the street the structure is addressed to. The colors of the numbers shall contrast the surrounding background of the structure, so it stands out and is clearly visible from both directions of the addressed street. SCLDC SEC 90.5(a). Addresses are entered into the 911 map and used directly by the 911 communications call center. *Address numbers are to be permanently installed facing the street the structure is addressed to.	Informational
36.	Public Safety - Addressing	(POSTING) If the main entrance to the building or the building structure is set back and not readily visible from the street, address numbers shall be posted on the structure and at the entrance street or adjacent driveway to the building on both sides of a fence, mailbox or post. Numbers shall be visible from both directions of the street. SCLDC SEC 90.5(7)	Informational
37.	Public Safety - Addressing	(POSTING) Commercial address numbers are to be a minimum of 6" inches in height and half inch width. SCLDC SEC 90.5(1)	Informational
38.	Public Safety - Addressing	The address will be 2212 Southwest RD and the applicable fee will be charged at permitting upon the approved site plan. After the building permit is issued, the address will be released. SCLDC 90.4(A) (C)	Informational
39.	Public Safety - Addressing	(Development Name) The Site Plan name SW Office Building, has been approved for use. The approved name shall be the only conspicuous name posted or advertised on signage. 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)	Informational
40.	Public Safety - Addressing	(ADDRESS ASSIGNMENT) In the future, if the commercial building becomes multi tenant, the existing tenant address will be changed, and readdressed to assign (4) digit unit numbers. (Office of Emergency Management Addressing Policy)	Informational
41.	Public Safety - Addressing	(ADDRESS ASSIGNMENT) Multi tenant commercial buildings will be issued a building number from the standard grid map and further assigned (4) digit unit numbers. SCLDC 90.5(1)	Informational
42.	Public Works - Engineering	A signed and sealed boundary and topographic survey is required. Survey and proposed grades shall be in NAVD88 datum. This datum should be shown on the plans. SCLDC Sec 35.61(d)	Not Met
43.	Public Works - Engineering	The parking aisle is required to be 24' wide. The drive aisle should be 24' wide.	Not Met

44.	Public Works - Engineering	The County does not allow more than 50 percent walled ponds. Even then Soil is required to the peak stage of the design storm. A 10' berm is required for the pond. No landscaping is allowed in the pond or berm. Please revise all.	Not Met
45.	Public Works - Engineering	How can the last parking space back out. provide a minimum 3' turn out. It is also not clear that a vehicle can maneuver into the parking spaces with the sidewalk as shown. Please provide a vehicle turning movement for at least an SUV showing it can make that corner. Revise accordingly.	Not Met
46.	Public Works - Engineering	The Minimum pipe size allowed is 15". Please revise accordingly.	Not Met
47.	Public Works - Engineering	Provide a copy of approved SJRWMD ERP (or letter of exemption) required prior to pre-construction meeting. (informational)	Informational
48.	Public Works - Engineering	The County requires that all stormwater pipe changes in direction have a structure associated with it. Please remove the 2 elbows.	Not Met
49.	Public Works - Engineering	Based on the information provide it is not clear that the drainage goes to the proposed connection point. Please clearly show that the drainage was included in the proposed roadway drainage system or hold the drainage onsite for the 25-year, 24-hour storm event.	Not Met
50.	Public Works - Engineering	The underdrains do not seem to work. There appears to be a bubble up across the street from the proposed inlet and the hydraulics do not seem to work. Please revise design to remove the underdrains.	Not Met
51.	Public Works - Engineering	No permanent structures such as walls (unless part of a drainage system) should be located in drainage or utility easements.	Not Met
52.	Public Works - Engineering	Please show how the roof drainage will be collected and routed to the pond. As shown a portion of the building may discharge offsite on the north roof side.	Not Met
53.	Public Works - Engineering	There are multiple issues with the drainage report. Staff does not agree with the type A soils based on the ground water table and overall soils. The Post TC needs to be 10 minutes. Please run the 100year storm to ensure that it does not breach the pond. Provide a recovery analysis. If a wall is used the horizontal infiltration rate is required to be reduced. The outfall will most likely not be allowed as this is a substandard drainage system and seems to bubble up so the underdrains will not work. Please revise the design and resubmit. Please revisit all parameters. Show all models. Note that the pond has to be modeled as CN 100 even if considered dry.	Not Met
54.	Public Works - Engineering	The silt fence as shown can not be installed without impacting sitework. Please revise the plans and or the silt fence accordingly.	Not Met
55.	Public Works -	The retaining wall can not be installed without impacting adjacent lot. Please revise the location of the retaining wall to be on this	Not Met

	Engineering	property.	
56.	Public Works - Engineering	Overall the plans do not meet County standards for drainage, access and traffic requirements. Please revise the plans to meet all County Requirements. Due to the number and nature of the comments additional comments will be possible on the resubmittal.	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 Works - Engineering	Jim Potter	jpotter@seminolecountyfl.gov	Corrections Required	Jim Potter 407 665 5764
Buffers and CPTED	Maya Athanas	mathanas@seminolecountyfl.gov	Corrections Required	(407) 665-7388
Planning and Development	Joy Giles	jgiles@seminolecountyfl.gov	Corrections Required	Joy Giles
Natural Resources	Sarah Harttung	sharttung@seminolecountyfl.gov	Corrections Required	Phone: 407-665-7391
Environmental Services	Paul Zimmerman	pzimmerman@seminolecountyfl.gov	No Review Required	Paul Zimmerman, PE (407) 665-2040
Public Safety - Addressing	Amy Curtis	acurtis@seminolecountyfl.gov	Approved	Amy Curtis 407-665-5191
Building Division	Jay Hamm	jhamm@seminolecountyfl.gov	Approved	

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:
2/20/23	The application fee allows two resubmittals. <i>Note: No resubmittal fee for small site plan</i>	Joy Giles, Jim Potter, Maya Athanas, Sarah, Harttung
<p>The application fee allows two resubmittals. For the third review, the resubmittal fees are:</p> <p><b>Major Revision: 50% of original application fee.</b>  <b>Minor Revision: 25% of original application fee.</b></p> <p>Summary of Fees: <a href="http://www.seminolecountyfl.gov/departments-services/development-services/planning-development/fee-information/fee-summary.stml">http://www.seminolecountyfl.gov/departments-services/development-services/planning-development/fee-information/fee-summary.stml</a></p> <p><b>NOTE:</b> Other fees may be due: see comments for any additional fees due for your development project. (example: Addressing fee)</p> <p>REQUIRED FOR THE SECOND (2ND) AND ALL SUBSEQUENT SUBMITTALS:</p>		

**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>



