

## SEMINOLE COUNTY GOVERNMENT

1101 EAST FIRST STREET, 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:	LIGONIER MAINTENANCE BUILDING - SITE PLAN	PROJ #: 25-06000031
APPLICATION FOR:	DR - SITE PLAN	
APPLICATION DATE:	7/30/25	
RELATED NAMES:	EP DEREK WALTERS	
PROJECT MANAGER:	KAITLYN APGAR (407) 665-7377	
PARCEL ID NO.:	30-19-30-300-032D-0000+++	
PROJECT DESCRIPTION	PROPOSED SITE PLAN FOR A MAINTENANCE BUILDING ON 42.17 ACRES IN THE PD ZONING DISTRICT LOCATED ON THE SOUTH SIDE OF WAYSIDE DR AT LIGONIER CT	
NO OF ACRES	42.17	
BCC DISTRICT	5: HERR	
CURRENT ZONING	PD	
LOCATION	ON THE SOUTH SIDE OF WAYSIDE DR AT LIGONIER CT	
FUTURE LAND USE-	LDR	
SEWER UTILITY	SEMINOLE COUNTY UTILITIES	
WATER UTILITY	SEMINOLE COUNTY UTILITIES	
APPLICANT:	CONSULTANT:	
DEREK WALTERS CATALYST DESIGN GROUP 1085 W MORSE BLVD WINTER PARK FL 32789 (615) 622-7200 DWALTERS@CATALYST-DG.COM		N/A

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

*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.*

## AGENCY/DEPARTMENT COMMENTS

	REVIEWED BY	TYPE	STATUS
1.	Buffers and CPTED	Please show existing buffers on the east, south, and west property lines. These should be in compliance with DCA #16-20500039	Unresolved
2.	Buffers and CPTED	Please provide irrigation plans and water use zones in compliance with SCLDC Sec. 30.14.18 ( <a href="https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT14LASCBUOP_SP_S30.14.18LAPLIRPLSURE">https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT14LASCBUOP_SP_S30.14.18LAPLIRPLSURE</a> ).	Unresolved
3.	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
4.	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
5.	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
6.	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
7.	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 protection and 5) Sprinkler and Alarm requirements and all other code requirements.	Info Only
8.	Environmental - Impact	Seminole County is the Water and Sewer service provider for this project. Capacity reservation will be required.	Unresolved
9.	Environmental Services	According to our records, it appears as though there is no utility easement over some of the existing Seminole County owned water main, fire hydrants, and water meters. Please contact the property owner (or authorized representative) and have them provide us any documentation that there is an existing utility easement over this infrastructure. If none exists, then please have the property owner (or authorized representative) provide a sketch and legal description (signed/sealed by a professional surveyor) of the proposed utility easement so that we can begin the process to getting this completed. A signed/sealed sketch and legal description is all that we would require to be completed at this time as the rest of the process can take a while to complete. Please see the file "Watermain As-Built Survey S&S" in the Resources folder on eplan for reference on the record drawing of the water main installation. We require 15 ft wide utility easements along the centerline of our potable water mains/fire hydrants/water meters Please see the file "Proposed Utility Easement" in the Resources folder on eplan for reference on the rough dimensions of the utility easement that we're looking for.	Unresolved
10.	Environmental Services	On Sheet C5.0: Grading, Drainage, & Utility Plan, please update the water service connection to be made using a 4"x1.5" service saddle instead of a 4"x1.5" tee. The water service connection between the 4"x1.5" service saddle and the 1.5" water meter shall be made using	Unresolved

		1.5" PE tubing. Please update the utility keynote callouts accordingly.	
11.	Environmental Services	On Sheet C5.0: Grading, Drainage, & Utility Plan, please provide additional utility keynote U7b callouts for the 45-degree bends in the 4" fire line downstream of the 4" DDCVA.	Unresolved
12.	Environmental Services	Comment On Sheet C5.0: Grading, Drainage, & Utility Plan, please specify that the existing fire hydrant is public by updating the callout accordingly (existing public fire hydrant).	Unresolved
13.	Environmental Services	On Sheet C7.0 and C7.1: Seminole County Details, please add the following Seminole County standard details (SDs): SD 113, SD 115, and SD 207.	Unresolved
14.	Environmental Services	For the 1.5" water meter on Sheet C5.0: Grading, Drainage, & Utility Plan, please provide your calculations for determining that a 1.5" water meter is required to service this proposed maintenance building. A 1.5" water meter seems excessive for this type of building use. What utility fixtures are you accounting for? Does this include water demand from external hose bibbs/irrigation?	Unresolved
15.	Natural Resources	Changemark Tree mitigation calculations No trees appear to be saved within the limit of work. Please recalculate the tree mitigation calculations with only the trees within the limit of work included.	Unresolved
16.	Natural Resources	Changemark Grading within dripline Please show no grade change or minimal grade change for saved trees. Trees 4, 5, 7, and 8 appear to have significant grade change within their driplines. If the grading requirements cannot reasonably accommodate the trees, they may need to be removed.	Unresolved
17.	Planning and Development	On the Overall Site Plan page, please depict the actual setback measurement from property lines on the plan. Please also state the actual proposed setback under the site data table.	Unresolved
18.	Planning and Development	Please state the parking space dimensions in the site data table and provide the percentage of parking sizes that are being provided on site. Up to eighty (80) percent of spaces provided may have a minimum net area of one hundred sixty-two (162) square feet, a minimum width of nine feet (9), and a minimum length of eighteen feet (18). Please ensure this is being met site wide.	Unresolved
19.	Planning and Development	On the overall site plan sheet, please dimension the proposed parking spaces.	Unresolved
20.	Planning and Development	Please state the required open space value in the site data table per the last approved DCA. DCA #16-20500039 requires 55.72% of the entire site, approximately 23.496 acres. Please keep the existing and proposed values as well.	Unresolved
21.	Planning and Development	Under the site data table, please state what use is being proposed to require parking. Will there be an office or a warehouse? Warehouses require one (1) space per two (1) employees plus one (1) space per company vehicle. Please clarify and amend the required parking in accordance with SCLDC Sec. 30.11.3 (see the following for the code section link: <a href="https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT11PALORE_S30.11.3QUPARE">https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT11PALORE_S30.11.3QUPARE</a> )	Unresolved
22.	Planning and Development	Please move the site data table to the Overall Site Plan Page.	Unresolved

23.	Planning and Development	Please dimension the proposed maintenance building on the overall site plan page.	Unresolved
24.	Planning and Development	Please revise the overall site plan to show the entire parcel that the maintenance building is on.	Unresolved
25.	Planning and Development	Is any outdoor lighting being proposed? Please provide photometric plans, if applicable, in compliance with SCLDC Sec. 30.15.1. Outdoor lighting will require a separate permit. <a href="https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT15OULIRE_S30.15.1EXLIRE">https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT15OULIRE_S30.15.1EXLIRE</a>	Unresolved
26.	Planning and Development	This site plan cannot be approved until the Minor PD Amendment has been approved. This comment will be resolved when the PD amendment process is complete.	Unresolved
27.	Public Safety - Addressing	Please include the street name "Ligonier CT", subject parcel number (30-19-30-300-032D-0000), adjacent parcel numbers to the east (30-19-30-502-0000-0070 and 30-19-30-502-0000-0080), and label the dumpster on the following plans: 004_C3-0_Erosion Control & Demolition Plan, 005_C4-0_Overall Layout Plan, and 006_C4-1_Layout Plan.	Unresolved
28.	Public Safety - Addressing	Additional comments may be generated on the next submittal.	Info Only
29.	Public Safety - Addressing	ADDRESS ASSIGNMENT) Address and applicable fees will be determined at permitting upon the approved site plan. The tentative address for the maintenance building is 454 Ligonier CT, Sanford, FL 32771. Please DO NOT add this address to the Ligonier Maintenance Building Plans; however, this address should be labeled on the building permit plans. SCLDC 90.4(A) (C)	Info Only
30.	Public Safety - Fire Marshal	Fire department access road shall have an unobstructed width of not less than 20 ft in accordance with the specifications of NFPA 1, Section 18.2.3.5.1.1	Unresolved
31.	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
32.	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 defined in section 633.102(24), using water as the extinguishing agent becomes used exclusively for the fire protection system. If the building is sprinklered, location of Point of Service, Backflow Preventer and/or Post Indicating valves, and Fire Department Connection are required on the Site Plan in order to complete the Review (NFPA 1)	Unresolved
33.	Public Safety - Fire Marshal	The FDC is too far away from the fire department access road to be located on the DDCVA. Please create a remote/standalone FDC for this project or relocate the DDCVA and FDC closer to the entrance for the site. Per NFPA 24 5.9.5.1	Unresolved
34.	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
35.	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
36.	Public Safety -	Verify compliance with table 18.5.4.3 for maximum fire hydrant fire	Unresolved

	Fire Marshal	flow capacity distance to the building, and number of hydrants.	
37.	Public Safety - Fire Marshal	The requirements below shall be on all site plans as notes for sprinkled buildings: A). At minimum, a Class Five contractor is required to install fire lines. Fire lines shall begin at the point in which the piping is used exclusively for fire protection and end at a point 1-foot above the finished floor. B). The fire line for sprinkled buildings starts at the double detector check valve. C). No other water connection shall be off of the fire line. D). The Fire Department Connection shall be with-in 100 feet of the fire hydrant if standpipe system is provided. E). The only valve allowed in the FDC line is a check valve. F). All fire lines shall be inspected by the Fire Inspection Dept. before being covered.	Unresolved
38.	Public Safety - Fire Marshal	Fire flow testing shall be performed in accordance with NFPA 291, recommended practice for fire flow testing. Please provide hydrant flow test from the last 12 months.	Unresolved
39.	Public Safety - Fire Marshal	DDCVA shall be located a minimum 40 ft from structure or as far away as the wall it faces per NFPA 24.	Unresolved
40.	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: 4.68 inches Tread Width: 16.3 inches Chassis Overhang: 78 inches Additional Bumper Depth: 26 inches Front Overhang: 137.6 inches Wheelbase: 266 inches Overall length: 576 inches Calculated Turning Radius: Inside Turn: 25 ft. 4 in. Curb to Curb: 41 ft. 1 in. Wall to Wall: 48 ft. 1 in. Overall length: 48 ft	Unresolved
41.	Public Safety - Fire Marshal	Additional comments may be generated upon response.	Unresolved
42.	Public Works - Engineering	The area is in the flood plain with a known elevation of 72' NAVD88. Provide compensating storage for all impacts.	Unresolved
43.	Public Works - Engineering	Provide a stormwater analysis showing that this area was included in the onsite drainage design or provide an independent stormwater system for this area.	Unresolved
44.	Public Works - Engineering	There is some concern with the turning radii in the site. Please provide an auto-turn analysis with a reasonably sized vehicle. At least a regular sized truck and a delivery vehicle. Fire may want a fire truck movement as well.	Unresolved
45.	Public Works - Engineering	At least one ADA space and ADA path to the building is needed unless a specific exemption is provided. Show ADA space and path or provide documentation.	Unresolved
46.	Public Works - Impact Analysis	A Traffic Impact Study (TIS) will not be required because the additional building will not generate more than 50 weekday peak hour trips based on the ITE Trip Generation Manual, 11th Ed.	Info Only

## Agency / Department Reviewers 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
Public Safety - Addressing	Lily Kay	lkay@seminolecountyfl.gov	407-665-5045	Corrections Required
Public Works - Engineering	Jim Potter	jpotter@seminolecountyfl.gov	407-665-5764	Corrections Required
Public Works- Water Quality	Shannon Wetzel	SWetzel@seminolecountyfl.gov	407-665-2455	No Review Required
Environmental Services	James Van Alstine	jvanalstine@seminolecountyfl.gov	407-665-2014	Corrections Required
Environmental - Impact Analysis	Becky Noggle	bnoggle@seminolecountyfl.gov	407-665-2143	Corrections Required
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
Natural Resources	Sarah Harttung	sharttung@seminolecountyfl.gov	407-665-7391	Corrections Required
Buffers and CPTED	Maya Athanas	mathanas@seminolecountyfl.gov	407-665-7388	Approved
Public Works - Impact Analysis	Arturo Perez	aperez07@seminolecountyfl.gov	407-665-5716	No Review Required
Building Division	Jay Hamm	jhamm@seminolecountyfl.gov	407-665-7468	Review Complete Recommend Approval

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:
8/28/2025	The application fee allows for the initial submittal plus two resubmittals. <i>Note: No resubmittal fee for small site plan</i>	Kaitlyn Apgar, Lily Kay, Jim Potter, Matthew Maywald, Sarah Harttung, James Van Alstine, 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.shtml>

**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>