

**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](#).

|   |  |                            |
|---|--|----------------------------|
| <b>PROJECT NAME:</b>  | <b>SANDY LANE HOMES - REZONE</b>   | <b>PROJ #: 25-20000004</b> |
| APPLICATION FOR:  | PZ - REZONE (EXCL PD)  |                            |
| APPLICATION DATE:   | 6/17/25  |                            |
| RELATED NAMES:  | Z2025-014  |                            |
| PROJECT MANAGER:  | KAITLYN APGAR (407) 665-7377   |                            |
| PARCEL ID NO.:  | 07-21-29-300-014A-0000++   |                            |
| NO OF ACRES   | 7.64   |                            |
| BCC DISTRICT  | 3-Lee Constantine  |                            |
| LOCATION  | ON THE WEST SIDE OF SANDY LN, SOUTH OF SAND LAKE RD  |                            |
| FUTURE LAND USE-  | LDR  |                            |
| SEWER UTILITY   | SEMINOLE COUNTY UTILITIES  |                            |
| WATER UTILITY   | SUNSHINE WATER SERVICES  |                            |
| <b>APPLICANT:</b>   | <b>CONSULTANT:</b>   |                            |
| GIOVANNI JORDAN<br>JORDAN HOMES<br>2653 W SR 426 STE 1231<br>OVIEDO FL 32765<br>(407) 257-5740<br>GJORDAN@JORDANHOMESFL.COM | MITCH COLLINS<br>MITCH COLLINS, PE, INC<br>801 E SOUTH ST<br>ORLANDO FL 32801<br>(407) 448-8979<br>MITCHCOLLINS@MITCHCOLLINSPE.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        | Per SCLDC Sec. 30.14.8 A parking buffer shall be required where a parking lot, or parking structure, drive aisle, and/or loading dock is located within twenty-five (25) feet of the boundary of a residential district or Future Land Use designation.  | Info Only  |
| 2. | Buffers and CPTED        | Please provide a Final Development Plan in order to fully evaluate required buffers. Buffer requirements will be evaluated based on project intensity. Please see the following SCLDC Section for more information<br><a href="https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT14LASC_BUOPSP_S30.14.3BU">https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT14LASC_BUOPSP_S30.14.3BU</a>  | Unresolved |
| 3. | Building Division        | All structures that are required to be accessible per the 8th ed (2023) FBC, Florida Accessibility Code for Building Construction, shall show the accessible route from the required accessible parking spaces to the accessible entrance to the structure.  | Info Only  |
| 4. | Building Division        | All site lighting on Commercial parcels require a building permit prior to commencement of work. This is a standalone permit separate from all other required permits.   | Info Only  |
| 5. | 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.   | Info Only  |
| 6. | Natural Resources        | The proposed development is partially within the Aquifer Recharge Overlay Zoning Classification (soil types: Tavares-Millhopper complex and Astatula-Apopka fine sands). Please see SCLDC 30.10.1 for regulations pertaining to this overlay.  | Info Only  |
| 7. | Natural Resources        | Reasonable efforts shall be made in the design and construction of all site improvements and alterations to save existing trees and native vegetation. Existing native vegetation that is specified to remain shall be preserved in its entirety with all trees, understory and ground cover left intact. Every effort shall be made to minimize alteration of the existing topography to preserve existing vegetation and maintain natural flow regimes. SCLDC 30.10.1.6(a)(3)  | Info Only  |
| 8. | Natural Resources        | Street trees are required in Missing Middle Developments and on all streets abutting Missing Middle Typologies in Mixed-Use Developments. Street trees must meet the following standards: (1) Be planted an average of forty (40) feet on center on both sides of internal streets and on existing rights of ways adjoining the site. (2) Be located in a planting strip or tree well with a minimum width of eight (8) feet. Tree wells or planting strips less than ten (10) feet in width must incorporate a root barrier at the edge of pavement. (3) Be selected from the list of approved Canopy Street Trees (30.14.15(j)). (4) Meet the standards of Sec. 30.14.16. - General provisions for all landscaped areas. | Unresolved |
| 9. | Planning and Development | Please provide a Final Development Plan in accordance with Seminole County Land Development Code (SCLDC) Section 30.8.3.3  | Unresolved |

|     |                          |   |            |
|-----|--------------------------|---|------------|
| 10. | Planning and Development | Please provide Building Elevations in accordance with Seminole County Land Development Code (SCLDC) Section 30.8.3.3.   | Unresolved |
| 11. | Planning and Development | Per SCLDC Sec. 30.8.3.7 (b) Street Trees. Street trees are required in Missing Middle Developments and on all streets abutting Missing Middle Typologies in Mixed-Use Developments. Street trees must meet the following standards: (1)Be planted an average of forty (40) feet on center on both sides of internal streets and on existing rights of ways adjoining the site. (2)Be located in a planting strip or tree well with a minimum width of eight (8) feet. Tree wells or planting strips less than ten (10) feet in width must incorporate a root barrier at the edge of pavement. (3)Be selected from the list of approved Canopy Street Trees (30.14.15(j)). (4)Meet the standards of Sec. 30.14.16. - General provisions for all landscaped areas. This will be required to be shown at the time of Final Engineering. Please make a note on the Final Development plan that this section of code will be adhered to. | Unresolved |
| 12. | Planning and Development | Please provide the legal description of the property in PDF format.   | Unresolved |
| 13. | Planning and Development | Please add a note to the Final Development plan stating "Project shall adhere to all Missing Middle Standards contained within Seminole County Land Development Code Sec. Sec. 30.8.3. - MM Missing Middle District and Alternative Standards."   | Unresolved |
| 14. | Planning and Development | All Missing Middle development standards and requirements should be adhered to and/or referenced on the Final Development Plan. Please see standards of Missing Middle at the following link:<br><a href="https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT8SPZODI_S30.8.3MMMIMIDIALST">https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT8SPZODI_S30.8.3MMMIMIDIALST</a>  | Info Only  |
| 15. | Planning and Development | A guide for what a Final Development Plan should contain can be found in SCLDC Section 30.8.5.5, see the following link. Due to the nature of the project, you may use standards applicable to "Master Development Plans":<br><a href="https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT8SPZODI_S30.8.5PDPLDE">https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT8SPZODI_S30.8.5PDPLDE</a>   | Info Only  |
| 16. | Planning and Development | Prior to staff scheduling the required public hearings, the Applicant must conduct a community meeting in compliance with SCLDC Sec.30.49 – Community Meeting Procedure (Ordinance #2021-30). The community meeting shall be held at least twenty (20) calendar days prior to the scheduled public hearing or public meetings in a location accessible to the public, near the subject property, and in a facility that is ADA compliant. Prior to scheduling a Community Meeting, please provide the project manager with a draft community meeting notification flyer to ensure the flyer meets the requirements of SCLDC Sec. 30.49 - Community Meeting Procedure, before mailing out the surrounding neighbors. After the Community Meeting has commenced the applicant will be required to upload or email the project manager the community meeting minutes, sign-in sheet, and addresses.                                    | Unresolved |
| 17. | Planning and Development | Water is to be serviced by Sunshine Water. Please provide a capacity letter from Sunshine Water.  | Unresolved |

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|-----|------------------------------|---|------------|
| 18. | Planning and Development     | <p>Per Sec. 30.8.3.9 Missing Middle Dimensional Standards. Designated Missing Middle Units must meet the alternative design and dimensional standards described in this Section and in Table 8.3-B.</p> <p>(a) Garages, carports, open or screened porches or breezeways may not be counted toward the Minimum Living Area requirement in Table 8.3-B.</p> <p>(b) Duplexes, Cottage Court, and High-Density Single-Family structures may be located on a common lot. Where units are located on a common lot, minimum separation between structures must be ten (10) feet.</p> <p>(c) Minimum lot size requirements are not applicable to Missing Middle units.</p> | Info Only  |
| 19. | Planning and Development     | Additional comments may be generated upon resubmittal.  | Info Only  |
| 20. | Public Safety - Addressing   | On the 001 Boundary & Topographic Survey, the street names (Sandy LN and Sand Lake RD) are incorrect. Please ensure on future submittals that the street names are spelled correctly.   | Info Only  |
| 21. | Public Safety - Fire Marshal | Future building shall require: 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  |
| 22. | Public Safety - Fire Marshal | 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  |
| 23. | Public Safety - Fire Marshal | Future building shall require : Access to a door: Fire department access roads shall extend to within 50 FT of at least one exterior door that can be opened from the outside and that provides access to the interior of the building per Section 18.2.3.2.1 NFPA 1  | Info Only  |
| 24. | Public Safety - Fire Marshal | Future building shall require: Fire department access roads shall have an unobstructed vertical clearance of not less than 13 feet 6 inch (NFPA 1, 18.2.3.5.1.2)  | Info Only  |
| 25. | Public Safety - Fire Marshal | Future building shall require : Please verify the composition of the fire department access road (driveway) to the structure. This shall be a compacted all weather surface and comprised of asphalt, concrete, millings, etc. It shall not consist of sugar sand. NFPA 1, 18.2.3.4.2   | Info Only  |
| 26. | Public Safety - Fire Marshal | Future building shall require: Dead end fire department access roads in excess of 150 ft in length shall be provided with approved provisions for the fire apparatus to turn around per section 18.2.3.5.4 of NFPA 1  | Info Only  |
| 27. | Comprehensive Planning       | The property has a Low Density Residential (LDR) Future Land Use (FLU) designation, which allows up to four dwelling units per net buildable acre. Please state the proposed residential density on the development plan. The allowed housing typologies in Missing Middle with the LDR FLU are: small lot single family, cottage court, duplexes, triplex/quadplex (1 or 2 story only) and townhomes (1 or 2 story only).  | Unresolved |
| 28. | Environmental Services       | This development is within Seminole County's sanitary sewer service area, the nearest line to the property is an 8-inch force main running within Sandy Lake Road. Since sunshine Water Services will be the provider for potable water service, an agreement for billing of sewer will be required between County  | Info Only  |

|     |                                |   |           |
|-----|--------------------------------|---|-----------|
|     |                                | and Sunshine Water Services during Engineering Plan Review and prior to approval of Utility Agreement for sewer service.  |           |
| 29. | Environmental Services         | This development is not within Seminole County's potable water service area. Please coordinate with Sunshine Water Services to service this development.  | Info Only |
| 30. | Environmental Services         | This development is not within any reclaim irrigation service areas so irrigation would be provided by this development's potable water system or by an alternative irrigation source such as an irrigation well. | Info Only |
| 31. | Environmental Services         | Utilities department has no objections to the proposed rezone.  | Info Only |
| 32. | Public Works - Engineering     | No specific concerns with the rezone for traffic and drainage.  | Info Only |
| 33. | Public Works - Engineering     | Note any connection to Sand Lake Road will require a turn lane.   | Info Only |
| 34. | Public Works - Engineering     | ROW dedication similar to the development to the west will be needed for the turn lane and to get the sidewalk into the ROW.  | Info Only |
| 35. | Public Works - Engineering     | Note that the drainage in this area does not have a viable conveyance system. This area has known drainage issues. The site will have to hold the entire 25-year, 24-hour storm event onsite.                     | Info Only |
| 36. | Public Works - Engineering     | Note that there appears to be some drainage from the north that comes to the site. This drainage has to be addressed at final engineering review.   | Info Only |
| 37. | Public Works - Impact Analysis | No Review Required. Trips generated by a maximum of 30 SF DUs are less than 50 required for a TIS to be submitted.  | Info Only |

**AGENCY/DEPARTMENT REVIEWER CONTACT AND STATUS**

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

| 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     | 407-665-7468 | Review Complete<br>Recommend Approval |
| Comprehensive Planning          | Maya Athanas     | mathanas@seminolecountyfl.gov  | 407-665-7388 | Corrections Required                  |
| Environmental - Impact Analysis | Becky Noggle     | bnoggle@seminolecountyfl.gov   | 407-665-2143 | No Review Required                    |
| Environmental Services          | Bill White       | wwhite@seminolecountyfl.gov    | 407-665-2021 | Approved                              |
| 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 | Approved                              |
| Public Safety - Addressing      | Lily Kay         | lkay@seminolecountyfl.gov      | 407-665-5045 | Approved                              |
| Public Works - County Surveyor  | Raymond Phillips | rphillips@seminolecountyfl.gov | 407-665-5647 | No Review Required                    |
| Public Works - Engineering      | Jim Potter       | jpotter@seminolecountyfl.gov   | 407-665-5764 | Review Complete<br>Recommend Approval |
| Public Works - Impact Analysis  | Arturo Perez     | Aperez07@seminolecountyfl.gov  | 407-665-57   | No Review Required                    |

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

☒ 1<sup>st</sup> RESUBMITTAL

| DATE     | RESUBMITTAL FEE DUE   | ROUTE TO THESE STAFF MEMBERS FOR FURTHER REVIEW: |
|----------|---|--|
| 8/7/2025 | The application fee allows for the initial submittal plus two resubmittals. | Kaitlyn Apgar, Maya Athanas, Sarah Harttung      |

*Note: No resubmittal fee for small site plan*

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 | <a href="http://www.altamonte.org">www.altamonte.org</a>             |
| Casselberry       | (407) 262-7700 | <a href="http://www.casselberry.org">www.casselberry.org</a>         |
| Lake Mary         | (407) 585-1449 | <a href="http://www.lakemaryfl.com">www.lakemaryfl.com</a>           |
| Longwood          | (407) 260-3440 | <a href="http://www.longwoodfl.org">www.longwoodfl.org</a>           |
| Oviedo            | (407) 971-5555 | <a href="http://www.cityofoviedo.net">www.cityofoviedo.net</a>       |
| Sanford           | (407) 688-5000 | <a href="http://www.sanfordfl.gov">www.sanfordfl.gov</a>             |
| Winter Springs    | (407) 327-1800 | <a href="http://www.winterspringsfl.org">www.winterspringsfl.org</a> |

**Other Agencies:**

|                                   |               |   |
|-----------------------------------|---------------|---|
| Florida Dept of Transportation    | <b>FDOT</b>   | <a href="http://www.dot.state.fl.us">www.dot.state.fl.us</a>                |
| Florida Dept of Enviro Protection | <b>FDEP</b>   | (407) 897-4100 <a href="http://www.dep.state.fl.us">www.dep.state.fl.us</a> |
| St. Johns River Water Mgmt Dist   | <b>SJRWMD</b> | (407) 659-4800 <a href="http://www.sjrwmd.com">www.sjrwmd.com</a>           |
| Health Department                 | <b>Septic</b> | (407) 665-3621  |

**Other Resources:**

|                                 |  |
|---------------------------------|--|
| Flood Prone Areas               | <a href="http://www.seminolecountyfl.gov/gm/building/flood/index.aspx">www.seminolecountyfl.gov/gm/building/flood/index.aspx</a> |
| Watershed Atlas                 | <a href="http://www.seminole.wateratlas.usf.edu">www.seminole.wateratlas.usf.edu</a>   |
| Seminole Co. Property Appraiser | <a href="http://www.scpafl.org">www.scpafl.org</a>   |