

## SEMINOLE COUNTY GOVERNMENT

1101 EAST FIRST STREET, WEST WING  
SANFORD, FLORIDA 32771

### Comment Document – Initial Submittal

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 [HERE](#).

PROJECT NAME:	CATHCART FLEX SPACE - SITE PLAN	PROJ #: 25-06000057
APPLICATION FOR:	DR - SITE PLAN	
APPLICATION DATE:	12/09/25	
RELATED NAMES:	EP THOMAS SKELTON	
PROJECT MANAGER:	KAITLYN APGAR (407) 665-7377	
PARCEL ID NO.:	29-21-31-300-0100-0000	
PROJECT DESCRIPTION	PROPOSED SITE PLAN FOR 3 FLEX SPACE BUILDINGS ON 1.93 ACRES LOCATED ON THE SOUTH SIDE OF CONNECTION PT, NORTHWEST OF SR 426	
NO OF ACRES	1.93	
BCC DISTRICT	1: DALLARI	
CURRENT ZONING	PD	
LOCATION	ON THE SOUTH SIDE OF CONNECTION PT, NORTHWEST OF SR 426	
FUTURE LAND USE-	IND	
SEWER UTILITY	SEMINOLE COUNTY UTILITIES	
WATER UTILITY	SEMINOLE COUNTY UTILITIES	
<b>APPLICANT:</b>		<b>CONSULTANT:</b>
JOHN CATHCART TRADE CONNECTION FLEW SPACE 1056 WILLA SPRINGS DR WINTER SPRINGS FL 32708 (407) 629-2900 <a href="mailto:CATHCART01@YAHOO.COM">CATHCART01@YAHOO.COM</a>		THOMAS E SKELTON AMERICAN CIVIL ENGINEERING 207 N MOSS RD WINTER SPRINGS FL 32708 (407) 461-7334 <a href="mailto:TOMSKELTON468@GMAIL.COM">TOMSKELTON468@GMAIL.COM</a>

County staff members have reviewed the subject development project and offer the following comments. The comments below are a compilation of comments 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:**

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

## AGENCY/DEPARTMENT COMMENTS

	REVIEWED BY	TYPE	FILENAME	STATUS
1.	Buffers and CPTED	On page 005 Site Plan, the required buffers are ten (10) feet on the north side, five (5) feet on the west and east sides, and ten (10) feet on the south side. Please amend the values in the table and dimension the widths on this site plan page as well.		Unresolved
2.	Buffers and CPTED	On page 014 Landscape Plan, please dimension buffer widths on all sides in accordance with requirements of the DO.		Unresolved
3.	Buffers and CPTED	Based on the information provided, the land use intensity calculated for the site is VIII. This is subject to change if the FAR or any other values change and may require updates to required buffer plantings.		Info Only
4.	Buffers and CPTED	On page 0114 Landscape Plan, please state the buffer widths required per the DCA and dimension them on the plans.		Unresolved
5.	Buffers and CPTED	There should be one (1) plant unit group per 100 linear feet. Please update the landscape plans to reflect this.		Unresolved
6.	Buffers and CPTED	The buffer planting provided and required values appear to be inaccurate. Please see the resources folder for the values required and amend the plan accordingly. Feel free to reach out for clarification if needed about requirements per the DCA and the code.		Unresolved
7.	Buffers and CPTED	Please provide an irrigation plan. Please be sure it shows water use zones and is compliant with SSCLDC Sec. 30.14.16 <a href="https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_C_H30ZORE_PT14LASCBUOPSP_S30.14.16GEPRALLAAR">https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_C_H30ZORE_PT14LASCBUOPSP_S30.14.16GEPRALLAAR</a>		Unresolved
8.	Buffers and CPTED	When ten (10) or more trees are required to be planted, a mix of tree species shall be provided, at least one (1) of which shall be native to the Central Florida region. More than 41 trees require five (5) species. Please see SCLDC Sec. 30.14.16 (c) for more info <a href="https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_C_H30ZORE_PT14LASCBUOPSP_S30.14.16GEPRALLAAR">https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_C_H30ZORE_PT14LASCBUOPSP_S30.14.16GEPRALLAAR</a>		Unresolved
9.	Buffers and CPTED	Please provide parking landscaping in accordance with SCLDC Sec. 30.14.13. A total planting area of thirty (30) square feet per parking space shall be required and shall consist of one (1) canopy tree or two (2) understory trees per two hundred (200) square feet of required planting area. Please show this calculation on the plan as well. <a href="https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_C_H30ZORE_PT14LASCBUOPSP_S30.14.13PALOLA">https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_C_H30ZORE_PT14LASCBUOPSP_S30.14.13PALOLA</a>		Unresolved

10.	Building Division	- Standard building permitting will apply. - Separate permits are required for each building and structure. Example: each building, stand-alone structure, dumpster enclosure, signage, fence/ gate systems, access control, retaining walls, etc.....		Info Only
11.	Comprehensive Planning	The Future Land Use designation for this property is Industrial (IND). Please revise the notes on the plan to remove the statement that it is "Mixed Commercial/ Residential). Remove the "Proposed FLU" since this is not a FLU amendment. Only the applicable FLU should be stated..		Unresolved
12.	Comprehensive Planning	Please list the proposed uses. "Flex space" is not a use in the Seminole County Permitted uses table.		Unresolved
13.	Comprehensive Planning	The maximum FAR for the IND FLU is 0.65. Please revise the plan accordingly. If the PD requires a lesser FAR, you may state that under a separate note.		Unresolved
14.	Environmental - Impact Analysis	Seminole County is the Water and Sewer service provider for this project. Capacity reservation will be required.		Unresolved
15.	Environmental Services	On Sheet C6: Utility Plan, please provide a callout or detail for the crossing of the 6"/8" PVC water/fire main with the 24" RCP storm line, the crossing of the 6" PVC water/fire main with the 8" PVC gravity sewer main, the 2 crossings of the 6" PVC water/fire main with the 6" HDPE storm lines, the crossing of the 6" PVC water/fire line with the 15" RCP storm line, the 2 crossings of the 8" PVC gravity sewer main with the 6" HDPE storm lines, and the crossing of the 8" PVC gravity sewer main with the 24" RCP storm line.		Unresolved
16.	Environmental Services	On Sheet C11: Water Distribution Standard Details, please add the following standard details: SD 102 (if open-cut for water main connection), SD 108, SD 109, SD 111, SD 112, SD 113, SD 115, SD 201/SD 203 (depending on water master meter or DDCVA configuration), SD 204, SD 214 (if using a commercial meter bank), and SD 216.		Unresolved
17.	Environmental Services	On Sheet C12: Sanitary Sewer Standard Details, please add the following standard details: SD 304, SD 310, and SD 315. Additionally, ensure that our up-to-date standard details are used for future submittals. You can access these by following the instructions on the Seminole County Utilities Engineering website to access our latest details/standards: <a href="https://www.seminolecountyfl.gov/departments-services/utilities/utilities-engineering/utilities-details-standards.shtml">https://www.seminolecountyfl.gov/departments-services/utilities/utilities-engineering/utilities-details-standards.shtml</a>		Unresolved
18.	Environmental Services	On Sheet C10: Utility Standard Details, please remove SD 504 and SD 506 as reclaim irrigation is not available for this development. If irrigation with potable water is required, please provide an irrigation plan sheet for the future submittal.		Unresolved
19.	Environmental Services	On Sheet 1: Cover Sheet, please update our contact information to the following: SEMINOLE COUNTY UTILITIES ENGINEERING 500 W. LAKE MARY		Unresolved

		BLVD. SANFORD, FLORIDA 32773 PHONE: (407) 665-2024		
20.	Environmental Services	On Sheet C6: Utility Plan, please update the watermain connection callout to the following: WET TAP EXISTING 8" PVC WM WITH 8"X8" TAPPING SLEEVE AND VALVE. Update the valve callout to be 8" (not 6"). Also how are you proposing to make this connection on the other side of the road? Directional drill? Open cut? Dead end systems (not looped) with multiple fire hydrants are required to be 8" so as to ensure proper fire flow throughout the system. An 8"x6" reducer is permitted following the 8" tee feeding the first private hydrant with the remaining fire line being downsized to 6" to feed the second private fire hydrant.		Unresolved
21.	Environmental Services	On Sheet C6: Utility Plan, I would highly recommend replacing the BFP with master meter to be an 8" DDCVA instead so as to avoid the recurring monthly base fees of utilizing a large master meter. We can have this distribution system feeding the 2 onsite private fire hydrants be dedicated fire lines and run the water service connections separately. If you would like to have all of the flex space buildings to have their own water meters, we can implement a commercial meter bank upstream of the DDCVA/property line or we can have a slightly larger single water meter with multiple downstream service connections. Let me know if this is agreeable or if you would like to discuss options.		Unresolved
22.	Environmental Services	Please provide water demand calculations to justify the size of any water meters requested. These anticipated water demands can be submitted in the form of total proposed fixture counts (by fixture type) along with the manufacturers specified maximum operating flow (in gpm) for each fixture type. Please include separate water demands in the form of maximum operating flow (in gpm) for any hose bibbs or air conditioning units downstream of the water meter(s) as well.		Unresolved
23.	Environmental Services	On Sheet C6: Utility Plan, please update the callouts for the fire hydrants to specify them as private.		Unresolved
24.	Environmental Services	On Sheet C6: Utility Plan, please provide callouts for fittings on the water/fire main such as tees, bends, and reducers.		Unresolved
25.	Environmental Services	On Sheet C6: Utility Plan, please callout the locations of any proposed cleanouts and provide their respective inverts. I would recommend a clean out for each of the sewer service laterals.		Unresolved
26.	Environmental Services	On Sheet C6: Utility Plan, please update the force main connection callout to the following: WET TAP EXISTING 8" PVC FM WITH 8"X4" TAPPING SLEEVE AND VALVE. Additionally provide a callout for the 4" plug valve (see standard detail 315 for reference) and an aboveground combination air valve		Unresolved

		between the 4" plug valve and the 4" tapping valve (see standard detail 310 for reference). Please note that this 4" plug valve will serve as a boundary for public/private ownership of the FM so depending on its location, a utility easement on the property may be required. This appears like it will be the case due to how tight the FM is to the property line.		
27.	Environmental Services	On Sheet C6: Utility Plan, please provide a note that any publicly owned water main/force main will be DR18 C900 PVC (upstream of the water master meter/DDCVA and downstream of the 4" plug valve) and any publicly owned water service lines will be SDR 9 PE4710 Tubing (upstream of any commercial water meters. Since this information is not explicitly stated in the general notes.		Unresolved
28.	Natural Resources	Changemark Grading and trees The 26" oak tree on the east side of the proposed pond is unlikely to survive the proposed grading. This tree will need to be removed.	007 DRAINAGE PLAN.pdf	Unresolved
29.	Natural Resources	Specimen tree: Live oak, magnolia, bald cypress and longleaf pine trees twenty-four (24) inches DBH or greater. SCLDC Chapter 2		Info Only
30.	Natural Resources	Historic tree: Any live oak, bald cypress, or longleaf pine thirty-six (36) inches or greater DBH that is determined by Seminole County to be of such unique and intrinsic value to the general public because of its size, age, historic association or ecological value as to justify this classification. Prior to removal of any live oak, bald cypress, or longleaf pine thirty-six (36) inches or greater DBH, a report from a certified arborist must be submitted detailing the condition of the tree, if the condition of tree has a rating over 3 or above, the tree must be inspected by the Natural Resource Officer prior to removal. Any tree designated a Florida State Champion shall likewise be within this definition.		Info Only
31.	Natural Resources	Trees less than six (6) inches DBH and palm trees are exempt from arbor regulations. SCLDC 60.4(h)		Info Only
32.	Natural Resources	Barriers for the designated protected trees must be in place prior to any land clearing occurring near protected trees designated to remain. The property owner shall guarantee survival of retained or replacement trees for one (1) year from the issuance of a certificate of completion, or until the issuance of a certificate of occupancy on single-family residential lots. SCLDC 60.8(b)		Unresolved
33.	Natural Resources	Protective barriers shall be placed at points not closer than six (6) feet from the base of the tree or at the radius of distance of one (1) foot radius for every one (1) inch of diameter of tree or stand of trees, whichever is greater to a maximum of twenty four (24) feet from the center of the tree. If circumstances exist that require encroachment of the drip-line, the		Unresolved

		Development Services Director, or designee may use discretion in allowing the barriers to be placed closer to the tree trunk. No attachments or wires other than those of a protective or nondamaging nature shall be attached to any tree. SCLDC 60.8(c)		
34.	Natural Resources	Protective barriers shall consist of three (3) foot tall temporary fencing with posts spaced six (6) feet apart and linked together with brightly colored net fence fabric. SCLDC 60.8(d)		Unresolved
35.	Natural Resources	Impervious surfaces placed beneath the drip line of any preserved tree shall not exceed forty (40) percent of the drip-line area and shall not be placed closer than six feet from the trunk of any such trees without prior approval from the Development Services Director, or designee. SCLDC 60.8(f)		Info Only
36.	Natural Resources	All preserved trees shall have their natural soil level maintained. Tree wells and/or planter islands shall be provided, if necessary, to maintain the natural existing soil level of at least seventy-five (75) percent of the drip line. SCLDC 60.8(g)		Info Only
37.	Natural Resources	Replacement of non-specimen trees shall be based on a one-to-one ratio of the cumulative DBH of the trees to be removed to the cumulative caliper of the trees to be installed. Specimen trees shall be replaced on a two-to-one ratio of the cumulative caliper of the trees to be installed to the cumulative DBH of the trees removed. SCLDC 60.9(d)(1)		Info Only
38.	Natural Resources	No applicant may be required to replace more than ninety caliper inches per acre (prorated for fractional acres) for each development approval or permit, as the case may be, upon demonstration that the applicant has avoided the removal of protected trees to the maximum extent practicable. SCLDC 60.9(d)(1)		Info Only
39.	Natural Resources	Canopy trees used for replacement shall be a minimum of ten (10) feet in height and have a caliper no less than three (3) inches. SCLDC 60.9(d)(3)		Info Only
40.	Natural Resources	The cumulative DBH of specimen trees preserved on site shall count two (2) to one (1) toward meeting the total replacement requirement. SCLDC 60.9(d)(6a) The cumulative DBH of preserved non-specimen trees preserved on site shall count one (1) to one (1) toward meeting the total replacement requirement.		Info Only
41.	Natural Resources	If the Development Services Director determines that the number of trees to be planted is unfeasible, then the applicant can account for the remainder of the required caliper inches by paying \$125 per caliper inch into the Arbor Trust Fund. SCLDC 60.9(d)(8)		Info Only
42.	Natural Resources	When ten (10) or more trees are required to be planted on a site to meet the requirements of Chapter 60, a mix of trees shall be provided at least one (1) of which shall be native to the Central Florida Region and no single tree species may constitute more than fifty (50) percent of the trees planted. SCLDC 60.9(d)(9)		Info Only

43.	Natural Resources	Please provide a tree mitigation table. SCLDC 60.10 (b)(2f) Include the DBH and the species of the trees to be removed and the trees to be saved on site. Identify oaks to the species level. Coordinate with the reviewer if the applicant would like the trees identified in the field.		Unresolved
44.	Natural Resources	The review may include, but need not be limited to, a field check of the site and referral of the application for recommendations to other appropriate administrative departments or agencies. SCLDC 60.10(d)		Info Only
45.	Natural Resources	Clarify if additional trees will need to be removed within the eastern ROW.		Unresolved
46.	Natural Resources	Changemark Typo in tree name Clarify what species the palmer trees are.	007 DRAINAGE PLAN.pdf	Unresolved
47.	Natural Resources	Changemark Tree removal along boundary Silt fence placement may be adjusted in the field to protect trees scheduled to remain.	007 DRAINAGE PLAN.pdf	Unresolved
48.	Planning and Development	The previous approved DCA states that the three (3) proposed buildings are to be 12,600 sq. ft., two (2) buildings are to remain, and the total impervious is 51,968 sq. ft. This is inconsistent with the values proposed in the site plan. Due to this, it will be required to pursue a major PD amendment. This site plan cannot be approved until the PD amendment is complete or the values are adjusted to match the approved DCA. More information about what constitutes a major versus minor PD amendment can be found at SCLDC Sec. 30.8.5.8 and at the following link: <a href="https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_C_H30ZORE_PT8SPZODI_S30.8.5PDPLDE">https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_C_H30ZORE_PT8SPZODI_S30.8.5PDPLDE</a>  The application for a PD amendment can be found here: <a href="https://www.seminolecountyfl.gov/docs/default-source/pdf/rezone-land-use-amendment-ada.pdf?sfvrsn=83efa8b6_3">https://www.seminolecountyfl.gov/docs/default-source/pdf/rezone-land-use-amendment-ada.pdf?sfvrsn=83efa8b6_3</a>		Unresolved
49.	Planning and Development	On page 005 Site Plan, under project data, please provide the open space calculation. Please note, Stormwater retention ponds may be counted toward the minimum required open space area subject to the following criteria: (1)The pond shall be sodded or dressed with equivalent ground cover; and (2)The pond shall be accessible to all employees and visitors and shall be landscaped and configured in a manner that results in a visual amenity for the site and shall include aesthetic features or amenities such as benches and/or picnic tables. (3)For wet ponds, if reclaimed water is unavailable, then the pond shall be designed to be utilized for landscape irrigation. (4)For wet ponds, littoral zones of ponds shall be vegetated with emergent native vegetation to the maximum		Unresolved

		extent possible, provided that maintenance of the pond is not impeded. Plans shall be reviewed and approved by the Natural Resource Officer or designee.		
50.	Planning and Development	On page 005 Site Plan, the maximum FAR for the Industrial Future Land Use is 0.65. Please update accordingly.		Unresolved
51.	Planning and Development	Please notate on the Site Plan page somewhere that the existing southernmost building shall only be used as a storage facility and any other use than storage shall not be permitted for that structure in accordance with DO #07-20500007		Unresolved
52.	Planning and Development	On the Site Plan page, please amend the parking. Per the approved DO, there shall be a minimum of forty-two (42) parking spaces provided onsite.		Unresolved
53.	Planning and Development	On page 005 Site Plan, in the project data, please state the dimensions of the parking spots provided.		Unresolved
54.	Planning and Development	On page 005 Site Plan, please revise parking stall dimensions in accordance with Seminole County Land Development Code (SCLDC) Sec. 30.11.6. A minimum of twenty (20) percent of required off-street parking space shall consist of a minimum net area of two hundred (200) square feet with a minimum width of ten (10) feet and a minimum length of twenty (20) feet. Up to eighty (80) percent of spaces provided may have a minimum net area of one hundred sixty-two (162) square feet, a minimum width of nine feet (9), and a minimum length of eighteen feet (18).		Unresolved
55.	Planning and Development	Please provide bicycle parking in accordance with SCLDC Sec. 30.11.7.1 <a href="https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_C_H30ZORE_PT11PALORE_S30.11.7MIDEST">https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_C_H30ZORE_PT11PALORE_S30.11.7MIDEST</a> Please be sure to notate the number of spaces provided in the project data as well as depicting it on the plan.		Unresolved
56.	Planning and Development	Per the approved DO, the applicant shall construct a sidewalk along the frontage of the property. Is this being proposed? Please show on page 005 Site Plan.		Unresolved
57.	Planning and Development	Are there overhead utility lines? Please clearly label these on page 005 Site Plan for reference.		Unresolved
58.	Planning and Development	On page 005 Site Plan, please clarify what the use of the proposed buildings are aside from flex space. All proposed use/s should be in accordance with the Cathcart PCD DCA and associated DO. These documents are located in the resources folder for your reference.		Unresolved
59.	Planning and Development	On page 005 Site Plan, under the project data section, please remove reference to "proposed future land use" and update the "future land use" section to reflect "Industrial" only.		Unresolved
60.	Planning and Development	Is site lighting being proposed? If so, please provide a photometric plan. Please advise, illumination onto adjacent properties shall not exceed five-tenths (0.5)		Unresolved



		foot-candles. Any site lighting will also require a separate permit. Any site lighting should be compliant with SCLDC Sec. 30.15.1. <a href="https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_C_H30ZORE_PT15OULIRE_S30.15.1EXLIRE">https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_C_H30ZORE_PT15OULIRE_S30.15.1EXLIRE</a>		
61.	Planning and Development	On page 005 Site Plan, please provide dimensions of the existing building in the project data (including height) and please show the dimensions on the plan page.		Unresolved
62.	Planning and Development	On page 005 Site Plan, please provide dimensions in the project data for each building as well as proposed heights.		Unresolved
63.	Planning and Development	Approval for a PD (Planned Development) Major Amendment is obtained through a two-step process: 1st step- Approval of the PD (Planned Development) Rezone, which includes the new Master Development Plan (MDP) and amended Development Order. This process requires a public hearing before the Planning and Zoning (P&Z) Commission, followed by a public hearing before the Board of County Commissioners (BCC). The timeline may range between 4 to 6 months, depending on staff review timelines and Board agenda scheduling deadlines. (Per Sec. 30.8.5.6 (a) - the Applicant has 5 years from the date of approval of the Master Development Plan to submit for an FDP). 2nd step- Approval of the new Final Development Plan (FDP) and amended Developer's Commitment Agreement which is approved administratively. (Per Sec. 30.8.5.9 If Substantial Development has not occurred within 8 years of approval of the Master Development Plan, the entitlements expire, and a rezone shall be required).		Info Only
64.	Public Safety - Addressing	Please remove the reference to UNIT 200 AND UNIT 300, LOT 1 and LOT 52 and add the subject parcel number 29-21-31-300-0100-0000 and the adjacent parcel numbers 29-21-31-511-0000-2000 & 29-21-31-511-0000-3000 (east of subject parcel) & 29-21-31-508-0C00-0000 (west of subject property) to the Existing Conditions & Site Plan.		Unresolved
65.	Public Safety - Addressing	Remove ALL references to the address 2564 Connection Point, Oviedo Fl 32765 on ALL sheets. An address should not be labeled on these plans. The address once assigned, is required on the building permit plans.		Unresolved
66.	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		Info Only

		into the 911 database and used directly by the 911 communications call center. *Address numbers are to be permanently installed facing the street the structure is addressed to.		
67.	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)		Info Only
68.	Public Safety - Addressing	(POSTING) Commercial address numbers are to be a minimum of six (6) in height and one-half ( ) inch in width. SCLDC 90.5 (1)		Info Only
69.	Public Safety - Addressing	POSTING) For plazas and commercial type occupancies having multiple addresses, in addition to each building structure being properly posted, the range of the addresses shall be posted on the main plaza or occupancy sign, visible in both directions from the street. SCLDC SEC 90.5(6)		Info Only
70.	Public Safety - Addressing	(POSTING) Unit numbers shall be a minimum of 3" inches in height, posted above or aside all means of ingress/egress, clearly visible upon approach and clear of any obstruction such as awnings. SCLDC SEC 90.5(1) (2). * For unit/suite numbers, it is recommended to add the name unit or suite before the number. There have been cases where 911 received calls and is given the address with the unit/suite number as the main building number. This causes delays when that same number is used elsewhere on the street, as a main building number.		Info Only
71.	Public Safety - Addressing	(SITE/FLOOR PLAN) Developers of commercial sites with multiple occupants, tenants, or similar projects such as commercial office buildings, multi-residential apartments or plazas that have been approved through the Development Review process are required to coordinate individual addressing, prior to submitting building permits. This can be accomplished by providing Addressing (email: Addressing@seminolecountyfl.gov) a copy of the Development Review approved site plan and approval letter. The site plan is to indicate adjacent road names, entrance locations, parcel number, north arrow and a floor plan layout which indicates all possible tenant divisions for each floor of the building. This is to be submitted at least (10) working days prior to the submission of the building permit application package. The Addressing Office will propose and indicate on the floor plans, unit numbers for each tenant space. The proposed unit numbers are required to be placed on the plans and submitted with the building permit application package.		Info Only
72.	Public Safety - Addressing	(SITE/FLOOR PLAN) When submitting future site plans or building permits, please submit an existing		Info Only

		and proposed plan indicating and labeling on the plans all of the following: All structures existing or proposed on the parcel, description of use of the structure(s), parcel number of the property as well as the adjacent properties, posted address (es), street names, north arrow, drive aisles, front (main entry) and rear elevations of the building(s), where the work will take place within the building.		
73.	Public Safety - Addressing	(ADDRESS ASSIGNMENT) All building/unit number(s) shall be issued by the Seminole County 911 Administration, Addressing Office. SCLDC 90.5		Info Only
74.	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)		Info Only
75.	Public Safety - Addressing	(ADDRESS ASSIGNMENT) The existing address on the property, parcel 29-21-31-300-0100-0000 is 2564 Connection PT, Oviedo, FL 32765 . Please contact the E911 Administration, Addressing Office by email: addressing@seminolecountyfl.gov after demolition of the structure and we will remove the address from our database. This address will not be utilized for the three proposed new buildings.		Info Only
76.	Public Safety - Addressing	(ADDRESS ASSIGNMENT) Address and applicable fees for each tenant space will be determined at permitting upon the approved site plan. SCLDC 90.4(A) (C)		Info Only
77.	Public Safety - Addressing	(Development Name) Please submit a site plan name for review. Will there be a monument sign? 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 E911 Administration, Attn: Addressing (email:addressing@seminolecountyfl.gov). 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. Potential names will be reviewed during Site Plan or Preliminary Subdivision Plan. 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)), (Florida Statute 177.051)		Unresolved
78.	Public Safety - Addressing	(STREET SIGN/NAME) ****All Street Signs for the Development need to be installed and have passed Addressing Inspection prior to Building Permit		Info Only

		approval**** The street sign specs have been uploaded into the documents folder. As noted and commented to the Developer during the Development Review Process, it is the developer/owners responsibility to install all street signs for the development, prior to building permit approval. Street signs must be installed and inspected for all new developments, as the address for any type of building permit will be assigned to the internal street(s). (Seminole County Code of Ordinance / Chapter 40 - Building and Construction / Part 10. - Street Signs / Sec 40.231 Street signs/building permits.)		
79.	Public Safety - Addressing	(STREET SIGN/NAME) All street signs require cross blades with the names of the intersecting streets. As determined by E911 Addressing, the sign blades must have the approved street name/spelling, proper street designation and be placed in a location facing/fronting the correct street. No use of punctuation (hyphen, period, apostrophe) on street signs. If the street(s) are not built and permits are being submitted, signage can be placed at the main entry to the development and as roads are built, the street signs can be moved to their correct location. Contact E911 Administration, Addressing, email: addressing@seminolecountyfl.gov, after street signs are installed, as they require an inspection. Incorrect signs will be required to be corrected. For street sign requirements or questions, please contact Seminole County Traffic Engineering Division at 407-665-5677. Chapter 40.231 updated 4-27-2021 & SCLDC 90.6(A-L).		Info Only
80.	Public Safety - Addressing	(STREET SIGN/NAME) Prior to street name submittals, please review the uploaded attachment in the documents folder: Street Sign and Street Naming Info Combined, which explains how to select a street name. In addition, the street sign specs are also included in this document. SCLDC 90.6 (A-L)		Unresolved
81.	Public Safety - Addressing	(STREET SIGN/NAME) If an easement (singular or multiple) is accessed from a public street or another private easement and occupied by two or more structures, it constitutes a private road and is required to be named. SCLDC 90.7(A)		Unresolved
82.	Public Safety - Addressing	(STREET SIGN/NAME) Approved Street names will be placed on a reserved street name list and will be held until the project is approved or recorded. Prior to approval, the approved street names are required to be labeled on final Site Plans, Engineering Plans and Recorded plats. Once the project has been approved or recorded, the unused street names will be deleted from the list. If the plan approval expires, the street names shall require additional review and approval at the time of re-submittal. (Addressing Policy)		Unresolved
83.	Public Safety - Addressing	(STREET SIGN/NAME) This project will require 1 street name. Please submit proposed street names to E911 Administration, Addressing Office for approval.		Unresolved

		Email: addressing@seminolecountyfl.gov. The approved street name designations are as follows: Court, Cove or Point. (choose one).		
84.	Public Safety - Fire Marshal	Provide the required needed fire flow calculations in accordance with Section 18.4 and table 18.4.5.2.1 of NFPA 1 for the fire hydrants. The resulting fire flow shall not be less than 1000 GPM.		Unresolved
85.	Public Safety - Fire Marshal	Structures may require fire sprinkler system based on occupancy, commodity storage or lack of fire department access. The term flex space does not provide enough occupancy clarification for potential sprinkler requirements. Please clarify.		Unresolved
86.	Public Safety - Fire Marshal	If the building is sprinklered, 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)		Unresolved
87.	Public Safety - Fire Marshal	Point of service (POS) for automatic sprinkler system is not shown. POS must be indicated and designated in accordance with 633.102(24) State Statute. Point-of-service means the point at which the underground piping for a fire protection system, as defined in section 633.102(24), using water as the extinguishing agent becomes used exclusively for the fire protection system.		Unresolved
88.	Public Safety - Fire Marshal	NO PARKING Signage and yellow striping for all fire department appliances such as FDC's, fire hydrants and fire department lanes shall be provided in accordance with NFPA 1, 18.2.3.6.1		Unresolved
89.	Public Safety - Fire Marshal	Verify compliance with table 18.5.4.3 for maximum fire hydrant fire flow capacity distance to the building, and number of hydrants.		Unresolved
90.	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). The only valve allowed in the FDC line is a check valve. F). All fire lines shall be inspected by the Fire Inspection Dept. before being covered.		Unresolved
91.	Public Safety - Fire Marshal	Provide a fire test report and hydraulic graph for the proposed fire hydrants/water mains to ensure they will meet the requirements for the needed fire flow calculations for the structure.		Unresolved
92.	Public Safety - Fire Marshal	Include turning radius analysis with plans. * 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 100' Inside Cramp Angle: 40 Degrees Axle Track: 82.92 inches		Unresolved

		Wheel Offset: 4.68 inches Tread Width: 16.3 inches Chassis Overhang: 78 inches Additional Bumper Depth: 26 inches Front Overhang: 137.6 inches Wheelbase: 266 inches Overall length: 576 inches Calculated Turning Radius: Inside Turn: 25 ft. 4 in. Curb to Curb: 41 ft. 1 in. Wall to Wall: 48 ft. 1 in. Overall length: 48 ft If the area where the proposed turn around on the plans is for fire only, this area will require no parking signage and striping through out.		
93.	Public Safety - Fire Marshal	Additional comments may be generated based on resubmittal.		Unresolved
94.	Public Safety - Fire Marshal	*Provide type of commodity, ceiling height, storage height, and storage method and arrangements per NFPA 1, Chapter 34. Note: storage facilities may be required to provide additional fire protection.		Unresolved
95.	Public Safety - Fire Marshal	NFPA 1, Section 13.3.2.26.1.1 High-Piled Storage. An automatic sprinkler system shall be installed throughout all occupancies containing areas greater than 2500 ft <sup>2</sup> (232 m <sup>2</sup> ) for the high-piled storage of combustibles. 12000 for general storage		Unresolved
96.	Public Works - Engineering	Provide additional dimensioning of the site. There are multiple Radii that are not labeled. Dimension the pond so that it can be constructed. Better contour the pond.		Unresolved
97.	Public Works - Engineering	The structure top for STM-4 or the edge of pavement elevation (49.58') to the north of that is not correct. Please adjust so that drainage gets to the inlet. Adjust that toward the entrance so that as much drainage as possible is collected.		Unresolved
98.	Public Works - Engineering	There are concerns with the grading between the buildings and the property line. The site to the east drains into this site. The drainage cannot be blocked. Provide positive grading into the site. Will there be doors on the back of the buildings? Will there be stoops on the back of the building for the doors? Adjust grading to provide positive grading to the onsite drainage system.		Unresolved
99.	Public Works - Engineering	The grading around the existing masonry Garage and concrete pad will not make it into the onsite drainage system. Provide positive grading to the pond. Be careful with the staging of the pond to not flood back into the building(s).		Unresolved
100.	Public Works - Engineering	Please show the peak stage of the pond on the pond section(s) and on the plans.		Unresolved
101.	Public Works - Engineering	The grading on the survey does not seem to match what is shown on the plans. Provide actual surveyed structures and elevations from the survey on the grading plan. Verify the existing contours shown on the plans. This is onsite and directly offsite.		Unresolved
102.	Public Works - Engineering	The survey seems to show an outfall from the several sites though the ROW and between the sites on the east side. This outfall has to be maintained. This can be bypassed with a pipe sized to take those flows or have a swale bypass on this property as that is how it		Unresolved

		flows now. Revise accordingly.		
103.	Public Works - Engineering	The drainage report states that the required treatment volume is 0.847 Ac Ft. Please verify and revise accordingly.		Unresolved
104.	Public Works - Engineering	Please review the incremental volume of the pond. Verify accordingly. If onsite parking lot storage is proposed, then please show this information.		Unresolved
105.	Public Works - Engineering	The pond is required to have 1' of freeboard in the design storm. This is from the inside edge of the berm (elevation 50'). The freeboard can be reduced to 6" if the 100-year, 24-hour storm event does not stage out of the pond. The pond does not meet this requirement. Peak stage is 49.923. This is less than 0.1' in the design storm. This also will flood offsite with the current grading. Revise the drainage design and route the 100-year, 24-hour storm event for reference.		Unresolved
106.	Public Works - Engineering	The ADA path is not clear. Show the path across the drive aisle. Show at least a striped ADA path in front of the buildings.		Unresolved
107.	Public Works - Engineering	Due to the number and nature of the comments additional comments may be generated on the resubmittal.		Unresolved
108.	Public Works - Engineering	A SJRWMD permit or if qualifying 10/2 permit is required to be approved prior to preconstruction meeting.		Info Only
109.	Public Works - Engineering	There is concern with the outfall pipe into the pond being in a sump condition. Please consider an elliptical pipe and or dig out a portion of the pond to allow free discharge.		Unresolved
110.	Public Works - Impact Analysis	A Traffic Impact Study (TIS) may be required for this project if the new net external trip generation for the site generates more than 50 weekday peak hour trips based on the ITE Trip Generation Manual, 11th or 12th Edition. The TIS is to be prepared in accordance with the County's TIS Requirements for Concurrency guidelines. A methodology for the TIS is to be submitted in ePlan for review and approval prior to submittal of the TIS itself. Contact Mr. Arturo Perez, P.E. for requirements at (407) 665-5716 or via email to aperez07@seminolecountyfl.gov.		Info Only

### Agency / Department Reviewers 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	Contact	Status
Public Safety - Addressing	Amy Curtis	acurtis@seminolecountyfl.gov	407-665-5191	Corrections Required

Public Works - Engineering	Jim Potter	jpotter@seminolecountyfl.gov	407-665-5764	Corrections Required
Environmental Services	James Van Alstine	jvanalstine@seminolecountyfl.gov	407-665-2014	Corrections Required
Environmental - Impact Analysis	Becky Noggle	bnoggle@seminolecountyfl.gov	407-665-2143	Corrections Required
Planning and Development	Kaitlyn Apgar	kapgar@seminolecountyfl.gov	407-665-7377	Corrections Required
Public Safety - Fire Marshal	Matthew Maywald	mmaywald@seminolecountyfl.gov	407-665-5177	Corrections Required
Natural Resources	Sarah Harttung	sharttung@seminolecountyfl.gov	407-665-7391	Corrections Required
Comprehensive Planning	Maya Athanas	mathanas@seminolecountyfl.gov	407-665-7388	Corrections Required
Buffers and CPTED	Kaitlyn Apgar	kapgar@seminolecountyfl.gov	407-665-7377	Corrections Required
Public Works - Impact Analysis	Arturo Perez	aperez07@seminolecountyfl.gov	407-665-5716	No Review Required
Building Division	Phil Kersey	pkersey@seminolecountyfl.gov	407-665-7460	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:
1/15/2025	The application fee allows for the initial submittal plus two resubmittals. <i>Note: No resubmittal fee for small site plan</i>	Kaitlyn Apgar, Sarah Harttung, James Van Alstine, Matthew Maywald, Jim Potter, Amy Curtis, Maya Athanas, Becky Noggle
<p>The initial application fee allows for the initial submittal review plus two resubmittal reviews. For the fourth review and each subsequent review, the resubmittal fees are as follows:</p> <p>Major Review (3+ reviewers remaining) – 50% of original application fee</p> <p>Minor Review (1-2 reviewers remaining) – 25% of original application fee</p> <p>Summary of Fees: <a href="http://www.seminolecountyfl.gov/departments-services/development-">http://www.seminolecountyfl.gov/departments-services/development-</a></p>		



[services/planning-development/fee-information/fee-summary.stml](http://www.seminolecountyfl.gov/core/fileparse.php/3321/urlt/ePlanApplicantUserGuide.pdf)

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

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>