

**SEMINOLE COUNTY GOVERNMENT**  
 1101 EAST FIRST STREET, 2ND FLOOR, 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](#).

<b>PROJECT NAME:</b>	<b>HEATHROW RACQUET AND TENNIS CLUB – SITE PLAN</b>	<b>PROJ #: 24-06000045</b>
APPLICATION FOR:	DR - SITE PLAN	
APPLICATION DATE:	6/28/24	
RELATED NAMES:	EP DUSTIN KALMBACH	
PROJECT MANAGER:	YVONNE D'AVANZO (407) 665-7354	
PARCEL ID NO.:	12-20-29-300-0140-0000	
PROJECT DESCRIPTION	PROPOSED SITE PLAN FOR 6 PICKLEBALL COURTS ON 19.83 ACRES IN THE PD ZONING DISTRICT LOCATED ON THE NORTH SIDE OF LAKE MARY BLVD AT TOURNAMENT DR	
NO OF ACRES	19.83	
BCC DISTRICT	5: HERR	
CURRENT ZONING	PD	
LOCATION	ON THE NORTH SIDE OF LAKE MARY BLVD AT TOURNAMENT DR	
FUTURE LAND USE-	PD	
SEWER UTILITY	SEMINOLE COUNTY UTILITIES	
WATER UTILITY	SEMINOLE COUNTY UTILITIES	
<b>APPLICANT:</b>	<b>CONSULTANT:</b>	
DUSTIN KALMBACH LARSON DESIGN GROUP 495 N KELLER RD, STE 101 MAITLAND FL 32751 (689) 229-2476 DKALMBACH@LARSONDESIGNGROUP.COM	ANNE ROUN LARSON DESIGN GROUP 495 N KELLER RD, STE 101 MAITLAND FL 32751 (407) 222-3852 AROUN@LARSONDESIGNGROUP.COM	

County staff members have reviewed the subject development project and offer the following comments. The comments below are a compilation of comments and markups 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>

### AGENCY/DEPARTMENT COMMENTS

	REVIEWED BY	TYPE	STATUS
1.	Building Division	In accordance with the 8th ed (2023) FBC, Florida Accessibility Code for Building Construction, at least one accessible route shall connect accessible buildings, facilities, elements, and spaces that are on the same site.	Info Only
2.	Building Division	The location of accessible parking spaces, loading zones, sidewalks, and exit ramps shall meet requirements of the 8th ed (2023) FBC, Florida Accessibility Code for Building Construction.	Info Only
3.	Building Division	All site lighting on Commercial parcels requires a building permit prior to commencement of work. This is a standalone permit separate from all other required permits.	Info Only
4.	Environmental Services	According to the boundary survey, it appears as though there are no utility easements over some of the existing Seminole County owned utility infrastructure on site. This includes the potable water meters, potable water mains, fire hydrants, sanitary sewer manholes, and sanitary sewer mains. Everything else on the site appears to be privately owned/maintained. Please provide us documentation that there are existing utility easements over this infrastructure. If none exists, then please provide a sketch and legal description (signed/sealed by a professional surveyor) of the proposed utility easement. We will review it and prepare a utility easement agreement that is to be signed by the property owner and notarized. Once that's done, the original documentation will need to be mailed back or hand delivered to our office so that we can review and forward on to the Seminole County Clerk for recording. Please see the file "1986 Heathrow Tennis Club" in the Resources folder on eplan for reference on the utility record drawing. We require 15 ft wide utility easements along the centerline of our potable water mains/sanitary sewer mains/fire hydrants and 10 ft wide utility easements along the centerline of our water service lines/water meters. Please see the file "Tennis Club Proposed Utility Easement" in the Resources folder on eplan for reference on the rough dimensions of the utility easement that we're looking for.	Unresolved
5.	Natural Resources	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)	Unresolved
6.	Natural Resources	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	Unresolved

		center of the tree. If circumstances exist that require encroachment of the dripline, 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)	
7.	Natural Resources	Protective barriers shall consist of three (3) foot tall temporary fencing with posts spaced six (6) feet apart and linked together with brightly colored net fence fabric. SCLDC 60.8(d)	Unresolved
8.	Natural Resources	Please show tree protection measures for construction and development.	Unresolved
9.	Planning and Development	Please provide the following information on the Cover Sheet: <ul style="list-style-type: none"> <li>• Legal description.</li> <li>• List all utility providers including gas, communication, etc.</li> </ul>	Unresolved
10.	Planning and Development	Please provide an Overall Site Plan showing the parcel boundary as well as all existing improvements, including but not limited to access, existing courts, all structures and the building square footage, parking, access aisles, internal sidewalks, ect. Please dimension boundary lines. Provide street names and the Future Land Use, Zoning, and parcel I.D numbers for the adjacent abutting parcels.	Unresolved
11.	Planning and Development	On the "Site Layout Plan" sheet please provide the following under the Site Data table: <ul style="list-style-type: none"> <li>• Provide the site data information for the entire parcel, not just the "area limits of work".</li> <li>• List the permitted uses of the parcel and the proposed use of the new court.</li> <li>• Please zoom out on plan sheet and show existing adjacent courts, sidewalks, clubhouse, and pool area in relation to proposed courts.</li> <li>• Please provide dimensions between proposed and existing development.</li> <li>• Provide the net buildable calculation for the parcel.</li> <li>• Provide pervious/impervious/open space calculation for the entire parcel.</li> <li>• List required building setbacks.</li> <li>• Show floodplain and wetland delineation as well as the required wetland buffer.</li> <li>• Dimension landscape buffer widths.</li> </ul>	Unresolved
12.		Please confirm all easements are shown, labeled, and dimensioned (i.e., drainage, utility, landscape, sidewalk, access).	Unresolved
13.		Show floodplain and wetland delineation as well as the required wetland buffer.	Unresolved
14.	Planning and Development	Site Lighting: <ul style="list-style-type: none"> <li>• All outdoor lighting will require a separate permit. Lighting shall be in accordance with Seminole County Land Development Code, Chapter 30, Part 15. – Outdoor Lighting Requirements.</li> </ul>	Info Only

		<ul style="list-style-type: none"> <li>• The photometric plan should state the proposed site lighting spillage: Illumination onto adjacent properties shall not exceed five-tenths (0.5) foot-candles.</li> <li>• Note and dimension on the plans (elevation detail), the proposed light fixtures and light poles shall demonstrate compliance with height and design per Sec. 30.15.1. - Outdoor lighting requirements.</li> <li>• It appears the height of the proposed light poles with fixtures may exceed the maximum height allowed. Please provide a dimensioned elevation detail of light pole with fixture installed.</li> <li>• Notes* can be provided at building permit but preferred during Site Plan.</li> </ul>	
15.	Planning and Development	<p>Signage:</p> <ul style="list-style-type: none"> <li>•If signage is proposed a separate sign permit is required.</li> </ul>	Info Only
16.	Public Safety - Addressing	(ADDRESS ASSIGNMENT) The existing address for the entire property, parcel 12-20-29-300-0140-0000 is 150 Tournament DR, Lake Mary, FL 32746, therefore this set of pickleball courts will not require a separate address. 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.	Info Only
17.	Public Safety - Addressing	****Addressing review cannot be completed until all pertinent and required information has been submitted.****	Unresolved
18.	Public Safety - Addressing	(SITE PLAN) When submitting site plans , please submit an existing and proposed plan indicating and labeling on the plans all of the following: All structures and courts, existing or proposed (labeled as such) on the parcel, description of use of the structure(s), parcel number of the property, as well as the adjacent properties, posted address(es), street names, north arrow, drive aisles, front (main entry).	Unresolved
19.	Public Safety - Fire Marshal	Any proposed fencing around the courts shall require a separate building permit and review.	Info Only
20.	Public Works - Engineering	Please show a double row of silt fence along the ponds or wetlands.	Unresolved
21.	Public Works - Engineering	Please add a note to the site plan that all walls require a separate building permit. Please also show the walls and label them on the site plan.	Unresolved
22.	Public Works - Engineering	Will there be a fence around the courts? If so, please label. Please provide a section through the courts going in both directions. If no fence is proposed, a handrail is required along the wall.	Unresolved
23.	Public Works - Engineering	Provide a copy of approved SJRWMD ERP (or letter of exemption) required prior to pre-construction meeting. (informational)	Info Only
24.	Public Works - Engineering	There is a concern with erosion from the proposed additional impervious. The drainage report stated that there is an inlet that will collect the proposed impervious. Please clearly show how the drainage will be collected. Clearly show pipe sizes and inlet information. Can the existing collection system handle the additional impervious. Please	Unresolved

		provide a hydraulic analysis showing that it can handle the flows. Otherwise show a separate pipe system to go the pond.	
25.	Review Coordinator	<a href="https://www.seminolecountyfl.gov/departments-services/development-services/planning-development/electronic-plan-review/eplan-applicant-user-guide.stml">https://www.seminolecountyfl.gov/departments-services/development-services/planning-development/electronic-plan-review/eplan-applicant-user-guide.stml</a> This is the link to the ePlan user guide, which can be found under the resources tab as well. Please reference this for additional guidance and information when uploading.	Info Only
26.	Review Coordinator	Drawings need to be named in accordance with the plan file naming standards in our eplan user guide. To access the user guide, click on the 'Resources' tab in your task then click on 'ePlan Review - How To'.	Resolved

**AGENCY/DEPARTMENT EFORM COMMENTS 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.*

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:
7/31/2024	The application fee allows for the initial submittal plus two resubmittals. <i>Note: No resubmittal fee for small site plan</i>	James Van Alstine, Sarah Harttung, Yvonne D'Avanzo, Jennifer Emanuel, Jim Potter
<p>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:  <b>Major Review (3+ reviewers remaining) – 50% of original application fee</b>  <b>Minor Review (1-2 reviewers remaining) – 25% of original application fee</b></p> <p>Summary of Fees: <a href="http://www.seminolecountyfl.gov/departments-services/development-services/planning-development/fee-information/fee-summary.stml">http://www.seminolecountyfl.gov/departments-services/development-services/planning-development/fee-information/fee-summary.stml</a></p> <p><b>NOTE:</b> Other fees may be due. See comments for any additional fees due for your development project. (example: Addressing fee)</p>		

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>

## AGENCY/DEPARTMENT EFORM COMMENTS 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	STATUS	REVIEWER
Buffers and CPTED	Review Complete	Maya Athanas <a href="mailto:mathanas@seminolecountyfl.gov">mathanas@seminolecountyfl.gov</a> 407-665-7388
Building Division	Review Complete	Jay Hamm <a href="mailto:jhamm@seminolecountyfl.gov">jhamm@seminolecountyfl.gov</a> 407-665-7468
Comprehensive Planning	Review Complete	Maya Athanas <a href="mailto:mathanas@seminolecountyfl.gov">mathanas@seminolecountyfl.gov</a> 407-665-7388
Environmental Services	Review Complete	James VanAlstine <a href="mailto:jvanalstine@seminolecountyfl.gov">jvanalstine@seminolecountyfl.gov</a> 407-665-2014
Natural Resources	Review Complete	Sarah Harttung <a href="mailto:sharttung@seminolecountyfl.gov">sharttung@seminolecountyfl.gov</a> 407-665-7391
Planning and Development	Review Complete	Yvonne D'Avanzo <a href="mailto:ydavanzo@seminolecountyfl.gov">ydavanzo@seminolecountyfl.gov</a> 407-665-7354
Public Safety - Addressing	Review Complete	Jennifer Emanuel <a href="mailto:jmanuel@seminolecountyfl.gov">jmanuel@seminolecountyfl.gov</a> 407-665-5190
Public Safety - Fire Marshal	Review Complete	Matthew Maywald <a href="mailto:mmaywald@seminolecountyfl.gov">mmaywald@seminolecountyfl.gov</a> 407-665-5177
Public Works - Engineering	Review Complete	Jim Potter <a href="mailto:jpotter@seminolecountyfl.gov">jpotter@seminolecountyfl.gov</a> 407-665-5764
Public Works - Impact Analysis	No Review Required	William Wharton <a href="mailto:wwharton@seminolecountyfl.gov">wwharton@seminolecountyfl.gov</a> 407-665-5730

**Cities in Seminole County:**

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>