

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](#).

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| PROJECT NAME: | TATRA TOWNHOMES - REZONE | PROJ #: 25-20000006 |
| APPLICATION FOR: | PZ - REZONE (EXCL PD) | |
| APPLICATION DATE: | 7/09/25 | |
| RELATED NAMES: | Z2025-016 | |
| PROJECT MANAGER: | TIFFANY OWENS (407) 665-7354 | |
| PARCEL ID NO.: | 16-21-31-5CA-0000-0550 | |
| NO OF ACRES | 11.97 | |
| BCC DISTRICT | 1-Bob Dallari | |
| LOCATION | ON THE WEST SIDE OF TATRA ST, NORTH OF W CHAPMAN RD | |
| FUTURE LAND USE- | MDR | |
| SEWER UTILITY | SEMINOLE COUNTY UTILITIES | |
| WATER UTILITY | SEMINOLE COUNTY UTILITIES | |
| APPLICANT: | CONSULTANT: | |
| CHRIS LEPPERT KIMLEY-HORN & ASSOCIATES 200 S ORANGE AVE STE 600 ORLANDO FL 32801 (407) 233-3663 CHRIS.LEPPERT@KIMLEY-HORN.COM | CHRIS LEPPERT KIMLEY-HORN & ASSOCIATES 200 S ORANGE AVE STE 600 ORLANDO FL 32801 (407) 233-3663 CHRIS.LEPPERT@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 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 | Crime Prevention Through Environmental Design (CPTED) CPTED is defined as "the proper design and effective use of the built environment that can lead to a reduction in the fear and incidence of crime and an improvement in the quality of life." It is based on three overlapping strategies: 1. Natural access control 2. Natural surveillance 3. Territorial reinforcement The goal of CPTED is to reduce opportunities for crime that may be inherent in the design of structures and development sites. This goal is accomplished through the involvement of CPTED trained law enforcement officers in the planning and design review of development projects. CPTED uses various tools to evaluate environmental conditions and look for ways to intervene to control human / criminal behavior and reduce the fear of crime. The comments provided below are intended to promote public safety on the property under review. | Info Only |
| 2. | Buffers and CPTED | Buffer information can be found here: https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT14LASCBUOPSP | Info Only |
| 3. | Buffers and CPTED | If the maximum density for the property is established to be 10 dwelling units per acre the buffer requirements will be: North: No Buffer, South: No Buffer, East: 0.2 Opacity and West: 0.4 Opacity. | Info Only |
| 4. | Buffers and CPTED | Buffers can overlap into a retention area. | Info Only |
| 5. | Buffers and CPTED | A more in-depth buffer review will be completed after submittal and review of the Development Plan. | Unresolved |
| 6. | Comprehensive Planning | The property has a Medium Density Residential Future Land Use designation, which allows up to 10 dwelling units per net buildable acre. Please state the proposed residential density on the master development plan. | Unresolved |
| 7. | Environmental Services | Seminole County will be the water/sewer service provider for this development. | Info Only |
| 8. | Environmental Services | This development is not within any reclaim irrigation service areas so irrigation would be provided by this development's potable water system or by an alternative irrigation source such as an irrigation well. | Info Only |
| 9. | Environmental Services | The survey shows 15-foot of Right-of-way for Tatra St., the development appears it will likely be required to connect to both central water and sewer, the 15-foot right-ow-way may not be wide enough to accommodate both water and sewer and meet separation requirements. This will need to be addressed at Final Engineering. | Info Only |
| 10. | Natural Resources | Please provide a precise wetland line. The approximate line is insufficient for rezoning and site plan purposes. | Unresolved |

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| 11. | Planning and Development | A Rezone from A-1 (Agriculture) to R-3A (Multiple-Family Dwelling) is consistent with the Medium Density Residential Future Land Use. | Info Only |
| 12. | Planning and Development | 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. The provided SCALD letter will be reviewed after a Development Plan is provided. All questions on School Concurrency should be directed to Joy Ford at 407-320-0069 or joy_ford@scps.k12.fl.us | Info Only |
| 13. | Planning and Development | Please provide a Development Plan drawn to an appropriate scale as required by SCLDC Sec. 30.4.8.3(a) | Unresolved |
| 14. | Planning and Development | <p>The required Development Plan should include and call out the following:</p> <ul style="list-style-type: none"> • Legal description for the subject property. • Site data table (see separate comment with requirements). • Proposed Tract locations and table (see separate comment with requirements). • Proposed public and or private roads. • Lot area. • Site dimensions. • Any existing wetlands on the site and the required wetland buffers. • Required landscape buffers. • Right-of-way locations and widths. • Tentative parking areas and number of spaces. • Proposed building locations and building setbacks from lot lines. • Total floor area proposed for buildings. • Proposed points of access with tentative dimensions. • Locations of identification signs not on buildings. • Proposed locations of existing easements. • Location of existing trees on-site and their common name. • Number of trees to be removed and retained. | Unresolved |
| 15. | Planning and Development | <p>On the Development Plan the following needs to be provided under the site data table:</p> <ul style="list-style-type: none"> • Current and Proposed Zoning. • Existing Future Land Use • Maximum building height of thirty-five (35) feet. • Total dwelling units per net buildable area calculation. • Required off-street parking to include bicycle parking. (This can be just stated doesn't need to be shown can be demonstrated at the time of Final Engineering). • Required Open Space | Unresolved |
| 16. | Planning and Development | Tracts indicated on the Development Plan should be stated in the Tract Table with information regarding their use, owner, and | Unresolved |

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| | | maintenance. (A public or private road would be required to be labeled as a tract. | |
| 17. | Planning and Development | Please revise the street name "Hurban Street" on the "Boundary-Topo-Tree Survey" to reflect its updated name: "West Chapman Road." | Unresolved |
| 18. | Planning and Development | Please provide a separate pdf containing the legal description of the subject property. | Unresolved |
| 19. | Planning and Development | Per Sec. 30.4.8.3 (d) Recreation and open space comprising no less than twenty-five (25) percent of the gross acreage, exclusive of the perimeter buffer, shall be set aside for usable recreation and open space. | Info Only |
| 20. | Planning and Development | The maximum density needs to be established on the Development plan and shall not exceed ten (10) dwelling units per net buildable acre. | Info Only |
| 21. | Planning and Development | Per Sec. 30.4.8.3 (h) If covered storage for vehicles is provided, garage doors may not face a public right-of-way. | Info Only |
| 22. | Planning and Development | During the initial submittal for the R-3A Rezone, a Development Plan was not provided. Additional comments may be provided following the resubmittal and review. | Info Only |
| 23. | Planning and Development | <p><u>Community Meeting Procedures Section 30.3.5.3</u></p> <p>Community Meeting Procedures - SCLDC Section 30.3.5.3</p> <p>Prior to staff scheduling the required public hearings, the applicant must conduct a community meeting. The community meeting shall be held at least 20 calendar days prior to the scheduled public hearing in a location accessible to the public, near the subject property, and in a facility that is ADA compliant.</p> <p>Prior to scheduling the 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), before mailing it out to the surrounding neighbors. After the community meeting has commenced, the applicant will be required to upload into ePlan or email the project manager the community meeting minutes, sign-in sheet, and addresses.</p> | Unresolved |
| 24. | Planning and Development | <p><u>Sec. 30.3.4: Public Notice Procedure for Amendments to the Future Land Use Map, Zoning Map, Non-Residential Variances and Special Exceptions:</u></p> <p>Placards shall be a minimum of 24"x 36" in size. A minimum of two (2) placards shall be required per property or project. At the discretion of the Division Manager the number of placards on a property or project may be increased. Placards, which will be provided to the applicant by staff, shall be posted to the property at least 15 days prior to a scheduled public hearing. The placards shall state the time and place of the hearing and the nature of the matter to be discussed. An Affidavit of proof of the required publication and placards posting shall be presented to staff prior to the public hearing by the applicant.</p> | Info Only |

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| 25. | Planning and Development | Parking and landscaping requirements can be found in SCLDC Part 64 Chapter 30. | Info Only |
| 26. | Planning and Development | Minimum building setbacks within the R-3A zoning district shall be established from each dwelling structure to the overall project boundary and are as follows: Front: twenty-five (25) feet, Side: twenty-five (25) feet, and Rear: twenty-five (25) feet. | Info Only |
| 27. | Public Safety - Fire Marshal | Type of use and size of building may require fire sprinklers and fire alarms. | Info Only |
| 28. | Public Safety - Fire Marshal | 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 |
| 29. | 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 | Info Only |
| 30. | 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 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" | Info Only |
| 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 | Info Only |
| 32. | 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) | Info Only |
| 33. | 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. | Info Only |
| 34. | Public Works - County Surveyor | First off when calculating the south quarter corner you hold a line from the sw 1/4 to the se 1/4 corner unless you found something or have a CCR. Second that south 1/4 corner again | Unresolved |

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| | | is half way between the sw and se 1/4 corners by definition. if you check the right of way plans for 417 they recovered a monument at the s 1/4 corner. | |
| 35. | Public Works - County Surveyor | There is not enough information on this survey for me to feel comfortable that you are in the right place. especially as FDOT's fenced pond falls 12.5 feet within the property you identify you are surveying and you set every corner. i also seriously doubt there isn't a set corner set by the surveyor for the expressway at the anglebreak along the west line of your property. | Unresolved |
| 36. | Public Works - County Surveyor | You will need to resolve the encroachment of DOT's pond onto your property before we can go further. | Unresolved |
| 37. | Public Works - Engineering | The survey seems to show only 15' of ROW for Tatra Lane. The development requires a minimum 50' right-of-way (ROW). Please review the adjacent plats as it appears that there may be 25' ROW adjacent to the site. The 15' and 25' would only be 40' and would still not be sufficient. Please verify ROW. Please note that Hurban Street is not West Chapman Road please verify and adjust this as well. | Unresolved |
| 38. | Public Works - Engineering | The drainage for the site appears to be constrained. The site will have to hold volumetric difference for the 25-year, 24-hour storm event onsite. The rate and water quality for the site will also need to be addressed at final engineering. | Info Only |
| 39. | Public Works - Engineering | There may be considerable muck on the site and in the ROW. Additional deeper geotechnical borings will be required for the site at final engineering. | Info Only |
| 40. | Public Works - Engineering | There appears to be a piping and a ditch in Tatra Lane or directly next to it. This drainage will have to be addressed at final engineering. | Info Only |
| 41. | Public Works - Engineering | Roads to County Standard will be required at final engineering. | Info Only |
| 42. | Public Works - Engineering | Based on the County drainage basin study, the site may be flood prone. Additional modeling may be needed at final engineering to show that the site is not flood plain and or compensating storage may be needed at final engineering. | Info Only |
| 43. | Public Works - Impact Analysis | The Traffic Impact Study (TIS) provided by the applicant has been reviewed and approved without any changes required. | Info Only |

AGENCY/DEPARTMENT EFORM COMMENTS AND PROJECT STATUS

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

| DEPARTMENT | REVIEWER |
|--------------------------------|--|
| Buffers and CPTED | Tiffany Owens (407) 665-7354 towens04@seminolecountyfl.gov |
| Comprehensive Planning | Maya Athanas (407) 665-7388 mathanas@seminolecountyfl.gov |
| Environmental Services | Bill White (407) 665-2021 wwwhite@seminolecountyfl.gov |
| Natural Resources | Sarah Harttung (407) 665-7391 sharttung@seminolecountyfl.gov |
| Planning and Development | Tiffany Owens (407) 665-7354 towens04@seminolecountyfl.gov |
| Public Safety - Fire Marshal | Matthew Maywald (407) 665-5177 mmaywald@seminolecountyfl.gov |
| Public Works - County Surveyor | Raymond Phillips (407) 665-5647 rphillips@seminolecountyfl.gov |
| Public Works - Engineering | Jim Potter (407) 665-7456 jpotter@seminolecountyfl.gov |
| Public Works - Impact Analysis | Arturo Perez (407) 665-5716 aperez07@seminolecountyfl.gov |

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

☒ 1st RESUBMITTAL

| DATE | RESUBMITTAL FEE DUE | ROUTE TO THESE STAFF MEMBERS FOR FURTHER REVIEW: |
|--|---|--|
| 08/07/2025 | The application fee allows for the initial submittal plus two resubmittals. | Tiffany (Buffers), Maya, Sarah, Tiffany (Planning), Ray, & Jim |
| <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: http://www.seminolecountyfl.gov/departments-services/development-services/planning-development/fee-information/fee-summary.stml</p> <p>NOTE: Other fees may be due. See comments 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/urlit/ePlanApplicantUserGuide.pdf>

Cities:

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| 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:

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|-----------------------------------|---------------|---|
| 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:

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| 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 |