

SEMINOLE COUNTY GOVERNMENT

1101 EAST FIRST STREET, WEST WING
SANFORD, FLORIDA 32771

Comment Document – Initial Submittal

The DRC meeting allows 20 minutes per project to discuss and clarify any comments of concern. Additional comments or deletion of comments may result from discussions at the DRC meeting. The DRC Agenda can be found [HERE](#).

PROJECT NAME:	BURCH FAMILY SUBDIVISION - SITE PLAN	PROJ #: 25-06000039
APPLICATION FOR:	DR - SITE PLAN	
APPLICATION DATE:	9/03/25	
RELATED NAMES:	EP RICK ORTIZ	
PROJECT MANAGER:	KAITLYN APGAR (407) 665-7377	
PARCEL ID NO.:	30-21-31-300-0060-0000	
PROJECT DESCRIPTION	PROPOSED SITE PLAN TO CONSTRUCT AN ACCESS DRIVEWAY FOR FUTURE RESIDENTIAL LOTS ON 13.94 ACRES IN THE A-1 ZONING DISTRICT LOCATED ON THE NORTH SIDE OF GABRIELLA LN, EAST OF TUSKAWILLA RD	
NO OF ACRES	13.94	
BCC DISTRICT	1: BOB DALLARI	
CURRENT ZONING	A-1	
LOCATION	ON THE NORTH SIDE OF GABRIELLA LN, EAST OF TUSKAWILLA RD	
FUTURE LAND USE-	SE	
SEWER UTILITY	SEMINOLE COUNTY UTILITIES	
WATER UTILITY	SEMINOLE COUNTY UTILITIES	
APPLICANT:	CONSULTANT:	
ELIZABETH BURCH BURPONCE HOLDINGS, LLC 715 IRONWOOD CT WINTER SPRINGS FL 32708 EBURCHATHOME@GMAIL.COM	RICK ORTIZ POULOS & BENNET, LLC 2602 E LIVINGSTON ST ORLANDO FL 32803 (407) 487-2594 AHAIRE@POULOSANDBENNETT.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/urlt/ePlanApplicantUserGuide.pdf>

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.	Building Division Review Coordinator	9/15/25: - Standard Building permitting will apply for any proposed structures, including but not limited to residential dwelling units, fences, and accessory structures.	Info Only
2.	Comprehensive Planning	Please provide a calculation for the net buildable area for the entire site, and for each proposed lot. The definition for net buildable acreage: is: The total number of acres within the perimeter boundaries of a development, excluding areas devoted to rights-of-way widths, transmission and power line easements, lakes and areas defined as wetlands and floodprone areas.	Unresolved
3.	Comprehensive Planning	Additional comments may be generated based on review and approval of the minor plat, or revisions made to this proposed site plan.	Info Only
4.	Environmental - Impact Analysis	Seminole County is the Water service provider for this project. Capacity reservation will be required.	Unresolved
5.	Environmental Services	On Sheet C0.11: General Construction Notes, under the potable water notes section, under note 7 pipe materials, please update that C900 DR18 PVC shall be minimum working pressure of 235 psi, not 150 psi. Also update that polyethylene tubing shall be C901 SDR 9 minimum working pressure of 250 psi, not class 160. Update note 12 that all pipe and pipe fittings installed under this project shall contain no more than 0.25% lead calculated across the wetted surface of said pipe/pipe fittings except as excluded under 40 CFR 143.16, and any solder or flux used in this project shall contain no more than 0.2% lead.	Unresolved
6.	Environmental Services	On Sheet C5.00: Master Utility Plan, please update the 6" wet tap callouts to 6" wet tap with 6" tapping sleeve and valve. Specify that the pipe material between the tapping sleeve/valve and the 90-degree bends will be 6" C900 PVC DR 18 water main. Update the 6" PVC DR-14 water main callouts to be 6" C900 PVC DR 18 water main instead.	Unresolved
7.	Environmental Services	On Sheet C5.00: Master Utility Plan, please update the 6" HDPE watermain callout to be 8" C906 HDPE SDR 11 instead. The HDPE water main must be upsized so that the internal diameter does not restrict the flow from the 6" PVC water main feeding it. Provide callouts for the 8" MJ adaptors on each side of the 8" HDPE water main. Provide callouts for the 8"x6" reducers on each side of the 8" HDPE water main. These reducers can be attached directly to the MJ adaptors (just depends on the angle on the of the HDD and if the installers have the proper lay length without additional pipe fittings for bending the pipe). 6" gate valves will be required on either end of the 8" HDPE water main so that we can isolate the HDPE for its hydrostatic pressure test after installation. Since the length of PVC pipe between the tapping valve and the HDPE pipe is relatively short, this tapping valve can be used for the hydrostatic pressure test as well. On the east side of the road, please provide a short stick of 6" PVC leaving the 8"x6" reducer and a 6" gate valve.	Unresolved
8.	Environmental Services	On Sheet C5.00: Master Utility Plan, per our phone call, please depict the 6" PVC water main extending into the	Unresolved

		property along the south side of the roadway (within the provided utility easement) to where the end of line fire hydrant is required to be installed per the fire department. A 6" gate valve and valve box shall be provided shortly upstream of the fire hydrant per SD 215. Additionally, a locating wire terminal or a 6" gate valve and valve box shall be installed at minimum every 500 LF of each other along the pipe length.	
9.	Environmental Services	On Sheet C5.00: Master Utility Plan, the meters can be relocated to be closer to the internal lot lines (such as by the point of connections callouts). The County has converted its meters to AMI which take automatic meter readings remotely. The connections for service lines off of the 6" PVC water main shall be made using 6"x1" service saddles, 1" corp stops, and 1" C901 SDR 9 PE tubing up to the meter boxes per SD 208 and SD 209, not with tees and reducers. The meters boxes can be located near the edge of the utility easement (as long as they remain within the utility easement). Residential water meters for domestic use are typically our 5/8"x3/4" models (5/8" meters with 3/4" inlets and outlets) and do not require above ground 1" RPZ per SD 206 and SD 209. Please update the meter and RPZ callouts accordingly. The meters will be provided with dual check backflow preventers per SD 206 and SD 209. Also, what is the plan for irrigation? Will this be done using irrigation wells (if so, please annotate that on the plan sheet)? Or will the water meters need to be upsized to provide domestic and irrigation to each respective lot?	Unresolved
10.	Environmental Services	On Sheet C5.00: Master Utility Plan or a new sheet, please provide a profile for the utility work done within the right of way. I need to be able to assess any vertical separation requirements and planned directional drill depth/path.	Unresolved
11.	Environmental Services	On Sheet C5.00: Master Utility Plan or a new sheet, please update the fire hydrant callout to specify that they will be public such as "existing public fire hydrant" and "proposed public fire hydrant".	Unresolved
12.	Environmental Services	On Sheet C8.00: Seminole County Standard Details, please add the following Seminole County standard details: SD 101, SD 108, SD 109, SD 110 (if used), SD 115, and SD 215. Please remove SD 205.	Unresolved
13.	Natural Resources	Based on preliminary analysis, there may be endangered and threatened wildlife on the subject property. A threatened and endangered study along with a species of special concern survey will be required prior to final engineering or site plan approval. SCLDC 45.1(a)	Unresolved
14.	Natural Resources	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
15.	Natural Resources	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	Info Only

		level of at least seventy-five (75) percent of the drip line. SCLDC 60.8(g)	
16.	Natural Resources	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
17.	Natural Resources	No applicant may be required to replace more than ninety caliper inches per acre (prorated for fractional acres) for each development approval or permit, as the case may be, upon demonstration that the applicant has avoided the removal of protected trees to the maximum extent practicable. SCLDC 60.9(d)(1) Maximum required replacement for this project = 13.8 acres * 90 inches/acre = 1,242 inches	Info Only
18.	Natural Resources	The cumulative DBH of specimen trees preserved on site shall count two (2) to one (1) toward meeting the total replacement requirement. SCLDC 60.9(d)(6a) The cumulative DBH of protected non-specimen trees preserved on site shall count one (1) to one (1) toward meeting the total replacement requirement.	Info Only
19.	Natural Resources	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
20.	Natural Resources	Clearly indicate which trees will be removed and which trees will be preserved within the tree table.	Unresolved
21.	Natural Resources	Specimen tree: Live oak, magnolia, bald cypress and longleaf pine trees twenty-four (24) inches DBH or greater. SCLDC Chapter 2	Info Only
22.	Natural Resources	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 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.	Info Only
23.	Natural Resources	Trees less than six (6) inches DBH and palm trees are exempt from arbor regulations. SCLDC 60.4(h)	Info Only
24.	Natural Resources	To cover the cost of replacing the trees, including materials and labor, fees will be paid into the Arbor Trust Fund and are established at a rate per caliper inch of \$125.00. Trees removed without a permit or destroyed or which received major damage in violation of Chapter 60 will require a replacement fee two (2) times the fee established above. SCLDC 60.7(g)	Info Only
25.	Natural Resources	No subdivision may be approved that would result in the removal of over seventy-five (75) percent of existing trees, with trunk diameters of six (6) inches or greater, from any	Info Only

		site, unless the Planning Manager finds that the development of the site would be severely restricted. Special consideration and credit will be given to the retention of trees having a trunk diameter of twenty-four (24) inches or larger. Special consideration will be given for waterfront features and shoreline protection as specified in Chapter 71 of this Code. SCLDC 35.61(b)	
26.	Planning and Development	This site plan cannot be approved until the Minor Plat is approved and recorded, as technically these easements/lots do not exist formally until that process is complete. The Site plan will need to be updated with applicable parcel ID numbers when that process is complete.	Unresolved
27.	Planning and Development	Please show linear distance as well as metes and bounds description of each perimeter line.	Unresolved
28.	Public Safety - Addressing	(STREET SIGN/NAME) ****All Street Signs for the Development need to be installed and have passed Addressing Inspection prior to Building Permit approval**** The street sign specs have been uploaded into the documents folder. As noted and commented to the Developer during the Development Review Process, it is the developer/owners responsibility to install all street signs for the development, prior to building permit approval. Street signs must be installed and inspected for all new developments, as the address for any type of building permit will be assigned to the internal street(s). (Seminole County Code of Ordinance / Chapter 40 - Building and Construction / Part 10. - Street Signs / Sec 40.231 Street signs/building permits.)	Info Only
29.	Public Safety - Addressing	(STREET SIGN/NAME) All street signs require cross blades with the names of the intersecting streets. As determined by E911 Addressing, the sign blades must have the approved street name/spelling, proper street designation and be placed in a location facing/fronting the correct street. No use of punctuation (hyphen, period, apostrophe) on street signs. If the street(s) are not built and permits are being submitted, signage can be placed at the main entry to the development and as roads are built, the street signs can be moved to their correct location. Contact E911 Administration, Addressing, email: addressing@seminolecountyfl.gov, after street signs are installed, as they require an inspection. Incorrect signs will be required to be corrected. For street sign requirements or questions, please contact Seminole County Traffic Engineering Division at 407-665-5677. Chapter 40.231 updated 4-27-2021 & SCLDC 90.6(A-L).	Info Only
30.	Public Safety - Addressing	(STREET SIGN/NAME) Prior to street name submittals, please review the uploaded attachment in the documents folder: Street Sign and Street Naming Info Combined, which explains how to select a street name. In addition, the street sign specs are also included in this document. SCLDC 90.6 (A-L)	Info Only
31.	Public Safety - Addressing	STREET SIGN/NAME) Approved Street names will be placed on a reserved street name list and will be held until the project is approved or recorded. Prior to approval, the approved street names are required to be labeled on final	Info Only

		Site Plans, Engineering Plans and Recorded plats. Once the project has been approved or recorded, the unused street names will be deleted from the list. If the plan approval expires, the street names shall require additional review and approval at the time of re-submittal. (Addressing Policy)	
32.	Public Safety - Addressing	(STREET SIGN/NAME) This project will require 1 street name. Please submit proposed street names to E911 Administration, Addressing Office for approval. Email: addressing@seminolecountyfl.gov. The approved street name designation is Court, Cove or Point (choose one)	Info Only
33.	Public Safety - Addressing	(STREET SIGN/NAME) Do not abbreviate street name designations on the Final Engineering and the Final Plat. The street designations are required to be abbreviated on the street signs. The approved street name designations and their proper abbreviations are as follows: (#)-Terrace (TER), (#)-Loop (LOOP), (#)-Lane (LN), (#)-Way (WAY), (#)-Court (CT), (#)-Cove (CV), (#) Point (PT).	Info Only
34.	Public Safety - Addressing	(ADDRESS ASSIGNMENT) All building/unit number(s) shall be issued by the Seminole County 911 Administration, Addressing Office. SCLDC 90.5	Info Only
35.	Public Safety - Addressing	Development Name) The subdivision name "Birch - Single Family Subdivision" is not approved for use. Please submit proposed names for review to addressing@seminolecountyfl.gov. The approved name shall be the only conspicuous name posted or advertised on signage and shall also be the title on the proposed plat. 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).	Info Only
36.	Public Safety - Addressing	Will lot 1 access from Gabriella Lane or the internal street?	Info Only
37.	Public Safety - Addressing	Will this be an easement for all properties? How much of it is shared easement? The easement will be named with this plat. Please determine where the street will end. Is it where it intersects with lots 2, 3 & 4.	Info Only
38.	Public Safety - Fire Marshal	Please show rough estimate of where the homes will be in relation to the road/driveway. 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
39.	Public Safety - Fire Marshal	Verify compliance with table 18.5.4.3 for maximum fire hydrant fire flow capacity distance to the building, and number of hydrants. It currently appears the existing hydrant is too far from the farthest buildable lot on the home. Please add additional hydrant to be within the required 600 ft per 18.5.2.	Unresolved
40.	Public Safety - Fire Marshal	Fire department access roads shall be designed and maintained to support the imposed loads of 39 tons for fire	Unresolved

		apparatus and shall be provided with an all-weather driving surface. (NFPA 1,18.2.3.5.2) Please verify the proposed information on sheet c7.00 meets the 39 ton requirement.	
41.	Public Safety - Fire Marshal	Additional comments may be generated based on resubmittal.	Unresolved
42.	Public Works - Engineering	Please add a note on the grading plan that at building permit for each lot a separate signed and sealed grading plan will be required to include water quality retention for all impervious.	Unresolved
43.	Public Works - Engineering	Please consider adjusting the driveway going into and along lot 2 so that vehicle lights will be less likely to hit the house to the west. I realize there is a large tree that you are trying to preserve but you should be able to adjust when the driveway jogs back to the west 50'-100' more so that the lights will not be pointed toward that house. A fence along the property line might help as well but this is just a suggestion.	Unresolved
44.	Public Works - Engineering	If possible, can you divert the drainage from the swale for the east-west driveway between lots 1, 2 and 3 towards the existing onsite pond. There are known drainage issues just east of this site.	Unresolved
45.	Public Works - Engineering	It appears that some of the swales are more for conveyance and not retention. Please adjust the swales to have some additional checks to hold some drainage.	Unresolved
46.	Public Works - Engineering	While it appears that offsite drainage was considered it is not clear that it is sufficient. There should be a small swale on the property boundary to all drainage to easily come on the property. Please provide a small swale primarily on the west property line.	Unresolved
47.	Public Works - Engineering	There is required to be a 5-foot drainage easement required on all property lines internal and external to the property. Please show these on the plans.	Unresolved
48.	Public Works - Impact Analysis	No Review Required. Trips generated by a maximum of 4 SF DUs are less than 50 required for a TIS to be submitted.	Info Only

Agency / Department Reviewers and Project Status

This section shows the reviewers of this project from the various County agencies. It may also include additional comments for review and response.

Department	Reviewer	Email	Contact	Status
Public Safety - Addressing	Amy Curtis	acurtis@seminolecountyfl.gov	407-665-5191	Approved
Public Works - Engineering	Jim Potter	jpotter@seminolecountyfl.gov	407-665-5764	Corrections Required
Environmental Services	James Van Alstine	jvanalstine@seminolecountyfl.gov	407-665-2014	Corrections Required
Environmental - Impact Analysis	Becky Noggle	bnoggle@seminolecountyfl.gov	407-665-2143	Corrections Required
Planning and Development	Kaitlyn Apgar	kapgar@seminolecountyfl.gov	407-665-7377	Corrections Required
Public Safety - Fire Marshal	Matthew Maywald	mmaywald@seminolecountyfl.gov	407-665-5177	Corrections Required
Natural Resources	Sarah Harttung	sharttung@seminolecountyfl.gov	407-665-7391	Corrections Required
Comprehensive Planning	Maya Athanas	mathanas@seminolecountyfl.gov	407-665-7388	Corrections Required
Buffers and CPTED	Kaitlyn Apgar	kapgar@seminolecountyfl.gov	407-665-7377	No Review Required
Public Works - Impact Analysis	Arturo Perez	aperez07@seminolecountyfl.gov	407-665-5716	No Review Required
Building Division	Phil Kersey	pkersey@seminolecountyfl.gov	407-665-7460	

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

☒ 1st RESUBMITTAL

DATE	RESUBMITTAL FEE DUE	ROUTE TO THESE STAFF MEMBERS FOR FURTHER REVIEW:
xx/xx/2025	The application fee allows for the initial submittal plus two resubmittals. <i>Note: No resubmittal fee for small site plan</i>	xx, xx, xx

The initial application fee allows for the initial submittal review plus two resubmittal reviews. For the fourth review and each subsequent review, the resubmittal fees are as follows:

Major Review (3+ reviewers remaining) – 50% of original application fee

Minor Review (1-2 reviewers remaining) – 25% of original application fee

Summary of Fees: <http://www.seminolecountyfl.gov/departments-services/development-services/planning-development/fee-information/fee-summary.shtml>

NOTE: Other fees may be due. See comments for any additional fees due for your development project. (example: Addressing fee)

Upon completion of your plan review process, Planning and Development staff must authorize and stamp plans for construction use. Once you receive an approval letter from Seminole County, the site contractor must contact Seminole County Planning and Development Inspections to schedule a pre-construction conference prior to the start of any site work. Upon issuance of the site permit, your approved drawings and/or documents will be released to you through the ePlan System. For questions regarding this process, please consult the Electronic Plan Review Applicant User Guide <http://www.seminolecountyfl.gov/core/fileparse.php/3321/urlt/ePlanApplicantUserGuide.pdf>

Cities:

Altamonte Springs	(407) 571-8000	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