

SEMINOLE COUNTY GOVERNMENT

1101 EAST FIRST STREET, WEST WING
SANFORD, FLORIDA 32771

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

Comment Document – Initial Submittal

PROJECT NAME:	MARSDEN BUILDING - SITE PLAN	PROJ #: 26-06000023
APPLICATION FOR:	DR - SITE PLAN	
APPLICATION DATE:	6/08/26	
RELATED NAMES:	EP JOHNNY HERBERT	
PROJECT MANAGER:	KAITLYN APGAR (407) 665-7377	
PARCEL ID NO.:	18-21-30-515-0B00-0060	
PROJECT DESCRIPTION	PROPOSED SITE PLAN FOR A RETAIL AND SHOWROOM BUILDING ON 0.47 ACRES IN THE C-2 ZONING DISTRICT	
NO OF ACRES	0.47	
BCC DISTRICT	4: LOCKHART	
CURRENT ZONING	C-2	
LOCATION	ON THE SOUTHEAST CORNER OF WELLS AVE AND DIVISION ST	
FUTURE LAND USE-	MXD	
SEWER UTILITY	SEMINOLE COUNTY UTILITIES	
WATER UTILITY	CASSELBERRY	
APPLICANT:	CONSULTANT:	
DAN MARSDEN MARSDEN CONSTRUCTION COMPANY 617 PRAIRIE LAKE DR FERN PARK FL 32730 [REDACTED]	JOHNNY HERBERT AMERICAN CIVIL ENGINEERING CO 207 N MOSS RD WINTER SPRINGS FL 32708 (407) 376-1777 [REDACTED]	

County staff members have reviewed the subject development project and offer the following comments. The comments below are a compilation of comments from the ePlan review system. These items need responses with further information, data, explanation or revision of plans and documents before project approval.

Please itemize any and all revisions made to the development plan in addition to those made in response to staff comments; include a statement in your response to comments that no additional revisions have been made to the site plan beyond those stated.

PROTECT YOURSELF FROM FRAUDULENT INVOICES

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

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

AGENCY/DEPARTMENT COMMENTS

	REVIEWED BY	TYPE	STATUS
1.	Buffers and CPTED	Comment Additional comments will be generated based on additional plan submittal.	Unresolved
2.	Buffers and CPTED	Comment On page C4.0, the landscape buffers as stated in the site data are not in accordance with the approved DO for the site. Required buffers are as follows: Side (north)- five feet, front (east) zero feet, side (west)- five feet, and rear (southwest)- five feet. Please amend the site data to show the correct values. It appears the actual site plan shows the buffers dimensioned correctly, no buffer required/provided to the east adjacent to the FDOT pond.	Unresolved
3.	Buffers and CPTED	Comment Are any trees being removed as a result of the placement of the new office building? Please provide a sealed or certified tree survey prepared by a professional surveyor, completed within the past 2 years. Show the location, DBH, common name, and, if applicable, indicate specimen tree status of all protected and preserved trees. SCLDC 60.10(b)(1)	Unresolved
4.	Buffers and CPTED	Comment Please provide the Landscape Plan, as indicated on the sheet index. Please ensure you are showing parking lot landscape and landscape plans are in accordance with the approved DO and SCLDC. See general requirements at the following link: https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOL_ADECO_CH30ZORE_PT14LASCBUOPSP_S3_0.14.16GEPRALLAAR	Unresolved
5.	Buffers and CPTED	Comment Please provide irrigation plans. Please ensure that water use zones are clearly notated. For more information about requirements, please see the following link: https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOL_ADECO_CH30ZORE_PT14LASCBUOPSP_S3_0.14.18LAPLIRPLSURE	Unresolved
6.	Building Division	Comment - All site alterations and upgrades must comply with the Florida Accessibility Code.	Info Only

7.	Building Division	Comment - 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
8.	Building Division	Comment - Type of use and size of building may require fire sprinklers and fire alarms.	Info Only
9.	Environmental - Impact Analysis	Library Comment Seminole County is the Water and Sewer service provider for this project. Capacity reservation will be required.	Unresolved
10.	Environmental Services	Comment On Sheet C6.0: UTILITY PLAN: Please move the proposed water meter against the ROW line. Add the RPZ backflow preventer to the opposite side of the ROW line. I have attached a proposed layout in the Resources folder on ePLAN.	Unresolved
11.	Environmental Services	Comment On Sheet C6.0 UTILITY PLAN: Please specify if there will be any potential sewer connections. There is a stub-out on the property that can be connected to for service.	Unresolved
12.	Environmental Services	Comment Are all 3 commercial buildings using the same water meter? I assumed each building would have separate water meters, otherwise all of the buildings will have one combined water bill. If each building will have separate water meters, a commercial meter bank can be used instead.	Unresolved
13.	Environmental Services	Comment Please provide water demand calculations to justify the size of the water meter requested (1"). Please submit in the form of proposed fixture counts/types with manufacturers specified maximum operating flow (in gpm) for each fixture type. Please include separate water demands in the form of maximum operating flow (in gpm) for any hose bibbs or air conditioning units proposed for the development as well.	Unresolved

14.	Environmental Services	<p>Comment</p> <p>Please add the following Seminole County standard details: SD 105, SD 106, SD 108, SD 109, SD 110, SD 111, SD 112, SD 204, SD 205, SD 207, SD 208, SD 211, SD 213, SD 215. Please update them by following the instructions on the Seminole County Utilities Engineering website to access our latest details/standards: https://www.seminolecountyfl.gov/departments-services/utilities/utilities-engineering/utilities-details-standards.stml. Additional details may be added if a commercial water meter will be used and/or sewer connections are needed.</p>	Unresolved
15.	Natural Resources	<p>Comment</p> <p>The site has favorable conditions for gopher tortoises. Please note new FFWCC rules pertaining to gopher tortoises and get any applicable state permits prior to construction.</p>	Info Only
16.	Planning and Development	<p>Comment</p> <p>On page C4.0, please update the building setbacks required/provided. The sides require 5 feet, respectively. The north side should provide a 45 foot setback and the south side should provide a 29 foot setback in accordance with the approved DO.</p>	Unresolved
17.	Planning and Development	<p>Comment</p> <p>This application required a Final Development Plan to be completed due to the nature of PDs. This should have been applied for under the "Final Development Plan as Engineering Site Plan" type of application. Please coordinate with intake staff to remedy this comment. Link to the right application is as follows: https://www.seminolecountyfl.gov/docs/default-source/pdf/rezone-land-use-amendment-ada.pdf?sfvrsn=83efa8b6_3</p>	Unresolved
18.	Planning and Development	<p>Comment</p> <p>It is strongly encouraged to provide a photometric plan at time of site plan. Please submit in accordance with regulations as per SCLDC Sec. 30.15 https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOL_ADECO_CH30ZORE_PT15OULIRE</p>	Unresolved

19.	Planning and Development	Comment Please provide the dumpster enclosure details in accordance with SCLDC Sec. 30.14.15. https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOL_ADECO_CH30ZORE_PT14LASCBUOPSP_S30.14.15SC	Unresolved
20.	Planning and Development	Comment Will there be a sign associated with this development? If so, please provide location and details.	Unresolved
21.	Planning and Development	Comment On page C4.0, under the site data table, please state the dimensions of the parking spots provided.	Unresolved
22.	Planning and Development	Comment Please provide a Threatened and Endangered Species study. Study should be conducted within 18 months of date of application.	Unresolved
23.	Planning and Development	Comment On the cover sheet, please add pages 8.1 and 8.2 to the Sheet index.	Unresolved
24.	Planning and Development	Comment On Page C2.0, under Sec. B Earthwork note #9 states, "Transpiration" please update to "Transportation".	Unresolved
25.	Planning and Development	Comment Please show amenities in the stormwater ponds in order to count it as open space in accordance with SCLDC Sec. 30.14.2.2 (d). It appears that there are not amenities in the southern pond. Please show applicable plantings as required for wet ponds. https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOL_ADECO_CH30ZORE_PT14LASCBUOPSP_S30.14.20PSP	Unresolved
26.	Planning and Development	Comment On page C4.0, under Adjacent Zoning/Land Use. Please amend the west value from "RA1" to "R-1A".	Unresolved

27.	Public Safety - Addressing	<p>Comment (ADDRESS ASSIGNMENT) Address and applicable fees will be determined at permitting upon the approved site plan. SCLDC 90.4(A) (C) The proposed building will be assigned an address to Division ST.</p>	Info Only
28.	Public Safety - Addressing	<p>Comment (Development Name) To avoid duplicate or similar names, the name by which a new development shall be legally known in the County, shall be submitted for compliance review to the E911 Administration, Attn: Addressing (email:addressing@seminolecountyfl.gov). Addressing checks the proposed name against the Seminole County Property Appraiser facility & subdivision names along with project names that are on reserve within the County. Potential names will be reviewed during Site Plan or Preliminary Subdivision Plan. The approved name shall be the only conspicuous name posted or advertised on signage. (90.10 (a)(b)(c)(d)),(Florida Statute 177.051) (Addressing Policy 2025-002 & 2026-06)</p>	Info Only
29.	Public Safety - Addressing	<p>Comment (Prior to Building Permit Submittal- New Commercial Building Single and/or Unit or Suite Numbers/Multiple Occupants) Approved sites with multiple occupants are required to coordinate individual addressing assignments, at least ten (10) working days prior to the submission of building permit applications. SCLDC Chapter 90.5 (d). You will need to submit, to our office, a site plan that shows all buildings (each permit shall have a site plan that depicts the building with the location of work), the street names, the subject and adjacent lot or parcel numbers, north arrow, the floor plans that shows the subject tenant space of where the work will be done, the floor numbers (if applicable), and show the tenant's ingress/egress, tenant separation walls, doors, the subject unit number or suite number and the directly adjacent unit numbers or suite numbers (if applicable). Addressing will provide you with building address(es) for each building. Unit or suite numbers (whichever is applicable) will be assigned at permitting for the proposed occupied tenant space. Additionally, the assigned building address for each permit is required to be labeled on each proposed floor plan, life safety plan, cover sheet, demolition plan, life safety plans, and the site plan</p>	Info Only

		(example is within the title bar/sidebar) as applicable. If any part of the address/suite numbers or unit numbers are incorrect on the building permit plan submittal, it will be required to be corrected. There are Building Department and Fire Department requirements that are in addition to Addressing requirements. Correspond with each department for requirements before submitting permits. (Addressing Policy 2017-001)	
30.	Public Safety - Addressing	Library Comment (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
31.	Public Safety - Addressing	Library Comment (Development Name) Is "MARSDEN BUILDING" going to be the proposed facility name, and will it be on the sign(s) on the property? The approved name shall be the only conspicuous name posted or advertised on signage. If "BUILDING" will be part of the facility name, it will be required to be labeled on the signage as approved. 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 (a)(b)(c)(d)), & Florida Statute 177.051 & Addressing Policy 2025-002)	Question
32.	Public Safety - Addressing	Comment On the 001_C1.0_COVER PLAN.pdf, please remove the reference to "WELLS AVENUE". The address will be assigned at permitting, it is not necessary for the street name to be on these plans.	Unresolved

33.	Public Safety - Addressing	Comment On the 004_C4.0_SITE PLAN.pdf and 007_C7.0_VEHICLE PLAN.pdf, please remove the reference to "WELLS AVENUE" within the title bar. The address will be assigned at permitting, it is not necessary for the street name to be on these plans.	Unresolved
34.	Public Safety - Addressing	Comment On the 004_C4.0_SITE PLAN.pdf, please remove the reference to "UNIT 1", "UNIT 2", and "UNIT 3" from the drawing. The addresses will be assigned in conjunction with a building permit.	Unresolved
35.	Public Safety - Addressing	Comment On the 007_C7.0_VEHICLE PLAN.pdf, please remove the reference to "UNIT 1", "UNIT 2", and "UNIT 3" from both of the drawings. The addresses will be assigned in conjunction with a building permit.	Unresolved
36.	Public Safety - Addressing	Library Comment (POSTING) Address numbers shall be made of durable weather resistant material, shall be permanently affixed to the structure and posted fronting the street the structure is addressed to. The colors of the numbers shall contrast the surrounding background of the structure, so it stands out and is clearly visible from both directions of the addressed street. SCLDC SEC 90.5(a). Addresses are entered into the 911 database and used directly by the 911 communications call center. *Address numbers are to be permanently installed facing the street the structure is addressed to.	Info Only
37.	Public Safety - Addressing	Library Comment (POSTING) Commercial address numbers are to be a minimum of six (6) in height and one-half () inch in width. SCLDC 90.5 (1)	Info Only

38.	Public Safety - Addressing	Library Comment (POSTING) Unit numbers shall be a minimum of 3" inches in height, posted above or aside all means of ingress/egress, clearly visible upon approach and clear of any obstruction such as awnings. SCLDC SEC 90.5(1) (2). * For unit/suite numbers, it is recommended to add the name unit or suite before the number. There have been cases where 911 received calls and is given the address with the unit/suite number as the main building number. This causes delays when that same number is used elsewhere on the street, as a main building number.	Info Only
39.	Public Safety - Addressing	Library Comment (ADDRESS ASSIGNMENT) All building/unit number(s) shall be issued by the Seminole County 911 Administration, Addressing Office. SCLDC 90.5	Info Only
40.	Public Safety - Addressing	Library Comment (ADDRESS ASSIGNMENT) Multi-tenant commercial buildings will be issued a building number from the standard grid map and further assigned (4) digit unit numbers. SCLDC 90.5(1)	Info Only
41.	Public Safety - Fire Marshal	Comment Please provide a hydrant flow test of both hydrants in accordance with NFPA 291. This test shall not be older than 12 months.	Unresolved
42.	Public Safety - Fire Marshal	Comment Please revise NFPA code reference to 2021 edition.	Unresolved
43.	Public Works - Engineering	Comment Please provide a geotechnical report with at least two borings beneath the proposed pond bottoms and aquabox.	Unresolved
44.	Public Works - Engineering	Comment At least 10 feet of maintenance berm is required around each pond. Proposed landscape buffer may contribute to berm if it is free of vegetation with cross slopes no greater than 10:1. Please revise site plan to provide required berms.	Unresolved
45.	Public Works - Engineering	Comment At least one foot of freeboard is required for each pond under design storm event. The top of both proposed ponds is 92.5' while the 25yr/24hr stage is 92.19'. Please revise pond heights to allow one foot of freeboard.	Unresolved

46.	Public Works - Engineering	Comment Page 10 of the provided Storm Report appears to contain a FEMA flood map but otherwise is incomprehensible. Please resubmit.	Unresolved
47.	Public Works - Engineering	Comment The inbound turn radius for the proposed driveway is 12'. Seminole County Engineering manual specifies minimum turn radii of 35'. Please revise driveway to allow for at least a 35' inbound turn radius.	Unresolved
48.	Public Works - Engineering	Comment Seminole County Engineering manual requires concrete sidewalks with a minimum width of 5' to be constructed on both sides of all streets. Please extend proposed sidewalk along the site's entire frontage along Wells Ave and Division St.	Unresolved
49.	Public Works - Engineering	Comment Proposed driveway does not meet minimum separation requirement of 200' from Wells Ave. While staff recognizes site geometry prevents this, staff requests the proposed driveway be aligned as closely as possible with the opposing driveway on Division St.	Unresolved
50.	Public Works - Engineering	Comment Please provide grading points for ADA parking to show it meets requirements for cross slope. Please move the callout for S-2 such that it does not cover the parking spaces.	Unresolved
51.	Public Works - Engineering	Comment On sheet C5.0, Grade Plan, there are conflicts in the contour lines around the dumpster pad. Please revise to remove any crossed contour lines.	Unresolved
52.	Public Works - Engineering	Comment The scale of the main drawing on page C5.0 is approximately 50% larger than the provided reference scale. Please provide the correct reference scale.	Unresolved
53.	Public Works - Engineering	Comment There is a conflict between the storm pipe sizes on the grade plan and utility plan. The grade plan specifies 15" ADS N-12 while the utility plan states 12" pipe in the pipe conflict notes. Additionally, pipe lengths are not specified. Please clarify which diameter pipe is being used and add pipe length information to the grade plan.	Unresolved

54.	Public Works - Engineering	Comment Sediment collection is required for construction entrances. Please add detail for construction entrance or note on SWPP.	Unresolved
55.	Public Works - Engineering	Comment Due to number and nature of comments made, additional comments may be made upon resubmittal.	Unresolved
56.	Public Works - Impact Analysis	Comment No Review Required.	Info Only

AGENCY/DEPARTMENT CONTACT AND PROJECT STATUS

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- 7468	Approved
Public Safety-Addressing	Lily Kay	lkay@seminolecountyfl.gov	407-665-5045	Corrections Required
Environmental - Impact Analysis	Becky Noggle	bnoggle@seminolecountyfl.gov	407-665-2143	Corrections Required
Environmental Services	Maliha Rahman	mrahman@seminolecountyfl.gov	407-665-2033	Corrections Required
Natural Resources	Jim Potter	jpotter@seminolecountyfl.gov	407-665-5764	Approved
Planning and Development	Kaitlyn Apgar	kapgar@seminolecountyfl.gov	407-665-7377	Corrections Required
Public Safety - Fire Marshal	Matthew Maywald	mmaywald@seminolecountyfl.gov	407-665-5177	Corrections Required
Comprehensive Planning	Maya Athanas	mathanas@seminolecountyfl.gov	407-665-7388	Approved
Public Works - Engineering	Andrew Broxton	abroxton@seminolecountyfl.gov	407-665-7334	Corrections Required

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

1st RESUBMITTAL

DATE	RESUBMITTAL FEE DUE	ROUTE TO THESE STAFF MEMBERS FOR FURTHER REVIEW:
07/01/2026	The application fee allows for the initial submittal plus two resubmittals. <i>Note: No resubmittal fee for Small Site Plans or Special Exceptions</i>	Maliha, Andrew, Becky, Lily, Kaitlyn, Matthew

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