

Document date:

SEMINOLE COUNTY GOVERNMENT

1101 EAST FIRST STREET, WEST WING
SANFORD, FLORIDA 32771

Comment Document – Initial Submittal

PROJECT NAME:	CSC PROPERTIES - SMALL SCALE FUTURE LAND USE AMENDMENT	PROJ #: 26-1000001
APPLICATION FOR:	PZ - LAND USE AMENDMENT (W/O REZONE)	
APPLICATION DATE:	4/20/26	
RELATED NAMES:	Z2026-09; 04.26SS.01	
PROJECT MANAGER:	CHAD HARVEY (407) 665-7341	
PARCEL ID NO.:	18-21-30-515-0D00-0010	
PROJECT DESCRIPTION	PROPOSED SSFLUA FROM MXD TO COM FOR AN AUTOMOTIVE REPAIR SHOP	
NO OF ACRES	0.34	
BCC DISTRICT	4-Amy Lockhart	
CURRENT ZONING	C-2	
LOCATION	ON THE SOUTHWEST CORNER OF S US HWY 17-92 AND PRAIRIE LAKE DR	
FUTURE LAND USE-	MXD	
APPLICANT:	CONSULTANT:	
JOHN BALDWIN 2601 WELLS AVE FERN PARK FL 32730 (407) 325-5113 [REDACTED]	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.

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.

State Permits that may be required:

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

AGENCY/DEPARTMENT COMMENTS

NO.	REVIEWED BY	TYPE	STATUS
1.	Public Safety - Fire Marshal Matthew Maywald	Comment Type of use and size of building may require fire sprinklers and fire alarms.	Info Only
2.	Public Safety - Fire Marshal Matthew Maywald	Comment 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
3.	Public Safety - Fire Marshal Matthew Maywald	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	Info Only
4.	Public Safety - Fire Marshal Matthew Maywald	Comment Any change or modification to the structure shall require appropriate building permits to include but not limited to a change of use	Info Only
5.	Public Safety - Fire Marshal Matthew Maywald	Comment Access to a door: Fire department access roads shall extend to within 50FT 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
6.	Building Division Daniel Losada	Comment - Separate demolition permits are required for the demolition of each existing structure.	Info Only
7.	Building Division Daniel Losada	Comment - 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	Comment - Type of use and size of building may require fire sprinklers and fire alarms.	Info Only
9.	Building Division Daniel Losada	Comment - All site alterations and upgrades must comply with the Florida Accessibility Code.	Info Only
10.	Public Works – Engineering Stephanie Morales	Comment Drainage will have to be addressed at final engineering	Info Only
11.	Public Works - Engineering Stephanie Morales	Comment Queueing will have to be addressed at final engineering.	Info Only
12.	Public Works - Impact Analysis Arturo Perez	Comment No Review Required.	Info Only

13.	Planning and Development Chad Harvey	Comment On "Attachment A" please correct the parcel ID number. The parcel ID number should be 18-21-30-515-0D00-0010. The form submitted shows "00D0".	Unresolved
14.	Planning and Development Chad Harvey	Comment Please change the setbacks on the survey. The side setback for the C-2 Zoning district is Zero (0') feet. Additionally, since this parcel does have a side street, the side street setback should be noted on the survey as well. The side street setback for the C-2 Zoning district is also Zero (0') feet.	Unresolved
15.	Planning and Development Chad Harvey	Comment 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).	Unresolved
16.	Planning and Development Chad Harvey	Comment A community meeting is required. Please see the following requirements: https://www.seminolecountyfl.gov/core/fileparse.php/3423/urft/Community-Meeting-Procedure.pdf It is recommended to submit a draft of the community meeting notice to the project manager prior to sending in order to ensure compliance with requirements.	Unresolved
17.	Planning and Development Chad Harvey	Comment Public Notification Procedures for Future Land Use Amendments and Special Exceptions can be found here: https://www.seminolecountyfl.gov/core/fileparse.php/3423/urft/Public-Notice-Amendment-Procedures.pdf	Info Only
18.	Planning and Development Chad Harvey	Comment The subject property is within the Urban Centers and Corridors Overlay (along certain roadways per Policy FLU 4.2.3 Urban Centers and Corridors Overlay. Infill development and redevelopment projects that are located along major arterial roadways included within the Urban	Info Only

		Centers and Corridors Overlay must be planned as pedestrian-oriented, either with requirements to build to a sidewalk located on the corridor, or with minimal setbacks from that sidewalk or pedestrian path. Such redevelopment and infill projects must share vehicle access from the arterial and may not be designed to provide multiple individual vehicle accesses for each individual use.	
19.	Public Works – County Surveyor Raymond Phillips	Comment Additional research may be required to establish deeds, easements, and any other required documentation for this site prior to connecting to existing utilities in this area.	Info Only
20.	Comprehensive Planning Maya Athanas	Comment On page 3 of the capacity worksheet for the Attachment A, please insert the 0.1 gpd in the “Level of Service” (gpd) box so the template calculates the demand.	Unresolved
21.	Comprehensive Planning Maya Athanas	Comment On page 1 of the capacity worksheet for the Attachment A, please revise the total allowable FAR to be 35% (not 50%).	Unresolved
22.	Comprehensive Planning Maya Athanas	Comment On page 2 of the capacity worksheet for the Attachment A, please correct the calculation in line 3. See the “Notes/Units” portion of line 3 for the calculation. You will need to do this for page 3 as well once the correct FAR is stated and the test figure is correct.	Unresolved
23.	Environmental Services Maliha Rahman	Comment This development is within Seminole County's potable water service area and will be required to connect. It is currently serviced by an 8" PVC potable water main from the northwest side of the property. The existing utility infrastructure may be reused but it will depend on the required water demand for the proposed development.	Info Only
24.	Environmental Services Maliha Rahman	Comment This development is within Seminole County's sanitary sewer service area and will be required to connect. It is currently serviced by an 8" PVC gravity sewer main from the northwest side of the property. The existing utility infrastructure may be reused but it will depend on the required sewer demand for the proposed development.	Info Only
25.	Environmental Services Maliha Rahman	Comment 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-services/utilities/utilities-engineering/utility-gis-information.shtml . 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. 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	Info Only

		purpose of tracking the release of sensitive utility GIS map information.	
26.	Environmental Services Maliha Rahman	<p>Comment</p> <p>This development may need to be registered with and monitored by the Seminole County Industrial Pretreatment Program (IPP) if deemed appropriate. 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:</p> <p>https://www.seminolecountyfl.gov/departments-services/utilities/wastewater/industrial-pretreatment-program.shtml</p>	Info Only

AGENCY/DEPARTMENT EFORM COMMENTS AND PROJECT STATUS

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

Department	Reviewer	Email	Contact	Status
Public Works - Engineering	Stephanie Morales	smorales02@seminolecountyfl.gov	407-665-5572	Info Only
Planning and Development	Chad Harvey	charvey02@seminolecountyfl.gov	407-665-7341	Corrections Required
Public Safety - Fire Marshal	Matthew Maywald	mmaywald@seminolecountyfl.gov	407-665-5177	Info Only
Comprehensive Planning	Maya Athanas	mathanas@seminolecountyfl.gov	407-665-7388	Corrections Required
Public Works – County Surveyor	Raymond Phillips	rphillips@seminolecountyfl.gov	407-665-5647	Info Only
Environmental Services	Maliha Rahman	mrahman@seminolecountyfl.gov	407-665-2033	Info Only
Public Works – Impact Analysis	Arturo Perez	Aperez07@seminolecountyfl.gov	407-665-5716	Info Only

Building Division	Daniel Losada	dlosada@seminolecountyfl.gov	407-665-7468	Info Only
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A Development Review Committee (DRC) meeting will NOT automatically be scheduled for your item; you must request it. Please review the comments below. If you determine that you would like to be scheduled for a 20 minute DRC meeting, please email your request to attend to devrevdesk@seminolecountyfl.gov or call (407) 665-7775 no later than noon on Friday, June 19, 2026, in order to place you on the Wednesday, June 24, 2026 meeting agenda.

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

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

1st RESUBMITTAL

DATE	RESUBMITTAL FEE DUE	ROUTE TO THESE STAFF MEMBERS FOR FURTHER REVIEW:
6/18/2026	The application fee allows for the initial submittal plus two resubmittals. <i>Note: No resubmittal fee for Small Site Plans or Special Exceptions</i>	Chad, Arturo, Maya, Daniel, Maliha, Raymond, Matthew and Stephanie

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

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:

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:

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