

SEMINOLE COUNTY GOVERNMENT

1101 EAST FIRST STREET, WEST WING
SANFORD, FLORIDA 32771

The DRC Agenda can be found [here](#).

PROJECT NAME:	COMMERCIAL OFFICE - PRE-APPLICATION	PROJ #: 26-80000045
APPLICATION FOR:	DR - PRE-APPLICATION DRC	
APPLICATION DATE:	4/16/26	
RELATED NAMES:	EP SHIANI BAUTISTA	
PROJECT MANAGER:	KAITLYN APGAR (407) 665-7377	
PARCEL ID NO.:	35-19-30-300-0160-0000	
PROJECT DESCRIPTION	PROPOSED SITE PLAN FOR A MOBILE OFFICE TRAILER ON 0.46 ACRES IN THE C-2 ZONING DISTRICT LOCATED ON THE NORTHWEST CORNER OF COUNTRY CLUB RD AND W AIRPORT BLVD	
NO OF ACRES	.46	
BCC DISTRICT	5: HERR	
CURRENT ZONING	C-2	
LOCATION	ON THE NORTHWEST CORNER OF COUNTRY CLUB RD AND W AIRPORT BLVD	
FUTURE LAND USE-	COM	
APPLICANT:	CONSULTANT:	
SHIANI BAUTISTA LOTZONE LLC 301 HARBOUR PL TAMPA FL 33602 (389) 246-6659 <div style="background-color: black; width: 150px; height: 15px; margin-top: 5px;"></div>	N/A	

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

PROTECT YOURSELF FROM FRAUDULENT INVOICES

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

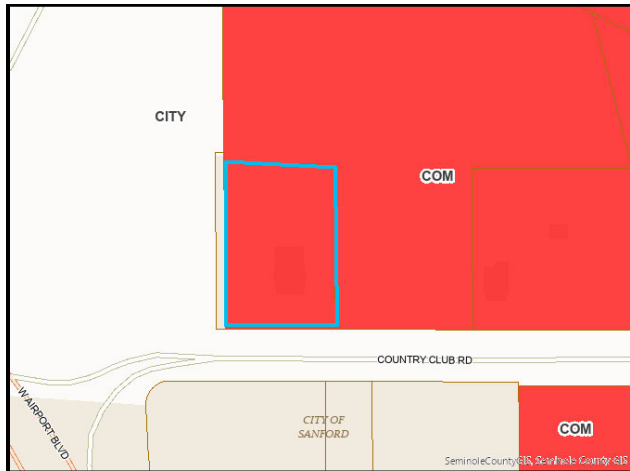
If you receive any invoice or payment request that appears suspicious or unfamiliar, contact the Planning Department at (407) 665-7371 or the Building Department at (407) 665-7050 prior to making any payment.

PROJECT MANAGER COMMENTS

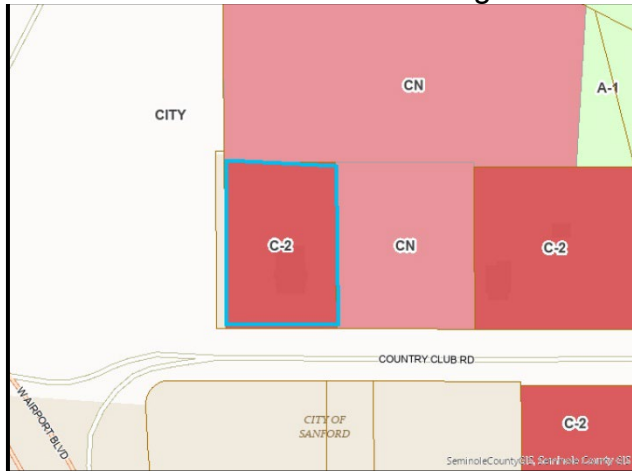
- The subject property has a Future Land Use of Commercial and a zoning designation of C-2 (General Commercial).
- The use of the property as an office is permitted in the C-2 zoning district.
- This property is contiguous to the City of Sanford. It is strongly recommended to reach out to the City for coordination of utilities and potential for annexation, if applicable.

PROJECT AREA ZONING AND AERIAL MAPS

Future Land Use: MXD



Zoning: C-2



Aerial



AGENCY/DEPARTMENT COMMENTS

	REVIEWED BY	TYPE	STATUS
1.	Buffers and CPTED	For calculating buffers, Airport Road is considered a collector road.	Info Only
2.	Buffers and CPTED	All plant material proposed to be installed on a site to meet the requirements of the SCLDC shall be site appropriate and selected from the Approved Plant Species list set forth in Figure 14.1 of SCLDC Sec. 30.14.18 or from Florida Friendly Landscaping Guide to Plant Selection & Landscape Design. Please see the following link for more information about general landscaping requirements: https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOL_ADECO_CH30ZORE_PT14LASCBUOPSP_S30_14.16GEPRALLAAR	Info Only
3.	Buffers and CPTED	A full buffer review will be done at time of site plan. Buffer requirements will be calculated based on project intensity, per Sec. 30.14.6. Upon submittal of plans, please provide 1. Net buildable Area. 2. Hours of Operation. 3. Floor Area Ratio. 4. Impervious Surface Ratio. 5. Building Height in feet in order to calculate required buffers	Info Only
4.	Buffers and CPTED	100 percent of landscaped areas are required to be irrigated. See the following link for requirements https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOL_ADECO_CH30ZORE_PT14LASCBUOPSP_S30_14.18LAPLIRPLSURE	Info Only
5.	Buffers and CPTED	The buffer is calculated based on project intensity versus surrounding property (or roadway, as applicable) intensity. The subject property will be assigned a Land Use Intensity (LUI) rating based on proposed density/intensity. The adjacent properties will be estimated per guidelines in the code (vacant vs developed). See the link below for calculating LUI. Sec. 30.14.6, https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOL_ADECO_CH30ZORE_PT14LASCBUOPSP_S30_14.6DELAUSCLIN The applicable LUI will yield a buffer opacity when evaluated in accordance with the Required Buffers Tables, see the link to SCLDC Sec.	Info Only

		30.14.7 below https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOL_ADECO_CH30ZORE_PT14LASCBUOPSP_S30.14.7REBU	
6.	Buffers and CPTED	Specimen tree: Live oak, magnolia, bald cypress and longleaf pine trees twenty-four (24) inches DBH or greater. SCLDC Chapter 2	Info Only
7.	Buffers and CPTED	Replacement of non-specimen trees shall be based on a one-to-one ratio of the cumulative DBH of the trees to be removed to the cumulative caliper of the trees to be installed. Specimen trees shall be replaced on a two-to-one ratio of the cumulative caliper of the trees to be installed to the cumulative DBH of the trees removed. SCLDC 60.9(d)(1)	Info Only
8.	Buffers and CPTED	Dead or declining trees, as determined by a certified arborist, are exempt from arbor regulations. SCLDC 60.4(f)	Info Only
9.	Buffers and CPTED	Trees less than six (6) inches DBH and palm trees are exempt from arbor regulations. SCLDC 60.4(h)	Info Only
10.	Buffers and CPTED	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)	Info Only
11.	Buffers and CPTED	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
12.	Buffers and CPTED	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 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	Info Only

		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.	
13.	Buffers and CPTED	Please provide a sealed or certified tree survey prepared by a professional surveyor, completed within the past 2 years. Show the location, DBH, common name, and, if applicable, indicate specimen tree status of all protected and preserved trees. SCLDC 60.10(b)(1)	Info Only
14.	Buffers and CPTED	The cumulative DBH of specimen trees preserved on site shall count two (2) to one (1) toward meeting the total replacement requirement. SCLDC 60.9(d)(6a) The cumulative DBH of protected non-specimen trees preserved on site shall count one (1) to one (1) toward meeting the total replacement requirement.	Info Only
15.	Buffers and CPTED	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
16.	Buffers and CPTED	Trees located within a designated conservation area shall not count toward replacement requirements. SCLDC 60.9(d)(7)	Info Only
17.	Buffers and CPTED	f 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
18.	Buffers and CPTED	In the case of any development which requires site plan approval by the Planning and Zoning Commission, the Board of County Commissioners, or both; permits for removal, relocation or replacement of trees covered under this Chapter 60 shall be obtained by making application at the time of site plan submittal. SCLDC 60.10(a)(2)	Info Only
19.	Building Division	- Standard building permit will apply - Each separate building and structure requires a separate permit. Example: Standalone building, structure, dumpster enclosures, fence/gate systems, signage, access control systems, pools, etc...	Info Only

20.	Building Division	All aspects of construction must meet the minimum requirements of the current Edition of the Florida Building Code	Info Only
21.	Building Division	Separate demolition permits are required for the demolition of each existing structure.	Info Only
22.	Building Division	- The number of accessible parking spaces must be in accordance with the Florida Accessibility Code.	Info Only
23.	Comprehensive Planning	COM (Commercial) Future Land Use, please see below from Policy FLU 5.3.3 Commercial of Comprehensive Plan: - The maximum intensity permitted in this designation is 0.35 floor area ratio. Uses A Neighborhood convenience store; B Community, regional and subregional shopping centers; C Colleges, universities, business and technical schools; D Retail sales, restaurants and commercial services; E Highway oriented businesses and outdoor advertising; F Amusement and commercial recreation within an enclosed building; G Adult and child care facilities, including evening and night facilities ; H Public and private elementary schools, middle schools, and high schools; I Hotels and motels; and J Special exceptions such as contractor, alcoholic beverage, drive-in restaurants, flea markets, mechanical garages, paint and body shops, service stations, lumberyards, public utilities, hospitals, and nursing homes. Special Provisions A. To maintain roadway capacity and to facilitate the movement of through traffic on major roadways, development of commercial uses in a strip fashion is discouraged except in those infill areas where commercial development has already occurred. B. Commercial developments adjacent to existing residential neighborhoods should be developed as Planned Developments with a flexible site design to provide adequate buffers, maintain existing tree cover, allow for adequate and safe pedestrian and bicycle connections between the Planned Development and existing residential neighborhoods and maximize visual compatibility with surrounding	Info Only

		neighborhoods. C. A landscaped buffer between all commercial areas and highway frontage should be provided in conjunction with adequate sign controls to enhance community aesthetics and maintain neighborhood compatibility. Based on this, the use appears consistent with the COM Future Land Use.	
24.	Comprehensive Planning	Site is located in the Urban Corridor. Please note Policy FLU 4.2.3 Urban Centers and Corridors Overlay. Infill development and redevelopment projects that are located along major arterial roadways included within the Urban Centers and Corridors Overlay must be planned as pedestrian-oriented, either with requirements to build to a sidewalk located on the corridor, or with minimal setbacks from that sidewalk or pedestrian path. Such redevelopment and infill projects must share vehicle access from the arterial and may not be designed to provide multiple individual vehicle accesses for each individual use. Please note this if there is proposed redevelopment.	Info Only
25.	Environmental Services	This development is not within Seminole County's utility service area. Please coordinate with the City of Sanford to service it. No review required.	Info Only
26.	Natural Resources	According to the county wetland maps, wetlands are possibly located on the north edge of the property. ***Please be advised the county wetland maps can be used only as guidelines and cannot be used to make jurisdictional wetlands determination. A field determination can be made by a qualified environmental scientist. **	Info Only
27.	Natural Resources	A 15-foot minimum, 25-foot average undisturbed upland buffer must be provided from all approved jurisdictional wetland boundaries.	Info Only
28.	Natural Resources	Conservation easements dedicated to Seminole County will be required over the wetlands and required buffers, and all property within the 100 year flood plain.	Info Only
29.	Natural Resources	Resources for wetland information: St. Johns River Water Management District: www.sjrwmd.com Florida Department of Environmental Protection: www.dep.state.fl.us Seminole County Map Resources: www.seminolecountyfl.gov Wetland and Flood Prone: Under ONLINE SERVICES / Interactive Maps / Information Kiosk Quadrangles: DEPARTMENTS/ Information Technologies / GIS / Maps available for viewing / Wetland quadrangle maps.	Info Only

		Seminole County Property Appraiser Map Resources: http://www.scpafl.org Zoning, Future Land Use, FEMA, Aerials	
30.	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)	Info Only
31.	Natural Resources	Note that if any trees are proposed to be removed an Arbor Permit will be required.	Info Only
32.	Planning and Development	INFORMATIONAL: County staff has reviewed the subject project based on the information you have provided to us and have compiled the following information for your use. Please be advised, these comments are intended to assist you in finding information that will enable you to prepare for your plan review. They are not intended to replace or exempt you from the applicable Codes and Ordinances as they pertain to your project. These comments are informational only and do not grant any approvals. Also be advised, from time to time Codes and Ordinances are amended and the comments provided only reflect the regulations in effect at the time of review. Seminole County Land Development Code: http://www.seminolecountyfl.gov/guide/codes.asp Seminole County Planning & Development: http://www.seminolecountyfl.gov/gm/	Info Only
33.	Planning and Development	Per the C-2 zoning district and Commercial Future Land Use the following regulations apply: Maximum Floor Area Ratio (F.A.R.) is 0.35 Minimum required open space is 25%, and Maximum building height is thirty-five (35) feet. F.A.R. Definition: The floor area ratio (FAR) is the relationship between the total usable floor area of the building and the total area of the lot on which the building stands	Info Only
34.	Planning and Development	Per SCLDC Sec. 30.14.2.2 Nonresidential Open Space, Open space shall be located entirely within the boundaries of the project and may include required landscaped areas and buffers; recreational lands and facilities accessible to employees and visitors to a site; and areas providing natural resource protection for floodplains, wetlands, aquifer recharge areas, wildlife habitat, and other natural features.	Info Only

35.	Planning and Development	Required parking will be in accordance with SCLDC Sec. 30.11.3 for quantities. The quantities of parking required for General Commercial, Non Retail are as follows: 1 space/ 2 employees Plus 1 space / company vehicle	Info Only
36.	Planning and Development	<p>Please see Sec. 30.11.6 for off street parking space design: https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOL_ADECO_CH30ZORE_PT11PALORE_S30.11.6_DEOREPASP</p> <ul style="list-style-type: none"> • Up to eighty (80) percent of spaces provided may have a minimum net area of one hundred sixty-two (162) square feet, a minimum width of nine feet (9), and a minimum length of eighteen feet (18). • A minimum of twenty (20) percent of required off-street parking space shall consist of a minimum net area of two hundred (200) square feet with a minimum width of ten (10) feet and a minimum length of twenty (20) feet. 	Info Only
37.	Planning and Development	<p>Bicycle parking will be required in accordance with SCLDC Sec. 30.11.7.3 General Bicycle Parking Requirements https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOL_ADECO_CH30ZORE_PT11PALORE_S30.11.7_MIDEST</p>	Info Only
38.	Planning and Development	<p>Stormwater retention ponds may be counted toward the minimum required open space area subject to the following criteria: (1)The pond shall be sodded or dressed with equivalent ground cover; and (2)The pond shall be accessible to all employees and visitors and shall be landscaped and configured in a manner that results in a visual amenity for the site and shall include aesthetic features or amenities such as benches and/or picnic tables. (3)For wet ponds, if reclaimed water is unavailable, then the pond shall be designed to be utilized for landscape irrigation. (4)For wet ponds, littoral zones of ponds shall be vegetated with emergent native vegetation to the maximum extent possible, provided that maintenance of the pond is not impeded. Plans shall be reviewed and approved by the Natural Resource Officer or designee.</p>	Info Only

39.	Planning and Development	If outdoor lighting is proposed, a photometric plan may be required at site plan. Outdoor lighting requires a separate permit. Outdoor lighting fixtures shall be located no less than fifty (50) feet from any property having a residential future land use designation or a residential zoning classification. Illumination onto adjacent properties shall not exceed five-tenths (0.5) foot-candles. All fixtures, including security lighting, must be cutoff fixtures. (SCLDC 30.15.1 https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOL_ADECO_CH30ZORE_PT15OULIRE)	Info Only
40.	Planning and Development	The proposed use of an office is permitted in C-2 Zoning District designation.	Info Only
41.	Planning and Development	The setbacks for the C-2 zoning district are: twenty-five (25) feet Front Yard, ten (10) feet Rear yard, and Side/Side Street yard setback may be reduced to zero (0) feet except when a side lot line abuts property assigned a residential zoning classification or land use designation.	Info Only
42.	Planning and Development	The proposed project is subject to Site Plan Review Process: SCLDC Chapter 40. Information can be found at: http://cdn.seminolecountyfl.gov/departments-services/development-services/planning-development/development-processes-requirements/index.html	Info Only
43.	Planning and Development	Please advise, any outdoor storage of merchandise and/or materials shall be permitted only in an enclosed or fenced area.	Info Only
44.	Public Safety - Fire Marshal	New and existing fire hydrants shall be identified on plan to meet the requirements of section 18.5 of NFPA 1.	Info Only
45.	Public Safety - Fire Marshal	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
46.	Public Safety - Fire Marshal	Type of use and size of building may require fire sprinklers and fire alarms.	Info Only
47.	Public Safety - Fire Marshal	Fire department access roads shall be designed and maintained to support the imposed loads of 39 tons for fire apparatus and shall be provided with an all-weather driving surface. (NFPA 1,18.2.3.5.2)	Info Only

48.	Public Safety - Fire Marshal	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
49.	Public Works - Engineering	Based on 1 ft. contours, the topography of the site appears to slope north across private property.	Info Only
50.	Public Works - Engineering	The property is adjacent to Country Club Rd which is classified as an urban minor collector road. A left turn is required for access to the property. Existing driveway does not conform to required 50' inbound radius and 35' outbound radius for non-residential development.	Info Only
51.	Public Works - Engineering	The proposed project is located within the Sanford drainage basin.	Info Only
52.	Public Works - Engineering	Based on SCS Soil Survey GIS overlays, the site generally has well drained soils.	Info Only
53.	Public Works - Engineering	Based on a preliminary review, the site either does not have a viable discharge (piped system, canal or connected waterbody) or known drainage issues exist, therefore the site will be required to retain the entire 25-year, 24-hour storm event volume onsite without discharge.	Info Only
54.	Public Works - Engineering	Driveway location/separation is not in accordance with the County Access Management Standards. The separation from driveway to Airport Blvd is required to be 330' on a Collector or Arterial roadway.	Info Only
55.	Public Works - Engineering	Sidewalks shall be required in accordance with the code. At final engineering approval a note to the plans that states "Any sidewalk less than 5' wide (6' along arterial or collector roads) or any broken sidewalk within Seminole County ROW abutting property frontage will be brought into compliance with Seminole County regulations.	Info Only
56.	Public Works - Engineering	A detailed drainage analysis will be required at final engineering.	Info Only
57.	Public Works - Engineering	A permit from the St. John's River Water Management District or Florida Department of Environmental Protection is generally required for projects with more than 5,000 sq. ft. of new impervious or 4,000 sq. ft. of new building for a total of 9,000 sq. ft. of new impervious surface. For more information see www.sjrvmd.com .	Info Only
58.	Public Works - Engineering	Please note at site plan ADA access to the right of way and parking spaces will be required.	Info Only

59.	Public Works - Impact Analysis	No Review Required.	Info Only
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DEPARTMENT PROJECT STATUS AND CONTACT

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

Department	Reviewer	Email	Contact
Buffers and CPTED	Kaitlyn Apgar	kapgar@seminolecountyfl.gov	407-665-7377
Building Division	Daniel Losada	dlosada@seminolecountyfl.gov	407-665-7468
Comprehensive Planning	David German	dgerman@seminolecountyfl.gov	407-665-7386
Environmental - Impact Analysis	Becky Noggle	bnoggle@seminolecountyfl.gov	407-665-2143
Environmental Services	Maliha Rahman	mrahman@seminolecountyfl.gov	407-665-2033
Natural Resources	Jim Potter	jpotter@seminolecountyfl.gov	407-665-5764
Planning and Development	Kaitlyn Apgar	kapgar@seminolecountyfl.gov	407-665-7377
Public Safety - Fire Marshal	Matthew Maywald	mmaywald@seminolecountyfl.gov	407-665-5177
Public Works - Engineering	Andrew Broxton	abroxton@seminolecountyfl.gov	407-665-0331
Public Works - Impact Analysis	Arturo Perez	Aperez07@seminolecountyfl.gov	407-665-5716

RESOURCE INFORMATION

Seminole County Land Development Code:

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

Seminole County Comprehensive Plan:

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

Development Services:

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

Seminole County Property Appraiser Maps:

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

Seminole County Wetland Information:

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

Wekiva Consistency form:

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

FEMA LOMR (Letter of Map Revision):

www.fema.gov

Cities:

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

Other Agencies:

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

Other Resources:

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