

SEMINOLE COUNTY GOVERNMENT

1101 EAST FIRST STREET, WEST WING
SANFORD, FLORIDA 32771

PROJECT NAME:	SUN MART - PRE-APPLICATION	PROJ #: 26-80000080
APPLICATION FOR:	DR - PRE-APPLICATION DRC	
APPLICATION DATE:	6/30/26	
RELATED NAMES:	EP SANKET PATEL	
PROJECT MANAGER:	CHAD HARVEY (407) 665-7341	
PARCEL ID NO.:	29-20-30-300-0030-0000	
PROJECT DESCRIPTION	PROPOSED SITE PLAN TO EXTEND THE PARKING LOT TO ADD TWO MORE SPACES ON 1.18 ACRES IN THE CN ZONING DISTRICT LOCATED ON THE NORTHEAST CORNER OF RONALD REAGAN BLVD AND LONGWOOD LAKE MARY RD	
NO OF ACRES	1.18	
BCC DISTRICT	4: LOCKHART	
CURRENT ZONING	CN	
LOCATION	ON THE NORTHEAST CORNER OF RONALD REAGAN BLVD AND LONGWOOD LAKE MARY RD	
FUTURE LAND USE-	COM	
SEWER UTILITY	SEMINOLE COUNTY UTILITIES	
WATER UTILITY	SEMINOLE COUNTY UTILITIES	
APPLICANT:	CONSULTANT:	
SANKET PATEL JAY ANBE MAA 1 LLC 1823 LONGWOOD LAKE MARY RD LONGWOOD FL 32750 (859) 940-1824 [REDACTED]	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.

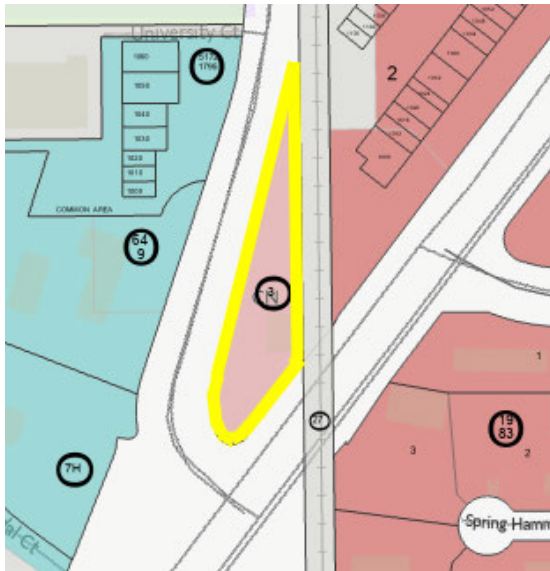
If you receive any invoice or payment request that appears suspicious or unfamiliar, contact the Planning Department at (407) 665-7371 or the Building Department at (407) 665-7050 prior to making any payment.

PROJECT MANAGER COMMENTS

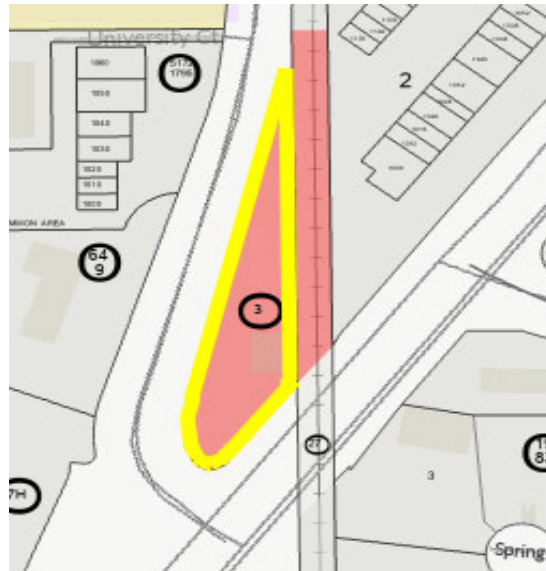
- The zoning designation of this property is CN (Restricted Neighborhood Commercial) and the Future Land Use (FLU) is Commercial.
- Any additions or alterations to the existing convenience store or expansion of the concrete surface/ driveway area on this property would require the owner to rezone this property to C-1 (Retail Commercial).

PROJECT AREA ZONING AND AERIAL MAPS

Zoning



Future Land Use



Aerial



AGENCY/DEPARTMENT COMMENTS

NO.	REVIEWED BY	TYPE
1.	Buffers and CPTED Chad Harvey	A full buffer review will be done at time of site plan review if it is determined that a site plan is required for the proposed use.
2.	Buffers and CPTED Chad Harvey	On the landscape plan, please show the existing trees on the project site.
3.	Buffers and CPTED Chad Harvey	Approved plan species list. All plant material proposed to be installed on a site shall be site appropriate, and selected from the Approved Plant Species list set forth in Figure 14.1 of Chapter 30 of the Seminole County Land Development Code, or from the Florida Friendly Landscaping Guide to Plant Selection & Landscape Design. Use of any other species shall require prior approval by the Development Services Director. The plants listed in Figure 14.1 have demonstrated the ability to grow and thrive in the Central Florida Area.
4.	Buffers and CPTED Chad Harvey	Crime Prevention Through Environmental Design (CPTED) CPTED is defined as "the proper design and effective use of the built environment that can lead to a reduction in the fear and incidence of crime and an improvement in the quality of life." It is based on three overlapping strategies: 1. Natural access control 2. Natural surveillance 3. Territorial reinforcement The goal of CPTED is to reduce opportunities for crime that may be inherent in the design of structures and development sites. This goal is accomplished through the involvement of CPTED trained law enforcement officers in the planning and design review of development projects. CPTED uses various tools to evaluate environmental conditions, and look for ways to intervene to control human / criminal behavior and reduce the fear of crime. The comments provided below are intended to promote public safety on the property under review.
5.	Buffers and CPTED Chad Harvey	Buffer information can be found here: http://www.municode.com/library/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT67LASC BU
6.	Buffers and CPTED Chad Harvey	Please refer to the SCLDC sections 30.14.5 and 30.14.3.1 on opacity and plant groups.
7.	Buffers and CPTED Chad Harvey	Off-site trees do not count towards the landscape buffer requirements.
8.	Buffers and CPTED Chad Harvey	Buffers can overlap into a retention area.
9.	Buffers and CPTED Chad Harvey	Parking lot landscaping will be required in accordance with SCLDC Sec. 30.14.13.
10.	Building Division Daniel Losada	All aspects of construction must meet the minimum requirements of the current Edition of the Florida Building Code.
11.	Building Division Daniel Losada	Type of use and size of building may require fire sprinklers and fire alarms.
12.	Building Division Daniel Losada	Separate demolition permits are required for the demolition of each structure.
13.	Building Division Daniel Losada	All site alterations and upgrades must comply with the Florida Accessibility Code.
14.	Building Division Daniel Losada	Separate permits are required for each building and standalone structures. Example: each building, standalone structure, dumpster

		enclosure, signage, fence/ gate systems, access control, retaining walls, etc...
15.	Comprehensive Planning David German	Site has COM (Commercial) Future Land Use. Per Policy FLU 5.3.3 Commercial of Comprehensive Plan: The maximum intensity permitted in this designation is 0.35 floor area ratio. Uses: • Neighborhood convenience store • Community, regional and subregional shopping center • Retail sales, restaurants and commercial services • Highway oriented businesses and outdoor advertising Special Provisions: • 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 and will need to meet the Floor Area Ratio of 0.35 and also be consistent with the underlying zoning
16.	Environmental – Impact Analysis Becky Noggle	Seminole County is the Water and Sewer service provider for this project. Capacity reservation will be required.
17.	Environmental Services Maliha Rahman	Seminole County Utilities will continue to be the provider for water/sewer. Existing utility connections can be reused. If increased water/sewer demands are required, connections may need to be upsized to meet new demands. Further review will be reserved for site plans/final engineering.
18.	Environmental Services Maliha Rahman	If you would like to see a utility GIS map of the area, please submit a request form by following the provided link: https://www.seminolecountyfl.gov/departments-services/utilities/utilities-engineering/utility-gis-information.stml This page can also be navigated to from our official website via Departments and Services -> Utilities -> Utilities Engineering -> Utility GIS Information. Once there, there will be a bold CLICK HERE in blue near the center of the page. Be advised that licensed professional engineer or professional surveyor will be required to provide their credentials for access. A request form will be sent out to our department inbox for review, and we'll get back to you with a response as soon as we can. This is for the purpose of tracking the release of sensitive utility GIS map information.
19.	Environmental Services Maliha Rahman	This development may need to be registered with and monitored by the Seminole County Industrial Pretreatment Program (IPP). Please have an authorized representative complete a short IPP survey for us to evaluate the pretreatment requirements for this facility. The survey can be found at the following link: https://survey123.arcgis.com/share/cc933b86b7524bd7a67106dc1bc70730.

		You may contact the Seminole County Industrial Pretreatment Program by email at industrialpretreatment@seminolecountyfl.gov if you have any questions/concerns about the program applicability to this development. Our IPP website can be found at the following link: https://www.seminolecountyfl.gov/departments-services/utilities/wastewater/industrial-pretreatment-program.shtml
20.	Natural Resources Christina Seckinger	It appears that there are some trees on the site. An arbor permit will be required at final site plan. A survey showing the size and type of trees will be required. Please see the Arbor Ordinance as there are size and type requirements and exclusions.
21.	Natural Resources Christina Seckinger	At site plan approval, a threatened and endangered species report will be required.
22.	Planning and Development Chad Harvey	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
23.	Planning and Development Chad Harvey	The current zoning of this property is CN (Restricted Neighborhood Commercial) with a Future Land Use of Commercial. Convenience Stores are not a permitted use in the CN Zoning district.
24.	Planning and Development Chad Harvey	Parking and landscaping requirement can be found in SCLDC Part 64 Chapter 30.
25.	Planning and Development Chad Harvey	Tree removal and replacement standards are addressed with the Site Plan serving as the arbor permit. An Arbor Permit shall be required for removal of any trees 3 in. diameter or above. The Ordinance encourages a minimum 25% of the existing trees and any specimen tree 20 inches and over to be retained. (Chapter 60.)
26.	Planning and Development Chad Harvey	If additional outdoor lighting is proposed, a photometric plan may be required per Chapter 30, Part 15 of the SCLDC.
27.	Planning and Development Chad Harvey	At the time of site plan review, please show site dimensions of the existing and proposed area to scale for this site.
28.	Planning and Development Chad Harvey	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.shtml
29.	Planning and Development Chad Harvey	Convenience stores are not a permitted use in the CN Zoning District. The current use on this property is permitted to remain in its current status as a non-conforming use. Per Section 30.3.10 – Nonconforming Uses: 30.3.10.1 In General

		(a) A nonconforming building may be maintained and repairs and alterations may be made, except that, in a building which is nonconforming as to use regulations, no structural alterations shall be made except those required by law. Repairs such as plumbing or the changing of partitions or other interior alterations are permitted. (b) Buildings or structures or uses of land which are nonconforming shall not be extended or enlarged. (c) When a nonconforming use of land has been discontinued for 180 days or longer, its future use shall revert to the uses permitted in the district in which said land is located. (d) A nonconforming building or structure, which is hereafter damaged or destroyed to the extent of fifty(50) percent or more of its value by flood, fire, explosion, earthquake, war, riot, or force majeure shall not be reconstructed or restored for the same use except in compliance with all applicable provisions of the Code. If the use is to be expanded in any way (i.e. additional parking, larger building, etc.) then the applicant would need to submit a rezoning request to change the zoning of this property from CN to C-1 (Retail Commercial).
30.	Planning and Development Chad Harvey	The following steps will be required in order to pursue the proposed improvements on this property: 1st Step: Rezone – This process requires a public hearing before the Planning and Zoning Commission (P&Z), followed by a public hearing before the Board of County Commissioners (BCC). The timeline may range between 4-6 months depending on staff review timelines and Board agenda scheduling. 2nd Step: Submittal of a Site plan for the proposed improvements that will be reviewed by Seminole County Staff.
31.	Planning and Development Chad Harvey	<u>Sec. 30.3.4: Public Notice Procedure for Amendments to the Future Land Use Map, Zoning Map, Non-Residential Variances and Special Exceptions:</u> Placards Placards shall be a minimum of 24"x 36" in size. A minimum of two (2) placards shall be required per property or project. At the discretion of the Division Manager the number of placards on a property or project may be increased. Placards shall be posted at least fifteen (15) days prior to a scheduled public hearing; Placards shall state the time and place of the hearing and the nature of the matter to be discussed; Affidavit of proof of the required publication and placards posting shall be presented to staff prior to the public hearing by the applicant/petitioner/appellant and shall be made a part of the record of the proceeding. <u>A Rezone requires the Applicant to conduct a Community Meeting Section 30.3.5.3</u> • Prior to staff scheduling the required public hearings, the Applicant must conduct a community meeting in compliance with SCLDC Sec.30.3.5.3 – 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. 30.3.4.2(e) - 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).
32.	Planning and Development Chad Harvey	The subject property is required to maintain a minimum open space of twenty-five (25) percent in the CN (Restricted Neighborhood Commercial) zoning district. This will be required to be shown at the time of site plan review.
33.	Planning and Development Chad Harvey	The building setbacks in the CN (Restricted Neighborhood Commercial) are: Fifty (50) foot Front Yard, Zero (0) foot Side yard, Zero (0) foot side street that abuts a street or road *Footnote 6 – Side yard setback may be reduced to zero (0) feet except when a side lot line abuts property assigned a residential zoning classification or a land use designation. Ten (10) foot rear yard.
34.	Planning and Development Chad Harvey	The maximum building height is thirty-five (35) feet.
35.	Planning and Development Chad Harvey	Staff is concerned about the proposed expansion of the building that it would disrupt the traffic flow in and out of the property off of Longwood Lake Mary Road, and the impervious encroachment into the existing stormwater system on the site.
36.	Planning and Development Chad Harvey	The minimum number of required parking spaces for this site is: General Business/ Retail/ Office: First 10,000 square feet: four (4) spaces per 1,000 square feet.
37.	Public Safety - Fire Marshal Matthew Maywald	Type of use and size of building may require fire sprinklers and fire alarms.
38.	Public Safety - Fire Marshal Matthew Maywald	Adequate water supply with fire flow calculations for fire protection (hydrants) shall be provided per section 18.3 and 18.4 of NFPA 1.
39.	Public Safety - Fire Marshal Matthew Maywald	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.
40.	Public Safety - Fire Marshal Matthew Maywald	"All the following items shall be acknowledged and added to the site plan sheets as note: 1.Fire department access roads provided at the start of a project and shall be maintained throughout construction. (NFPA 1, 16.1.4). 2.A second entrance/exit might be required per AHJ if the response time for emergency is exceeded per NFPA 1, Section 18.2.3.3 Multiple Access Roads. 3.A water supply for fire protection, either temporary or permanent, shall be made available as soon as combustible material accumulates. This applies to both commercial and residential developments. (NFPA 1, 16.4.3.1).

		4. Where underground water mains and hydrants are to be provided, they shall be installed, completed, and in service prior to construction work. (NFPA 1, 16.4.3.1.3). 5. Fire flow testing shall be performed in accordance with NFPA 291, recommended practice for fire flow testing. 6. A 36 in. clear space shall be maintained around the circumference of fire hydrants and a clear space of not less than 60 in. (1524 mm) shall be provided in front of each hydrant connection having a diameter greater than 2 1/2 in. NFPA 1, 18.5.7. 7. Hydrant shall be marked with a blue reflector in the roadway in accordance with NFPA 1, chapter 18.5.10. 8. Access to gated Subdivisions or Developments shall provide Fire Department access through an approved SOS and Seminole County Knox Key Switch. NFPA 1, 18.2.2.2
41.	Public Works Engineering Andrew Broxton	The drainage for this site is not clear. An appropriate outfall will need to be demonstrated or the site will have to hold one of the following as applicable; The entire 25-year, 24-hour storm event volume if the site is not land locked or entire 100-year, 24-hour storm even onsite without discharge if it is determined to be land locked.
42.	Public Works Engineering Andrew Broxton	Based on preliminary review, the site is considered to be land locked. The site will be required to hold water quality and retain the entire 100-year, 24-hour storm even onsite without discharge.
43.	Public Works Engineering Andrew Broxton	A detailed drainage analysis will be required at final engineering.
44.	Public Works Engineering Andrew Broxton	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.sjrwmd.com
45.	Public Works Engineering Andrew Broxton	A National Pollutant Discharge Elimination System (NPDES) permit is required for all projects that disturb greater than one (1) acre.
46.	Public Works Engineering Andrew Broxton	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.
47.	Public Works Engineering Andrew Broxton	ADA parking and access will have to be shown at the site plan review.
48.	Public Works Engineering Andrew Broxton	There appears to be drainage swale serving Longwood Lake Mary Rd on the south side of the property. No construction will be permitted within County easements.
49.	Public Works - Impact Analysis Arturo Perez	No Review Required.

DEPARTMENT PROJECT STATUS AND CONTACT

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

Department	Reviewer	Email	Contact	Status
Public Works - Engineering	Andrew Broxton	abroxton@seminolecountyfl.gov	407-665-0311	Info Only
Planning and Development	Chad Harvey	charvey02@seminolecountyfl.gov	407-665-7341	Info Only
Public Safety - Fire Marshal	Matthew Maywald	mmaywald@seminolecountyfl.gov	407-665-5177	Info Only
Comprehensive Planning	David German	dgerman@seminolecountyfl.gov	407-665-7386	Info Only
Buffers and CPTED	Chad Harvey	charvey02@seminolecountyfl.gov	407-665-7341	Info Only
Environmental Services	Maliha Rahman	mrahman@seminolecountyfl.gov	407-665-2033	Info Only
Environmental – Impact Analysis	Becky Noggle	bnoggle@seminolecountyfl.gov	407-665-2143	Info Only
Building Division	Daniel Losada	dlosada@seminolecountyfl.gov	407-665-5716	Info Only
Natural Resources	Christina Seckinger	cseckinger@seminolecountyfl.gov	407-665-7391	Info Only
Public Works – County Surveyor	Arturo Perez	aperez07@seminolecountyfl.gov	407-665-5716	Info Only

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