

*****Environmental Services to be sent under separate cover**

SEMINOLE COUNTY GOVERNMENT
 1101 EAST FIRST STREET, 2ND FLOOR, 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:	HOWELL BRANCH ESTATES - FINAL ENGINEERING PLAN	PROJ #: 25-55200002
APPLICATION FOR:	DR - SUBDIVISIONS FE	
APPLICATION DATE:	3/21/25	
RELATED NAMES:	EP TOM FABER	
PROJECT MANAGER:	KAITLYN APGAR (407) 665-7377	
PARCEL ID NO.:	35-21-30-300-0400-0000	
PROJECT DESCRIPTION	PROPOSED FINAL ENGINEERING PLAN FOR 15 SINGLE FAMILY RESIDENTIAL LOTS ON 4.36 ACRES IN THE R-1BB ZONING DISTRICT LOCATED ON THE EAST SIDE OF HOWELL BRANCH RD, NORTH OF SR 426	
NO OF ACRES	4.36	
BCC DISTRICT	1-Bob Dallari	
CURRENT ZONING	R-1BB	
LOCATION	ON THE EAST SIDE OF HOWELL BRANCH RD, NORTH OF SR 426	
FUTURE LAND USE-	MDR	
SEWER UTILITY	SEMINOLE COUNTY UTILITIES	
WATER UTILITY	SEMINOLE COUNTY UTILITIES	
APPLICANT:	CONSULTANT:	
PATRICK KNIGHT P.O. BOX 948255 MAITLAND FL 32794 (407) 509-6482 PATJKNIGHT@AOL.COM	TOM FABER FABER ENGINEERING INC 1806 E MARKS ST ORLANDO FL 32803 (407) 595-1566 TFABER@FABERENGINEERINGINC.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/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, FFW, IF APPLICABLE.

AGENCY/DEPARTMENT COMMENTS

	REVIEWED BY	TYPE	STATUS
1.	Buffers and CPTED	Based on the buffer opacity requirement of 0.1, there should be 1 plant unit group per 100 linear feet. This requires that all of the plants values in Group B (the chosen plant group) should occur once per every 100 feet. Please ensure there is 1 canopy tree, 2 understory trees, and 17 shrubs per every 100 feet (at the minimum). The current proposed plantings are not consistent with this.	Unresolved
2.	Buffers and CPTED	The number of trees required for planting in the buffer is 26, which requires a minimum of 3 species. Only two species of trees are proposed, please propose a third species.	Unresolved
3.	Buffers and CPTED	Boxwood (Buxus Japonica) is not an approved plant per the SCLDC or UF Florida Friendly Landscaping Guide. Please propose an alternative shrub.	Unresolved
4.	Buffers and CPTED	Page L-001: In the Required Buffer table, please amend "Plant Units per 100 feet" to "Plant Unit Groups per 100 feet" for clarity.	Unresolved
5.	Building Division	Demo of existing structures and utility pole will require permits through the building division.	Info Only
6.	Environmental - Impact Analysis	Seminole County is the Water and Sewer service provider for this project. Capacity reservation will be required.	Unresolved
7.	Environmental Services		
8.	Natural Resources	Please show the two saved trees (17797, 8" live oak); and 17844, 7" live oak) on both the landscape plan (sheet L202) and the drainage and grading plan (C6.0). The two trees are shown as removed on the tree survey sheet.	Unresolved
9.	Planning and Development	Please denote the landscape buffers in the tract table. Tract C should include Stormwater and Landscape buffer. Tract B should include Stormwater and Landscape buffer.	Unresolved
10.	Planning and Development	Page C4.0: Please provide a lot table that states the lot number and the total square feet of the lot area.	Unresolved
11.	Planning and Development	Please provide the School Capacity Availability Letter (SCALD).	Unresolved
12.	Planning and Development	Are any of the sprinklers proposed to have rain sensors? If so, please state on page I-001	Unresolved
13.	Planning and Development	Please denote water use zones in Landscape and Irrigation Plans. See SCLDC Sec. 30.14.18 for more information about water use zones. https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT14LASCBUOPSP_S30.14.18LAPLIRPLSURE	Unresolved
14.	Planning and Development	Please provide sign detail.	Unresolved

		A separate permit for the subdivision sign will be required in compliance with SCLDC Sec. 30.13.3. https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT13SIRE_S30.13.3SIST	
15.	Planning and Development	On page C4.0 page under the site data, please amend the minimum living area from 700 square feet to reflect 450 square feet in accordance with the R-1BB zoning requirements.	Unresolved
16.	Planning and Development	The minimum off-street parking requirements for residential is: each dwelling unit that is 1,000 square feet or greater is required to provide 2 parking spaces. Any dwelling unit under 1000 square feet is required to provide 1.5 spaces. On the site plan sheet under the site data, please provide the minimum and proposed parking requirement.	Unresolved
17.	Planning and Development	On the site plan sheet, please show that the driveways meet the minimum twenty (20) feet in length from the garage to the edge of the driveway.	Unresolved
18.	Planning and Development	On the site plan sheet, please fully dimension Tract B and Tract C.	Unresolved
19.	Planning and Development	Site Lighting will require a separate permit, will require a separate building permit and the site lighting will be required to comply with SCLDC Sec. 30.15 https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT15OULIRE	Info Only
20.	Planning and Development	Page C2.0 General Construction Notes and General Utility Notes: Please update all references from City of Oviedo to reflect Seminole County, as applicable.	Unresolved
21.	Planning and Development	Page C2.0 General Construction Notes: Please update note #13 to reflect the correct surveying company if applicable. Looks to be Allen & Co, not Ireland	Unresolved
22.	Planning and Development	Page C4.0 Site Plan: Please dimension the five (5) foot drainage easements on the sides of each lot as indicated in Site Data Note #24.	Unresolved
23.	Planning and Development	Pages C4.0 Site Plan and C5.0 Utility Plan: On the north side of Lot 13 and south side of Lot 12 there is a Drainage and Utility Easement depicted. The Site Plan indicates this is 20 feet in width, but the Utility Plan indicates this is 17.5 feet. Please clarify and amend the applicable plan to reflect the easement proposed accurately.	Unresolved
24.	Public Safety - Addressing	The existing addresses on the property, parcel 35-21-30-300-0400-0000 are 5215 Howell Branch RD and 5205 Howell Branch RD Winter Park, FL 32792. Please contact the Office of Emergency Management Addressing Office by email: addressing@seminolecountyfl.gov after demolition of the structures and we will remove the addresses from our database.	Info Only
25.	Public Safety - Addressing	(Development Name) The subdivision/complex name Howell Branch Estates, has been approved for use. The approved name shall be the only conspicuous name posted or advertised on signage and shall also be the title on the proposed plat (if applicable). Following approval of the site or final engineering plan, the applicant shall have one (1) year to commence construction. If no site construction has commenced within (1) one year, the project is considered expired and any approved development name, including street names, that have been reserved, will be removed from the reserve list and considered void. (90.10(b)(c)(e)),(177.051)	Info Only

26.	Public Safety - Addressing	(STREET SIGN/NAME) This project will require 1 street name. Please submit a minimum of 3 proposed street names to the Office of Emergency Management Addressing Office for approval. Email: addressing@seminolecountyfl.gov . The approved street name designations are as follows: Court (CT), Cove (CV), or Point (PT) Choose one.	Unresolved
27.	Public Safety - Addressing	(STREET SIGN/NAME) Prior to street name submittals, please review the uploaded attachment in documents folder: Street Sign and Street Naming Info combined which explains how to select a street name and provides links to check existing & reserved names. Street sign specs are also included in this document. SCLDC 90.6 (A-L)	Info Only
28.	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. (Office of Emergency Management Addressing Policy)	Unresolved
29.	Public Safety - Addressing	(STREET SIGN/NAME) PLEASE NOTIFY HOME BUILDER/CONTRACTOR THAT ALL STREET SIGNS FOR THE DEVELOPMENT NEED TO BE INSTALLED AND HAVE PAST ADDRESSINGS INSPECTION, PRIOR TO ANY TYPE OF BUILDING PERMIT SUBMITTAL (FENCES/LIFT STATIONS/ WALLS, ETC), OTHERWISE THE PERMIT WILL BE REJECTED AND SENT BACK FOR CORRECTIONS. We have uploaded the street sign specs into the documents folder. 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). 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 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 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
30.	Public Safety - Addressing	(PLAT) Subdivisions will be pre-addressed within (14) working days after recording the plat in the public records. Until the plat is recorded any addresses associated to the project are subject to change. SCLDC 90.5.6 (d). You are welcome to email: addressing@seminolecountyfl.gov a copy of the recorded plat, with the plat book and page number inscribed and we may be able to release addresses sooner provided, the fees have been paid.	Info Only
31.	Public Safety - Addressing	(ADDRESS ASSIGNMENT) All building/unit number(s) shall be issued by the Seminole County Office of Emergency Management Addressing Office. SCLDC 90.5	Info Only

32.	Public Safety - Addressing	(ADDRESS ASSIGNMENT) Town homes/single family residences/single tenant commercial building will be issued individual addresses from the standard grid map. SCLDC SEC 90.5(2)	Info Only
33.	Public Safety - Addressing	911 Addressing does not need to review building permits for fences or walls. Therefore, these potential items should be discussed with the Developer, on which parcels the fence or wall work will be done. It is suggested to contact the Building Division prior to submitting your permit at 407-665-7050, as the Building Division will determine how many permits are required for each affected parcel. The Information Kiosk web map found at the following link may be helpful. https://www.seminolecountyfl.gov/departments-services/information-services/gis-geographic-information-systems/ The maps direct link is: https://seminolegis.maps.arcgis.com/apps/webappviewer/index.html?id=668252d321334112be7534024b972bc6 . Please forward this comment to the home builder & potential contractors.	Info Only
34.	Public Safety - Addressing	Remove the reference to the address 5215 Howell Branch RD on C1.0 Cover Sheet. The structure will be demolished and the address will not be utilized for the new project therefore, the address should not be referenced.	Unresolved
35.	Public Safety - Addressing	(Subdivision Plats) The addressing fee for (15) lots, (1) Lift Station & (1) Entry Address is \$355.00. Prior to the final approval of the plat and recording, the addressing fee shall be paid. Payment can be made via credit card online, through our website at https://scccap01.seminolecountyfl.gov/Address911WebPayment . You may also make payment via check or money order payable to Seminole County, either in person or by mail to: Seminole County Addressing Section, 3rd floor. Attn. Amy Curtis 150 Eslinger Way Sanford, FL 32773. In person payments accepted by appointment only. Please call 407-665-5045, 407-665-5191, 407-665-5190 or email addressing@seminolecountyfl.gov (Addressing Policy)	Info Only
36.	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 The culdesac shall be provided with no parking signage and striping as this is part of the fire department access road. Also see below options for the remainder of the neighborhood signage as striping per the SC Engineering manual : 1. Parking Restrictions: i. Access roadway widths less than 27 paved feet must have fire lane markings on a minimum of one side of the roadway. Parking is not allowed on at least one side of the street. ii. Parking is not allowed within 20 feet on either side of any fire hydrant (Detail FD-1 located at the end of Chapter 3 of this manual). iii. Parking is not permitted within any cul-de-sac(s) or dead-end(s).	Unresolved
37.	Public Works-Engineering	The grading for the west side of lot 1 does not work. All lot area has to be collected and taken into the onsite pond. Please show detailed grading on how the side yards will be collected and taken into the onsite system.	Unresolved
38.	Public Works-Engineering	The back of lots 2-10 has discharges back to the adjacent properties. The County has had serious issues with back drainage from situations like this. Collect this area in an onsite swale. The grading behind lot 9 has almost 5' of elevation difference and does not appear to meet the 4 to 1 slope proposed. Please address accordingly.	Unresolved
39.	Public Works-Engineering	Staff has concerns with the outfall from the underdrains. The underdrains need to have a clean free discharge. Based on the plans the underdrains will be lower than the pipe connection in the pond berm.	Unresolved

		Provide additional offsite pipe information. If the pipe discharges to the County Pond the County would not want the additional flow to the County Pond. If the outfall pipe discharges to the Bear Gulley ditch, the County would not allow continuous flow for long periods into that system unless that system is piped to the Bear Gulley canal. Please revise the design to not have underdrains or show that they outfall is piped all the way to the canal / wetland.	
40.	Public Works-Engineering	Please revise the emergency overflow from pond 1 to discharge only after the 100-year, 24-hour storm stage.	Unresolved
41.	Public Works-Engineering	The post development lot impervious does not seem high enough. 6500 square-foot lots with only 3600 square-foot impervious (not including the driveways) is not enough. Some of the lots are much larger than that. With pool setbacks the lots can easily have 4000 square-foot of impervious and more with the larger lots. Please adjust the impervious up. Provide justifications. Note we are requiring all lots to be modeled for pools.	Unresolved
42.	Public Works-Engineering	Staff has some concerns with pond 2 getting stagnant with mainly only having the area that falls on it for its normal contribution unless there is a larger storm events. Is there a way to ensure some flow through this pond or provide additional documentation on how this pond will not get stagnant. Normal permanent pool calculations are not sufficient. Can some lot and road area go to pond 2? What amount of rain is needed to discharge to pond 2?	Unresolved
43.	Public Works-Engineering	The quantity of underdrains seems excessive. The County generally does not allow drainage in the bottom of the Pond. We require the side slopes. I know that the SJRWMD does not want it in the side bank. Provide only enough underdrains to function and do it at the bottom perimeter edge of the pond. Provide recovery calculations.	Unresolved
44.	Public Works-Engineering	The pond 2 outfall pipe needs to be a minimum of 15". Please verify cover over the outfall pipe meets manufacturers specifications. Please verify that the pipe will not be in the footer of the wall. Verify all and adjust accordingly.	Unresolved
45.	Public Works-Engineering	Please provide appropriate access to the pond 2 outfall pipe. There needs to be appropriate access to the pipe. There also needs to be a drainage tract or easement sized appropriately. It needs to be 15' minimum (not 10') and centered on the pipe. Based on the grading of this area the access to the pipe does not seem reasonable. A tract would be best to ensure that the homeowners will not impact the easement or try to put a fence here. Please adjust the tract / easement or pipe accordingly.	Unresolved
46.	Public Works-Engineering	Appropriate access to the ponds for maintenance is required. It is not clear how the ponds will be access from the subdivision. Access cannot be from Howell Branch Road. Please better show access and provide appropriate access easements as well.	Unresolved

AGENCY/DEPARTMENT CONTACT 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
Buffers and CPTED	Kaitlyn Apgar	kapgar@seminolecountyfl.gov	407-665-7377	Corrections Required
Building Division	Jay Hamm	jhamm@seminolecountyfl.gov	407-665-4368	Review Complete Recommend Approval
Public Safety-Addressing	Amy Curtis	acurtis@seminolecountyfl.gov	407-665-5191	Corrections Required
Environmental - Impact Analysis	Becky Noggle	bnoggle@seminolecountyfl.gov	407-665-2143	Corrections Required
Environmental Services	James Van Alstine	jvanalstine@seminolecountyfl.gov	407-665-2014	
Natural Resources	Sarah Harttung	sharttung@seminolecountyfl.gov	407-665-7391	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
Public Works - Engineering	Jim Potter	jpotter@seminolecountyfl.gov	407-665-5764	Corrections Required
Public Works - Impact Analysis	William Wharton	wwharton@seminolecountyfl.gov	407-665-5730	No Review Required

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

1st RESUBMITTAL

DATE	RESUBMITTAL FEE DUE	ROUTE TO THESE STAFF MEMBERS FOR FURTHER REVIEW:
4/17/2025	The application fee allows for the initial submittal plus two resubmittals. <i>Note: No resubmittal fee for small site plan</i>	Kaitlyn Apgar, Jim Potter, Matthew Maywald, Becky Noggle, Amy Curtis, Sarah Harttung

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.stml>

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	(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) 665-3621	

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