

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

Comment Document – Initial Submittal

PROJECT NAME:	ENCORE AT HILLVIEW - FINAL ENGINEERING PLAN	PROJ #: 25-55200001
APPLICATION FOR:	DR - SUBDIVISIONS FE	
APPLICATION DATE:	3/13/25	
RELATED NAMES:	EP KIM FISCHER	
PROJECT MANAGER:	ANNE SILLAWAY (407) 665-7936	
PARCEL ID NO.:	22-21-29-300-0180-0000	
PROJECT DESCRIPTION	PROPOSED FINAL ENGINEERING PLAN FOR 28 TOWNHOME LOTS ON 3.42 ACRES IN THE R-3A ZONING DISTRICT LOCATED ON THE NORTH SIDE OF HILLVIEW DR, EAST OF SR 434	
NO OF ACRES	3.42	
BCC DISTRICT	3: CONSTANTINE	
CURRENT ZONING	R-3A	
LOCATION	ON THE NORTH SIDE OF HILLVIEW DR, EAST OF SR 434	
FUTURE LAND USE-	HDR	
SEWER UTILITY	N/A	
WATER UTILITY	CITY OF ALTAMONTE SPRINGS	
APPLICANT:	CONSULTANT:	
ZACH MILLER 8241 VIA BONITA SANFORD FL 32771 (407) 222-0692 MILLERCONSTRUCTION@CFL.RR.COM	KIM FISCHER CYCORP 1614 WHITE DOVE DR WINTER SPRINGS FL 32708 (407) 405-7819 KIM@CYCORPENGINERS.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:

AGENCY/DEPARTMENT COMMENTS

NO.	REVIEWED BY	TYPE	STATUS
1.	Buffers and CPTED	Buffer information can be found here: https://www.municode.com/library/fl/seminole_county/codes/land_development_code?nodeId=SECOLA_DECO_CH30ZORE_PT67LASCBU	Info Only
2.	Buffers and CPTED	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	Off-site trees do not count toward the landscape buffer requirements.	Info Only
4.	Buffers and CPTED	Where existing vegetation is to be left undisturbed for buffer purposes, please put a note on the landscape plan. Provide a note indicating that supplemental landscaping will be provided as needed to maintain a ___ opacity (_____ plant groups per 100') in the event that the existing vegetation is not adequate or is removed/destroyed for any reason. On the landscape plan, please add this note and fill in the required opacity and plant groups for the east and the west buffer.	Unresolved
5.	Buffers and CPTED	Buffer requirements are shown in a PDF diagram that has been uploaded into the "Resources" folder in eplan.	Info Only
6.	Buffers and CPTED	For each buffer, please provide a calculation that indicates: (a) length of buffer; (b) required number of plant groups per 100'; (c) plant unit selected; (d) number of each type of plant to be provided (i.e., canopy, understory, shrubs). A sample buffer calculation has been uploaded into the "resources" folder for reference. Note: Required 3' hedges are additional to the number of shrubs calculated for any buffer.	Unresolved
7.	Buffers and CPTED	Due to overhead utility lines along the southern portion of the property, only understory trees and shrubs may be planted under Plant Group C (Height Restricted).	Unresolved
8.	Buffers and CPTED	The landscape plans within the Preliminary Site Plan (PSP) and the Final Engineering Plans need to be consistent with one another.	Info Only
9.	Buffers and	On the landscape plan, please show the new	Unresolved

	CPTED	landscaping that will be placed in south, west and east buffers.	
10.	Buffers and CPTED	Please revise the plant list table to show the plant species of the trees to be planted in the west and east buffer.	Unresolved
11.	Buffers and CPTED	On the site plan sheet, please remove the note under the landscape buffer table that states, "Landscape buffering will conform to the Seminole County Land Development Code Requirements and Greater Buffers will be provided at Final Development Plan if necessary, per the code. The PSP has already been approved, so this note no longer necessary.	Unresolved
12.	Building Division	All site lighting on Commercial parcels requires a building permit prior to commencement of work. This is a standalone permit separate from all other required permits.	Info Only
13.	Building Division	Vertical construction will require a separate Building permit and will be reviewed for, and shall be designed and built in accordance with the 8th ed. Florida Building Code, Chapters 3, 4, 5, 6, 7 and 9, for 1) USE, 2) Height and area limitations, 3) Construction types and horizontal separation distances, 4) Building element protection, and 5) Sprinkler and Alarm requirements and all other code requirements. Townhouses will need to meet FBC Residential.	Info Only
14.	Environmental Services	This development is not within Seminole County's utility service area. Please coordinate with the City of Altamonte Springs to service it. No review required.	Info Only
15.	Natural Resources	Please identify the oak trees on the parcel to the species level (i.e. specify if the trees are live oaks, laurel oaks, water oaks, ect.).	Unresolved
16.	Natural Resources	Based on preliminary analysis, there may be endangered and threatened wildlife on the subject property. A threatened and endangered study along with a species of special concern survey will be required prior to final engineering or site plan approval. SCLDC 45.1(a)	Unresolved
17.	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
18.	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	Info Only

		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.	
19.	Natural Resources	To cover the cost of replacing the trees, including materials and labor, fees will be paid into the Arbor Trust Fund and are established at a rate per caliper inch of \$125.00. Trees removed without a permit or destroyed or which received major damage in violation of Chapter 60 will require a replacement fee two (2) times the fee established above. SCLDC 60.7(g)	Info Only
20.	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)	Info Only
21.	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 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)	Info Only
22.	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)	Info Only
23.	Natural Resources	Library Comment 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	Info Only

		Services Director, or designee. SCLDC 60.8(f)	
24.	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
25.	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
26.	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
27.	Natural Resources	Understory trees shall not make up more than twenty-five (25) percent of the total number of trees planted to meet the required replacement for the site. Understory trees used for replacement shall be a minimum of four (4) feet in height and have a caliper no less than one and a half inches. SCLDC 60.9(d)(4)	Info Only
28.	Natural Resources	Palm trees listed in the recommended stock may be used as replacement trees with the following ratio: one (1) inch of palm caliper = 0.33 inches of canopy or understory tree. Palm trees may not account for more than twenty (20) percent of the required replacement trees. SCLDC 60.9(d)(5)	Info Only
29.	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
30.	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
31.	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
32.	Natural Resources	Tree replacement requirement: 90 inches/acre * 3.73 acres = 336 inches	Info Only

33.	Natural Resources	52 replacement inches are proposed, all understory species. Further credits may be given based on the identification of the oaks present on the site.	Unresolved
34.	Planning and Development	***SUBMITTAL INFORMATION FOR "ALL" RESIDENTIAL PROJECTS: A School Concurrency Application (SIA) must be submitted to the Seminole County School Board at the same time concurrency is submitted to P&D for review. An Approved School Concurrency "SCALD" letter will be required before concurrency will be approved. All questions on School Concurrency should be directed to Jordan Smith at 407-320-0168 or smithjs@scps.k12.fl.us.	Unresolved
35.	Planning and Development	The City of Altamonte Springs is the utility provider for water and sewer. Please submit a letter from the city stating the utility and irrigation plan are approved and they will provide service to the site prior to the issuance of the site construction permit.	Unresolved
36.	Planning and Development	On the site plan sheet, please show the driveways and dimension the front loaded garages meets the minimum of twenty (20) feet from the garage to the property line, per sec. 30.11.7 (c)(1).	Unresolved
37.	Planning and Development	On the site plan sheet, please provide a call out for Tract G and revise the tract table to reflect Tract G.	Unresolved
38.	Planning and Development	On the site plan sheet, please show the building setbacks from each building to adjacent property boundaries.	Unresolved
39.	Planning and Development	On the site plan sheet, please demonstrate that the subdivision sign meets the minimum twenty-five (25) feet of the intersection of the street right of way, per Sec. 30.13.3.	Unresolved
40.	Planning and Development	A photometric plan will be required at the time of the building permit.	Info Only
41.	Planning and Development	On the site plan, please dimension each building.	Unresolved
42.	Planning and Development	On the site plan sheet, please provide the gross density calculation.	Unresolved
43.	Planning and Development	Per Sec. 30.1344 (c) - Stormwater retention ponds may be counted toward the minimum area requirement subject to the following criteria: a. The pond shall be sodded or dressed with equivalent ground cover; and b. The pond shall be landscaped and configured in a manner that results in a visual amenity for the site, and shall include other amenities	Unresolved

		such as a trail adjacent to the pond, boardwalks, picnic tables, fountains, pavilions, or gazebos. Other features in addition to or substituting for the aforementioned may be approved by the Economic and Community Development Services Director consistent with the intent of this Section. On the site plan sheet, please show the amenities for Tract B.	
44.	Planning and Development	On the site plan sheet, please amenitize Tract F and D in order to count these tracts toward open space (i.e. benches and picnic tables).	Unresolved
45.	Planning and Development	On the site plan sheet, please dimension the access into the proposed development.	Unresolved
46.	Planning and Development	Please provide an irrigation plan to show the water use zones, rain sensor device, and backflow preventer.	Unresolved
47.	Planning and Development	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
48.	Planning and Development	On the site plan sheet, please show the proposed drainage and utility easements.	Unresolved
49.	Planning and Development	On the site plan sheet, the eight (8) foot right of way dedication is shown on the PSP as Tract G. Please revise the site plan to show Tract G and revise the tract table to include Tract G stating the size, description, and ownership/maintenance.	Unresolved
50.	Planning and Development	The location of the mail kiosk on the site plan sheet may be removed, as Note 19 specifies that the kiosk cannot be located within a drainage and utility easement.	Unresolved
51.	Planning and Development	On the site plan sheet, the lots and tracts were not measure correctly with the scale of 1"=40'; however, the lots and tracts measure 1"=30. Please revise the scale from 1" = 40' to 1"=30'.	Unresolved
52.	Planning and Development	The Applicant must submit legal access documentation demonstrating their right to access the site. The Final Engineering Plans will not be approved until such documentation is provided. Please furnish the required legal access documentation to verify access to the proposed site.	Unresolved
53.	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 approval**** The street sign specs have been uploaded into the documents folder. As noted and	Info Only

		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.)	
54.	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
55.	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
56.	Public Safety - Addressing	(Subdivision Plats) The addressing fee for 28 lots, 4 building shell addresses and 1 entry address is \$530.00. 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://sccc01.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

57.	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. Email: addressing@seminolecountyfl.gov . The approved street name designations and their proper abbreviations are as follows: Court, Cove or Point (choose one). Prior to approval, the approved street name and street designation is required to be labeled on final Site Plans, Engineering Plans and Recorded plats. Do not abbreviate street name designations on the Final Engineering and the Final Plat. The street designations are required to be abbreviated on the street signs.	Unresolved
58.	Public Safety - Addressing	(Development Name) The subdivision name ENCORE AT HILLVIEW, 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
59.	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)	Info Only
60.	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)	Info Only
61.	Public Works - County Surveyor	The survey provided is not valid as it uses a certification that has not been in use since before 2018 there is no Minimum Technical standards any more it is Standards of Practice.	Unresolved
62.	Public Works -	The survey states 25 feet right of way by deed,	Unresolved

	County Surveyor	which is incorrect the deed only calls out their south line as the north line of right of way but doesn't convey right of way to anyone what they got was a piece of land locked property. while they may label the south line as the north right of way line of Hillview by deed they may not label the area below it as right of way as it was never conveyed as such.	
63.	Public Works - Engineering	The grading of Hillview Drive is not clear. The grading does not seem correct. The existing grading is 86.4 +/- but the proposed grade is 87.46 +/- . If the changes are part of the County Project, please show this. If not, please adjust the grading accordingly.	Unresolved
64.	Public Works - Engineering	The sidewalks does not meet clear zone unless type F Curb and Gutter is used. If the improvements are part of the County roadway Project, please show that and provide those plans as a accessory document.	Unresolved
65.	Public Works - Engineering	Please provide the scale on the grading plan.	Unresolved
66.	Public Works - Engineering	The slope arrow of the slope between STM-1 and STM-2 is not correct, or the grading is not correct. Please verify the grading here. Please verify the grading behind lots 1-8. The existing grad is around 87.2' or 87.3'. There is an 87.5 between the property line and the low point. Please collect as much of the site as possible.	Unresolved
67.	Public Works - Engineering	Page 14 of the stormwater report references an offsite pond. It has information that does not seem correct and or support the proposed pond design normal water. Please verify this information and revise accordingly. (Offsite Wet Pond (NWL 84.20) Minimum Weir 100.85?)	Unresolved
68.	Public Works - Engineering	There is only allowed 5000 cubic yards of export. Please provide a cut and fill showing that the site balances and place a note on the grading plan as such.	Unresolved
69.	Public Works - Engineering	Please verify the Wet Detention Pond table on page 16.	Unresolved
70.	Public Works - Engineering	Please provide 1-foot area staging (preferred) or volume staging on the Pond Node PROPOND.	Unresolved
71.	Public Works - Engineering	Please verify all pond structure data. There is control structure data that states 55.00' for the orifice and pipe.	Unresolved
72.	Public Works - Engineering	Please provide information from the County drainage design that shows what area was taken into its system and that the system can handle the flows and volume. Please reduce the flows as much as possible.	Unresolved

73.	Public Works - Engineering	Please provide a pre and post development basin maps.	Unresolved
74.	Public Works - Engineering	There appears to be an issue with the Hillview Drive ROW. The plans cannot be approved until the Legal ROW is addressed by the County.	Unresolved
75.	Public Works - Engineering	Based on the Hillview Drive improvements shown per the County project the project cannot be constructed until that project is completed. An alternate design would be required if this project is proposed to be constructed prior to the County project is complete.	Unresolved

AGENCY/DEPARTMENT EFORM COMMENTS AND PROJECT STATUS

This section shows the reviewers of this project from the various County agencies.

DEPARTMENT	STATUS	REVIEWER
Public Safety - Fire Marshal	Approved	Matthew Maywald 407-665-5177 mmaywald@seminolecountyfl.gov
Public Works - Impact Analysis	No Review Required	William Wharton
Public Works - Engineering	Corrections Required	Jim Potter 407-665-5764 jpotter@seminolecountyfl.gov
Buffers and CPTED	Corrections Required	Annie Sillaway 407-665-7936 asillaway@seminolecountyfl.gov
Environmental Services	No Review Required	James Van Alstine 407-665-2014 jvanalstine@seminolecountyfl.gov
Natural Resources	Corrections Required	Sarah Harttung 407-665-7391 sharttung@seminolecountyfl.gov
Planning and Development	Corrections Required	Annie Sillaway 407-665-7936 asillaway@seminolecountyfl.gov
Public Safety - Addressing	Corrections Required	Amy Curtis 407-665-5191 acurtis@seminolecountyfl.gov
Building Division	Review Complete Recommend Approval	Jay Hamm 407-665-7468 jhamm@seminolecountyfl.gov
Public Works - County Surveyor	Corrections Required	Raymond Phillips 407-665-5647 rphillips@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:
4/10/2025	The application fee allows for the initial submittal plus two resubmittals. <i>Note: No resubmittal fee for small site plan</i>	Annie, Raymond, Sarah, Jim

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