

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](#).

PROJECT NAME:	LOT 3 OF THE NOVEL PARKWAY - SITE PLAN	PROJ #: 24-06000017
APPLICATION FOR:	DR - SITE PLAN	
APPLICATION DATE:	2/23/24	
RELATED NAMES:	EP JOE PELLARIN	
PROJECT MANAGER:	JOY GILES (407) 665-7399	
PARCEL ID NO.:	31-19-30-515-0000-0030	
PROJECT DESCRIPTION	PROPOSED SITE PLAN FOR A WAREHOUSE BUILDING ON 1.94 ACRES IN THE PD ZONING DISTRICT LOCATED ON THE SOUTH SIDE OF WILSON RD, WEST OF INTERNATIONAL PKWY	
NO OF ACRES	1.94	
BCC DISTRICT	5: HERR	
CURRENT ZONING	PD	
LOCATION	ON THE SOUTH SIDE OF WILSON RD, WEST OF INTERNATIONAL PKWY	
FUTURE LAND USE-	PD	
SEWER UTILITY	SEMINOLE COUNTY UTILITIES	
WATER UTILITY	SEMINOLE COUNTY UTILITIES	
APPLICANT:	CONSULTANT:	
MIGUEL DE ARCOS CENTRAL PARC GROUP LLC P.O BOX 968 LONGWOOD FL 32752 (407) 257-7334 miguel@centralparcgroup.com	JOE PELLARIN KIMLEY-HORN & ASSOCIATES, INC 200 S ORANGE AVE STE 600 ORLANDO FL 32801 (407) 427-1610 joe.pellarin@kimley-horn.com	

County staff members have reviewed the subject development project and offer the following comments. The comments below are a compilation of comments and markups 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>

AGENCY/DEPARTMENT COMMENTS

	REVIEWED BY	TYPE	STATUS
1.	Buffers and CPTED	Please show the location of the walls and fences on the overall site plan.	Unresolved
2.	Buffers and CPTED	Please indicate the buffer opacities on the overall site plan.	Unresolved
3.	Buffers and CPTED	The buffer calculation table on the landscape plan lists buffers B and C as adjacent to right of way but they are adjacent to single family. Please revise for consistency.	Unresolved
4.	Buffers and CPTED	The west buffer is listed as buffer D in the table but shown as buffer C on the drawing. Please correct.	Unresolved
5.	Buffers and CPTED	Required buffer landscaping must be exterior of the walls and fencing. Additional landscaping may be voluntarily provided interior of the walls and fencing if desired. Please revise.	Unresolved
6.	Buffers and CPTED	Palms cannot be used to satisfy buffer tree requirements. Small palms may be used to satisfy shrub requirements. Please revise.	Unresolved
7.	Buffers and CPTED	When more than 41 trees are required to be planted on site, at least 5 species are required, per Sec. 30.1228. of the SCLDC. Please correct.	Unresolved
8.	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
9.	Building Division	In accordance with the 8th ed (2023) FBC, Florida Accessibility Code for Building Construction, at least one accessible route shall connect accessible buildings, facilities, elements, and spaces that are on the same site.	Info Only
10.	Building Division	The location of accessible parking spaces, loading zones, sidewalks, and exit ramps shall meet requirements of the 8th ed (2023) FBC, Florida Accessibility Code for Building Construction.	Info Only
11.	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
12.	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	Info Only

		protection and 5) Sprinkler and Alarm requirements and all other code requirements.	
13.	Environmental - Impact Analysis	Seminole County is the Water and Sewer service provider for this project. Capacity reservation will be required.	Unresolved
14.	Environmental Services	On Sheet C6.0: Utility Plan, a valve box or locating wire terminal are required at minimum every 500 LF. Note that both tapping valves and gate valves may contribute to the 500 LF start point. Please show the proposed locations on the plan and provide callouts. See SD 110, SD 111, and SD 112 for reference.	Unresolved
15.	Environmental Services	On Sheet L2.00: Irrigation Plan, please ensure that the irrigation meter location is consistent with what is shown on Sheet C6.0: Utility Plan.	Unresolved
16.	Environmental Services	On Sheets C8.0, C8.1, and C8.2: Seminole County Standard Details, please ADD the following Standard Details (SDs): SD 113, SD 211, and SD 218. Please REMOVE the following SDs: SD 504 and SD 506. Please note that although this development is within our reclaim service area, it is not required to connect since the nearest reclaim main runs along the north side of International Parkway. Unless this development is proposing to extend a reclaim main down to service it, no reclaim details need to be shown.	Unresolved
17.	Environmental Services	On Sheet C6.1: Utility Plan - Offsite Improvements, please revise the open cut extents callout to exclude the "water service" portion of the connection.	Unresolved
18.	Environmental Services	On Sheet C6.0: Utility Plan, please update the proposed 6" RPDA to be a proposed 6" DDCVA instead per County standards for fire line back flow prevention. See SD 203 for reference.	Unresolved
19.	Environmental Services	On Sheet C6.0: Utility Plan, the 6" DDCVA will be privately owned and maintained so can the proposed 2" water meter and 1" irrigation meter be relocated outside of the property line to avoid the need for an onsite utility easement? Our preferred methods of connection for water service lines off a water main are service saddles. These can be done as "dry taps" instead of "wet taps". For instance, the service saddle taps can be made upstream of the 6" gate valve at the property line. Please provide callouts for the service saddles, RPZBFP, and service line sizes. Please show the proposed irrigation service line connection up to the 1" irrigation meter. See SDs 207, 208, and 211 for reference.	Unresolved
20.	Environmental Services	On Sheet C6.0: Utility Plan, please update the callout for the fire hydrant to clarify if it will be publicly or privately owned/maintained. For example: PROPOSED PRIVATE FIRE HYDRANT ASSEMBLY.	Unresolved

21.	Environmental Services	On Sheet C6.1: Utility Plan - Offsite Improvements, please revise the inverts for sanitary sewer manhole 5 to allow flow by gravity in the intended direction.	Unresolved
22.	Environmental Services	On Sheet C6.0: Utility Plan and Sheet C6.1: Utility Plan - Offsite Improvements, please provide a pipe crossing callout or detail for the crossings of the proposed 6" DR14 PVC fire line with the proposed 18" HP storm line, the proposed 6" PVC fire line (FDC) with the proposed 18" HP storm line, the proposed gravity 6" PVC sewer lateral and the proposed 18" HP storm line, the proposed 6" PVC water main with the existing gas line, and the proposed gravity 6" sewer lateral with the existing gas line. Also, please provide similar pipe crossing callouts for any newly identified pipes along the watermain/sewer main extension alignments from the provided files. See the files "Savannah Park PUD 2008", "Novel Parkway Utility Plan", and "Novel Parkway Offsite Drainage Plan" in the Resources folder on eplan for reference on the nearby utility/drainage lines as-builts and design plans in the area.	Unresolved
23.	Environmental Services	On Sheet C6.1: Utility Plan - Offsite Improvements, please update the proposed water main connection callout to better reflect existing conditions such as REMOVE EXISTING 2" BLOW OFF ASSEMBLY AND CONNECT INTO EXISTING 8" GATE VALVE. CONTRACTOR TO FIELD VERIFY EXACT LOCATION PRIOR TO CONSTRUCTION. See the files "Savannah Park PUD 2008" and "Savannah Park Plat" in the Resources folder on eplan for reference on the water main/drainage as-builts throughout the Savannah Park area as well the extents of the existing utility easement near the proposed water main connection point.	Unresolved
24.	Environmental Services	On Sheet C6.1: Utility Plan - Offsite Improvements, please review the provided files and incorporate the approximate locations of any existing utility/drainage lines along the path of the proposed 8" PVC water main and proposed gravity 8" PVC sewer main. Minimum separation requirements will need to be maintained. See the files "Savannah Park PUD 2008", "Novel Parkway Utility Plan", and "Novel Parkway Offsite Drainage Plan" in the Resources folder on eplan for reference on the nearby utility/drainage lines as-builts and design plans in the area.	Unresolved
25.	Environmental Services	On Sheet C6.0: Utility Plan and Sheet C6.1: Utility Plan - Offsite Improvements, please provide a callout to maintain minimum 6 ft separation between the proposed 8" PVC water main and the proposed gravity 8" PVC sewer main throughout the alignment.	Unresolved
26.	Environmental Services	On Sheet C6.0: Utility Plan, please update the proposed 8" PVC stub-out for future development callout to provide a 2" end of line blow off assembly. See Seminole County standard detail (SD) 218 for reference.	Unresolved
27.	Environmental Services	On Sheet C6.0: Utility Plan, please revise the 8" X 6" tee callout to be an 8" X 6" tapping sleeve and valve. This can be a "dry tap" as	Unresolved

		opposed to a "wet tap", but tapping sleeve and valves are our preferred methods of connection for water main extensions off another water main. See SD 204 for reference.	
28.	Natural Resources	Changemark Changemark note #01 Please consider saving trees 3743, 3744, and 3749 along the western property line. They are large native trees (22", 24", and 42" oaks). Condition F of the Development Order 20-20500012 states that "[w]here possible, every effort will be made to preserve existing on-site trees."	Unresolved
29.	Natural Resources	Show tree replacement table. An example has been uploaded to the Resources folder. SCLDC 60.22(f)	Unresolved
30.	Natural Resources	Show the required mix of tree species for tree replacement. SCLDC 60.4(h)	Unresolved
31.	Natural Resources	Provide a written statement indicating the reason for the removal of trees. Is the clear-cut of the site necessary for grading requirements? SCLDC 60.22(b)	Question
32.	Natural Resources	Changemark Changemark note #01 Please edit note 4 to reference Seminole County Land Development Code Sec 30.1282 and Sec. 60.22 instead of Orange County.	Unresolved
33.	Natural Resources	Changemark Changemark note #02 Note 5 does not apply to Seminole County's requirements. Please remove the note.	Unresolved
34.	Natural Resources	Changemark Changemark note #01 Orange construction fencing may be used in place of what is proposed in note 10.	Unresolved
35.	Natural Resources	Based on preliminary analysis, there may be endangered and threatened wildlife on the subject property. A threatened and endangered study along with a species of special concern survey will be required prior to final engineering or site plan approval. SCLDC 45.1(a)	Unresolved
36.	Natural Resources	The development of the site shall make the most advantageous use of topography and preserve mature trees and other natural features wherever possible. No site plan shall be approved that would result in the removal of over seventy-five (75) percent of existing trees, with trunk diameters of six (6) inches or greater, from any site, unless the Planning Manager finds that the development of the site would be severely restricted. Special consideration and credit shall be given to the retention of trees	Unresolved

		having a trunk diameter of twenty-four (24) inches or larger. Show location, size, and species of trees with minimum DBH of three (3) inches being saved. Saved trees can count toward buffer requirements. SCLDC 60.22	
37.	Planning and Development	Please provide a signed/sealed survey.	Unresolved
38.	Planning and Development	On the Site Plan sheet please provide the parcel number, future land use, and zoning of each abutting parcel.	Unresolved
39.	Planning and Development	The legal description on the cover sheet include Tract A; however, Tract A is not shown on the site plan. Please clarify if Tract A is to be included.	Unresolved
40.	Planning and Development	On the Site Plan sheet under the Site Data table, please define the proposed use of the building.	Unresolved
41.	Planning and Development	On the Site Plan sheet under the Site Data table please list the maximum allowable building height and the proposed building height.	Unresolved
42.	Planning and Development	On the Site Plan sheet please dimension the building footprint and provide dimensions from the footprint to the perimeter property lines.	Unresolved
43.	Planning and Development	Check on ADA parking stall size	Unresolved
44.	Planning and Development	Per Seminole County Land Development Code (SCLDC) Sec. 30.1234(a)(1) Outdoor Lighting: Light spillage Illumination onto adjacent properties and rights-of-way shall not exceed five-tenths (0.5) foot-candles. The foot-candles along the south perimeter appears to exceed the maximum allowable foot-candle of 0.5, please amend.	Unresolved
45.	Planning and Development	Dumpster will require a separate permit. Dumpster enclosure must meet the standard of Seminole County Land Development Code Sec. 30.1233. - Miscellaneous design standards. https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT64OREPALOLARE_S30.1233MIDEST	Info Only
46.	Planning and Development	Outdoor Lighting will require a separate permit. Outdoor lighting must comply with Seminole County Land Development Code Sec. 30.1234. – Outdoor Lighting Requirements. https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT64OREPALOLARE_S30.1234OULIRE	Info Only

47.	Public Safety - Addressing	A site plan that was approved through the Planning and Development site plan approval process is required to be submitted within the building permit application package, prior to permit approval. (Addressing Policy)	Info Only
48.	Public Safety - Addressing	(SITE/FLOOR PLAN) Developers of commercial sites with multiple occupants, tenants, or similar projects such as commercial office buildings, multi-residential apartments or plazas that have been approved through the Development Review process are required to coordinate individual addressing, prior to submitting building permits. This can be accomplished by providing Addressing (email: Addressing@seminolecountyfl.gov) a copy of the Development Review approved site plan and approval letter. The site plan is to indicate adjacent road names, entrance locations, parcel number, north arrow and a floor plan layout which indicates all possible tenant divisions for each floor of the building. This is to be submitted at least (10) working days prior to the submission of the building permit application package. The Addressing Office will propose and indicate on the floor plans, unit numbers for each tenant space. The proposed unit numbers are required to be placed on the plans and submitted with the building permit application package.	Info Only
49.	Public Safety - Addressing	(ADDRESS ASSIGNMENT) All building/unit number(s) shall be issued by the Seminole County Office of Emergency Management Addressing Office. SCLDC 90.5	Info Only
50.	Public Safety - Addressing	(ADDRESS ASSIGNMENT) Multi-tenant commercial buildings will be issued a building number from the standard grid map and further assigned (4) digit unit numbers. SCLDC 90.5(1)	Info Only
51.	Public Safety - Addressing	(ADDRESS ASSIGNMENT) Address and applicable fees will be determined at permitting upon the approved site plan. SCLDC 90.4(A) (C)	Info Only
52.	Public Safety - Addressing	Wekiva PKWY is an alias for SR 429, please add the street name SR 429 to your plans with Wekiva PKWY	Unresolved
53.	Public Safety - Addressing	On Sheet C4.0 Site Plan; please include the adjacent Lot or Parcel numbers.	Unresolved
54.	Public Safety - Addressing	On sheet C4.1 Truck Routing Plan; please indicate Wilson RD.	Unresolved
55.	Public Safety - Addressing	Please provide the Site Plan / Facility name for the project. This name should be added to at least sheet C0.0 Coversheet as the title and sheet C4.0 Site Plan within the Title Bar.	Unresolved
56.	Public Safety - Addressing	The approved Site Plan / Facility Name shall be the only conspicuous name posted or advertised on signage and shall also	Info Only

		be the title on the Site Plan. Following approval of the site or final engineering plan, the applicant shall have one (1) year to commence construction. If no site construction has commenced within (1) one year, the project is considered expired and any approved development name, including street names, that have been reserved, will be removed from the reserve list and considered void. (90.10(b)(c)(e)), (177.051)	
57.	Public Safety - Fire Marshal	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 that is placed 6" 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.	Unresolved
58.	Public Safety - Fire Marshal	Hose Lay: Fire Department access roads shall be provided such that any portion of the facility or any portion of an exterior wall of the first floor of the building is located not more than 150 FT (450 FT if equipped with an AUTOMATIC FIRE SPRINKLER SYSTEM) from Fire Department access roads measured by an approved route around the exterior of the building or facility (Section 18.2.3.2.2 and 18.2.3.2.2.1 NFPA 1)	Unresolved
59.	Public Safety - Fire Marshal	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	Unresolved
60.	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	Unresolved
61.	Public Safety - Fire Marshal	Point of service (POS) for automatic sprinkler system is not shown. POS must be indicated and designated in accordance with 633.102(24) State Statute. Point-of-service means the point at which the underground piping for a fire protection system, as	Unresolved

		defined in section 633.102(24), using water as the extinguishing agent becomes used exclusively for the fire protection system.	
62.	Public Safety - Fire Marshal	NO PARKING Signage and yellow striping for all fire department appliances such as FDC's, fire hydrants and fire department lanes shall be provided in accordance with NFPA 1, 18.2.3.6.1	Unresolved
63.	Public Safety - Fire Marshal	Please clarify on the plans the use of the RPDA. The fire POS should be a DDCVA.	Unresolved
64.	Public Safety - Fire Marshal	Please clearly indicate the pipe size and type for the FDC to the building.	Unresolved
65.	Public Safety - Fire Marshal	The backflow shall be accessible and free from obstructions. The landscape plan shows proposed hedges all the way around. Please revise showing access. Per NFPA 24, 6.2.8 all control valves shall be located where accessible and free of obstructions.	Unresolved
66.	Public Safety - Fire Marshal	Provide a fire test report and hydraulic graph for the proposed fire hydrants/water mains to ensure they will meet the requirements for the needed fire flow calculations for the structure.	Unresolved
67.	Public Safety - Fire Marshal	Additional comment may be generated based on resubmittal.	Unresolved
68.	Public Works - Engineering	Provide a signed and sealed Boundary and topographic Survey. Please better show the existing roadway, sidewalk and right of way.	Unresolved
69.	Public Works - Engineering	There appears to be a sidewalk across the property frontage. Please show the sidewalk on the plan. It is not clear if the sidewalk is 5-foot or not. If not 5-foot, please remove and redo. Please ensure that the entrance cross slope is no steeper than 2-percent. This includes the entrance road. Please add the following note. "All new, existing or altered driveways must conform to ADA regulations. Any broken sidewalk within Seminole County ROW abutting property frontage will be replaced. Any sidewalk less than 5 wide (6 along arterial and collector roads) will be brought into compliance with Seminole County regulations. Any vacated driveways, culverts, bridges etc. must be removed and the ROW restored to abutting conditions.	Unresolved
70.	Public Works - Engineering	Please add a stop sign at the internal stop condition.	Unresolved
71.	Public Works - Engineering	The County does not allow open cut of it road unless there is no other option. Please remove the open cut. If there is no other option, please mill and resurface 50' either direction.	Unresolved
72.	Public Works - Engineering	Please remove the no right turn sign. The site has full access.	Unresolved

73.	Public Works - Engineering	The County requires 20' deep parking spaces. The County does allow overhang of the sidewalk, but the sidewalk has to be 6' wide. The overhang into landscape cannot be counted as part of the landscape buffer. Please revise.	Unresolved
74.	Public Works - Engineering	Please provide ADA access to the public ROW. Please show the entrance location of the building clearly show the Access meets ADA to that point.	Unresolved
75.	Public Works - Engineering	Please revise the ADA sign per Seminole County requirements. Please See Public Works Engineering Manual Detail T-19.	Unresolved
76.	Public Works - Engineering	The Pond Section is not correct. Provide an actual section with grading back to natural grade. Be sure it represents the worst case scenario.	Unresolved
77.	Public Works - Engineering	The County requires a seepage and stability analysis for a pond berm in fill. Please provide.	Unresolved
78.	Public Works - Engineering	Staff does not see how the sewer can be installed 8-10' deep in the ROW as shown. Even with a trench box it would be problematic. Please Review and revise accordingly. If there is a specific method of installation proposed, then please provide details of it.	Unresolved
79.	Public Works - Engineering	The County does not allow open cut of its roads unless there is no other option. If it is allowed the mill and resurface will have to be 50' either direction.	Unresolved
80.	Public Works - Engineering	Provide a copy of approved SJRWMD ERP (or letter of exemption) required prior to pre-construction meeting. (informational)	Info Only
81.	Public Works - Engineering	Provide an approved copy of FDOT drainage connection permit (if applicable) and/or any other jurisdictional permits required prior to pre-construction. (informational)	Info Only
82.	Public Works - Engineering	The outfall to the FDOT Pond directly is not typical. This area does not seem to get to the pond or pond basin naturally. Please provide more from the FDOT permit showing that this area was accepted / Modeled into the FDOT pond.	Unresolved
83.	Public Works - Engineering	The area is pretty flat. The site may block drainage. There is also a pretty good area of side slope that will leave the site. Please provide bypass around the site in all directions.	Unresolved
84.	Public Works - Engineering	It is not clear how the building will be collected and routed to the pond. As much onsite area as possible has to be collected and routed to the pond. Please provide additional details on how this	Unresolved

		can be done.	
85.	Public Works - Engineering	Provide a secondary hydraulic analysis to show that the inlets and pipes can handle the flows.	Unresolved
86.	Public Works - Engineering	Based on the number and nature of the comments additional comments may be generated at resubmittal.	Unresolved

AGENCY/DEPARTMENT EFORM COMMENTS AND PROJECT STATUS

This section shows the reviewers of this project from the various County agencies. It may also include additional comments for review and response.

DEPARTMENT	STATUS	REVIEWER
Public Works - Engineering	Corrections Required	Jim Potter jpotter@seminolecountyfl.gov
Natural Resources	Corrections Required	Sarah Harttung sharttung@seminolecountyfl.gov
Environmental Services	Corrections Required	James Van Alstine jvanalstine@seminolecountyfl.gov
Environmental - Impact Analysis	Corrections Required	Becky Noggle bnoggle@seminolecountyfl.gov
Public Safety - Fire Marshal	Corrections Required	Matthew Maywald mmaywald@seminolecountyfl.gov
Public Safety - Addressing	Corrections Required	Tiffany Owens towens04@seminolecountyfl.gov
Public Works - Impact Analysis	No Review Required	William Wharton wwharton@seminolecountyfl.gov
Planning and Development	Corrections Required	Joy Giles jgiles@seminolecountyfl.gov
Buffers and CPTED	Corrections Required	Maya Athanas mathanas@seminolecountyfl.gov
Building Division	Approved	Jay Hamm

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

☒ 1st RESUBMITTAL

DATE	RESUBMITTAL FEE DUE	ROUTE TO THESE STAFF MEMBERS FOR FURTHER REVIEW:
3/21/24	The application fee allows for the initial submittal plus two resubmittals. <i>Note: No resubmittal fee for small site plan</i>	Joy Giles, Jim Potter, Sarah Harttung, James Van Alstine, Becky Noggle, Matthew Maywald, Tiffany Owens, Maya Athanas
The initial application fee allows for the initial submittal review plus two resubmittal reviews. For the fourth review and each subsequent review, the resubmittal fees are as follows: Major Review (3+ reviewers remaining) – 50% of original application fee Minor Review (1-2 reviewers remaining) – 25% of original application fee		

Summary of Fees: <http://www.seminolecountyfl.gov/departments-services/development-services/planning-development/fee-information/fee-summary.stml>

NOTE: Other fees may be due. See comments for any additional fees due for your development project. (example: Addressing fee)

Upon completion of your plan review process, Planning and Development staff must authorize and stamp plans for construction use. Once you receive an approval letter from Seminole County, the site contractor must contact Seminole County Planning and Development Inspections to schedule a pre-construction conference prior to the start of any site work. Upon issuance of the site permit, your approved drawings and/or documents will be released to you through the ePlan System. For questions regarding this process, please consult the Electronic Plan Review Applicant User Guide <http://www.seminolecountyfl.gov/core/fileparse.php/3321/urlt/ePlanApplicantUserGuide.pdf>

Cities:

Altamonte Springs	(407) 571-8000	www.altamonte.org
Casselberry	(407) 262-7700	www.casselberry.org
Lake Mary	(407) 585-1449	www.lakemaryfl.com
Longwood	(407) 260-3440	www.longwoodfl.org
Oviedo	(407) 971-5555	www.cityofoviedo.net
Sanford	(407) 688-5000	www.sanfordfl.gov
Winter Springs	(407) 327-1800	www.winterspringsfl.org

Other Agencies:

Florida Dept of Transportation	FDOT	www.dot.state.fl.us
Florida Dept of Enviro Protection	FDEP	(407) 897-4100 www.dep.state.fl.us
St. Johns River Water Mgmt Dist	SJRWMD	(407) 659-4800 www.sjrwmd.com
Health Department	Septic	(407) 665-3621

Other Resources:

Flood Prone Areas	www.seminolecountyfl.gov/gm/building/flood/index.aspx
Watershed Atlas	www.seminole.wateratlas.usf.edu
Seminole Co. Property Appraiser	www.scpafl.org