

SEMINOLE COUNTY GOVERNMENT1101 EAST FIRST STREET, WEST WING
SANFORD, FLORIDA 32771

PROJECT NAME:	HOT POD PIZZA - PRE-APPLICATION	PROJ #: 26-80000077
APPLICATION FOR:	DR - PRE-APPLICATION DRC	
APPLICATION DATE:	6/23/26	
RELATED NAMES:	EP MEGHAN RICHARDS	
PROJECT MANAGER:	ANNE SILLAWAY (407) 665-7936	
PARCEL ID NO.:	32-19-31-505-0C00-0260	
PROJECT DESCRIPTION	PROPOSED SITE PLAN FOR A PIZZA RESTAURANT ON 1.09 ACRES IN THE C-2 ZONING DISTRICT LOCATED ON THE NORTHEAST CORNER OF E SR 46 AND BRISSON AVE	
NO OF ACRES	1.09	
BCC DISTRICT	5: HERR	
CURRENT ZONING	C-2	
LOCATION	ON THE NORTHEAST CORNER OF E SR 46 AND BRISSON AVE	
FUTURE LAND USE-	COM	
APPLICANT:	CONSULTANT:	
MEGHAN RICHARDS HOT POD PIZZA CO, LLC 1700 IVYSIDE LN SANFORD FL 32771 (407) 212-9884	N/A	

Please be advised, these comments are intended to assist you in finding information that will enable you to prepare for your plan review. They are not intended to replace or exempt you from the applicable Codes and Ordinances as they pertain to your project. These comments are informational only and do not grant any approvals. Also be advised, from time-to-time Codes and Ordinances are amended and the comments provided only reflect the regulations in effect at the time of review.

PROTECT YOURSELF FROM FRAUDULENT INVOICES

Seminole County has received reports of fraudulent invoices targeting applicants in the Planning, Building Permitting, and Development Review processes. These invoices may appear professional and may use the County's logo, address, or terminology. However, they are not legitimate County communications. Seminole County never requests wire transfer payments for Planning or Building Permitting fees. All official fee invoices are issues through County online payment systems and can be verified by contacting the Development Services Department.

If you receive any invoice or payment request that appears suspicious or unfamiliar, contact the Planning Department at (407) 665-7371 or the Building Department at (407) 665-7050 prior to making any payment.

PROJECT MANAGER COMMENTS

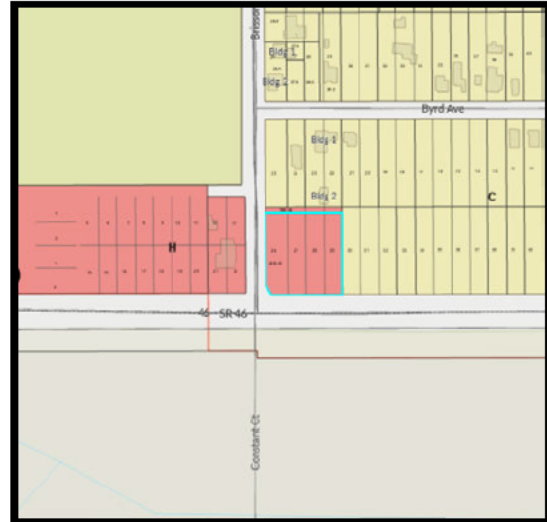
- The subject property has Commercial Future Land Use and C-2 (General Commercial) zoning.
- The subject property is not a parcel of record. To legalize the parcel, the Applicant will be required to complete the subdivision process.
- Once the parcel has been legalized, the Applicant will proceed with submitting a site plan application for the proposed pizza restaurant.

PROJECT AREA ZONING AND AERIAL MAPS

Zoning



Future Land Use



Aerial



AGENCY/DEPARTMENT COMMENTS

NO	REVIEWED BY	TYPE	STATUS
1.	Buffers and CPTED Annie Sillaway	Buffer information can be found here: https://www.municode.com/library/fl/seminole_county/code_s/land_development_code?nodeId=SECOLADECO_CH30_ZORE_PT67LASCBU	Info Only
2.	Buffers and CPTED Annie Sillaway	Please refer to the SCLDC sections 30.14.5 and 30.14.3.1 on opacity and plant groups.	Info Only
3.	Buffers and CPTED Annie Sillaway	Off-site trees do not count toward the landscape buffer requirements.	Info Only
4.	Buffers and CPTED Annie Sillaway	Due to overhead utility lines along Brisson and State Road 46 portion of the property, only understory trees and shrubs may be planted.	Info Only
5.	Buffers and CPTED Annie Sillaway	Buffers can overlap into a retention area.	Info Only
6.	Buffers and CPTED Annie Sillaway	A full buffer review will be done at time of site plan review.	Info Only
7.	Buffers and CPTED Annie Sillaway	For a complete Buffer Review Please provide the following with the site plan application: 1. Net buildable Area. 2. Hours of Operation. 3. Floor Area Ratio. 4. Impervious Surface Ratio. 5. Building Height in feet.	Info Only
8.	Building Division Daniel Losada	Separate permits are required for each building and standalone structures. Example: each building, standalone structure, dumpster enclosure, signage, fence/ gate systems, access control, retaining walls, etc...	Info Only
9.	Building Division Daniel Losada	Type of use and size of building may require fire sprinklers and fire alarms.	Info Only
10.	Building Division Daniel Losada	Food service establishments shall provide a minimum 750 gallon grease trap per Florida Administrative Code 64E-6.	Info Only
11.	Building Division Daniel Losada	All site alterations and upgrades must comply with the Florida Accessibility Code.	Info Only
12.	Comprehensive Planning David German	Site has a COM (Commercial) Future Land Use. Per Policy FLU 5.3.3 Commercial: The maximum intensity permitted in this designation is 0.35 floor area ratio. It appears there is existing residential development adjacent to the north of the proposed site. Per Policy FLU 5.3.3 Commercial: Commercial developments adjacent to existing residential neighborhoods should be developed as Planned Developments with a flexible site design to provide adequate buffers, maintain existing tree cover, allow for adequate and safe pedestrian and bicycle connections between the Planned Development and existing residential neighborhoods and maximize visual	Info Only

		compatibility with surrounding neighborhoods.	
13.	Comprehensive Planning David German	Site is located in the Sanford JPA (Joint Planning Agreement Area). A notice to the City of Sanford of any proposed development activity will be sent.	Info Only
14.	Environmental Services Maliha Rahman	This development is not within Seminole Countys utility service area. Please coordinate with Midway Canaan Utilities to service it. No review required.	Info Only
15.	Natural Resources Christina Seckinger	A 15-foot minimum, 25-foot average undisturbed upland buffer must be provided from all approved jurisdictional wetland boundaries. This will need to be shown, along with the wetland line, on the final site plan for approval.	Info Only
16.	Natural Resources Christina Seckinger	At site plan approval, a threatened and endangered species report will be required.	Info Only
17.	Planning and Development Annie Sillaway	INFORMATIONAL: County staff has reviewed the subject project based on the information you have provided to us and have compiled the following information for your use. Please be advised, these comments are intended to assist you in finding information that will enable you to prepare for your plan review. They are not intended to replace or exempt you from the applicable Codes and Ordinances as they pertain to your project. These comments are informational only and do not grant any approvals. Also be advised, from time to time Codes and Ordinances are amended and the comments provided only reflect the regulations in effect at the time of review. Seminole County Land Development Code: http://www.seminolecountyfl.gov/guide/codes.asp Seminole County Planning & Development: http://www.seminolecountyfl.gov/gm/	Info Only
18.	Planning and Development Annie Sillaway	On April 9, 2021, the north 15.5' of Lot 26A was removed from the parent parcel of Lot 26, so Lot 26 and Lot 26A are not parcels of record. The Applicant has two options in order to legalize the parcel they can buy back the 15.5' of the north portion and combine Lot 26A back into Lot 26 or if the 15.5' cannot be bought and combine into Lot 26 then the Applicant would be required to go through the subdivision process.	Info Only
19.	Planning and Development Annie Sillaway	The building setbacks for the C-2 (General Commercial) zoning district are: Front Yard: Twenty-five (25) feet , Rear yard Ten (10) feet, Side Yard: Zero (0) feet, Side Street Zero (0) feet.	Info Only
20.	Planning and Development Annie Sillaway	The proposed use of a restaurant is permitted in current C-2 (General Commercial) zoning district.	Info Only
21.	Planning and Development Annie Sillaway	The proposed project is subject to Site Plan Review Process: SCLDC Chapter 40. Information can be found at: http://cdn.seminolecountyfl.gov/departments-services/development-services/planning-development/development-processes-	Info Only

		requirements/index.shtml	
22.	Planning and Development Annie Sillaway	The subject property is subject to Subdivision Review Process: SCLDC Chapter 35. Information can be found at: http://cdn.seminolecountyfl.gov/departments-services/development-services/planning-development/development-processes-requirements/index.shtml	Info Only
23.	Planning and Development Annie Sillaway	Parking and landscaping requirement can be found in SCLDC Part 64 Chapter 30. Parking requirements for the restaurant are: Food and Beverage (free-standing): 5 spaces / 1,000 sq. ft.	Info Only
24.	Planning and Development Annie Sillaway	Tree removal and replacement standards are addressed with the Site Plan serving as the arbor permit. An Arbor Permit shall be required for removal of any trees 3 in. diameter or above. The Ordinance encourages a minimum 25% of the existing trees and any specimen tree 20 inches and over to be retained. (Chapter 60.)	Info Only
25.	Planning and Development Annie Sillaway	If outdoor lighting is proposed, a photometric plan may be required. Please refer to Sec. 30.15.1 for the lighting requirements in the Seminole County Land Development Code.	Info Only
26.	Planning and Development Annie Sillaway	A 15-foot minimum, 25-foot average undisturbed upland buffer shall be provided from all approved jurisdictional wetland boundaries.	Info Only
27.	Planning and Development Annie Sillaway	Conservation easements, dedicated to Seminole County, will be required over the wetlands and required buffers.	Info Only
28.	Planning and Development Annie Sillaway	Per Sec. 30.11.7 (a) Hours of operation. Non-residential uses with after-hour deliveries or service for late-night customers can generate noise and light during evening hours which may adversely impact adjoining residences. When these activities occur on the side of a building site adjoining residences, the hours of operation may be limited during the development approval process to any combination of hours between 7:00 a.m. and 11:00 p.m. as determined on a case-by-case basis by the Planning Manager prior to issuance of any building permit for new construction, a building addition, or a change in use; provided that in no event shall the Development Services Director limit the hours of operation to less than twelve (12) consecutive hours. In the case of a rezoning to Planned Development (PD), the Board of County Commissioners shall make the appropriate findings for such limitations.	Info Only
29.	Planning and Development Annie Sillaway	Sec. 30.11.7.3 General Bicycle Parking Requirements. (a) Bicycle parking shall consist of short-term bicycle parking and long-term bicycle parking as required. (1) Short-term bicycle parking is generally intended to be used for less than two hours. Typical uses include visitors and customers of retail, restaurants, or medical offices. Short-	Info Only

		term bicycle parking may include outdoor bicycle parking spaces and bicycle racks not protected from the weather. Short-term bicycle parking should be easily located and accessible to first-time visitors. (2) Long-term bicycle parking is generally intended for use for four (4) or more hours. Typical users include residents and employees. Long-term bicycle parking must be in a format intended to provide security for longer term usage such as bicycle lockers, restricted access fenced areas or rooms, or continuously monitored indoor spaces. Where feasible, long-term parking spaces should be covered. Areas provided inside of multi-story office buildings for employees and visitors counted as long-term bicycle parking must be accompanied by an approved bicycle plan showing the access route and describing operational hours and security measures. Restaurant (free-standing) Long-Term: 1:25,000 sf, Short-Term: 1:7,500 sf (minimum 4)	
30.	Planning and Development Annie Sillaway	The maximum allowable building height is 35 feet.	Info Only
31.	Planning and Development Annie Sillaway	If a dumpster is being proposed at the time of the site plan review, a screen enclosure is required as per Sec. 30.14.15.	Info Only
32.	Planning and Development Annie Sillaway	Parking requirements can be found in SCLDC, Part 11 Chapter 30. 30.11.6.2, Dimensional requirements of off-street parking spaces. (a) Except where otherwise specified in this Code or Federal or State law, 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, exclusive of access drives or aisles thereto. (b) Up to eighty (80) percent of spaces provided may have a minimum net area of one hundred and sixty-two (162) square feet, a minimum width of nine feet (9), and a minimum length of eighteen feet (18). Parallel parking spaces may be reduced to nine feet (9) in stall width.	Info Only
33.	Planning and Development Annie Sillaway	At the time of site plan review the Applicant will be required to meet the sign requirements under Sec. 30.13.3.	Info Only
34.	Planning and Development Annie Sillaway	The C-2 (General Commercial) zoning district requires a minimum of twenty-five (25) percent open space. Please refer to Sec. 30.14.2 for the open space requirements.	Info Only
35.	Planning and Development Annie Sillaway	The subject site has a Commercial Future Land Use designation which allows a maximum Floor Area Ratio (F.A.R.) of 0.35. Net buildable definition: Within all other areas of Seminole	Info Only

		County, the total number of acres within the boundary of a development, excluding areas devoted to road rights of way, transmission power line easements, natural lakes and wetlands or flood prone areas. F.A.R. Definition: The floor area ratio (FAR) is the relationship between the total usable floor area of the building and the total net buildable area of the lot on which the building stands.	
36.	Planning and Development Annie Sillaway	Subdivision process: Step 1 – Preliminary Subdivision Plan: If the subject property is being subdivided, a Preliminary Subdivision Plan must be submitted for technical review and approval by the Planning and Zoning Commission. Step 2 – Final Plat: If the subject site is being subdivided, the Final Plat must be submitted and reviewed by staff and approved by the Board of County Commissioners as a consent agenda item.	Info Only
37.	Public Safety - Fire Marshal Matthew Maywald	Type of use and size of building may require fire sprinklers and fire alarms.	Info Only
38.	Public Safety - Fire Marshal Matthew Maywald	Adequate water supply with fire flow calculations for fire protection (hydrants) shall be provided per section 18.3 and 18.4 of NFPA 1.	Info Only
39.	Public Safety - Fire Marshal Matthew Maywald	Fire department access road shall have an unobstructed width of not less than 20 ft in accordance with the specifications of NFPA 1, Section 18.2.3.5.1.1	Info Only
40.	Public Safety - Fire Marshal Matthew Maywald	"All the following items shall be acknowledged and added to the site plan sheets as note: 1.Fire department access roads provided at the start of a project and shall be maintained throughout construction. (NFPA 1, 16.1.4). 2.A second entrance/exit might be required per AHJ if the response time for emergency is exceeded per NFPA 1, Section 18.2.3.3 Multiple Access Roads. 3.A water supply for fire protection, either temporary or permanent, shall be made available as soon as combustible material accumulates. This applies to both commercial and residential developments. (NFPA 1, 16.4.3.1). 4.Where underground water mains and hydrants are to be provided, they shall be installed, completed, and in service prior to construction work. (NFPA 1, 16.4.3.1.3). 5.Fire flow testing shall be performed in accordance with NFPA 291, recommended practice for fire flow testing. 6.A 36 in. clear space shall be maintained around the circumference of fire hydrants and a clear space of not less than 60 in. (1524 mm) shall be provided in front of each hydrant connection having a diameter greater than 21/2 in. NFPA 1, 18.5.7. 7.Hydrant shall be marked with a blue reflector in the	Info Only

		roadway in accordance with NFPA 1, chapter 18.5.10. 8.Access to gated Subdivisions or Developments shall provide Fire Department access through an approved SOS and Seminole County Knox Key Switch. NFPA 1, 18.2.2.2"	
41.	Public Works - Engineering Andrew Broxton	The proposed project is located within the Midway drainage basin.	Info Only
42.	Public Works - Engineering Andrew Broxton	Based on SCS Soil Survey GIS overlays, the site generally has poorly drained hydric soils.	Info Only
43.	Public Works - Engineering Andrew Broxton	The drainage for the site is not clear. An appropriate outfall will need to be demonstrated or the site will have to hold one of the following as applicable; The entire 25-year, 24-hour storm event volume if the site is not land locked or entire 100-year, 24-hour storm event onsite without discharge if it is determined to be land locked.	Info Only
44.	Public Works - Engineering Andrew Broxton	Based on 1 ft. contours, the topography of the site appears to slope north east.	Info Only
45.	Public Works - Engineering Andrew Broxton	A detailed drainage analysis will be required at final engineering.	Info Only
46.	Public Works - Engineering Andrew Broxton	A permit from the St. John's River Water Management District or Florida Department of Environmental Protection is generally required for projects with more than 5,000 sq. ft. of new impervious or 4,000 sq. ft. of new building for a total of 9,000 sq. ft. of new impervious surface. For more information see www.sjrwmd.com .	Info Only
47.	Public Works - Engineering Andrew Broxton	A National Pollutant Discharge Elimination System (NPDES) Permit is required for all projects that disturb greater than one acre.	Info Only
48.	Public Works - Engineering Andrew Broxton	Access driveway from Brisson Ave must have at least 200' of separation from SR-46.	Info Only
49.	Public Works - Engineering Andrew Broxton	ADA parking and access must be shown at site plan review.	Info Only
50.	Public Works - Impact Analysis Arturo Perez	A Traffic Impact Study (TIS) will be required based on this project's Land Use (i.e., fast food restaurant) per the Seminole County's Traffic Impact Study (TIS) Guidelines dated 12-18-2025, section 2.0. *** VERY IMPORTANT***: A Methodology document for the TIS must 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

DEPARTMENT PROJECT STATUS AND CONTACT

This section shows the reviewers of this project from the various departments.

DEPARTMENT	STATUS	REVIEWER
Public Works - Impact Analysis	Review Complete	Arturo Perez 407-665-5716 aperez07@seminolecountyfl.gov
Buffers and CPTED	Review Complete	Annie Sillaway 407-665-7936 asillaway@seminolecountyfl.gov
Public Safety - Fire Marshal	Review Complete	Matthew Maywald 407-665-5177 mmaywald@seminolecountyfl.gov
Planning and Development	Review Complete	Annie Sillaway 407-665-7936 asillaway@seminolecountyfl.gov
Public Works - Engineering	Review Complete	Andrew Broxton 407-665-0311 abroxton@seminolecountyfl.gov
Comprehensive Planning	Review Complete	David German 407-665-7386 dgerman@seminolecountyfl.gov
Environmental Services	Review Complete	Maliha Rahman 407-665-2033 mrahman@seminolecountyfl.gov
Public Works - County Surveyor	Review Complete	Raymond Phillips 407-665-5647 rphillips@seminolecountyfl.gov
Building Division	Review Complete	Daniel Losada 407-665-7468 dlosada@seminolecountyfl.gov
Natural Resources	Review Complete	Christina Seckinger 407-665-7391 cseckinger@seminolecountyfl.gov

RESOURCE INFORMATION

Seminole County Land Development Code:

https://library.municode.com/fl/seminole_county/codes/land_development_code

Seminole County Comprehensive Plan:

<http://www.seminolecountyfl.gov/departments-services/development-services/planning-development/codes-regulations/comprehensive-plan/index.stml>

Development Services:

<http://www.seminolecountyfl.gov/departments-services/development-services/>

Seminole County Property Appraiser Maps:

<https://map.scpafl.org/>

Seminole County Wetland Information:

<http://www.seminolecountyfl.gov/departments-services/development-services/planning-development/forms-applications-resources/wetl-dock-information.stml>

Wekiva Consistency form:

<https://www.seminolecountyfl.gov/docs/default-source/pdf/WekivaRiverAreaConsistencyFormNovember2024ADA.pdf>

FEMA LOMR (Letter of Map Revision):

www.fema.gov

Cities:

Altamonte Springs	(407) 571-8150	www.altamonte.org
Casselberry	(407) 262-7751	www.casselberry.org
Lake Mary	(407) 585-1369	www.lakemaryfl.com
Longwood	(407) 260-3462	www.longwoodfl.org
Oviedo	(407) 971-5775	www.cityofoviedo.net
Sanford	(407) 688-5140	www.sanfordfl.gov
Winter Springs	(407) 327-5963	www.winterspringsfl.org

Other Agencies:

Florida Dept of Transportation	FDOT		www.dot.state.fl.us
Florida Dept of Enviro Protection	FDEP	(407) 897-4100	www.dep.state.fl.us
St. Johns River Water Mgmt Dist	SJRWMD	(407) 659-4800	www.sjrwmd.com
Health Department	Septic	(407) 665-3605	www.floridahealth.gov

Other Resources:

Flood Prone Areas	www.seminolecountyfl.gov/gm/building/flood/index.aspx
Watershed Atlas	www.seminole.wateratlas.usf.edu