

SEMINOLE COUNTY GOVERNMENT
1101 EAST FIRST STREET, WEST WING
SANFORD, FLORIDA 32771

Comment Document – Initial Submittal

PROJECT NAME:	THE GARDENS AT WEKIVA - SITE PLAN	PROJ #: 25-06000058
APPLICATION FOR:	DR - SITE PLAN	
APPLICATION DATE:	12/12/25	
RELATED NAMES:	EP SHAWN ELLER	
PROJECT MANAGER:	ANNE SILLAWAY (407) 665-77936	
PARCEL ID NO.:	03-21-29-300-0080-0000	
PROJECT DESCRIPTION	PROPOSED SITE PLAN FOR A PARKING LOT AND DRIVEWAY ON 1.35 ACRES LOCATED ON THE SOUTH SIDE OF WEKIVA	
NO OF ACRES	1.35	
BCC DISTRICT	3-Lee Constantine	
CURRENT ZONING	OP	
LOCATION	ON THE SOUTH SIDE OF WEKIVA SPRINGS RD, WEST OF WEKIVA SPRINGS LN	
FUTURE LAND USE-	OFF	
SEWER UTILITY	NA	
WATER UTILITY	SEMINOLE COUNTY UTILITIES	
APPLICANT:	CONSULTANT:	
SHAWN ELLER 385 WEKIVA SPRINGS RD LONGWOOD FL 32779 (407) 924-5864 SELLER11@CFL.RR.COM	DUSTIN CULVER CULVER ENGINEERING 2064 FARNHAM DR OCOEE FL 34761 (407) 576-2065 DUSTIN@CULVERENGINEERINGLLC.COM	

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/urll/ePlanApplicantUserGuide.pdf>

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

State Permits that may be required:

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

AGENCY/DEPARTMENT COMMENTS

NO.	REVIEWED BY	TYPE	STATUS
1.	Buffers and CPTED Annie Sillaway	In order to do an accurate buffer review for the use of group living facility, please provide the following information: Impervious Surface Ratio, Height (feet), Floor Area Ratio.	Unresolved
2.	Buffers and CPTED Annie Sillaway	Based on staff's preliminary buffer analysis, the applicant may be required to provide a 0.4 opacity buffer along the northwest and southeast portions of the site. Once the applicant submits the necessary information, staff will reassess the buffer requirements for the subject property.	Unresolved
3.	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
4.	Buffers and CPTED Annie Sillaway	Off-site trees do not count toward the landscape buffer requirements.	Info Only
5.	Buffers and CPTED Annie Sillaway	Due to overhead utility lines along the northwest portion of the property, only understory trees and shrubs may be planted.	Info Only
6.	Buffers and CPTED Annie Sillaway	Per Sec. 30.14.15. Screening: Mechanical equipment, refuse areas, and utilities visible from residential properties or public rights-of-way must be screened in accordance with this section. Please demonstrate that the location of the mechanical uses on site are meeting this code requirement.	Unresolved
7.	Buffers and CPTED Annie Sillaway	Additional comments may follow after the site plan is resubmitted.	Info Only
8.	Building Division Phil Kersey	Standard building permitting will apply. - Each building, and/ or stand-alone structure requires a separate permit. Example: dumpster enclosure, retaining walls, sign, or any stand-alone structure.	Info Only
9.	Building Division Phil Kersey	Due to configuration of drive isle, and location of parking spots, the drive isle is considered a walking surface. Pursuant to section 1015 of the FBC, and due to the change in elevation along the drive isle/ walking path and edge of retention area being greater than 30" a guard rail system must be provided and shown on plans. - A separate permit is required for this element.	Unresolved
10.	Comprehensive Planning Maya Athanas	Please list the Future Land Use designation of Office on the overall site plan.	Unresolved
11.	Comprehensive Planning Maya Athanas	Please provide the Floor Area Ratio (FAR) on the overall site plan. The max allowed is 0.35.	Unresolved

12.	Environmental Services James Van Alstine	On Sheet C-1.0: Cover Sheet, please update the utility providers to specify that Seminole County Utilities will be the water provider and Sunshine Water Services will be the wastewater provider. No reclaim irrigation is available at your location. Also, please update Seminole County's utility contact information to the following: SEMINOLE COUNTY UTILITIES DEPARTMENT 500 W LAKE MARY BLVD SANFORD, FL 32773 PHONE: (407) 665-2014	Unresolved
13.	Environmental Services James Van Alstine	On Sheet C-3.0: PGD & Utility Plan, please update the callout for the wet tap to specify the use of an 8"x1-1/2" service saddle and an 1-1/2" corporation stop (not a tapping sleeve and valve). Specify that the water service line between the corporation stop and the water meters will be SDR 9 PE4710 tubing. Provide callouts where the double water meter set will be located (preferably in the right of way next to the property line so no utility easement is required). The water and irrigation meters for this development will be two 5/8"x3/4" meters. Only the irrigation meter will require a backflow preventer (typically a RPZ back flow preventer not a DDCVA) on the private side of the property line immediately adjacent to the right of way/irrigation meter. Please refer to Seminole County standard details 206, 208, and 210 for reference on typical construction.	Unresolved
14.	Environmental Services James Van Alstine	On Sheet C-3.0: PGD & Utility Plan, please understand that the wastewater service (lift station) is connected to Sunshine Water Services so their standard details/requirements must be met, but I would recommend installing an outside drop connection for the NW invert since the internal drop across the manhole is currently proposed to be 2.9 ft which is not standard. The max drop across a manhole should be no more than 2 ft. So, the drop connection for the NW invert should be at 43.20 ft or lower to meet the minimum requirements. See Seminole County standard detail 305 outside drop installation for reference.	Unresolved
15.	Environmental Services James Van Alstine	On Sheet C-3.0: PGD & Utility Plan, please provide a detail or profile for the crossing of the proposed 8" HDPE storm with the proposed 8" PVC gravity sewer main as well as the crossing of the proposed 8" HDPE storm with the existing 8" PVC water main so that I can assess if minimum separation requirements are met.	Unresolved
16.	Environmental Services James Van Alstine	On Sheet C-4.0: Site & Utility Details, please remove standard details 203 and 221. Please add standard details 206, 208, and 210, 302. Please note that any sewer related details/standards should be swapped for the respective Sunshine Water Services detail/standards since they will be the sewer provider for this	Unresolved

		development, not Seminole County.	
17.	Environmental Services James Van Alstine	On Sheet IR-01: Irrigation Site Plan, please update the irrigation meter to be a 5/8"x3/4" meter (not a 1" water meter). Our 5/8"x3/4" meters can provide a peak flow rate of 15 gpm which appears to satisfy the requirements of your proposed irrigation system (5.92 gpm).	Unresolved
18.	Natural Resources Sarah Harttung	An 18" pine, 36" oak, and a 30" oak are shown to be removed on the erosion control plan, but the landscape plan does not account for these removals. Identify the oaks to the species level (laurel, live, water, etc) for replacement calculation purposes.	Unresolved
19.	Natural Resources Sarah Harttung	Replace the magnolias with an understory tree for the frontage landscaping. Canopy trees may not be planted under power lines.	Unresolved
20.	Natural Resources Sarah Harttung	Replace the oak tree on the northeastern property line with an understory species, or no tree at all. The planting strip is only 5 feet wide. Oaks need a minimum of 8-10 feet.	Unresolved
21.	Natural Resources Sarah Harttung	The chinaberry tree at the rear of the home must be removed during site construction. There is no replacement required for invasive species.	Unresolved
22.	Natural Resources Sarah Harttung	Show the drip line of the preserved pine tree. 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)	Unresolved
23.	Natural Resources Sarah Harttung	Show how the natural grade will be preserved around the preserved pine tree. 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)	Unresolved
24.	Planning and Development Annie Sillaway	The Applicant must submit a revision of your Final Engineering Plans based upon comments of the various reviewers.	Info Only
25.	Planning and Development Annie Sillaway	Sunshine water is the utility provider for water and sewer. Please submit a letter from Sunshine Water stating the utility plan is approved and they will provide service to the site prior to the issuance of the site construction permit, including approval of the irrigation plan.	Unresolved
26.	Planning and Development Annie Sillaway	On the site plan, please state the perimeter boundary dimension of the subject property.	Unresolved
27.	Planning and	On the site plan under the site data, please provide the	Unresolved

	Development Annie Sillaway	<p>required and proposed building setbacks for the OP (Office) zoning district.</p> <p>OP (Office) building setbacks are:</p> <p>Front: Twenty-five (25) feet</p> <p>Side: Zero (0) feet</p> <p>Rear: Ten (10) feet</p>	
28.	Planning and Development Annie Sillaway	Please provide a signed and sealed boundary survey of the subject property.	Unresolved
29.	Planning and Development Annie Sillaway	On the site plan under the site data table, please provide the existing Future Land Use of the subject site.	Unresolved
30.	Planning and Development Annie Sillaway	On the site plan, please show all easements (i.e. drainage, utility, landscape, access) and have them dimensioned.	Unresolved
31.	Planning and Development Annie Sillaway	On the site plan under the site data table, please provide the maximum allowable Floor Area Ratio (F.A.R.) and the proposed F.A.R. for the subject property.	Unresolved
32.	Planning and Development Annie Sillaway	On the site plan under the site data table, please provide the maximum allowable building height and the existing building height.	Unresolved
33.	Planning and Development Annie Sillaway	On the site plan under the site data table, please provide the required and proposed open space. The required open space in the OP (Office) zoning district is twenty-five (25) percent.	Unresolved
34.	Planning and Development Annie Sillaway	On the site plan under the site data table, provide the pervious calculation.	Unresolved
35.	Planning and Development Annie Sillaway	<p>On the site plan, please show the required short and long term bicycle parking for Residential Facility, Assisted Living - Short-term: 1 per 5 employees and Long-term: 1 per 5 employees.</p> <p>Per Sec. 30.11.7.3 General Bicycle Parking Requirements.</p> <p>(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-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</p>	Unresolved

		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.(b)Covered bicycle parking is encouraged wherever the design of the building or use being served accommodates such facilities.	
36.	Planning and Development Annie Sillaway	On the site plan under the site data table, please note the minimum parking stall size.	Unresolved
37.	Planning and Development Annie Sillaway	On the site plan under the site data table, please provide the hours of operation for the community residential home.	Unresolved
38.	Planning and Development Annie Sillaway	On the site plan, please show the location of the proposed sign on site (if, applicable).	Unresolved
39.	Planning and Development Annie Sillaway	Is there any site lighting proposed for the subject property? If so, a photometric plan should be provided if site lighting is proposed. Foot candles should not exceed 0.5 from the external property line. Per Sec. 30.15.1 - the plan should also provide the details for the proposed light fixtures and light poles to demonstrate compliance with height and design.	Unresolved
40.	Planning and Development Annie Sillaway	All outdoor lighting will require a separate permit. Lighting shall be in accordance with Seminole County Land Development Code Sec. 30.15.1 - Outdoor lighting requirements.	Info Only
41.	Planning and Development Annie Sillaway	Dumpsters will require a separate permit. Solid waste containers shall be in accordance with Seminole County Land Development Code Sec. 30.14.15 – Miscellaneous design standards.	Info Only
42.	Planning and Development Annie Sillaway	Per Sec. 30.14.15. - Screening. (a)Screening of Refuse Facilities. All solid waste containers, except approved recycling containers, shall be enclosed on at least three (3) sides with a six (6) foot screen. The screen shall consist of a brick or masonry wall, or other durable, low-maintenance material consistent with the finish of the primary building, as approved by the Development Services Director. Masonry walls shall have a finished surface on the exterior side. Refuse container enclosures shall have gates with spring-loaded hinges or the	Unresolved

		equivalent, and fasteners to keep them closed at all times except during refuse pick-up. The Development Services Director may require that a hedge or similar landscaping material surround the enclosure walls. The container and enclosure shall be oriented so that the opening faces away from public streets and adjoining properties. A concrete or asphalt pad of appropriate size and construction shall be provided as a base for the container. The container pad shall be at the approximate level of the service vehicle approach area so that the truck's loading mechanism can align with the container's sleeves. The screened enclosure shall not be located in any street right-of-way or required landscape buffer. Containers and enclosures shall be located to allow ease of access for collection trucks and direct access to drive areas. Straight-in or circular drives are encouraged to reduce truck maneuvering problems. No parking or other obstructions shall be permitted in front of such containers and enclosures. Hours of operation for emptying such containers may be specified during the site plan review process based on compatibility with adjacent properties to limit noise. Please relocate the dumpster enclosure demonstrating that the opening faces away from the public street and adjoining properties.	
43.	Planning and Development Annie Sillaway	Additional comments may follow after the site plan is resubmitted.	Info Only
44.	Public Safety - Addressing Amy Curtis	(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 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.	Info Only
45.	Public Safety - Addressing Amy Curtis	(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
46.	Public Safety - Addressing Amy Curtis	(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

47.	Public Safety - Addressing Amy Curtis	(ADDRESS ASSIGNMENT) The existing address on the property, parcel 03-21-29-300-0080-0000 is 385 Wekiva Springs RD, Longwood, FL 32779. Please ensure the address numbers are posted on the structure and at the entrance to the property, if not visible from the street. *Address numbers are to be installed facing the street the structure is addressed to. SCLDC 90.5 (7)	Info Only
48.	Public Safety - Addressing Amy Curtis	(Development Name) The Site Plan name The Gardens at Wekiva, has been approved for use. The approved name shall be the only conspicuous name posted or advertised on signage. (90.10(b)(c)(e)177.051)	Info Only
49.	Public Safety - Addressing Amy Curtis	On C-2.0 Site Layout Plan & TR-1.0 Fire Truck Plan add the subject parcel number within the boundary lines of the property (03-21-29-300-0080-0000) and the adjacent parcel numbers (03-21-29-300-008F-0000 to the north and (03-21-29-300-008K-0000 to the south).	Unresolved
50.	Public Safety - Addressing Amy Curtis	The north arrow doesn't appear to be accurate when compared to the orientation of the property. Please verify and revise C-2.0 Site Layout Plan & TR-1.0 Fire Truck Plan as necessary.	Unresolved
51.	Public Safety - Addressing Amy Curtis	Will this existing structure be utilized as a residence or commercial business? If it will be utilized as a commercial business, please correct the language " Existing 2-Story Residence to Remain" and remove it from the building on C-2.0 Site Layout Plan & TR-1.0 Fire Truck Plan.	Question
52.	Public Safety - Addressing Amy Curtis	Please show the driveway from Wekiva Springs RD to your property on C-2.0 Site Layout Plan as shown on TR-1.0 Fire Truck Plan.	Unresolved
53.	Public Safety - Fire Marshal Matthew Maywald	New and existing fire hydrants shall be identified on plan to meet the requirements of section 18.5 of NFPA 1.	Unresolved
54.	Public Safety - Fire Marshal Matthew Maywald	Please clarify the new use of the structure as fire sprinkler requirements may come into play based on the intended new use.	Unresolved
55.	Public Safety - Fire Marshal Matthew Maywald	If the use of the building is changing from SFR to another use, applicable change of use building permit shall apply.	Info Only
56.	Public Safety - Fire Marshal Matthew Maywald	Please clarify the TRA as it appears the truck goes over sidewalk and also into the pond and also into parking areas.	Info Only
57.	Public Works - Impact Analysis Arturo Perez	No Review Required. Trips generated by the improvement will be less than 50 required for a TIS to be submitted.	Info Only

58.	Public Works – Engineering Jim Potter	The weir detail has an elevation of 89' Please review and revise.	Unresolved
59.	Public Works – Engineering Jim Potter	The orifice cannot be at the bottom of the pond. The site is in a high recharge area. The water quality has to be infiltrated into the ground. Please revise the outfall accordingly and remove the orifice unless it can be shown that there is an issue with the pond recovery.	Unresolved
60.	Public Works – Engineering Jim Potter	There are concerns with site drainage discharge to the County roadway drainage system. Please provide information from the County design showing what drainage was taken into account for that drainage system. The onsite drainage will have to be held to that design.	Unresolved
61.	Public Works – Engineering Jim Potter	Please provide a geotechnical report for the site. This needs to include the seasonal high-water table, infiltration rates etc. The soils survey is not sufficient.	Unresolved
62.	Public Works – Engineering Jim Potter	Provide a signed and sealed boundary and topographic survey.	Unresolved
63.	Public Works – Engineering Jim Potter	The fire truck turning analysis seems to run into the retention pond in more than 1 location. Please clearly show the tire tracks and show that the fire truck does not go into the retention pond or outside the pavement. There is also some concern with potential vehicular access into the pond without any reasonable protection for clear zone. Please provide curbing around the pond. There can be breaks to allow drainage to get into the pond, but protection is required.	Unresolved
64.	Public Works – Engineering Jim Potter	Please move the sanitary sewer manholes from the sidewalk.	Unresolved
65.	Public Works – Engineering Jim Potter	The County requires 4 to 1 side slopes or the pond is required to be fenced. The County also requires a 10-foot berm generally. A 5-foot berm may be allowed. Please revise to a minimum 5-foot berm no steeper than 10 to 1 and either fence the pond or revise the slopes to 4 to 1.	Unresolved
66.	Public Works – Engineering Jim Potter	The County requires ADA access to the public ROW. Please provide access to the Wekiva Springs Road sidewalk.	Unresolved
67.	Public Works – Engineering Jim Potter	Based on the number and nature of the comments additional comments may be generated on the resubmittal.	Unresolved

AGENCY/DEPARTMENT EFORM COMMENTS AND PROJECT STATUS*This section shows the reviewers of this project from the various County agencies.*

DEPARTMENT	STATUS	REVIEWER
Environmental - Impact Analysis	Review Complete Recommend Approval	Becky Noggle 407-665-2143 bnoggle@seminolecountyfl.gov
Environmental Services	Corrections Required	James Van Alstine 407-665-2014 jvanalstine@seminolecountyfl.gov
Planning and Development	Corrections Required	Annie Sillaway 407-665-7936 asillaway@seminolecountyfl.gov
Comprehensive Planning	Corrections Required	Maya Athanas 407-665-7388 mathanas@seminolecountyfl.gov
Public Safety - Fire Marshal	Corrections Required	Matthew Maywald 407-665-5177 mmaywald@seminolecountyfl.gov
Public Works - Engineering	Correction Required	Jim Potter 407-665-5764 jpotter@seminolecountyfl.gov
Public Works - Impact Analysis	No Review Required	Arturo Perez Arturo Perez 407-665-5716 aperez07@seminolecountyfl.gov
Buffers and CPTED	Corrections Required	Annie Sillaway 407-665-7936 asillaway@seminolecountyfl.gov
Public Safety - Addressing	Corrections Required	Amy Curtis 407-665-
Natural Resources	Corrections Required	Sarah Harttung 407-665-7391 sharttung@seminolecountyfl.gov
Building Division	Corrections Required	Phil Kersey 407-665-7460 Pkersey@seminolecountyfl.gov

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

1st RESUBMITTAL

DATE	RESUBMITTAL FEE DUE	ROUTE TO THESE STAFF MEMBERS FOR FURTHER REVIEW:
1/15/2026	The application fee allows for the initial submittal plus two resubmittals. <i>Note: No resubmittal fee for small site plan</i>	James, Maya, Annie, Matthew, Jim, Amy, Sarah, Phil

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:

Major Review (3+ reviewers remaining) – 50% of original application fee

Minor Review (1-2 reviewers remaining) – 25% of original application fee

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

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	www.altamonte.org
Casselberry	(407) 262-7700	www.casselberry.org
Lake Mary	(407) 585-1449	www.lakemaryfl.com
Longwood	(407) 260-3440	www.longwoodfl.org
Oviedo	(407) 971-5555	www.cityofoviedo.net
Sanford	(407) 688-5000	www.sanfordfl.gov
Winter Springs	(407) 327-1800	www.winterspringsfl.org

Other Agencies:

Florida Dept of Transportation	FDOT	www.dot.state.fl.us
Florida Dept of Enviro Protection	FDEP	www.dep.state.fl.us
St. Johns River Water Mgmt Dist	SJRWMD	www.sjrwmd.com
Health Department	Septic	(407) 665-3621

Other Resources:

Flood Prone Areas	www.seminolecountyfl.gov/gm/building/flood/index.aspx
Watershed Atlas	www.seminole.wateratlas.usf.edu
Seminole Co. Property Appraiser	www.scpafl.org