

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

**Comment Document – Initial Submittal**

<b>PROJECT NAME:</b>	<b>LOT (14) WILLA SPRINGS BUILDING - SITE PLAN</b>	<b>PROJ #: 22-06000059</b>
APPLICATION FOR:	DR - SITE PLAN	
APPLICATION DATE:	11/18/22	
RELATED NAMES:	EP DAVE SCHMITT	
PROJECT MANAGER:	ANNE SILLAWAY (407) 665-7936	
PARCEL ID NO.:	24-21-30-508-0000-0140	
PROJECT DESCRIPTION	PROPOSED MEDICAL OFFICE	
NO OF ACRES	1.52	
BCC DISTRICT	1-Bob Dallari	
CURRENT ZONING	C-1	
LOCATION	SE OF TUSKAWILLA RD AND WILLA SPRINGS DR	
FUTURE LAND USE	COM	
SEWER UTILITY	SEMINOLE COUNTY UTILITIES	
WATER UTILITY	SEMINOLE COUNTY UTILITIES	
<b>APPLICANT:</b>	<b>CONSULTANT:</b>	
Dave Schmitt 12301 Lake Underhill Road Suite 241 ORLANDO FL 32828 (407) 207-9088 dsemailbox@dseorl.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.*

**State Permits that may be required:**

**AGENCY/DEPARTMENT COMMENTS**

No.	Group Name	Reviewer Comment	Status
1.	Buffers and CPTED	A landscape plan must be submitted. this plan must include a table with the following information for each buffer: (a) length of buffer; (b) required number of plant units per 100'; (c) plant unit selected; (d) number of each type of plant to be provided (i.e., canopy, understory, shrubs). Please see the examples provided in the "resources" folder.	Not Met
2.	Buffers and CPTED	Parking lot landscaping is required in accordance with SCLDC Sec. 30. 1292. Please include the calculation for this on the landscape plan and show them on the landscape drawing.	Not Met
3.	Buffers and CPTED	At this time, staff has determined a 0.2 opacity buffer is required on the north and south boundaries. This may change based on changes to proposal and further submittals. Show compliance by providing the landscape plan.	Not Met
4.	Buffers and CPTED	The proposed plant types, caliper size and height of plants used to satisfy buffer requirements must be included on the landscape plan.	Not Met
5.	Buffers and CPTED	The landscape plan must show compliance with the 40' landscape buffer easement. Show existing number of trees in the south buffer.	Not Met
6.	Building Division	Accessible parking and route, please provide all striping, signage and sloping details for the accessible parking spaces, access isle and route. 2020FBC Accessibility code.	Not Met
7.	Building Division	Fire separation distance, please label the east wall as 1 hour fire rated construction. 2020FBC Table 602	Not Met
8.	Environmental - Impact Analysis	Seminole County is the Water and Sewer service provider for this project. Capacity reservation will be required.	Not Met
9.	Natural Resources	Based on preliminary analysis, there may be endangered and threatened wildlife on the subject property. A threatened and endangered study along with a species of special concern survey will be required prior to final engineering or site plan approval. SCLDC 45.1(a)	Not Met
10.	Natural Resources	Show tree preservation procedures for construction and development. SCLDC 60.22(c)	Not Met
11.	Natural Resources	Show tree replacement table. An example has been uploaded to the Resources folder. Please do not include the 4 palm trees in the mitigation calculations. SCLDC 60.22(f)	Not Met
12.	Natural Resources	Show the required mix of tree species for tree replacement. SCLDC 60.4(h)	Not Met
13.	Planning and Development	Please include the following information on the cover sheet: The scale (not smaller than one (1) inch to fifty (50) feet) shall be designated and, where appropriate, the same scale should be used in drawing the site plan rather than varying the scale.	Not Met
14.	Planning and Development	Under the site data please place under maximum height what the proposed height of the building is going to be as well as the number of stories of the building.	Not Met
15.	Planning and Development	Show the F.F.E on the site plan.	Not Met

16.	Planning and Development	All setbacks for the site need to be stated under the site plan data as well as noted and called out on the site plan.	Not Met
17.	Planning and Development	Under open space calculations, please state what is being counted toward the open space and the acreage for each section of open space.	Not Met
18.	Planning and Development	Please provide location of fire lanes.	Not Met
19.	Planning and Development	Provide location of proposed driveway(s) and median cut(s). Provide internal traffic circulation plan, including directional arrows and signs to direct traffic flow. Show location of traffic-control signs and signalization devices.	Not Met
20.	Planning and Development	Show the complete parking calculation of how you got to the total number of parking spaces, based on the office Buildings use. One (1) space for each two hundred (200) square feet of gross floor area. The required parking space size is 10' x 20'.	Not Met
21.	Planning and Development	Show the dimensions of the building on the site plan.	Not Met
22.	Planning and Development	On the boundary survey please show the total acreage to show that the site plan total acreage is consistent with the boundary survey.	Not Met
23.	Planning and Development	Parcel ID needs to be placed under the site data information.	Not Met
24.	Planning and Development	Please provide a photometric plan showing where the site lighting is being placed on site as well as the height of the light poles from grade and the type of shielding that will be used to shield the light pollution since there is apartment behind the proposed site.  INFORMATION: A separate building permit will be required.	Not Met
25.	Planning and Development	Please state in a table format the 20% minimum of low water use plant material provided and maximum of 40% high water use plant material shown (Sec. 30.1229(a)(2)). Please provide this information on the landscape plans.	Not Met
26.	Planning and Development	Please state under the site data the number of employees.	Not Met

27.	Planning and Development	<p>Please provide irrigation plans- The Irrigation systems, when required, shall be designed to correlate to the organization of plants into zones as described in subsection (1) above. The water use zones shall be depicted on the irrigation plan and landscape plan. A temporary aboveground irrigation system may be used in areas where low water use zone trees and plant material are proposed. All permanent underground irrigation systems shall be automatic with cycling capacity and shall be designed to avoid irrigation of impervious surfaces. Irrigation systems shall be maintained to eliminate waste of water due to loss from damaged, missing or improperly operating sprinkler heads, valves, pipes, or controllers.</p> <p>Please make sure on the irrigation plans, shall be submitted showing a detailed layout and description of a permanent underground irrigation system providing one hundred (100) percent coverage of all landscaped areas. The irrigation plan shall include information such as sprinkler head type, pipe size, radius of throw, valve and backflow preventer and rain sensor device locations. (c)All water use zones shall be indicated on the landscape plan and irrigation plan. Turf areas shall be irrigated on separate zones from trees, shrubs and ground cover beds. A rain sensor device or switch shall be required on any newly installed automatic irrigation system to prevent irrigation during periods of sufficient rainfall. The use of low volume, emitter or target irrigation is preferred for trees, shrubs and ground cover. Significant irrigation overthrow onto impervious surfaces is prohibited. The use of irrigation systems shall comply with all water use restrictions imposed by law.</p>	Not Met
28.	Planning and Development	Please provide irrigation plans for the proposed site. If the landscaping is being irrigated by reclaimed water than it will need to be notated on the landscape plans and is exempt from the requirements of subsections 30.1229(a)(1), (a)(2) and (a)(3).	Not Met
29.	Planning and Development	Please provide landscape plans to show the required landscape buffers.	Not Met
30.	Planning and Development	Under site data please place the hours of operation for the non-residential use.	Not Met
31.	Planning and Development	Please show on the landscape plans the required landscaping between the building and parking lot per Sec. 30.1230 (5).	Not Met
32.	Planning and Development	Please show the in the parking island the landscaping and ground covering that will be provided on the landscape plan.	Not Met
33.	Planning and Development	Please show the loading area. Per Sec. 30.1224. - Off-street loading and unloading area requirements. On the same premises with every building, structure, or part thereof, erected and occupied for manufacturing, storage warehouse, food processing or wholesale distribution plant, goods display, department store, wholesale store, market, hotel, office, hospital, mortuary, laundry, dry cleaning, or other uses similarly involving the receipt of distribution by vehicles of materials or merchandise, there shall be provided and maintained on the lot adequate space for the maneuvering, standing, loading, and unloading services in order to avoid undue interference with public use of the streets or alleys. (a)Off-street loading and unloading space defined. An open, hard-surfaced area, other than a street or public way, the principal use of which is for standing, loading and unloading of motor trucks, tractors, and trailers. Such space shall not be less than twelve (12) feet in width, fifty-five (55) feet in length and fourteen (14) feet in height, exclusive of access aisles and maneuvering space.	Not Met

34.	Planning and Development	Please provide the location of the business sign and the dimension of the sign on the site plan.	Not Met
35.	Planning and Development	If the drainage easements will be used toward open space will there be any placement of benches around the easement? Please show the benches on the landscape plans.	Not Met
36.	Planning and Development	The 15' ingress/egress easement that shows the parking spaces encroaching into the 15' ingress/egress easement that is also considered a maintenance berm to maintain the 65' drainage area. Are you proposing to relocate the ingress/egress easement? Please advise. <b>INFORMATION: DURING THE PRE-APPLICATION THE AN INFORMATIONAL COMMENT WAS MADE ABOUT THE INGRESS/EGRESS EASEMENT. **The 15' Ingress &amp; Egress easement identified on the plat appears to be impeded by the parking and landscape islands on the concept plan that was provided by the applicant. The easement and/or area for maintenance of the drainage canal will need to be addressed with development. The Stormwater Drainage Easement document was emailed to the applicant.***</b>	Not Met
37.	Planning and Development	Will there be a loading zone provide for the medical office? Please advise if a loading zone will be added to the site.  Per Sec. 30.1224. - Off-street loading and unloading area requirements. On the same premises with every building, structure, or part thereof, erected and occupied for manufacturing, storage warehouse, food processing or wholesale distribution plant, goods display, department store, wholesale store, market, hotel, office, hospital, mortuary, laundry, dry cleaning, or other uses similarly involving the receipt of distribution by vehicles of materials or merchandise, there shall be provided and maintained on the lot adequate space for the maneuvering, standing, loading, and unloading services in order to avoid undue interference with public use of the streets or alleys.(a)Off-street loading and unloading space defined. An open, hard-surfaced area, other than a street or public way, the principal use of which is for standing, loading and unloading of motor trucks, tractors, and trailers. Such space shall not be less than twelve (12) feet in width, fifty-five (55) feet in length and fourteen (14) feet in height, exclusive of access aisles and maneuvering space.	Not Met
38.	Planning and Development	Please provide internal traffic circulation plan, including directional arrows and signs to direct traffic flow.	Not Met
39.	Planning and Development	A separate arbor permit will need to be filled out and uploaded in eplan since the site plan form was checked off.	Not Met
40.	Planning and Development	Where is the a/c unit being placed on site, on the ground or on the roof of the building. Please advise.  Per Sec. 30.1294 (a) - (a)Mechanical Equipment. (1) All roof, ground and wall mounted mechanical equipment (e.g., air conditioning condensers, heating units, electrical meters, irrigation pumps, ice machines and dispensers, outdoor vending machines, propane tanks, displays, and refilling areas) shall be screened from view from residential properties or public rights-of-way at ground level on the property line. Please show on the plans that it will not be visible for public rights of ways or from residential properties.	Not Met

41.	Public Safety - Addressing	(Development Name) What is the intended facility name? To avoid duplicate or similar names, the name by which a new development shall be legally known in the County, shall be submitted for compliance review to the Office of Emergency Management, Attn: Addressing (email: <a href="mailto:addressing@seminolecountyfl.gov">addressing@seminolecountyfl.gov</a> ). Addressing checks the proposed name against the Seminole County Property Appraiser facility & subdivision names along with project names that are on reserve within the County. The approved name shall be the only conspicuous name posted 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)	Not Met
42.	Public Safety - Addressing	The parcel ID (24-21-30-508-0000-0150) on the cover sheet does not match the indicated lot of the project site on the aerial nor in our addressing database. The indicated project site appears to point to parcel ID # 24-21-30-508-0000-0140. If the medical office is on Lot - 0140, please change your parcel ID on the Cover Sheet to 24-21-30-508-0000-0140. If parcel ID #24-21-30-508-0000-0150 is correct, please update the lot in the aerial.	Not Met
43.	Public Safety - Addressing	Will this building be single or multitenant?	Not Met
44.	Public Safety - Fire Marshal	<p>All the following items shall be acknowledged and added to the site plan sheets as noted:</p> <p>1) Fire department access roads shall be provided at the start of a project and shall be maintained throughout construction. (NFPA 1, 16.1.4).</p> <p>2) 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).</p> <p>3) 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).</p> <p>4) Fire flow testing shall be performed in accordance with NFPA 291, recommended practice for fire flow testing.</p> <p>5) 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, 18.5.7.6)</p> <p>Hydrant shall be marked with a blue reflector that is placed in the roadway in accordance with NFPA 1, chapter 18.5.10 (2018)</p>	Not Met
45.	Public Safety - Fire Marshal	Adequate water supply with needed fire flow calculations for fire protection (hydrants) shall be provided per chapter 18.4 of NFPA 1 (FFPC 7th ED, 2020). Fire flow testing shall be performed in accordance with NFPA 291, Recommended Practice For Fire Flow Testing. If no municipal water supply is available, onsite water storage will be required for fire protection.	Not Met
46.	Public Safety - Fire Marshal	When the access road is a dead end, in excess of 150 ft in length, an approved turn around for fire apparatus shall be provided (NFPA 1, 18.2.3.4 2018 ED)	Not Met

47.	Public Safety - Fire Marshal	Include turning radius analysis with plans. * Turning radius analysis based on the aerial truck Specifications. (Section 18.2.3.4.3. NFPA 1, 2018 Edition)  NOTE: Fire Truck Parameters: - Inside 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-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
48.	Public Safety - Fire Marshal	Provide the required needed fire flow calculations in accordance with Section 18.5 / table 18.5.5.2.1 of NFPA 1, 2018 Edition for the fire hydrants.	Not Met
49.	Public Safety - Fire Marshal	Provide yellow stripping for all fire department appliances such as fire hydrants and for fire department access lanes in accordance with NFPA 18.2.3.5 (2018)	Not Met
50.	Public Safety - Fire Marshal	Hydrant shall be marked with a blue reflector that is placed in the roadway in accordance with NFPA 1, chapter 18.5.10 (2018)	Not Met
51.	Public Safety - Fire Marshal	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.	Not Met
52.	Public Safety - Fire Marshal	Provide Fire Lane Signage per NFPA 1, 2018 ED, CH 18, 18.2.3.6.3 (Florida Specific)	Not Met
53.	Public Safety - Fire Marshal	NFPA 24, 5.2.1 Hydraulic calculations shall show that the main is able to supply the total demand at the appropriate pressure.	Not Met
54.	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 within 100 feet of the fire hydrant if standpipe system is provided. e)Any fire line charged by the FDC shall be DR-14 pipe. The only valve allowed in the FDC line is a check valve. All fire lines shall be inspected by the Fire Inspection Dept. before being covered.	Not Met
55.	Public Safety - Fire Marshal	If 'Not Met' comments are to be provided at final engineering, acknowledge as requirements upon final engineering in form of response letter.	Not Met
56.	Public Safety - Fire Marshal	Additional comments may be generated based on resubmittal.	Not Met
57.	Buffers and CPTED	Buffer information can be found here: <a href="http://www.seminolecountyfl.gov/core/fileparse.php/3295/urlt/buffering_booklet.pdf">http://www.seminolecountyfl.gov/core/fileparse.php/3295/urlt/buffering_booklet.pdf</a> Buffer regulations (SCLDC Part 67) can be found with the Municode link in the Resources Tab of your eplan task or the link provided below: <a href="https://www.municode.com/library/fl/seminole_county/codes/land_development_code?nodet=SECOLADECO_CH30ZORE_PT67LASCBU">https://www.municode.com/library/fl/seminole_county/codes/land_development_code?nodet=SECOLADECO_CH30ZORE_PT67LASCBU</a>	Informational
58.	Buffers and CPTED	Please refer to the SCLDC sections 30.1282 and 30.1284 on opacity and plant units.	Informational
59.	Building Division	All site lighting on Commercial parcels requires a building permit prior to commencement of work. This is a standalone permit separate from all other required permits.	Informational

60.	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
61.	Natural Resources	The site has favorable conditions for gopher tortoises. Please note new FFWCC rules pertaining to gopher tortoises and get any applicable state permits prior to construction.	Informational
62.	Natural Resources	All replacement trees shall be Florida Nursery grade Number 1 or better. SCLDC 60.23(b)	Informational
63.	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
64.	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
65.	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
66.	Planning and Development	IMPORTANT NOTE: Seminole County Land Development Code, Chapter 40, Sec. 40.14 and Sec 1.12 allows Site Plan approvals to be appealed to the BCC, therefore there must be a 30 day waiting period from the time the Site Plan is approved and any action is taken on that approval. If you wish to proceed with site work within the appeal period, you must sign a hold harmless agreement. You can find the form at this link: <a href="http://www.seminolecountyfl.gov/core/fileparse.php/3207/urlt/HoldHarmlessPendingAppeal.pdf">http://www.seminolecountyfl.gov/core/fileparse.php/3207/urlt/HoldHarmlessPendingAppeal.pdf</a>	Informational
67.	Planning and Development	INFORMATIONAL: You must submit a revision of your site plan based upon comments of the various reviewers. This will be your first revision. Two revisions are included in the site plan application fee.	Informational
68.	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
69.	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
70.	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
71.	Public Safety - Addressing	If this is for parcel 24-21-30-508-0000-0014, the building address proposed is 1048 WILLA SPRINGS DR.	Informational
72.	Public Safety - Addressing	(ADDRESS ASSIGNMENT) All building/unit number(s) shall be issued by the Seminole County Office of Emergency Management Addressing Office. SCLDC 90.5	Informational



73.	Public Safety - Addressing	(ADDRESS ASSIGNMENT) If this is single tenant, 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
74.	Public Safety - Addressing	There is an existing building on lot 15. (Address 1040 Willa Springs DR). Please clarify if this project is intended to be on parcel 24-21-30-508-0000-0140 instead.	Informational
75.	Public Safety - Addressing	Address and applicable fee will be determined in conjunction with a building permit and will be released to the public after the permit is issued.	Informational

### 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	Diane Gordon	dgordon@seminolecountyfl.gov	Corrections Required	407.665.2681
Public Works - Engineering		Provided under separate cover		
Public Safety - Addressing	Manny Cheatham	echeatham@seminolecountyfl.gov	Corrections Required	Manny Cheatham 407-665-5045
Environmental Services	Paul Zimmerman	pzimmerman@seminolecountyfl.gov	Approved	Paul Zimmerman, PE (407) 665-2040
Natural Resources	Sarah Harttung	sharttung@seminolecountyfl.gov	Corrections Required	Email (preferred): sharttung@seminolecountyfl.gov Phone: 407-665-7391
Environmental - Impact Analysis	Becky Noggle	bnoggle@seminolecountyfl.gov	Corrections Required	
Planning and Development	Annie Sillaway	asillaway@seminolecountyfl.gov	Corrections Required	407-665-7936
Buffers and CPTED	Maya Athanas	mathanas@seminolecountyfl.gov	Corrections Required	(407) 665-7388
Building Division	Tony Coleman	acoleman@seminolecountyfl.gov	Corrections Required	Please see not met and informational checklist items.

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:
1/5/2023	The application fee allows two resubmittals. <i>Note: No resubmittal fee for small site plan</i>	Annie, Diane, Manny, Sarah, Beck, Maya, Jim, Tony
<p>The application fee allows two resubmittals. For the third review, the resubmittal fees are:</p> <p>Major Revision: 50% of original application fee. Minor Revision: 25% of original application fee.</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> <p><b>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.</b></p> <p>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.</p> <p>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. <a href="http://www.seminolecountyfl.gov/departments-services/development-services/planning-development/electronic-plan-review/digital-signature.stml">http://www.seminolecountyfl.gov/departments-services/development-services/planning-development/electronic-plan-review/digital-signature.stml</a></p>		

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  
Casselberry

(407) 571-8000  
(407) 262-7700

[www.altamonte.org](http://www.altamonte.org)  
[www.casselberry.org](http://www.casselberry.org)

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>