

SEMINOLE COUNTY GOVERNMENT

1101 EAST FIRST STREET, WEST WING
SANFORD, FLORIDA 32771

PROJECT NAME:	SEMINOLE COMMUNITY CHURCH - PRE-APPLICATION	PROJ #: 26-80000090
APPLICATION FOR:	DR - PRE-APPLICATION DRC	
APPLICATION DATE:	7/21/26	
RELATED NAMES:	EP JEAN ABI-AOUN	
PROJECT MANAGER:	ANNIE SILLAWAY (407) 665-7936	
PARCEL ID NO.:	16-19-30-5AB-1700-0030++	
PROJECT DESCRIPTION	PROPOSED SPECIAL EXCEPTION FOR AN EXPANSION AT AN EXISTING CHURCH ON 13.31 ACRES IN THE A-1 ZONING DISTRICT LOCATED ON THE NORTH SIDE OF ORANGE BLVD, WEST OF OREGON ST	
NO OF ACRES	13.31	
BCC DISTRICT	5: HERR	
CURRENT ZONING	A-1	
LOCATION	ON THE NORTH SIDE OF ORANGE BLVD, WEST OF OREGON ST	
FUTURE LAND USE-	SE	
SEWER UTILITY	SEMINOLE COUNTY UTILITIES	
WATER UTILITY	SEMINOLE COUNTY UTILITIES	
APPLICANT:	CONSULTANT:	
CHRISTIAN WICKBERG SEMINOLE COMMUNITY CHURCH INC 5237 SHORELINE CIR SANFORD FL 32771 (321) 322-8503	JEAN ABI-AOUN THOMAS & HUTTON ENGINEERING CO 5127 S ORANGE AVE STE 200 ORLANDO FL 32809 (407) 895-0324	

Please be advised, these comments are intended to assist you in finding information that will enable you to prepare for your plan review. They are not intended to replace or exempt you from the applicable Codes and Ordinances as they pertain to your project. These comments are informational only and do not grant any approvals. Also be advised, from time-to-time Codes and Ordinances are amended and the comments provided only reflect the regulations in effect at the time of review.

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.

PROJECT MANAGER COMMENTS

- The subject property has a Future Land Use of Suburban Estates with A-1 (Agriculture) zoning.
- Expanding the church would require a Special Exception, followed by site plan review and approval.

PROJECT AREA ZONING AND AERIAL MAPS

Zoning



Future Land Use



Aerial



AGENCY/DEPARTMENT COMMENTS

NO	REVIEWED BY	TYPE	STATUS
1.	Buffers and CPTED Annie Sillaway	Please refer to the SCLDC sections 30.14.5 and 30.14.3.1 on opacity and plant groups.	Info Only
2.	Buffers and CPTED Annie Sillaway	Off-site trees do not count toward the landscape buffer requirements.	Info Only
3.	Buffers and CPTED Annie Sillaway	Buffers can overlap into a retention area.	Info Only
4.	Buffers and CPTED Annie Sillaway	Parking lot landscaping will be required in accordance with SCLDC Sec. 30.14.13.	Info Only
5.	Buffers and CPTED Annie Sillaway	A full buffer review will be done at time of site plan review, or at rezone if rezoning to a Planned Development.	Info Only
6.	Buffers and CPTED Annie Sillaway	Per Sec. 30.14.15 (b) Mechanical Equipment. (1) All roof, ground and wall mounted mechanical equipment (e.g., air conditioning condensers, heating units, electrical meters, irrigation pumps, ice machines and dispensers, outdoor vending machines, propane tanks, displays, and refilling areas) shall be screened from view from a residential district or public rights-of-way at ground level on the property line. (2) Roof-mounted mechanical equipment shall be shielded from view on all sides. Screening shall consist of materials consistent with the primary building materials, and may include decorative metal screening or louvers that are galvanized or painted to blend with the principal structure. (3) Wall or ground-mounted equipment screening shall be constructed of: Planting screens; Brick, stone, reinforced concrete, or other similar masonry materials; or Redwood, cedar, preservative pressure treated wood, or other similar materials.	Info Only
7.	Building Division Daniel Losada	Separate permits are required for each building and standalone structures. Example: each building, standalone structure, dumpster enclosure, signage, fence/ gate systems, access control, retaining walls, etc...	Info Only
8.	Building Division Daniel Losada	Separate demolition permits are required for the demolition of each existing structure.	Info Only
9.	Building Division Daniel Losada	- Type of use and size of building may require fire sprinklers and fire alarms.	Info Only
10.	Building Division Daniel Losada	All site alterations and upgrades must comply with the Florida Accessibility Code.	Info Only

11.	Building Division Daniel Losada	Full signed/ sealed plans sets must be submitted for approval via a formal permit package submission.	Info Only
12.	Comprehensive Planning David German	Proposed site has a Future Land Use of SE (Suburban Estates). Per Policy FLU 3.5.4 Suburban Estates: The FAR maximum is 1 DU/ac and allowable Uses in the SE Future Land Use include: - Single family residences on a minimum of one acre; - General rural uses; -Houses of worship, country clubs (over 10 acres in size) and home occupations; Based on this, a proposed church with church school appears consistent with the SE Future Land Use and will need to also be consistent with the underlying zoning.	Info Only
13.	Environmental Services Maliha Rahman	This development is within Seminole County's potable water service area and will be required to connect. The nearest connection point is a 12" PVC potable water main running along the south side of Orange Blvd.	Info Only
14.	Environmental Services Maliha Rahman	This development is within Seminole County's sanitary sewer service area. There is a pressurized 4" PVC force main running along the west side of New York St, west of parcel 16-19-30-5AB-1700-004B. The developer would have to build a private pump station to pressurize the sanitary sewer flow to connect to our force main system.	Info Only
15.	Environmental Services Maliha Rahman	For parcel 16-19-30-5AB-1700-0020, the septic tank may continue to be utilized or possibly connect to the 8" PVC gravity main running across Orange Blvd, east of the property. To apply for an OSTDS permit (to construct, repair, modify, or abandon) follow link: https://www.flrules.org/gateway/reference.asp?No=Ref-14359 , 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.	Info Only
16.	Environmental Services Maliha Rahman	This development is within Seminole County's reclaim irrigation service area and may be required to connect. There is a 4" PVC reclaim water main running along across Grass Fern Ln, west of parcel 16-19-30-5AB-1700-004B.	Info Only
17.	Environmental Services Maliha Rahman	If you would like to see a utility GIS map of the area, please submit a request form by following the provided link: https://www.seminolecountyfl.gov/departments-	Info Only

		services/utilities/utilities-engineering/secure-utility-files-download-registration. 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. Be advised that licensed professional engineer or professional surveyor will be required to provide their credentials for access. A request form will be sent out to our department inbox for review, and we'll get back to you with a response as soon as we can. This is for the purpose of tracking the release of sensitive utility GIS map information.	
18.	Environmental Services Maliha Rahman	This development may need to be registered with and monitored by the Seminole County Industrial Pretreatment Program (IPP). Please have an authorized representative complete a short IPP survey for us to evaluate the pretreatment requirements for this facility. The survey can be found at the following link: https://survey123.arcgis.com/share/cc933b86b7524bd7a67106dc1bc70730 . You may contact the Seminole County Industrial Pretreatment Program by email at industrialpretreatment@seminolecountyfl.gov if you have any questions/concerns about the program applicability to this development. Our IPP website can be found at the following link: https://www.seminolecountyfl.gov/departments-services/utilities/wastewater/industrial-pretreatment-program.shtml .	Info Only
19.	Environmental – Impact Analysis	Seminole County is the Water and Sewer service provider for this project. Capacity reservation will be required.	Info Only
20.	Natural Resources Christina Seckinger	Specimen tree: Live oak, magnolia, bald cypress and longleaf pine trees twenty-four (24) inches DBH or greater. SCLDC Chapter 2	Info Only
21.	Natural Resources Christina Seckinger	Historic tree: Any live oak, bald cypress, or longleaf pine thirty-six (36) inches or greater DBH that is determined by Seminole County to be of such unique and intrinsic value to the general public because of its size, age, historic association or ecological value as to justify this classification. Prior to removal of any live oak, bald cypress, or longleaf pine thirty-six (36) inches or greater DBH, a report from a certified arborist must be submitted detailing the condition of the tree, if the condition of	Info Only

		tree has a rating over 3 or above, the tree must be inspected by the Natural Resource Officer prior to removal. Any tree designated a Florida State Champion shall likewise be within this definition.	
22.	Natural Resources Christina Seckinger	Dead or declining trees, as determined by a certified arborist, are exempt from arbor regulations. SCLDC 60.4(f)	Info Only
23.	Natural Resources Christina Seckinger	Trees less than six (6) inches DBH and palm trees are exempt from arbor regulations. SCLDC 60.4(h)	Info Only
24.	Natural Resources Christina Seckinger	Barriers for the designated protected trees must be in place prior to any land clearing occurring near protected trees designated to remain. The property owner shall guarantee survival of retained or replacement trees for one (1) year from the issuance of a certificate of completion, or until the issuance of a certificate of occupancy on single-family residential lots. SCLDC 60.8(b)	Info Only
25.	Natural Resources Christina Seckinger	Protective barriers shall be placed at points not closer than six (6) feet from the base of the tree or at the radius of distance of one (1) foot radius for every one (1) inch of diameter of tree or stand of trees, whichever is greater to a maximum of twenty four (24) feet from the center of the tree. If circumstances exist that require encroachment of the drip-line, the Development Services Director, or designee may use discretion in allowing the barriers to be placed closer to the tree trunk. No attachments or wires other than those of a protective or nondamaging nature shall be attached to any tree. SCLDC 60.8(c)	Info Only
26.	Natural Resources Christina Seckinger	Impervious surfaces placed beneath the drip line of any preserved tree shall not exceed forty (40) percent of the drip-line area and shall not be placed closer than six feet from the trunk of any such trees without prior approval from the Development Services Director, or designee. SCLDC 60.8(f)	Info Only
27.	Natural Resources Christina Seckinger	All preserved trees shall have their natural soil level maintained. Tree wells and/or planter islands shall be provided, if necessary, to maintain the natural existing soil level of at least seventy-five (75) percent of the drip line. SCLDC 60.8(g)	Info Only
28.	Natural Resources Christina Seckinger	The canopy trees listed in Chapter 30 Part 14 Approved Plant List Table or from the Florida Friendly Landscaping Guide may be used as replacement stock without prior approval. SCLDC 60.9(a)	Info Only

29.	Natural Resources Christina Seckinger	Replacement of non-specimen trees shall be based on a one-to-one ratio of the cumulative DBH of the trees to be removed to the cumulative caliper of the trees to be installed. Specimen trees shall be replaced on a two-to-one ratio of the cumulative caliper of the trees to be installed to the cumulative DBH of the trees removed. SCLDC 60.9(d)(1)	Info Only
30.	Natural Resources Christina Seckinger	In the case of any development which requires site plan approval by the Planning and Zoning Commission, the Board of County Commissioners, or both; permits for removal, relocation or replacement of trees covered under this Chapter 60 shall be obtained by making application at the time of site plan submittal. SCLDC 60.10(a)(2)	Info Only
31.	Natural Resources Christina Seckinger	Please provide a tree mitigation table. SCLDC 60.10 (b)(2f)	Info Only
32.	Natural Resources Christina Seckinger	The review may include, but need not be limited to, a field check of the site and referral of the application for recommendations to other appropriate administrative departments or agencies. SCLDC 60.10(d)	Info Only
33.	Natural Resources Christina Seckinger	Special consideration must be given in the layout of streets, lots, blocks, buildings, and easements to the preservation of large and specimen individual trees. Special consideration must also be given to preserving natural drainage methods and natural topography and landscape. Special consideration must be given to providing special screening, buffers, or berms where developments abut noncompatible land uses. SCLDC 35.61(f)	Info Only
34.	Natural Resources Christina Seckinger	If the Development Services Director determines that the number of trees to be planted is unfeasible, then the applicant can account for the remainder of the required caliper inches by paying \$125.00 per caliper inch into the Arbor Trust Fund. SCLDC 60.9(d)(8).	Info Only
35.	Natural Resources Christina Seckinger	Based on preliminary analysis, there may be threatened and endangered wildlife on/adjacent to the subject property. A threatened and endangered study along with a species of special concern survey will be required at final site plan approval.	Info Only
36.	Natural Resources Christina Seckinger	An updated delineation of the boundary of wetlands and other surface waters done in accordance with Chapter 62-340, F.A.C. will be required prior to or at final site plan approval.	Info Only
37.	Natural Resources	Updated environmental delineation will need to be shown on the survey/site plan. Please note that	Info Only

	Christina Seckinger	there are a 15' minimum and a 25' average of undisturbed upland buffer requirements along the wetland line. The upland buffer will need to be shown on the survey/site plan as well.	
38.	Natural Resources Christina Seckinger	If wetland impacts are unavoidable, then obtaining an Environmental Resource Permit (ERP) from St. John's River Water Management District (SJRWMD) will be required. A State 404 Clean Water Act (CWA) Program permit may be required as well with the Florida Department of Environmental Protection (FDEP).	Info Only
39.	Natural Resources Christina Seckinger	General Information for the State 404 Clean Water Act (CWA) program reviews: To provide certainty, streamlining, and efficiency, the Florida Department of Environmental Protection (DEP) will consider that any wetlands or other surface waters delineated in accordance with Chapter 62-340, F.A.C., that are regulated under Part IV of Chapter 373, F.S. could be considered Waters of the United States (WOTUS), and will treat them as if they are, unless the applicant specifically requests a WOTUS determination and provides information clearly demonstrating why they believe one or more waters are not WOTUS. https://floridadep.gov/water/submerged-lands-environmental-resources-coordination/content/state-404-program-frequently#State%20404%20Program%20Processes	Info Only
40.	Natural Resources Christina Seckinger	General Information for the State 404 Clean Water Act (CWA) program reviews: After the effective date of assumption (Dec. 22, 2020), any ERP application received by the water management districts or DEP that includes impacts to wetlands or surface waters is considered a joint ERP/404 application and is checked to determine if the project is within assumed waters and might need a State 404 Program permit. Any project submitted to a water management district with impacts to assumed waters is forwarded to the local DEP district office for State 404 Program review. The local DEP office will then begin processing the State 404 Program permit, if applicable. https://floridadep.gov/water/submerged-lands-environmental-resources-coordination/content/state-404-program-frequently#State%20404%20Program%20Processes	Info Only
41.	Natural Resources	Please show a single row of silt fence, double row when abutting wetland/surface water habitats,	Info Only

	Christina Seckinger	placed at the limits of disturbance on the site plan/survey/erosion control plan for erosion control. Silt fence must be trenched into the ground.	
42.	Planning and Development Annie Sillaway	County staff has reviewed the subject project based on the information you have provided to us and have compiled the following information for your use. Please be advised, these comments are intended to assist you in finding information that will enable you to prepare for your plan review. They are not intended to replace or exempt any one from the applicable Codes and Ordinances as they pertain to your project. These comments are informational only and do not grant any approvals. Also be advised, from time to time Codes and Ordinances are amended and the comments provided only reflect the regulations in effect at the time of review. Seminole County Land Development Code: http://www.seminolecountyfl.gov/guide/codes.asp Seminole County Planning & Development: http://www.seminolecountyfl.gov/gm/	Info Only
43.	Planning and Development Annie Sillaway	Per Sec. 30.6.17 (b) Community Facility. A civic assembly use generally designed for and intended to serve the residents of several neighborhoods within the same approximate geographic area. Community facilities are typically designed to accommodate a larger number of people for a wider geographic area than neighborhood facilities, but are more locally focused than regional facilities, and meet the following standards: (1) Maximum Lot Area: Ten (10) acres of developable land. (2) Maximum Assembly: Five hundred (500) seats or fewer in the largest assembly space. (3) Exceptions: An assembly facility proposed on more than ten (10) acres of developable land with fewer than five hundred (500) seats in the largest assembly space may be classified and approved as a community facility in residential zoning districts through the special exception process when the County Commission finds that the increased acreage of the development site will not have a detrimental effect on the residential character of the neighborhood and any negative impacts can be effectively mitigated.	Info Only

44.	Planning and Development Annie Sillaway	Per Sec. 30.6.17.5 Limited Uses and Special Exceptions. (a) Where a limited use permit or special exception is required for a civic assembly use, the following review criteria shall be used to determine the appropriateness of the application: (1) Protects Residential Neighborhoods. Outdoor use areas, including vehicular use areas, must be located and designed to minimize potential negative impacts on residential zoning districts and residential uses in approved PDs, including but not limited to mitigation of light spill-over, glare, noise (from mechanical equipment, recreational facilities, outdoor classrooms, etc.), and any other negative impacts associated with the type of civic assembly use proposed. Assembly uses in residential zones may not apply for a permanent license to sell alcoholic beverages for on-premise consumption. (2) Traffic. Vehicular ingress, egress, and on-site circulation must be designed and constructed to ensure the least possible impact on neighboring properties and residential streets. Primary ingress and egress must be from the highest service level adjacent street, unless otherwise approved by the Planning and Zoning Commission and Board of County Commissioners. For community and regional assembly facilities, vehicular access to the facility must be from a collector of four lanes or more, or an arterial street. Parking areas must be designed and located to minimize conflict with pedestrian and bike pathways. (3) Noise Abatement. Civic Assembly uses often involve groups of people arriving and departing at one time (as is common with many assembly uses), outdoor gatherings, or sound amplification. Therefore, issues related to noise from gatherings, events, vehicles, and equipment must be addressed through conditions of approval for a special exception permit. Conditions including but not limited to the location of outdoor use areas on the property, limitations on hours or days of operation, and additional noise abatement strategies may be required. (4) Lighting. Lighting of outdoor areas must be cut-off or fully shielded to reduce glare and prevent light overspill into adjacent properties. Lighting for sports fields and outdoor recreation areas, where	Info Only
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		operational characteristics prevent the use of cut-off or fully shielded lights, must be turned off no later than 10:00 p.m. or be located such that the lights are not visible from a residential zoning district or residential uses in an approved PD. (5) One- and Two-Family Residential Zoning Districts. In order to protect the surrounding residential neighborhood from the encroachment or expansion of civic assembly uses, assembly facilities located in one- or two-family residential zoning districts must meet the following additional standards: a. Desired Development Patterns. Assembly facilities located in residential zoning districts should function as compact, singular sites and all desired activities and required facilities (to include parking facilities, principal use buildings, and accessory use buildings) should be located on one development site consisting entirely of contiguous parcels of land, which may include property located directly across the street. b. Non-contiguous Parcels. Where a parcel owned or leased by the civic assembly use is not contiguous to the parcel(s) containing the principal assembly building, the use of the non-contiguous parcel(s) is limited to the following uses: occasional overflow parking (maximum two (2) times per week and located within a five-minute walk defined as quarter (¼) mile of continuous sidewalk), passive recreation space, playgrounds, walking trails, outdoor classrooms or seating, or reflection or meditation space. c. Acquisition of Land. If additional property is acquired for use by the assembly facility, an amendment to the special exception permit shall be required prior to any development on the property.	
45.	Planning and Development Annie Sillaway	SPECIAL EXCEPTION PROCESS Step 1 – Special Exception: The request goes to the Planning and Zoning Commission as a public hearing item, followed by the Board of County Commissioners for final approval or denial. Step 2 – Site Plan Approval: If the Applicant is proposing any site work included in the special exception, this would require site plan review by staff.	Info Only
46.	Planning and Development Annie Sillaway	SITE PLAN PROCESS 1. Initial Submittal: The Site Plan is reviewed	Info Only

		administratively by the Development Review Committee (DRC). The initial submittal has a three-week review period. 2. Receipt of Initial Comments: Once the Applicant receives the initial comments, they may request a meeting with the DRC. 3. Optional Staff Coordination: If the Applicant chooses not to meet with the DRC, they may contact staff by phone or email to discuss any questions related to the comments. 4. Plan Revisions and Resubmittal: The Applicant must revise the plans based on the comments received and resubmit them through ePlan. Each resubmittal has a two week review time. 5. Coordinator Review: The review coordinator will review the resubmittal. If everything appears acceptable, the plans will be routed back to the individual departments for review. 6. Final Review and Approval Letter: Once all departmental comments have been addressed, the project manager will prepare an approval letter, which may include conditions. 7. Pre-Construction Meeting: After receiving the approval letter, the Applicant must apply for a pre-construction meeting with the site inspector using the link provided in the letter. 8. Fee Payment and Plan Release: Once the pre-construction meeting is completed and all required fees are paid, the engineering inspectors will send the task back to the project manager to release the approved site plans. 9. Building Permit Upload: The Applicant must upload the approved site plan pages into the building permit.	
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47.	Planning and Development Annie Sillaway	The building setbacks in A-1 (Agriculture) zoning district are: Front: Fifty (50) feet, Side: Ten (10) feet, Rear: Thirty (30) feet.	Info Only
48.	Planning and Development Annie Sillaway	The off-street parking requirements for the church and Daycare, Preschool and K-4 are: Daycare, Preschool, and Kindergarten: 1 space / employee, Elementary and Middle: 1.75 spaces / classroom, and Assembly Spaces: 1 space / 4 seats.	Info Only
49.	Planning and Development Annie Sillaway	Per Sec. 30.11.6.3 (b) Schools and Day Care Centers must provide adequate off-street space for loading and unloading of children.	Info Only
50.	Planning and Development Annie Sillaway	Per Sec. 30.11.2.2 (c) All unpaved parking spaces shall be clearly delineated on the site plan and shall be organized using wheel stops or other physical markers indicating their designated use. Unpaved areas to be used for parking and/or traffic circulation shall have a gravel, mulch, grass, turf block or other durable dust-free surface acceptable to the Public Works Director, and shall be graded for drainage and maintenance. These areas shall not be counted as part of required buffers or open space, and the applicable on-site retention standard for stormwater drainage shall apply. Per 30.11.4.1 Administrative variances. Consistent with sound engineering practices or federal or state law, the Development Services Director may approve a variance to the following off-street parking standards under the following conditions: All unpaved parking spaces shall be clearly delineated on the site plan and shall be organized using wheel stops or other physical markers indicating their designated use. Unpaved areas to be used for parking and/or traffic circulation shall have a gravel, mulch, grass, turf block or other durable dust-free surface acceptable to the Public Works Director, and shall be graded for drainage and maintenance. These areas shall not be counted as part of required buffers or open space, and the applicable on-site retention standard for stormwater drainage shall apply.	Info Only
51.	Planning and Development Annie Sillaway	Bicycle Parking Requirements: Day Care, Preschool, and Kindergarten: Long Term - 1:5 classrooms and Short Term - 8 spaces plus 1:10,000 sf Elementary, Middle, and High: Long Term - 3:1 classroom and Short Term: 8 spaces plus 1:10,000	Info Only

		sf Assembly Space, and Assembly: Long Term: 1:25,000 sf and Short Term: 1 / 20 rated patron capacity (minimum 8) (2).	
52.	Planning and Development Annie Sillaway	Anything related to septic tanks is required to go through the Seminole County Health Department.	Info Only
53.	Planning and Development Annie Sillaway	The maximum building height is thirty-five (35) feet.	Info Only
54.	Planning and Development Annie Sillaway	Any proposed outdoor lighting must conform to Chapter 30 Part 15 at the time of site plan review.	Info Only
55.	Planning and Development Annie Sillaway	Community Meeting Procedures Section 30.3.5.3 Prior to staff scheduling the required public hearings, the Applicant must conduct a community meeting in compliance with SCLDC Sec.30.3.5.3 Community Meeting Procedure (Ordinance #2021-30). The community meeting shall be held at least twenty (20) calendar days prior to the scheduled public hearing or public meetings in a location accessible to the public, near the subject property, and in a facility that is ADA compliant. Prior to scheduling a 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) – Community Meeting Procedure, before mailing out the surrounding neighbors. After the Community Meeting has commenced the applicant will be required to upload or email the project manager the community meeting minutes, sign-in sheet, and addresses).	Info Only
56.	Planning and Development Annie Sillaway	Sec. 30.3.4: Public Notice Procedure for Amendments to the Future Land Use Map, Zoning Map, Non-Residential Variances and Special Exceptions: Placards shall be a minimum of 24x 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 shall be posted at least fifteen (15) days prior to a scheduled public hearing; Placards shall state the time and place of the hearing and the nature of the matter to be discussed; Affidavit of proof of the required	Info Only

		publication and placards posting shall be presented to staff prior to the public hearing by the applicant/petitioner/appellant and shall be made a part of the record of the proceeding.	
57.	Planning and Development Annie Sillaway	Net buildable definition: Within all other areas of Seminole County, the total number of acres within the boundary of a development, excluding areas devoted to road rights of way, transmission power line easements, natural lakes and wetlands or flood prone areas. F.A.R. Definition: The floor area ratio (FAR) is the relationship between the total usable floor area of the building and the total net buildable area of the lot on which the building stands.	Info Only
58.	Public Safety - Fire Marshal Brenda Paz	Type of use and size of building may require fire sprinklers and fire alarms.	Info Only
59.	Public Safety - Fire Marshal Brenda Paz	Adequate water supply with fire flow calculations for fire protection (fire hydrants) shall be provided per section 18.3 of NFPA 1. If no municipal water supply is available, onsite water storage will be required for fire protection.	Info Only
60.	Public Safety - Fire Marshal Brenda Paz	This project will require 20 ft. fire department access in accordance with NFPA 1, Chapter 18.2.3.5.1.1	Info Only
61.	Public Safety - Fire Marshal Brenda Paz	Access to a door: Fire department access roads shall extend to within 50 FT of a single door providing access to the interior of the building per Section 18.2.3.2.1 NFPA 1	Info Only
62.	Public Safety - Fire Marshal Brenda Paz	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 (Section 18.2.3.2.2 NFPA 1)	Info Only
63.	Public Safety - Fire Marshal Brenda Paz	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	Info Only

		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 212 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	
64.	Public Safety - Fire Marshal Brenda Paz	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. Any fire line charged by the FDC shall be DR-14 pipe. f. The only valve allowed in the FDC line is a check valve. g. All fire lines shall be inspected by the Fire Inspection Dept. before being covered	Info Only
65.	Public Safety - Fire Marshal Brenda Paz	Turning radius analysis based on aerial truck Specifications. (Section 18.2.3.5.3. 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	Info Only
66.	Public Works - Engineering Andrew Broxton	The proposed project is located within the Lake Monroe (L-S Canal) drainage basin.	Info Only
67.	Public Works - Engineering	Based on SCS Soil Survey GIS overlays, the site generally has well drained soils.	Info Only

	Andrew Broxton		
68.	Public Works - Engineering Andrew Broxton	Based on 1 ft. contours, the topography of the site appears to slope north.	Info Only
69.	Public Works - Engineering Andrew Broxton	A detailed drainage analysis will be required at final engineering.	Info Only
70.	Public Works - Engineering Andrew Broxton	A permit from the St. John's River Water Management District or Florida Department of Environmental Protection is generally required for projects with more than 5,000 sq. ft. of new impervious or 4,000 sq. ft. of new building for a total of 9,000 sq. ft. of new impervious surface. For more information see www.sjrwmd.com .	Info Only
71.	Public Works - Engineering Andrew Broxton	A National Pollutant Discharge Elimination System (NPDES) Permit is required for all projects that disturb greater than one acre.	Info Only
72.	Public Works - Engineering Andrew Broxton	A left turn lane is required for the main access point on Orange Blvd. Additional access points on Orange Blvd may not be permitted	Info Only
73.	Public Works - Engineering Andrew Broxton	Traffic signal modifications are required.	Info Only
74.	Public Works - Engineering Andrew Broxton	Driveway location/separation is not in accordance with the County Access Management Standards. The separation is required to be 200-foot on a local roadway. 330' on a Collector or Arterial roadway. The second access off of Orange Blvd is too close to New York and would not be supported.	Info Only
75.	Public Works - Engineering Andrew Broxton	The developer shall provide a pedestrian sidewalk along Orange Blvd and New York St frontage or may provide payment into the Sidewalk Fund in accordance with Ordinance #2019-46 in lieu of sidewalk construction.	Info Only
76.	Public Works - Engineering Andrew Broxton	The drainage for the site is not clear. An appropriate outfall will need to be demonstrated or the site will have to hold one of the following as applicable; The entire 25-year, 24-hour storm event volume if the site is not land locked or entire 100-year, 24-hour storm event onsite without discharge if it is determined to be land locked.	Info Only
77.	Public Works - Engineering Andrew Broxton	A portion New York St is not developed to county standards and would have to be improved through to the property frontage.	Info Only
78.	Public Works - Impact Analysis Arturo Perez	No Review Required.	Info Only

DEPARTMENT PROJECT STATUS AND CONTACT

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

DEPARTMENT	STATUS	REVIEWER
Public Works - Impact Analysis	No Review Required	Arturo Perez 407-665-5716 aperez07@seminolecountyfl.gov
Natural Resources	Review Complete	Christina Seckinger 407-665-7391 cseckinger@seminolecountyfl.gov
Public Safety - Fire Marshal	Review Complete	Brenda Paz 407-665-7061 bpaz@seminolecountyfl.gov
Public Works - Engineering	Review Complete	Andrew Broxton 407-665-0311 abroxton@seminolecountyfl.gov
Environmental - Impact Analysis	Review Complete	Becky Noggle 407-665-2143 bnoggle@seminolecountyfl.gov
Public Works - County Surveyor	Review Complete	Raymond Phillips 407-665-5647 rphillips@seminolecountyfl.gov
Environmental Services	Review Complete	Maliha Rahman 407-665-2033 mrahman@seminolecountyfl.gov
Comprehensive Planning	Review Complete	David German 407-665-7386 dgerman@seminolecountyfl.gov
Buffers and CPTED	Review Complete	Annie Sillaway 407-665-7936 asillaway@seminolecountyfl.gov
Building Division	Review Complete	Daniel Losada 407-665-7468 dlosada@seminolecountyfl.gov
Planning and Development	Review Complete	Annie Sillaway 407-665-7936 asillaway@seminolecountyfl.gov

RESOURCE INFORMATION

Seminole County Land Development Code:

https://library.municode.com/fl/seminole_county/codes/land_development_code

Seminole County Comprehensive Plan:

<http://www.seminolecountyfl.gov/departments-services/development-services/planning-development/codes-regulations/comprehensive-plan/index.stml>

Development Services:

<http://www.seminolecountyfl.gov/departments-services/development-services/>

Seminole County Property Appraiser Maps:

<https://map.scpafl.org/>

Seminole County Wetland Information:

<http://www.seminolecountyfl.gov/departments-services/development-services/planning-development/forms-applications-resources/wetl-dock-information.stml>

Wekiva Consistency form:

<https://www.seminolecountyfl.gov/docs/default-source/pdf/WekivaRiverAreaConsistencyFormNovember2024ADA.pdf>

FEMA LOMR (Letter of Map Revision):

www.fema.gov

Cities:

Altamonte Springs	(407) 571-8150	www.altamonte.org
Casselberry	(407) 262-7751	www.casselberry.org
Lake Mary	(407) 585-1369	www.lakemaryfl.com
Longwood	(407) 260-3462	www.longwoodfl.org
Oviedo	(407) 971-5775	www.cityofoviedo.net
Sanford	(407) 688-5140	www.sanfordfl.gov
Winter Springs	(407) 327-5963	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) 665-3605	www.floridahealth.gov

Other Resources:

Flood Prone Areas	www.seminolecountyfl.gov/gm/building/flood/index.aspx
Watershed Atlas	www.seminole.wateratlas.usf.edu