

**SEMINOLE COUNTY GOVERNMENT**  
 1101 EAST FIRST STREET, 2ND FLOOR, WEST WING  
 SANFORD, FLORIDA 32771

**Comment Document – Initial Submittal**

The DRC meeting allows 20 minutes per project to discuss and clarify any comments of concern. Additional comments or deletion of comments may result from discussions at the DRC meeting. The DRC Agenda can be found [HERE](#).

<b>PROJECT NAME:</b>	<b>ROLLING HILLS - SITE PLAN</b>	<b>PROJ #: 24-06000069</b>
APPLICATION FOR:	DR - SITE PLAN	
APPLICATION DATE:	11/14/24	
RELATED NAMES:	EP AIMEE SHIELDS	
PROJECT MANAGER:	KAITLYN APGAR (407) 665-7377	
PARCEL ID NO.:	01-21-29-5CK-2500-0000	
PROJECT DESCRIPTION	PROPOSED SITE PLAN FOR A PUBLIC PARK ON 98.16 ACRES IN THE PLI ZONING DISTRICT LOCATED ON THE SOUTH SIDE OF W SR 434, NORTH OF NORTH ST	
NO OF ACRES	98.16	
BCC DISTRICT	3-Lee Constantine	
CURRENT ZONING	PLI	
LOCATION	ON THE SOUTH SIDE OF W SR 434, NORTH OF NORTH ST	
FUTURE LAND USE-	REC	
SEWER UTILITY	NA	
WATER UTILITY	SEMINOLE COUNTY UTILITIES	
<b>APPLICANT:</b>	<b>CONSULTANT:</b>	
RICHARD DURR SEMINOLE COUNTY BCC 101 E 1ST ST SANFORD FL 32771 (407) 665-2175 RWELTY@SEMINOLECOUNTYFL.GOV	AIMEE SHIELDS GAI CONSULTANTS INC 618 E SOUTH ST STE 700 ORLANDO FL 32801 (321) 319-3041 A.SHIELDS@GAICONCONSULTANTS.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/urlit/ePlanApplicantUserGuide.pdf>

*See comments within the comment document for any fees due, as fees may be due for different aspects of your development project. Fees showing in ePlan reflect Planning & Development review or revision fees only.*

**State Permits that may be required:**

FDOT, FDEP- UTILITIES, SJRWMD, ENVIRONMENTAL REPORTS, ARCHEOLOGICAL REPORTS, FDEP- ENVIRONMENTAL, SJRWMD- ENVIRONMENTAL, FFW, IF APPLICABLE.

**AGENCY/DEPARTMENT COMMENTS**

	REVIEWED BY	TYPE	STATUS
1.	Buffers and CPTED	Please provide impervious surface ratio in order to calculate required buffer.	Unresolved
2.	Buffers and CPTED	Additional comments may be generated based on resubmittal.	Unresolved
3.	Buffers and CPTED	Please show setback of parking lots from adjacent residential lot lines. A parking buffer shall be required where a parking lot, or parking structure, and drive aisle is located within twenty-five (25) feet of the boundary of a residential district or Future Land Use designation. This would be additional to any other required buffer. Please dimension this buffer where applicable on site plan pages. See SCLDC Sec. 30.14.5 ( <a href="https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT14_LASCBUOPSP_S30.14.5STBUPEAD">https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT14_LASCBUOPSP_S30.14.5STBUPEAD</a> ) for information on the required parking buffer	Unresolved
4.	Environmental - Impact Analysis	Seminole County is the Water service provider for this project. Capacity reservation will be required.	Unresolved
5.	Environmental Services	On Sheet A-C2.1 and Sheet A-C2.17: Trail Site Plan, the proposed roadway improvements will require utility adjustments. This is being taken care of within Seminole County project Rolling Hills Area Roadways Phase I.	Info Only
6.	Environmental Services	On Sheet B-C1.1: Demo & SWPPP Plan, Sheet B-C2.1: Site Plan, Sheet B-C3.1: Grading Plan, Sheet B-HS1.1: Hardscape Plan, Sheet B-LA1.1: Landscape Plan, and Sheet B-LI3.1: Irrigation Plan, please draw in and callout our existing 6" PVC water main in the area. This pavilion will need to be relocated if it's on top of or too close to the existing water main.	Unresolved
7.	Environmental Services	On Sheet B-C4.2/B-C4.4: Utility Plan and Sheet B-LI3.3/B-LI3.4: Irrigation Plan, please note that the proposed water/irrigation connections are to Sunshine Water Services. These will need to be designed to Sunshine Water Services' standards. Please provide their associated standard details in separate detail sheets.	Unresolved
8.	Environmental Services	On Sheet B-LI3.2: Irrigation Plan, please note that the proposed irrigation connection is to the City of Altamonte Springs. This will need to be designed to the City of Altamonte Springs' standards. Please provide their associated standard details in separate detail sheets.	Unresolved
9.	Environmental Services	On Sheet B-LI3.5: Irrigation Plan, please note that the proposed irrigation connection is to either Sunshine Water Services or the City of Altamonte Springs (I'm not sure which). This will need to be designed to the whoever's standards that owns the water main.	Unresolved
10.	Environmental Services	On Sheet B-C5.2/B-C5.3: Details, please remove the following standard details (SDs): SD 102, SD 106, SD 110, SD 111, SD 112, SD 201, SD 202, SD 204, SD 212, and SD 215. Please add the following SDs: SD 108, SD 207, and SD 208. It may be a good option to revise the title of this sheet to be Seminole County Details since there will be detail sheets for Sunshine Water Services and the City of Altamonte Springs as well.	Unresolved
11.	Environmental Services	On Sheet C-C4.1/C-C4.2/C-C4.3: Utility Plan, please draw in and callout our existing 6" PVC water main in the area.	Unresolved

12.	Environmental Services	On Sheet C-C5.3/C-C5.4: Details, please remove the following standard details (SDs): SD 102, SD 106, SD 110, SD 111, SD 112, SD 201, SD 202, SD 204, SD 212, and SD 215. Please add the following SDs: SD 108, SD 207, and SD 208.	Unresolved
13.	Environmental Services	On Sheet C-LI3.1/C-LI3.2/C-LI3.3: Irrigation Plan, please note that the proposed water/irrigation connections are to Sunshine Water Services. These will need to be designed to Sunshine Water Services' standards. Please provide their associated standard details in separate detail sheets. It may be a good option to revise the title of this sheet to be Seminole County Details since there will be detail sheets for Sunshine Water Services as well.	Unresolved
14.	Environmental Services	I've attached any relevant record drawings that we have within your project area. See the "Water Distribution System Map 2003" and "Water Distribution System Map 2003 Legend" files in the Resources folder on eplan for reference. If you would like to see a utility GIS map of the area, please submit a request form by following the provided link: <a href="https://www.seminolecountyfl.gov/departments-services/utilities/utilities-engineering/utility-gis-information.stml">https://www.seminolecountyfl.gov/departments-services/utilities/utilities-engineering/utility-gis-information.stml</a> . 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. This request form will be sent out to our department inbox for review and well return with a response as soon as we can. This is for the purpose of tracking the release of sensitive utility GIS map information.	Info Only
15.	Natural Resources	The site has favorable conditions for gopher tortoises. Please note new FFWCC rules pertaining to gopher tortoises and get any applicable state permits prior to construction.	Info Only
16.	Planning and Development	Please add legal description and Parcel ID to all cover sheets.	Unresolved
17.	Planning and Development	PG A 008 C1.4 and 013 C1.9 Trail Demo-SWPPP Plan: Removal of cart path limits- does this mean that this will or will not be removed? Please amend or clarify, if applicable.	Unresolved
18.	Planning and Development	Please show parcel boundaries on demolition and site plans and differentiate the line in the Lines Legend.	Unresolved
19.	Planning and Development	Please provide the following details on all site plan pages; total linear distance in feet of trail section (on site plan pages within Phase A), Structure dimensions (Phase B and C), zoning/future land use of adjacent properties, and parcel I.D.s of surrounding properties (please depict on page and put in a Site Data Table).	Unresolved
20.	Planning and Development	Site Plan pages: "Truncated Dome Surface" refers to the hardscape plans but was not able to be found in the hardscape plans. Please provide reference page.	Unresolved
21.	Planning and Development	Please include the wetland line in the Lines Legend.	Unresolved
22.	Planning and Development	Page 063 GN.01 General Notes: Is there a specific reason for the numbering under Masonry to start with 14? If not, please revise.	Unresolved
23.	Planning and Development	Please provide an overall Site Plan for all sections (A,B,C) that depicts the complete boundary of the site, metes and bounds	Unresolved

		description as well as linear distance of each perimeter line, zoning/future land use of adjacent properties, and parcel I.D.s of surrounding properties.	
24.	Planning and Development	Please provide all dimensions of the pier, two segments do not appear to be dimensioned. Dimensions should also be present on the Site Plan page (B 015 C2.5 Site Plan) as well as the hardscape plans (B 035 HS1.5 Hardscape Enlargements).	Unresolved
25.	Planning and Development	Please provide the manufacturer's specifications/details of the Display Shelter.	Unresolved
26.	Planning and Development	Please provide a survey of the site.	Unresolved
27.	Planning and Development	Page B 011 C2.1 Site Plan: There is a reference for the Pavilion to sheet A101A. It is unclear what page this is. I can't find it as labeled, please amend or add page, if necessary.	Unresolved
28.	Planning and Development	Please also provide a Site Data Table on each overall Site Plan pages with the following data: Parcel ID, Total acreage/square feet, existing FLU and Zoning, proposed use, net buildable acreage ("Net buildable acreage: The total number of acres within the perimeter boundaries of a development, excluding areas devoted to rights-of-way widths, transmission and power line easements, lakes and areas defined as wetlands and floodprone areas.") required/proposed open space calculation, required/proposed setbacks, required/proposed landscape buffer widths, impervious calculation, building square footage, proposed/maximum height of buildings, and parking data (stall size, total number of proposed/required spaces throughout the entire site). Parking would be determined by best practices per the Parks and Recreation Department dependent on anticipated trail/park usage	Unresolved
29.	Planning and Development	Page B 013 C2.3 Site Plan: The proposed Maintenance Building should be dimensioned and please provide building square footage. Setbacks from property line should be shown as well. Please reference a page for the architectural plans.	Unresolved
30.	Planning and Development	Will there be any outdoor lighting? Staff recommends providing photometric plan at Site Plan application. Outdoor lighting should be in compliance with all applicable regulations in SCLDC Sec. 30.1234- Outdoor lighting requirements and will require a separate permit. <a href="https://library.municode.com/fl/seminole_county/codes/land_development_code?nodet=SECOLADECO_CH30ZORE_PT15_OULIRE">https://library.municode.com/fl/seminole_county/codes/land_development_code?nodet=SECOLADECO_CH30ZORE_PT15_OULIRE</a>	Unresolved
31.	Planning and Development	Page C 008 C2.1 Playground Site Plan: Is the proposed parking lot encroaching into the ROW on the north side? Please clarify or amend.	Unresolved
32.	Planning and Development	Per SCLDC Sec. 30.14.18, all water use zones shall be indicated on the landscape plan and irrigation plan. Turf areas shall be irrigated on separate zones from trees, shrubs, and ground cover beds. Please depict water use zones.	Unresolved
33.	Planning and Development	Due to the nature of the comments provided, there may be additional comments generated upon resubmittal.	Info Only
34.	Planning and Development	The site plan shows wetlands; please confirm if these areas are wetlands or a pond. If wetlands are present, please provide a wetland survey. All post development Wetlands will	Unresolved

		require a 15 foot minimum, 25 foot overall average wetland buffer. All wetlands and wetland buffer must be delineated on the site plan	
35.	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
36.	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
37.	Public Safety - Addressing	(ADDRESS ASSIGNMENT) Address and applicable fees will be determined in conjunction with a building permit for a park sign or park features etc. The address will be nonmailable and for permitting only.	Info Only
38.	Public Safety - Addressing	(Development Name) Please clarify which name is being proposed ROLLING HILLS PARK OR ROLLING HILLS COMMUNITY PARK? Either name is approved for use and is required to be the name labeled on all plan sheets and the other name shall be removed. Please confirm which one. The approved name shall be the only conspicuous name posted or advertised on signage. 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).	Unresolved
39.	Public Safety - Addressing	(Development Name) To avoid duplicate or similar names, the name by which a new development shall be legally known in the County, shall be submitted for compliance review to the E911 Administration, Attn: Addressing (email:addressing@seminolecountyfl.gov). Addressing checks the proposed name against the Seminole County Property Appraiser facility & subdivision names along with project names that are on reserve within the County. Potential names will be reviewed during Site Plan or Preliminary Subdivision Plan. The approved name shall be the only conspicuous name posted or advertised on signage and shall also be the title on the proposed plat (if applicable). 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)), (Florida Statute 177.051)	Info Only
40.	Public Safety - Addressing	Multiple previous sections of right of way appear to be indicated, although they are not labeled as such. This causes the adjacent parcels to not be drawn appropriately. This results in the adjacent parcels being inaccurately represented. If it is desired to have these vacated streets shown on the site plan, the adjacent parcels should be depicted as they currently extend into those vacated areas.	Info Only

41.	Public Safety - Addressing	TRAIL SITE PLAN Sheet C2.1 please label Bernard Avenue where it connects with Adams Street and Nebraska Avenue. We understand that the roadway project is not in contract; however, it is noticed that a portion of Bernard Ave that intersects with Stanley Street will no longer serve as access (no thru traffic) or intersect with Stanley Street. Will this portion of Bernard Avenue be vacated? This doesn't affect current properties that are addressed to Bernard Ave as these properties have access from Nelson Ave.	Unresolved
42.	Public Safety - Addressing	TRAIL SITE PLAN Sheet C2.3 please change Jackson Street to Art Hagan Place as this is the current name for this right of way. Are there any plans to vacate Art Hagan Place? Label the complete street name Andrews Drive.	Unresolved
43.	Public Safety - Addressing	TRAIL SITE PLAN Sheet C2.5 Jackson Street is inaccurately shown as there is a portion that is vacated and it doesn't connect at the west end of Jackson Street. Please depict Jackson Street as it presently exists, indicating its endpoint. Additionally, ensure that the name Jackson Street is appropriately labeled within the designated right of way. Please add the directional to S Pressview Avenue.	Unresolved
44.	Public Safety - Addressing	TRAIL SITE PLAN Sheet C2.9 please label Orlando Avenue.	Unresolved
45.	Public Safety - Addressing	TRAIL SITE PLAN Sheet C2.10 please clarify if Orlando Avenue is incorrect and if it should be Palm Springs Drive and Ohio Avenue.	Unresolved
46.	Public Safety - Addressing	TRAIL SITE PLAN Sheet C2.14 please clarify if Orlando Avenue is incorrect and if it should be Palm Springs Drive and Ohio Ave.	Unresolved
47.	Public Safety - Addressing	TRAIL SITE PLAN Sheet C2.15 please clarify where this is located, Is Andrews Drive the correct name and label all the surrounding streets.	Unresolved
48.	Public Safety - Addressing	SITE PLAN Sheet C2.1 The proposed pavilion may be assigned an address in conjunction with a building permit.	Unresolved
49.	Public Safety - Addressing	SITE PLAN Sheet C2.1 Pavilion, label the right of way abutting the proposed Pavilion. We cannot determine where exactly the Pavilion will be located.	Unresolved
50.	Public Safety - Addressing	SITE PLAN Sheet C2.2 Pavilions and Parking, label all right of ways. We cannot determine where exactly the Pavilion will be located.	Unresolved
51.	Public Safety - Addressing	SITE PLAN Sheet C2.3 & C2.4 The proposed maintenance building will be assigned a separate address in conjunction with a building permit.	Unresolved
52.	Public Safety - Addressing	SITE PLAN Sheet C2.3 label the streets Carlton Street and Andrews Drive.	Unresolved
53.	Public Safety - Addressing	SITE PLAN Sheet C2.4 please change Jackson Street to Art Hagan Place as this is the current name for this right of way. Are there any plans to vacate Art Hagan Place?	Unresolved
54.	Public Safety - Addressing	SITE PLAN Sheet C2.4 please add the street name Andrews Drive.	Unresolved
55.	Public Safety - Addressing	SITE PLAN Sheet C2.5 Pier, please clarify where this pier will be located. If there are surrounding streets, please label them. If not, only clarify where the pier is.	Unresolved
56.	Public Safety - Fire Marshal	Adequate water supply with fire flow calculations for fire protection (hydrants) shall be provided per section 18.3 and	Unresolved

		18.4 of NFPA 1. Please provide for the pavilions as well as the maintenance building.	
57.	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.	Unresolved
58.	Public Safety - Fire Marshal	Verify compliance with table 18.5.4.3 for maximum fire hydrant fire flow capacity distance to the building, and number of hydrants.	Unresolved
59.	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, 16.5.3.1). 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
60.	Public Safety - Fire Marshal	Include turning radius analysis with plans. * Turning radius analysis based on aerial truck Specifications. (Section 18.2.3.4.3. NFPA 1) Fire Truck Parameters: Pierce Arrow XT Chassis Aerial Platform 100' Inside Cramp Angle: 40 Degrees Axle Track: 82.92 inches Wheel Offset: 5.30 inches Tread Width: 17.5 inches Chassis Overhang: 68.99 inches Additional Bumper Depth: 22 inches Front Overhang: 90.99 inches Wheelbase: 270 inches Overall length: 581.75 inches Calculated Turning Radius: Inside Turn: 25 ft. 7 in. Curb to Curb: 41 ft. 8 in. Wall to Wall: 48 ft. 5 in. Overall length: 48 ft 6in.	Unresolved
61.	Public Safety - Fire Marshal	All proposed traffic calming devices shall be evaluated and approved in accordance with Section 34.35 of the SC Admin code.	Unresolved
62.	Public Works - Engineering	The plans reference future improvements that seem to be needed to install the proposed trail. Will these future improvements be done prior to the trail work? Please clarify or adjust the plans to work without the future improvements.	Unresolved
63.	Public Works - Engineering	Sheet 3.2 seems to have considerable impervious compared to the predevelopment condition. There is a low area on the north side of that area that discharges across Marshall Drive. This entire area is land locked and while the soils are good here additional impervious may cause drainage issues to the	Unresolved

		area. Please provide some water quality and quantity retention for this area and the overall development to ensure no adverse impacts to the area.	
64.	Public Works - Engineering	Sheets C3.3 and C3.12 seems to show filling in the flood plains. The County does not allow impacts to the flood plain without volumetric compensation. The flood plain is an undesignated A flood plain. Based on the size of the project any undesignated A flood zones are required to be determined. Please provide compensating storage or relocate the trail outside the floodplain. Please provide actual flood elevations with calculations for all undesignated A flood zones.	Unresolved
65.	Public Works - Engineering	Please provide a profile of the trails. Please also provide one or more sections for the grading of the trails. There should be a flat area outside the trail to ensure that if someone goes off the trail they will not be in danger.	Unresolved
66.	Public Works - Engineering	The portion of the trail along Jackson Street AKA Art Hagan on sheet C 3.3 seems to be on a steep slope. Please verify the grading here. Provide actual grading, sections here to ensure that this area can be graded safely. This area may need to be modified. There seems to be room to use the existing parking lot, move the road over slightly and remove some asphalt to allow a defined road, separate trail and parking area.	Unresolved
67.	Public Works - Engineering	Please add additional striping and signage to all street crossings. This includes the corner of Andrews Drive and Jackson Street AKA Art Hagan. Also, Pressview Avenue for examples. This should include midblock crossing signage.	Unresolved
68.	Public Works - Engineering	Please provide a double row of silt fence along the downhill side of any steep slope or adjacent to any wetland or other water body.	Unresolved
69.	Public Works - Engineering	There are some areas where the grading will channelize drainage down the new trail path. Please see sheet C3.6 for example. This could create substantial erosion. Please provide additional grading and drainage in these areas. Sloping the trail to the side and having small swales to collect and hold some water may be a good solution here. Otherwise, the drainage should be collected and routed to a safe place to allow the drainage to go into the ground.	Unresolved
70.	Public Works - Engineering	A portion of C3.15 and C3.16 are or may be in the flood plain based on elevation. Staff has seen portions of these areas flood. Please verify flood elevation and adjust the plan to either stay out of the flood plain or provide compensating storage.	Unresolved
71.	Public Works - Engineering	These comments are broad general comments that address most sheets of these plans. While they may be specific to certain sheets there are multiple places that the same issues are present across the plan set. Please review all sheets in detail for the main issues stated in the comments. Several of the main points are impacts to flood plains. Determine the actual flood plains. Grading that would potentially cause long term erosion. Some retention for the increased imperviousness. Additional signage for roadway crossings. Showing work as under separate contract that would need to be complete to do these plans. Please review all sheets, address all and resubmit.	Unresolved



72.	Public Works - Engineering	Please provide a SJRWMD permit or letter of exemption prior to the preconstruction meeting.	Unresolved
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## AGENCY/DEPARTMENT CONTACT 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	Reviewer	Email	Contact	Status
Buffers and CPTED	Kaitlyn Apgar	kapgar@seminolecountyfl.gov	407-665-7377	Corrections Required
Building Division	Jay Hamm	jhamm@seminolecountyfl.gov	407-665-7468	Review Complete Recommend Approval
Public Works-Water Quality	Shannon Wetzel	swetzel@seminolecountyfl.gov	407-665-2455	No Review Required
Public Safety-Addressing	Amy Curtis	acurtis@seminolecountyfl.gov	407-665-5191	Corrections Required
Environmental - Impact Analysis	Becky Noggle	bnoggle@seminolecountyfl.gov	407-665-2143	Corrections Required
Environmental Services	James Van Alstine	jvanalstine@seminolecountyfl.gov	407-665-2014	
Natural Resources	Sarah Harttung	sharttung@seminolecountyfl.gov	407-665-7391	Approved
Planning and Development	Kaitlyn Apgar	kapgar@seminolecountyfl.gov	407-665-7377	Corrections Required
Public Safety - Fire Marshal	Matthew Maywald	mmaywald@seminolecountyfl.gov	407-665-5177	Corrections Required
Public Works - Engineering	Jim Potter	jpotter@seminolecountyfl.gov	407-665-5764	Corrections Required
Public Works - Impact Analysis	William Wharton	wwharton@seminolecountyfl.gov	407-665-5730	No Review Required

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

1<sup>st</sup> RESUBMITTAL

DATE	RESUBMITTAL FEE DUE	ROUTE TO THESE STAFF MEMBERS FOR FURTHER REVIEW:
12/19/2024	The application fee allows for the initial submittal plus two resubmittals. <i>Note: No resubmittal fee for small site plan</i>	Kaitlyn Apgar, Jim Potter, Matthew Maywald, Amy Curtis, Becky Noggle

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	<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>