

Document date:

The DRC Agenda can be found [HERE](#).

## SEMINOLE COUNTY GOVERNMENT

1101 EAST FIRST STREET, WEST WING  
SANFORD, FLORIDA 32771

### Comment Document – Initial Submittal

PROJECT NAME:	PARSONS SUBDIVISION - PSP	PROJ #: 26-55100004
APPLICATION FOR:	DR - SUBDIVISIONS PSP	
APPLICATION DATE:	5/29/26	
RELATED NAMES:	EP TOM FABER	
PROJECT MANAGER:	KAITLYN APGAR (407) 665-7377	
PARCEL ID NO.:	27-21-31-300-003A-0000	
PROJECT DESCRIPTION	PROPOSED PRELIMINARY SUBDIVISION FOR 2 SINGLE FAMILY HOME DEVELOPMENT ON 5.64 ACRES	
NO OF ACRES	5.64	
BCC DISTRICT	Bob Dallari	
CURRENT ZONING	A-1	
LOCATION	ON THE SOUTH SIDE OF E CHAPMAN RD, NORTHWEST OF ONSLOW AVE	
FUTURE LAND USE-	LDR	
SEWER UTILITY	SEMINOLE COUNTY UTILITIES	
WATER UTILITY	SEMINOLE COUNTY UTILITIES	
<b>APPLICANT:</b>	<b>CONSULTANT:</b>	
CLIFFORD & MARIA PARSONS 625 E CHAPMAN RD OVIEDO FL 32765 (407) 925-8279 [REDACTED]	TOM FABER FABER ENGINEERING INC 3165 MCCRORY PL ORLANDO FL 32803 (407) 595-1566 [REDACTED]	

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.**

### **PROTECT YOURSELF FROM FRAUDULENT INVOICES**

Seminole County has received reports of fraudulent invoices targeting applicants in the Planning, Building Permitting, and Development Review processes. These invoices may appear professional and may use the County's logo, address, or terminology. However, they are not legitimate County communications. Seminole County never requests wire transfer payments for Planning or Building Permitting fees. All official fee invoices are issues through County online payment systems and can be verified by contacting the Development Services Department.

If you receive any invoice or payment request that appears suspicious or unfamiliar, contact the Planning Department at (407) 665-7371 or the Building Department at (407) 665-7050 prior to making any payment.

## AGENCY/DEPARTMENT COMMENTS

	REVIEWED BY	TYPE	STATUS
1.	Buffers and CPTED	Comment Please advise, this property is located within the Econlockhatchee Protection Area. This requires a 25 foot minimum, 50 foot average buffer from wetlands.	Info Only
2.	Buffers and CPTED	Comment Based on the density, no perimeter landscape buffers are required.	Info Only
3.	Building Division	Comment -Permitting Requirements for Future Proposed Construction or Demolition- - Standard building permit will apply - Each separate building and structure requires a separate permit. Example: Standalone building, structure, dumpster enclosures, fence/gate systems, signage, access control systems, pools, etc...	Info Only
4.	Building Division	Comment - All aspects of construction must meet the minimum requirements of the current Edition of the Florida Building Code	Info Only
5.	Building Division	Comment - Separate demolition permits are required for the demolition of each existing structure.	Info Only
6.	Building Division	Comment - Each separate parcel, and separate building and/ or standalone structure, will require a separate permit.	Info Only
7.	Environmental Services	Comment On Sheet C1.0: Cover Sheet, please update the utility provider for potable water and irrigation to SJRWMD. Seminole County Utilities does not have any nearby water/irrigation lines to service these lots. Water/irrigation will be provided by individual wells.	Unresolved

8.	Environmental Services	<p>Comment</p> <p>The proposed lots are within Seminole County's potable water service area, but since we do not have any potable water lines nearby, potable water wells will be needed to service them instead. To apply for a private potable well permit (to construct, repair, modify, or abandon), follow link: <a href="https://floridadep.gov/water/source-drinking-water/content/water-well-construction-rules-forms-and-reference-documents">https://floridadep.gov/water/source-drinking-water/content/water-well-construction-rules-forms-and-reference-documents</a>, have the property owner or a water well contractor download and complete application form: 62-532.900(1) and submit it to St. Johns River Water Management District (SJRWMD) along with the appropriate application fee. Please contact SJRWMD for any other questions/concerns that you may have.</p>	Info Only
9.	Environmental Services	<p>Comment</p> <p>The proposed lots are within Seminole County's sanitary sewer service area, but since we do not have any sanitary sewer lines nearby, onsite sewage treatment and disposal systems (OSTDS) aka septic systems would be needed to service them instead. To apply for an OSTDS permit (to construct, repair, modify, or abandon) follow link: <a href="https://www.flrules.org/gateway/reference.asp?No=Ref-14359">https://www.flrules.org/gateway/reference.asp?No=Ref-14359</a>, download and complete an application form (DEP4015, page 1) and submit it, along with a site plan (DEP4015, page 2), a building floor plan, and the required application fee to your local Florida Department of Health location. Please contact the Florida Department of Health for more information on septic system sizing, standards, and any other questions/concerns that you may have.</p>	Info Only
10.	Planning and Development	<p>Comment</p> <p>Per SCLDC Sec. 35.64. (b) (4) Lots not having full frontage on a street shall have an accessway of at least twenty (20) foot width and suitable for access by emergency vehicles. The existing lot (Lot 1) does not retain the minimum frontage requirement. Please provide access for Lot 1 from Onslow with adequate frontage or provide at least twenty (20) feet somehow along Chapman.</p>	Unresolved
11.	Planning and Development	<p>Comment</p> <p>When calculating the ROW dedication, the dimensions provided equate to 0.1894</p>	Unresolved

		acres. Please round the value up to 0.19 acres for standard rounding practice.	
12.	Planning and Development	<p>Comment</p> <p>It appears that the southern ROWs that are proposed to serve as access are not to County Standard. There are issues with access to both parcels. Please revise/show improvements to roadways.</p>	Unresolved
13.	Public Safety - Addressing	<p>Library Comment</p> <p>(ADDRESS ASSIGNMENT) The existing address on the property, parcel 27-21-31-300-003A-0000, is 625 E Chapman Road, Oviedo, FL 32765. Per the 003_C3.0_Site Plan.pdf, this existing residence will remain. Please ensure the address number(s) are posted on the structure and at the entrance to the property, if not visible from the street. *Address numbers are to be installed facing the street the structure is addressed to. SCLDC 90.5 (7)</p>	Info Only
14.	Public Safety - Addressing	<p>Library Comment</p> <p>(Development Name) The subdivision "Parsons", has been approved for use. 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)177.051) (email:addressing@seminolecountyfl.gov). Addressing checks the proposed name against the Seminole County Property Appraiser facility &amp; 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</p>	Info Only

		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)	
15.	Public Safety - Addressing	Library Comment (POSTING) Address numbers shall be made of durable weather resistant material, shall be permanently affixed to the structure and posted fronting the street the structure is addressed to. The colors of the numbers shall contrast the surrounding background of the structure, so it stands out and is clearly visible from both directions of the addressed street. SCLDC SEC 90.5(a). Addresses are entered into the 911 database and used directly by the 911 communications call center. *Address numbers are to be permanently installed facing the street the structure is addressed to.	Info Only
16.	Public Safety - Addressing	Library Comment (POSTING) If the main entrance to the building or the building structure is set back and not readily visible from the street, address numbers shall be posted on the structure and at the entrance street or adjacent driveway to the building on both sides of a fence, mailbox or post. Numbers shall be visible from both directions of the street. SCLDC SEC 90.5(7)	Info Only
17.	Public Safety - Addressing	Library Comment (POSTING) Residential building structures which are over fifty (50) feet from the street shall be required to use five (5) inch or larger numbers. In addition, if the main entrance to the building or the building structure is set back and is not readily visible from the street, address numbers shall be posted at the entrance street or driveway access to the building on both sides of a fence, mailbox or post, and on the building structure. Numbers shall be visible from both directions of the street. SCLDC 90.5 (5), (7) & (8)	Info Only

18.	Public Safety - Addressing	Library Comment (ADDRESS ASSIGNMENT) Address and applicable fees will be determined for Proposed Lot 2 at permitting upon the approved site plan. SCLDC 90.4(A) (C)	Info Only
19.	Public Safety - Fire Marshal	Comment 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
20.	Public Safety - Fire Marshal	Comment Please provide an ingress/egress easement maintenance agreement to continue in perpetuity ensuring continuous fire department access in accordance with FFPC and as established within the approved plans. (please reach out - mmaywald@seminolecountyfl.gov) for a copy of the fire easement access maintenance agreement that shall be filled out.	Unresolved
21.	Public Safety - Fire Marshal	Comment 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
22.	Public Safety - Fire Marshal	Comment 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
23.	Public Safety - Fire Marshal	Comment Fire department access roads shall have an unobstructed vertical clearance of not less than 13 feet 6 inch (NFPA 1, 18.2.3.5.1.2)	Unresolved
24.	Public Safety - Fire Marshal	Comment Please verify the composition of the fire department access road (driveway) to the structure. This shall be a compacted all weather surface and comprised of asphalt, concrete, millings, etc. It shall not consist of sugar sand. NFPA 1, 18.2.3.4.2	Unresolved
25.	Public Safety - Fire Marshal	Comment Additional comments may be generated based on resubmittal.	Unresolved

26.	Public Safety - Fire Marshal Matthew Maywald 6/5/26 9:28 AM	Comment Future building may require : Adequate water supply with fire flow calculations for fire protection (hydrants) shall be provided per section 18.3 and 18.4 of NFPA 1.	Unresol ved
27.	Public Works - County Surveyor	Comment The survey does not tie to the section. As the description is fractional you must survey the quarter to determine how the property fits even though you have existing subdivisions adjacent there could be gaps or overlaps based on the section.	Unresol ved
28.	Public Works - County Surveyor	Comment What is the basis for the right of way for Chapman Road? what is the dedication for it?	Unresol ved
29.	Public Works - Engineering	Comment Proposed Lot 1 lacks sufficient frontage to Chapman Rd. Minimum of 20' is required.	Unresol ved
30.	Public Works - Engineering	Comment Proposed Lot 2 lacks frontage to a county- maintained road. A roadway meeting county standards for right of way width and structure of the road would have to be developed to provide access to this site.	Unresol ved
31.	Public Works - Engineering	Comment A detailed drainage plan for the proposed Lot 2 may be required at site plan review.	Info Only
32.	Public Works - Impact Analysis	Comment No Review Required.	Info Only
33.	Public Works - ROW Review	Library Comment The half right-of-way width for Chapman Road and Onslow Avenue (adjacent to the subject parcel) as depicted on the boundary survey from Allen & Company and with the latest revision date of 2/9/2026 appears to concur with our records.	Resolved
34.	Public Works - ROW Review	Library Comment Although it is not clearly depicted but should be, the math works to allow for the north 33 feet of the 16 ft wide strip to not be included for Chapman Road. Our Chapman Road right-of-way is recorded in ORB 95, PG 277.	Info Only

## DEPARTMENT PROJECT STATUS AND CONTACT

This section shows the reviewers of this project from the various departments.

Department	Reviewer	Email	Contact	Status
Buffers and CPTED	Kaitlyn Apgar	kapgar@seminolecountyfl.gov	407-665-7377	Approved
Building Division	Daniel Losada	dlosada@seminolecountyfl.gov	407-665-7468	Approved
Comprehensive Planning	Maya Athanas	mathanas@seminolecountyfl.gov	407-665-7388	Approved
Environmental Services	James Van Alstine	jvanalstine@seminolecountyfl.gov	407-665-2014	Corrections Required
Natural Resources	Jim Potter	jpotter@seminolecountyfl.gov	407-665-5764	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 Safety - Addressing	Lily Kay	acurtis@seminolecountyfl.gov	407-665-5191	Approved
Public Works- County Surveyor	Raymond Phillips	rphillips@seminolecountyfl.gov	407-665-5647	Corrections Required
Public Works- ROW Review	Neil Newton	nnewton@seminolecountyfl.gov	407-665-5711	Approved
Public Works - Engineering	Andrew Broxton	abroxton@seminolecountyfl.gov	407-665-5734	Corrections Required
Public Works - Impact Analysis	Arturo Perez	aperez07@seminolecountyfl.gov	407-665-5764	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:
6/24/2026	The application fee allows for the initial submittal plus two resubmittals. <i>Note: No resubmittal fee for Small Site Plans or Special Exceptions</i>	James, Kaitlyn, Raymond, Andrew

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>