

**SEMINOLE COUNTY GOVERNMENT**

1101 EAST FIRST STREET, WEST WING  
SANFORD, FLORIDA 32771

**Document – Initial Submittal**

PROJECT NAME:	HEATHROW RESIDENCES AT THE MARKETPLACE TOWNHOMES – PD MAJOR AMENDMENT	PROJ #: 25-20500015
APPLICATION FOR:	PZ - PD	
APPLICATION DATE:	10/24/25	
RELATED NAMES:	Z2025-022	
PROJECT MANAGER:	ANNE SILLAWAY (407) 665-7936	
PARCEL ID NO.:	12-20-29-300-001C-0000+	
PROJECT DESCRIPTION	PROPOSED PD MAJOR AMENDMENT FOR TOWNHOMES AND COMMERCIAL RETAIL ON 14.78 ACRES LOCATED ON THE NORTHEAST CORNER OF LAKE MARY BLVD AND HEATHROW BLVD	
NO OF ACRES	14.78	
BCC DISTRICT	5: HERR	
LOCATION	ON THE NORTHEAST CORNER OF LAKE MARY BLVD AND HEATHROW BLVD	
FUTURE LAND USE-	PD	
SEWER UTILITY	SEMINOLE COUNTY UTILITIES	
WATER UTILITY	SEMINOLE COUNTY UTILITIES	
<b>APPLICANT:</b>		<b>CONSULTANT:</b>
DAVID COBB BIG BUCKET DEVELOPMENT LLC 100 E CENTRAL BLVD STE #2 ORLANDO FL 32801 (407) 506-9058 DAVID@ARCHONCA.COM		TYLER FITZGERALD CPH CONSULTING LLC 500 W FULTON ST SANFORD FL 32771 (407) 322-6841 TFITZGERALD@CPHCORP.COM

County staff members have reviewed the subject development project and offer the following s. The s below are a compilation of s 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 s; include a statement in your response to s 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 s within the 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 S

NO.	REVIEWED BY	TYPE	STATUS
1.	Buffers and CPTED Annie Sillaway	For buffer information please refer to Chapter 30 Part 14.	Info Only
2.	Buffers and CPTED Annie Sillaway	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 Annie Sillaway	Off-site trees do not count toward the landscape buffer requirements.	Info Only
4.	Buffers and CPTED Annie Sillaway	Buffers can overlap into a retention area.	Info Only
5.	Buffers and CPTED Annie Sillaway	The proposed project is within the Lake Mary Gateway Corridor Overlay, which requires a minimum fifteen (15) foot buffer width, which shall be greater if a more restrictive setback is required by the underlying zoning classification, shall be provided abutting the designated roadway right of way.	Info Only
6.	Buffers and CPTED Annie Sillaway	In order to determine the required landscape buffers for the entire site please provide the gross density for the site.	Unresolved
7.	Buffers and CPTED Annie Sillaway	Additional s may be generated based on resubmittal.	Unresolved
8.	Building Division Daniel Losada	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, etc...	Info Only
9.	Building Division Daniel Losada	Proposed restaurant may require fire sprinkler and fire alarm systems. - Propose grocery store will require a fire sprinkler and fire alarm systems.	Info Only
10.	Building Division Daniel Losada	All site alterations and upgrades must comply with the Florida accessibility code.	Info Only
11.	Comprehensive Planning	On the MDP, please indicate the parcels numbers, FLU designations, proposed uses, and proposed FAR	Unresolved

	Maya Athanas	maximum.	
12.	Comprehensive Planning Maya Athanas	Additional s may be generated based on resubmittal.	Unresolved
13.	Environmental - Impact Analysis Becky Noggle	Seminole County is the Water and Sewer service provider for this project. Capacity reservation will be required.	Info Only
14.	Natural Resources Sarah Harttung	For future FDP/site plan: identify the oaks on site to the species level (laurel, water, live, etc.).	Info Only
15.	Natural Resources Sarah Harttung	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
16.	Planning and Development Annie Sillaway	On the MDP, under Site Data, please indicate the required minimum open space of twenty-five (25) percent and specify the proposed open space for the residential property. Open space area requirements for planned developments must meet the following criteria under sec. 30.8.5.3 (g).	Unresolved
17.	Planning and Development Annie Sillaway	On the MDP coversheet, provide a vicinity map showing the location of the proposed development, relationship to surrounding streets and thoroughfares, existing zoning on the site and surrounding areas, existing land use on the site and surrounding areas within 500 feet.	Unresolved
18.	Planning and Development Annie Sillaway	Please provide a separate legal description in a pdf document.	Unresolved
19.	Planning and Development Annie Sillaway	On the MDP, provide a Site Data table that includes the existing and proposed land uses, the proposed gross density, and the proposed net buildable density calculation for the residential portion of the site. Information: Net Buildable Definition: The total number of acres within the boundary of a development, excluding areas devoted to road rights of way, transmission power line easements, natural lakes and wetlands or flood prone areas.	Unresolved
20.	Planning and Development Annie Sillaway	On the MDP, under Site Data, provide the use, including the proposed housing type and the number of lots.	Unresolved
21.	Planning and Development Annie Sillaway	On the MDP, provide a tract table showing acreage, ownership, and maintenance for each category of land use including internal roads, wetlands, open space, and landscape buffers.	Unresolved
22.	Planning and Development Annie Sillaway	On the MDP, only show the newly proposed boundary line between the residential and commercial property.	Unresolved

23.	Planning and Development Annie Sillaway	On the MDP, update the title block by removing the city, state, and ZIP code, and replace that information with Master Development Plan.	Unresolved
24.	Planning and Development Annie Sillaway	On the MDP under the site data, provide existing and proposed building heights of the proposed townhomes. Information: Per Sec. 30.10.4 - No building shall be constructed whose roof exceeds thirty-five (35) feet in height. If the Applicant decides to waiver from the requirement, for the new residential buildings the Applicant would need to request a waiver to the building height requirements.	Unresolved
25.	Planning and Development Annie Sillaway	On the MDP or coversheet, please identify and state all utility service suppliers.	Unresolved
26.	Planning and Development Annie Sillaway	On the MDP, identify and mark the location, use, and size of all common property tracts.	Unresolved
27.	Planning and Development Annie Sillaway	The subject property is within the Countys Urban Bear Management Area and must comply with the requirements outlined in Chapter 258 of the Seminole County Code of Ordinances (2015-33). <a href="http://www.seminolecountyfl.gov/core/fileparse.php/4073/urlt/Bear-Management-Ordinance-Final-Approved-Document.pdf">http://www.seminolecountyfl.gov/core/fileparse.php/4073/urlt/Bear-Management-Ordinance-Final-Approved-Document.pdf</a> . On the MDP, provide a note that states, "The subject property is within the Countys Urban Bear Management Area and must comply with the requirements outlined in Chapter 258 of the Seminole County Code of Ordinances (2015-33)".	Unresolved
28.	Planning and Development Annie Sillaway	***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 Joy Ford at 407-320-0069 or <a href="mailto:joy_ford@scps.k12.fl.us">joy_ford@scps.k12.fl.us</a>	Unresolved
29.	Planning and Development Annie Sillaway	Since the Applicant is doing a PD Major Amendment to the Heathrow PD a Community Meeting will be required. Community Meeting Procedures Section 30.3.5.3 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	Unresolved

		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).	
30.	Planning and Development Annie Sillaway	Sec. 30.3.4: Public Notice Procedure for Amendments to the Future Land Use Map, Zoning Map, Non-Residential Variances and Special Exceptions: Placards Placards shall be a minimum of 24x 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.	Info Only
31.	Planning and Development Annie Sillaway	Information Only: Per Sec. 30. 14.2.3 (d) No dwelling unit shall be located more than seven hundred fifty (750) feet from designated open space. The Development Services Director may waive this distance requirement where the developer proposes a major recreational facility that will occupy at least fifty (50) percent of the required open space for the development. No more than thirty-five (35) percent of the dwelling units in the development may be occupied before this facility is completed and available for use. Per Sec. 30.14.2.3 (f) No parcel of property or portion thereof, less than forty (40) feet wide and seven thousand five hundred (7,500) square feet in size, shall be counted toward the designated open space requirement. Except as provided in this paragraph, no parcel of property or portion thereof, less than forty (40) feet wide and seven thousand five hundred (7,500) square feet in size, shall be counted toward the designated open space requirement. Open space areas less than forty (40) feet in width containing paved or stabilized paths for pedestrians and/or bicycles shall be exempt from this requirement if such paths are part of a comprehensive circulation system serving the entire development. Dog parks and tot lots that are a minimum of seventy-five (75) square feet per dwelling unit are also exempt from this requirement and may count towards open space. Dog parks must contain waste disposal	Info Only

		receptacles and appropriate signage.	
32.	Planning and Development Annie Sillaway	<p>Per Sec. 30.14.2.3 Residential Open Space. (a) Required open space in residential developments is intended to provide green space serving as a site amenity; areas for supplemental landscaping; stormwater retention facilities; uses for aquifer recharge; and/or the preservation of natural resources. Residential open space shall include only those lands available for the use and enjoyment of all residents of a development and shall have either an aesthetic or recreational function that shall not conflict with other site features required by this Code. (b) Open space shall be located entirely within the boundaries of the project. In no case shall the required open space occupy any portion of a privately owned residential lot. (c) Types and locations of open space, including recreational lands, recreational facilities, and natural resource protection areas, shall be clearly shown on a development plan prior to project approval. Required open space within a subdivision shall be platted as a common area and shall be owned and maintained by a homeowners' association.(h)Stormwater retention ponds may be counted toward the minimum area requirement subject to the following criteria:(1)The pond shall be sodded or dressed with equivalent ground cover.(2)The pond shall have no greater than a 4:1 slope with no fencing.(3)The pond shall have a curvilinear shape simulating a natural water body.(4)Canopy trees shall be provided at the rate of one (1) per fifty (50) feet of pond perimeter; however, the required number of trees may be clustered for an improved aesthetic effect. (5) For wet ponds, if reclaimed water is unavailable, then the pond shall be designed to be utilized for landscape irrigation. (6) 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. (7) The pond shall be landscaped and configured in a manner that results in a visual amenity for the site and shall include other amenities such as a trail adjacent to the pond, boardwalks, picnic tables, fountains, pavilions, or gazebos. For wet ponds, a littoral zone with plantings is required. Other features in addition to or substituting for the aforementioned may be approved by the Development Services Director consistent with the intent of this Part. The pond and/or adjacent area shall include a minimum of two of the following features: a. Fountain b. Stabilized walking path c. Exercise equipment d. Benches for seating e. Tot lot or mini-park (i) Natural lakes may be</p>	Info Only

		counted toward the minimum area requirement subject to the limitations in paragraph (k) below and the following criteria: (1) The lakeshore shall be accessible to all residents, and shall include one or more visual or recreational amenities including, but not limited to, trail facilities, boardwalks, fountains, and picnic tables. (2) Only that portion of a lake that lies within the legal description of the project may count toward the required open space. (j) Conservation areas, defined for the purposes of this Part as the 100-year floodplain or wetlands as delineated by the St. Johns River Water Management District, may be counted toward the minimum area requirement subject to limitations specified in paragraph (k) below. (k) Natural lakes and/or conservation areas within a development site shall not be credited to a combined maximum area of more than fifty (50) percent of the required open space area. (l) Required landscaped areas and buffers may not be credited toward the required open space area. (m) Site features noted in Section 30.14.2.5 may also be counted as open space.	
33.	Planning and Development Annie Sillaway	On the MDP, please clearly show the adjacent parcels with the parcel number the Future Land Use, Zoning and the name of adjacent road along the west portion of the residential site.	Unresolved
34.	Planning and Development Annie Sillaway	On the MDP under the site data, please provide the parcel number and the total site acreage.	Unresolved
35.	Planning and Development Annie Sillaway	On the MDP under the site data, provide the minimum lot size and lot width if the proposed townhomes will be fee simple lots.	Unresolved
36.	Planning and Development Annie Sillaway	On the MDP, provide the analysis impact table for School Impacts, Traffic Impacts, and water, sewer, and utilities.	Unresolved
37.	Planning and Development Annie Sillaway	After revising the MDP to put the necessary information on the plan and the Applicant is running out of room, the Applicant can create a coversheet to provide the following information: 1. Vicinity map showing the location of the proposed development in relationship to surrounding streets and thoroughfares within 500 feet. 2. Clearly state the name of the PD and title as the Master Development Plan. 3. Parcel Numbers and Legal Description. 4. List the property owner, consultant, engineer, utility providers, parcel number and legal description.	Unresolved
38.	Planning and Development Annie Sillaway	On the MDP, please place these notes: 2. The Water and sewer provider are Seminole County. 3. Utility lines will be designed to meet Seminole County requirements. 4. Utility easements dedicated to Seminole County shall be provided over all water and sewer mains located outside	Unresolved

		<p>the public right of way. 5. All project signage shall comply with the Seminole County Land Development Code. (if in an overlay, check for additional signage restrictions) 6. Additional right-of-way dedication to Seminole County may be required. 7. The stormwater system shall be designed in compliance with Seminole County. 8. A mandatory H.O.A./P.O.A. will be created to provide for the management of all common areas and facilities. 9. Project will be constructed in one phase. (or if more than one phase state how many phases there will be) 10. Internal rights-of-way(s) will be (select one: public or private or will be determined at FDP) 11. Sidewalks will be constructed in compliance with Seminole County. 12. The developer will provide an internal pedestrian circulation system giving access to all portions of the development. 13. The subject property is within the Lake Mary Boulevard Gateway Corridor; therefore, redevelopment of the site shall adhere to the requirements under Sec. 30.10.3 of the Seminole County Land Development Code. 14. The proposed development is located within the Wekiva Study Area and must comply with the Environmental Design Standards outlined in Division 3, Section 30.10.5.11.</p>	
39.	Planning and Development Annie Sillaway	Per Sec. 30.10.3.3 under the Lake Mary Boulevard Gateway Corridor Overlay the proposed development needs to show that the front of any building constructed on a parcel shall be setback a minimum of fifty (50) feet. Please show the proposed buildings setback to show that it meets the minimum fifty (50) foot building setback along the portion of the site that fronts Lake Mary Boulevard.	Unresolved
40.	Planning and Development Annie Sillaway	On the MDP under the site data, provide perimeter proposed building setbacks.	Unresolved
41.	Planning and Development Annie Sillaway	On the MDP, there seems to be driveways that are shorter in length from the garage to the internal right of way. Per Sec. 30.8.5.3 (e)(2) Front-facing garage doors must be set back a minimum of twenty (20) feet.	Unresolved
42.	Planning and Development Annie Sillaway	Per Sec. 30.8.5.3 (f) Required Residential Neighborhood Improvements: (1) Street trees are required in generous planting strips to provide for the health of the trees. The street trees may count towards required open space. Street trees shall: a. Be planted an average of forty (40) feet on center on both sides of internal streets and on existing rights-of-way adjoining the site. b. Be in a planting strip or tree well with a minimum width of eight (8) feet. Planting strips less than ten (10) feet in width must include a root barrier. c. Be selected from the "Approved Plant Species List: Canopy Trees," except that Laurel Oaks may not be used as street trees. d. Meet the standards of Section 30.14.16, General provisions for all	Unresolved



		landscaped areas. (2) Fifty (50) percent of pond frontage must be open to streets or community parks. a. Where pond frontage is along a park, a walkway (minimum five (5) feet in width) is required unless adjacent to a street with a sidewalk. b. Landscaped areas must comply with the provisions of Section 30.14.16 (General provisions for all landscaped areas) and (Water-efficient landscaping design requirements). This section of the required residential neighborhood improvements for the PD can either be shown on the MDP or on an architectural rendering of the proposed site.	
43.	Planning and Development Annie Sillaway	Per Sec. 30.8.5.3 (e)(1) If lot width is less than forty-five (45) feet, homes must be rear loaded, unless otherwise approved by the Board of County Commissioners. If the Applicant is proposing lot width less than forty-five (45) feet wide, the Applicant will need to on the MDP that they would like to waiver from this section of the code.	Unresolved
44.	Planning and Development Annie Sillaway	Provide documentation demonstrating that residential entitlements remain available within the Heathrow DRI.	Unresolved
45.	Planning and Development Annie Sillaway	<p>The off-street parking requirements for residential development are as follows:</p> <p>Units 1,000 square feet or larger: 2 spaces per dwelling unit</p> <p>Units under 1,000 square feet: 1.5 spaces per dwelling unit</p> <p>Studio/Efficiency units: 1 space per dwelling unit.</p> <p>Based on the length of several driveways, it appears that vehicles parked in them may extend into the roadway. Will the townhomes include two-car garages to meet the off-street parking requirement, or will the garage and driveway parking be counted towards the required parking spaces? Please provide parking calculations for both the required and the proposed parking. In addition, include a note on the MDP explaining how the off-street parking requirements will be satisfied.</p>	Unresolved
46.	Planning and Development Annie Sillaway	Kimley-Horn has an active Preliminary Subdivision Plan on parcel 12-20-29-3000-0060-0000. Staff recommends that the Applicant for the PD Rezone coordinate with Kimley-Horn to discuss the two proposed developments on Tract 2 within the Heathrow DRI.	Info Only
47.	Planning and Development Annie Sillaway	Additional s may be generated based on resubmittal.	Info Only

48.	Planning and Development Annie Sillaway	Please provide the dimensions of all boundary lines on the residential lot.	Unresolved
49.	Planning and Development Annie Sillaway	On the MDP, please show the property lines and dimensions for the townhome lots.	Unresolved
50.	Planning and Development Annie Sillaway	On the MDP under the site data, provide the minimum dwelling size of the townhome units.	Unresolved
51.	Public Safety - Addressing Amy Curtis	Regarding addressing will be supplied in subsequent reviews. These s will pertain to Addressing Fees, the Subdivision Name Approval process, the Street Naming Process, the posting requirements for address numbers and street addresses, the requirements for street signs, and the timeline for the issuance of new addresses.	Info Only
52.	Public Safety - Fire Marshal Matthew Maywald	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
53.	Public Safety - Fire Marshal Matthew Maywald	Future building may require : 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
54.	Public Safety - Fire Marshal Matthew Maywald	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
55.	Public Safety - Fire Marshal Matthew Maywald	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
56.	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	Info Only

		<p>provided, they shall be installed, completed, and in service prior to construction work. (NFPA 1, 16.4.3.1.3).</p> <p>5.Fire flow testing shall be performed in accordance with NFPA 291, recommended practice for fire flow testing.</p> <p>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 21/2 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"</p>	
57.	Public Safety - Fire Marshal Matthew Maywald	Additional s shall be generated based on site plan submittal.	Info Only
58.	Public Works - Engineering Jim Potter	Lots 10-17 driveways do not have a minimum of 20' depth of driveway. Please revise so that all driveways have a minimum 20'outside of the sidewalk. This means minimum 25' including the sidewalk area.	Unresolved
59.	Public Works - Engineering Jim Potter	Please add a complete site data table and notes. Please add a note stating that the plans will meet Seminole County and SJRWMD stormwater requirements.	Unresolved
60.	Public Works - Engineering Jim Potter	There appears to be an access path behind the existing building through the townhomes 1-9, 18-25 and then out the existing driveway to the west side of the project. Is this the intent? The curve going north to west behind the building seems too sharp. If the intent is to allow traffic out, then this curve needs to be wide enough for a semi-truck. If it is not the intent, then signage will be required, or it needs to be closed off. If it is for fire access, then it would need to show that the fire truck can get through. Please revise accordingly.	Unresolved
61.	Public Works - Impact Analysis Arturo Perez	A Traffic Impact Study (TIS) may be required for this project if the new net external trip generation for the site generates more than 50 weekday peak hour trips based on the ITE Trip Generation Manual, 11th Ed. The TIS is to be prepared in accordance with the County's TIS Requirements for Concurrency guidelines. A methodology for the TIS is to be submitted to County Staff for review and approval prior to submittal of the TIS itself. Contact Mr. Arturo Perez, P.E. for requirements at (407) 665-5716 or via email to <a href="mailto:aperez07@seminolecountyfl.gov">aperez07@seminolecountyfl.gov</a> .	Info Only

**AGENCY/DEPARTMENT EFORM S AND PROJECT STATUS**

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

DEPARTMENT	STATUS	REVIEWER
Planning and Development	Corrections Required	Annie Sillaway 407-665-7936 <a href="mailto:asilalway@seminolecountyfl.gov">asilalway@seminolecountyfl.gov</a>
Public Works - Impact Analysis	No Review Required	Arturo Perez 407-665-5716 <a href="mailto:aperez@seminolecountyfl.gov">aperez@seminolecountyfl.gov</a>
Environmental - Impact Analysis	No Review Required	Becky Noggle 407-665-2143 <a href="mailto:bnoggle@seminolecountyfl.gov">bnoggle@seminolecountyfl.gov</a>
Public Safety - Addressing	No Review Required	Amy Curtis 407-665-5191 <a href="mailto:acutris@seminolecountyfl.gov">acutris@seminolecountyfl.gov</a>
Public Works - County Surveyor	Review Complete Recommend Approval	Raymond Phillips 407-665-5647 <a href="mailto:rphillips@seminolecountyfl.gov">rphillips@seminolecountyfl.gov</a>
Natural Resources	Approved	Sarah Harttung 407-665-7391 <a href="mailto:sharttung@seminolecountyfl.gov">sharttung@seminolecountyfl.gov</a>
Public Works - Engineering	Corrections Required	Jim Potter 407-665-5764 <a href="mailto:jpotter@seminolecountyfl.gov">jpotter@seminolecountyfl.gov</a>
Environmental Services	Review Complete Recommend Approval	James Van Alstine 407-665-2014 <a href="mailto:jvanalstine@seminolecountyfl.gov">jvanalstine@seminolecountyfl.gov</a>
Comprehensive Planning	Corrections Required	Maya Athanas 407-665-7388 <a href="mailto:mathanas@seminolecountyfl.gov">mathanas@seminolecountyfl.gov</a>
Buffers and CPTED	Corrections Required	Annie Sillaway 407-665-7936 <a href="mailto:asilalway@seminolecountyfl.gov">asilalway@seminolecountyfl.gov</a>
Public Safety - Fire Marshal	Approved	Matthew Maywald 407-665-5177 <a href="mailto:mmaywald@seminolecountyfl.gov">mmaywald@seminolecountyfl.gov</a>
Building Division	Approved	Daniel Losada 407-665-7468 <a href="mailto:dlosada@seminolecountyfl.gov">dlosada@seminolecountyfl.gov</a>

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:
12/4/2025	The application fee allows for the initial submittal plus two resubmittals. <i>Note: No resubmittal fee for small site plan</i>	Annie, Jim, Maya
<p>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:</p> <p>Major Review (3+ reviewers remaining) – 50% of original application fee</p> <p>Minor Review (1-2 reviewers remaining) – 25% of original application fee</p> <p>Summary of Fees: <a href="http://www.seminolecountyfl.gov/departments-services/development-services/planning-development/fee-information/fee-summary.stml">http://www.seminolecountyfl.gov/departments-services/development-services/planning-development/fee-information/fee-summary.stml</a></p> <p><b>NOTE:</b> Other fees may be due. See s for any additional fees due for your development project. (example: Addressing fee)</p>		

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>