

**SEMINOLE COUNTY GOVERNMENT**

1101 EAST FIRST STREET, WEST WING  
SANFORD, FLORIDA 32771

**Comment Document – Initial Submittal**

<b>PROJECT NAME:</b>	<b>HISTORIC OVIEDO COLORED SCHOOLS MUSEUM -</b>	<b>PROJ #: 26-20500005</b>
APPLICATION FOR:	PZ - PD	
APPLICATION DATE:	5/01/26	
RELATED NAMES:	Z2026-10	
PROJECT MANAGER:	KAITLYN APGAR (407) 665-7377	
PARCEL ID NO.:	29-21-31-501-0000-0050	
PROJECT DESCRIPTION	PROPOSED PD FDP AS AN ENGINEERED SITE PLAN ON 0.11 ACRES LOCTED ON THE NORTHEAST SIDE OF JAMES DR, SOUTH OF W SR 426	
NO OF ACRES	0.11	
BCC DISTRICT	Bob Dallari	
LOCATION	ON THE NORTHEAST SIDE OF JAMES DR, SOUTH OF W SR 426	
FUTURE LAND USE-	MDR	
SEWER UTILITY	SEMINOLE COUNTY UTILITIES	
WATER UTILITY	SEMINOLE COUNTY UTILITIES	
<b>APPLICANT:</b>	<b>CONSULTANT:</b>	
JUDITH SMITH HISTORIC OVIEDO COLORED SCHOOL PO BOX 621589 OVIEDO FL 32762 (407) 234-3374 [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.**

**State Permits that may be required:**

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

## **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	<p>On the Final Development Plan, please state and dimension required buffers:</p> <p>North- Ten (10) foot wide landscape buffer with a 0.4 opacity (constrained buffer may be utilized for the eastern most 20 feet)</p> <p>South- Ten (10) foot wide landscape buffer with a 0.4 opacity for the first 38.7 feet (north of the building)</p> <p>East- Ten (10) foot wide landscape buffer with a 0.2 opacity</p> <p>West- Fifteen (15) foot wide landscape buffer with a 0.4 opacity</p>	Unresolved
2.	Buffers and CPTED	<p>Please choose a plant unit group for each buffer and indicate such on plans. Any areas with overhead utility lines should utilize the height restricted Group C. Please see SCLDC Sec. 30.14.3 for more information:</p> <p><a href="https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_P_T14LASCBUOPSP_S30.14.3BU">https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_P_T14LASCBUOPSP_S30.14.3BU</a></p>	Unresolved
3.	Buffers and CPTED	<p>Please provide landscape plans indicating the required plants to be installed in the buffers. All plant material proposed to be installed on a site to meet the requirements of the SCLDC shall be site appropriate and selected from the Approved Plant Species list set forth in Figure 14.1 of SCLDC Sec. 30.14.18 or from Florida Friendly Landscaping Guide to Plant Selection &amp; Landscape Design. Please see the following link for more information about general landscaping requirements:</p> <p><a href="https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_P_T14LASCBUOPSP_S30.14.16GEPRALLAAR">https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_P_T14LASCBUOPSP_S30.14.16GEPRALLAAR</a></p>	Unresolved
4.	Buffers and CPTED	<p>Please provide an irrigation plan for installed plants. Installed trees and plant materials shall be grouped together into zones according to their water use needs. The water use zones shall correlate with the water use zone designations identified in SCLDC Sec. 30.14.18, Figure 14:1. The water use zones are based on drought tolerance and soil moisture categories listed in the Florida Friendly Plant List and database.</p>	Unresolved

5.	Buffers and CPTED	When ten (10) or more trees are required to be planted, a mix of tree species shall be provided, at least one (1) of which shall be native to the Central Florida region. If the required number of trees is 10-20, 2 species are required. When the required number of trees planted are 21-30, 3 species are required. When the required number of trees planted are 31-40, 4 species are required. When the number of trees required exceeds 40, 5 species are required.	Info Only
6.	Buffers and CPTED	Are any trees being removed? Please provide a plan showing any trees being removed/installed. If none, there is no plan needed.	Unresolved
7.	Buffers and CPTED	Please note that if any trees are being removed, the replacement of such trees will be subject to further review under SCLDC Sec. 60- Arbor Regulations <a href="https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH60ARRE">https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH60ARRE</a>	Unresolved
8.	Buffers and CPTED	Trees less than six (6) inches DBH and palm trees are exempt from arbor regulations. SCLDC 60.4(h)	Info Only
9.	Buffers and CPTED	If trees are being removed, please provide a tree survey indicating species and genus of all existing trees onsite.	Unresolved
10.	Building Division	- 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, etc...	Info Only
11.	Building Division	All site alterations and upgrades must comply with the Florida Accessibility Code.	Info Only
12.	Building Division	All aspects of construction must meet the minimum requirements of the current Edition of the Florida Building Code	Info Only
13.	Planning and Development	Please provide/designate one page as the "Final Development Plan" page. The page should contain items stated in SCLDC Sec. 30.8.5.5. <a href="https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT8SPZODI_S30.8.5PDPLDE">https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT8SPZODI_S30.8.5PDPLDE</a>  It may be beneficial to utilize the previous Master Development Plan and add the necessary items as per the code.	Unresolved

14.	Planning and Development	Please state building setbacks on the Final Development Plan as follows: North- twenty-five (25) feet South (James Drive)- One (1) foot East- Ten (10) feet West (SR 426)- Thirty-eight (38) feet	Unresolved
15.	Planning and Development	On the Final Development Plan, please dimension the building setbacks to the property lines.	Unresolved
16.	Planning and Development	On the Final Development Plan, please dimension the one (1) parking spot provided.	Unresolved
17.	Planning and Development	Please provide the proposed open space on site on the Final Development Plan page. Open space shall be located entirely within the boundaries of the project and may include required landscaped areas and buffers; recreational lands and facilities accessible to employees and visitors to a site; and areas providing natural resource protection for floodplains, wetlands, aquifer recharge areas, wildlife habitat, and other natural features.	Unresolved
18.	Planning and Development	Please provide the proposed and maximum building height (35 feet) on the Final Development Plan page.	Unresolved
19.	Planning and Development	Please provide the total building square footage proposed and maximum (1,100 sq. ft.) on the Final Development Plan page.	Unresolved
20.	Planning and Development	Please state the total square footage of decking being proposed.	Unresolved
21.	Public Safety - Addressing	The PZ26-20500005 Site Plan has the same plan sheets as BP26-1614. On 003-A01_Arch_Site_Plan.pdf it appears as though the access to the property will remain from James Drive therefore the address will remain as 2170 James DR, Oviedo, FL 32765.	Info Only
22.	Public Safety - Addressing	Additional comments and requirements may be generated depending on the resubmission. Should other reviewers require additional drawings or modifications to the existing drawings, Addressing will evaluate those drawings and provide supplementary comments and/or requirements.	Unresolved
23.	Public Safety - Addressing	On the 003-A01_Arch_Site_Plan.pdf, please delineate the property boundary lines. Add the subject parcel 29-21-31-501-0000-0050 & 29-21-31-501-0000-0010 located to the north of the subject parcel.	Unresolved

24.	Public Safety - Addressing	On the 003-A01_Arch_Site_Plan.pdf, please ensure the directional is added to the adjacent street to the west. The correct street name is "W SR 426".	Unresolved
25.	Public Safety - Addressing	(ADDRESS ASSIGNMENT) Corner lots are addressed to the street best suited for emergency responders. This generally is where the front main entry door to the structure appears to be located. If the front main entry door is not visible; the building is obscured from the road; the building is unable to be accessed due to landscaping, road conditions, or for emergency purposes it is best reached where the driveway intersects the road, then it will be addressed to the named street where the driveway intersects. SCLDC 90.2	Info Only
26.	Public Safety - Addressing	(ADDRESS ASSIGNMENT) The existing address on the property, parcel 29-21-31-501-0000-0050, is 2170 James DR, Oviedo, FL 32765. 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)	Info Only
27.	Public Safety - Fire Marshal	Existing fire department access shall be maintained at all times including 50 ft to a door in accordance with NFPA 1 chapter 18.	Info Only
28.	Public Works - Engineering	Please provide a detailed grading plan to show that ADA parking spaces and sidewalks meet requirements.	Unresolved
29.	Public Works - Engineering	Please include a plan detail of ADA parking and signage e.g. Transportation Detail T-19 of the Public Works Engineering Manual.	Unresolved
30.	Public Works - Engineering	The driveway access to the site should be paved or substantially stabilized.	Unresolved

## AGENCY/DEPARTMENT CONTACT 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
Buffers and CPTED	Kaitlyn Apgar	kapgar@seminolecountyfl.gov	407-665-7377	Corrections Required
Building Division	Daniel Losada	dlosada@seminolecountyfl.gov	407-665-	Approved
Public Safety-Addressing	Amy Curtis	acurtis@seminolecountyfl.gov	407-665-5191	Corrections Required
Environmental - Impact Analysis	Becky Noggle	bnoggle@seminolecountyfl.gov	407-665-2143	Approved
Environmental Services	James Van Alstine	jvanalstine@seminolecountyfl.gov	407-665-2014	Approved
Natural Resources	Jim Potter	jpotter@seminolecountyfl.gov	407-665-5764	No Review 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	Approved
Public Works - Engineering	Andrew Broxton	abroxton@seminolecountyfl.gov	407-665-7334	Corrections Required
Public Works - Impact Analysis	Jim Potter	jpotter@seminolecountyfl.gov	407-665-5764	No Review Required
Public Works-County Surveyor	Raymond Phillips	rphillips@seminolecountyfl.gov	407-665-5647	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:
5/28/2026	The application fee allows for the initial submittal plus two resubmittals. <i>Note: No resubmittal fee for Small Site Plans or Special Exceptions</i>	Kaitlyn Apgar, Amy Curtis, Andrew Broxton

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>