

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](#).

PROJECT NAME:	MIDWAY TRAIL - SITE PLAN	PROJ #: 24-06000070
APPLICATION FOR:	DR - SITE PLAN	
APPLICATION DATE:	11/18/24	
RELATED NAMES:	EP AIMEE SHIELDS	
PROJECT MANAGER:	KAITLYN APGAR (407) 665-7377	
PARCEL ID NO.:	32-19-31-300-0240-0000+++	
PROJECT DESCRIPTION	PROPOSED SITE PLAN FOR A PUBLIC PARK ON 107.61 ACRES IN THE A-1 ZONING DISTRICT LOCATED ON THE WEST SIDE OF BRISSON AVE, NORTH OF SR 46	
NO OF ACRES	107.61	
BCC DISTRICT	5: HERR	
CURRENT ZONING	LDR	
LOCATION	ON THE WEST SIDE OF BRISSON AVE, NORTH OF SR 46	
FUTURE LAND USE-	A-1	
SEWER UTILITY	CITY OF SANFORD	
WATER UTILITY	SANFORD	
APPLICANT:	CONSULTANT:	
RICHARD DURR SEMINOLE COUNTY BCC 101 E 1ST ST SANFORD FL 32771 (407) 665-2175 DHEACOCK@SEMINOLECOUNTYFL.GOV	AIMEE SHIELDS GAI CONSULTANTS INC 618 E SOUTH ST STE 700 ORLANDO FL 32801 (321) 319-3041 A.SHIELDS@GAICONCONSULTANTS.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/urllt/ePlanApplicantUserGuide.pdf>

See comments within the comment document for any fees due, as fees may be due for different aspects of your development project. Fees showing in ePlan reflect Planning & Development review or revision fees only.

State Permits that may be required:

AGENCY/DEPARTMENT COMMENTS

	REVIEWED BY	TYPE	STATUS
1.	Buffers and CPTED	Please provide impervious surface ratio in order to calculate required buffer.	Unresolved
2.	Buffers and CPTED	Additional comments may be generated based on resubmittal.	Unresolved
3.	Building Division Jay Hamm	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
4.	Building Division Jay Hamm	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
5.	Building Division Jay Hamm	All site lighting on Commercial parcels require a building permit prior to commencement of work. This is a standalone permit separate from all other required permits. This more than likely won't apply unless the intent was to put lights along the trail.	Info Only
6.	Environmental Services	This development is not within Seminole County's utility service area. Please coordinate with the City of Sanford for any utility needs. No review required.	Info Only
7.	Natural Resources	Changemark- 062 LA.101 Existing tree Please identify this tree to the species level. Consider removing it due to its proximity to the proposed area of work.	Unresolved
8.	Natural Resources	Changemark- 063 LA.102 Existing canopy outline If the tree is within the parcel boundaries, please show the location of the existing tree in relation to the proposed area of work.	Unresolved
9.	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)	Info Only
10.	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 center of the tree. If circumstances exist that require encroachment of the drip-line, 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)	Info Only
11.	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)	Info Only

12.	Natural Resources	Please show the distance from the trunk to the proposed paved trail for all saved trees. 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)	Unresolved
13.	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 level of at least seventy-five (75) percent of the drip line. SCLDC 60.8(g)	Info Only
14.	Natural Resources	Please show tree protection details. See informational comments for requirements.	Unresolved
15.	Planning and Development	The current zoning of A-1 is not compatible with the proposed use of the property as a public trail/park. A rezone will be required.	Unresolved
16.	Planning and Development	Parcel ID 32-19-31-300-024D-0000 is still retained by DOT per Property Appraiser records. Please ensure all property deeds and such of the like are recorded or provide authorization from DOT giving authorization for the project.	Unresolved
17.	Planning and Development	Please combine parcels for continuity of project.	Unresolved
18.	Planning and Development	Please call out/label any proposed future work that is not currently existing. Please denote if the proposed work is phase one (both on the cover sheet and as applicable on site plan pages) and if there is other work being completed in phase two. There is a trailhead connection being proposed that does not currently exist.	Unresolved
19.	Planning and Development	Please provide a survey of all properties.	Unresolved
20.	Planning and Development	The Sheet List Table references pages "HS.206" and "HS.207", but they do not appear to be included in the submittal. Please provide missing pages or revise Sheet List Table.	Unresolved
21.	Planning and Development	Page 008 C1.4 Demolition & SWPPP: It appears the demolition of the existing fence is located on adjacent properties. Please provide owner authorization from adjacent property owners stating they are allowing the demo of the fence on their properties or revise/clarify plans.	Unresolved
22.	Planning and Development	Please dimension the pier on page 015 C2.1	Unresolved
23.	Planning and Development	Please provide the following details on all site plan pages; total linear distance in feet of trail section, zoning/future land use of adjacent properties, and parcel I.D.'s of surrounding properties (please depict on page and put in a Site Data Table).	Unresolved
24.	Planning and Development	The overall Site Plan should contain the following elements: complete boundary of subject site; Metes and bounds description as well as linear distance of each perimeter line; Street names, zoning, and parcel I.D.s of surrounding areas, dimensions of Landscape buffer widths, and a Site Data Table. The Site Data Table should include zoning/future land use, parcel ID, total acreage/square feet of property, proposed use of the property, net buildable area if wetlands or floodplain exist, required/proposed open space calculation, required/proposed setbacks, required/proposed landscape buffer widths, and pervious/impervious calculation.	Unresolved

25.	Planning and Development	Please provide open space proposed and required on the overall site plan page as well. 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
26.	Planning and Development	Stormwater retention ponds may be counted toward the minimum required open space area subject to the following criteria: (1)The pond shall be sodded or dressed with equivalent ground cover; and (2)The pond shall be accessible to all employees and visitors and shall be landscaped and configured in a manner that results in a visual amenity for the site and shall include aesthetic features or amenities such as benches and/or picnic tables. (3)For wet ponds, if reclaimed water is unavailable, then the pond shall be designed to be utilized for landscape irrigation. (4)For wet ponds, littoral zones of ponds shall be vegetated with emergent native vegetation to the maximum extent possible, provided that maintenance of the pond is not impeded. Plans shall be reviewed and approved by the Natural Resource Officer or designee.	Info Only
27.	Planning and Development	Will there be any outdoor lighting? Staff recommends providing photometric plan at Site Plan application. Outdoor lighting should be in compliance with all applicable regulations in SCLDC Sec. 30.1234- Outdoor lighting requirements and will require a separate permit. https://library.municode.com/fl/seminole_county/codes/land_development_code?nodeId=SECOLADECO_CH30ZORE_PT15OULIRE	Unresolved
28.	Planning and Development	Page 060 HS.205, please update reference to Winwood Park to reflect the current project. Will the shade be fabric?	Unresolved
29.	Public Safety - Addressing	On Sheet 001 C0.0 Cover Sheet the Parcel IDs listed are incomplete, please correct.	Unresolved
30.	Public Safety - Addressing	The Title on Sheet 001 C0.0 Cover Sheet and the Project name within the Side Title Bar of all subsequent plan sheets should Match Examples: "Sanford Midway Trail Development - Seminole County, FL" or "Midway Trail South - Seminole County, FL"	Unresolved
31.	Public Safety - Addressing	Please note that within the Side Title Bar on all plan sheets, the reference to "City of Sanford, FL" within the Project Name section should indicate "Seminole County, FL"	Unresolved
32.	Public Safety - Addressing	On Sheet 008 C1.4 Demolition the existing Fence to be Demolished is indicated within Parcel 31-19-31-527-0000-1080 which is not included within the Site Plan Submittal or Coversheet. Please either include this parcel in the submittal or do not include this scope of work.	Unresolved
33.	Public Safety - Addressing	On Sheet 013 C1.9 Demolition the Limits of Construction are indicated within Parcel 32-19-31-300-024A-0000 which is not included within the Site Plan Submittal or Coversheet. Please either include this parcel in the submittal or do not extend the work into this parcel.	Unresolved
34.	Public Safety - Addressing	On Sheet 015 C2.1 Site Plan the note calling out the 6' Concrete Walk includes a reference to a 200 LF extension that is not included with this submittal. Please update this note to indicate	Unresolved

		the future Site Plan Submittal, Example: "To be extended approximately 200 LF with a future Site Plan Submittal to connect to existing Roseland Park"	
35.	Public Safety - Addressing	On Sheet 023 C2.9 Site Plan the connection to the Existing Sidewalk is indicated within Parcel 32-19-31-300-024A-0000 which is not included within the Site Plan Submittal or Coversheet. Please either include this parcel in the submittal or do not extend the work into this parcel.	Unresolved
36.	Public Safety - Addressing	On Sheet 024 C2.10 Site Plan Please call out that the proposed Pavilion is within the Right-of-Way	Unresolved
37.	Public Safety - Addressing	On Sheet 041 HS.001 Please remove the Sidewalk Extension (to Roseland Park) that has been drawn in within and extending above the HS.100/LA.100 Section as the extension is not existing and not proposed with this submittal.	Unresolved
38.	Public Safety - Addressing	On Sheet 042 HS.100 Please remove the Sidewalk Extension (to Roseland Park) as the extension is not existing and not proposed with this submittal.	Unresolved
39.	Public Safety - Addressing	On Sheet 061 LA.100 Please remove the Sidewalk Extension (to Roseland Park) as the extension is not existing and not proposed with this submittal.	Unresolved
40.	Public Safety - Addressing	A site plan that was approved through the Planning and Development site plan approval process is required to be submitted within the building permit application package, prior to permit approval. (Addressing Policy)	Info Only
41.	Public Safety - Addressing	(ADDRESS ASSIGNMENT) Address and applicable fees will be determined at permitting upon the approved site plan. SCLDC 90.4(A) (C)	Info Only
42.	Public Safety - Addressing	(Combine Parcels) In order to avoid permitting confusion, when a site development includes more than one parcel identification number and the developer intends to unify multiple parcels into one site for that development, the developer/owner is requested to have the parcels/lots combined into one parcel identification number. For Addressing purposes, this is to be completed prior to building permit submittal. Contact the Seminole County Property Appraiser's Office at 407-665-7506, or visit www.scpafl.org ; Downloads/Real Property/Split or Combine Property -Form. (Addressing Policy)	Info Only
43.	Public Safety - Fire Marshal	Please clearly indicate if there will be fencing around the entire project?	Unresolved
44.	Public Safety - Fire Marshal	If fencing is provided please clearly indicate gates for fire department access and these gates shall be provided with knox pad locks.	Unresolved
45.	Public Safety - Fire Marshal	Please clearly provide the locations of the closest hydrants for the pavilion.	Unresolved
46.	Public Safety - Fire Marshal	Adequate water supply with fire flow calculations for fire protection (hydrants) shall be provided per section 18.3 and 18.4 of NFPA 1.	Unresolved
47.	Public Works - Engineering	One or more sections of the trails grading does not seem to work. Please provide additional grading along the trail. Please provide a typical trail section. Please show at least 3'-5' flat area towards the lake. You may need to move the trail away from the lake some. The slope into the old burrow pit should have been no steeper than 6 to 1. Please show any revised grading if needed to meet all these requirements.	Unresolved

48.	Public Works - Engineering	There is concern with the culvert crossing. There should be a handrail across this section unless there is a much larger flat area. Staff still recommends the handrail either way. It may be the intent but is not labeled. Please show and label on the site plan and the grading plan. Please better label the section with slopes, etc.	Unresolved
49.	Public Works - Engineering	There is some concern with the grading of the plaza. The impervious will flow off the north side and most likely be an erosion issue. Please provide collection and or erosion protection for this area.	Unresolved
50.	Public Works - Engineering	There is concern with the plaza being right against the curb. There is still a clear zone for safety required even with a type "F" Curb. Please pull the plaza away from the curb and show the appropriate clear zone.	Unresolved
51.	Public Works - Engineering	There are some concerns with slopes along several portions of the burrow pit that may not be in the direct area of the trail. These areas would either need to be adjusted or fenced off from general public use. It also appears that the main fence along the back of some of the residential lots is to be removed. Is this correct? Please either show that the entire burrow pit meets minimum slopes or close these areas off.	Unresolved

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
Buffers and CPTED	Kaitlyn Apgar	kapgar@seminolecountyfl.gov	407-665-7377	Corrections Required
Building Division	Jay Hamm	jhamm@seminolecountyfl.gov	407-665-7468	Review Complete Recommend Approval
Public Works-Water Quality	Shannon Wetzel	swetzel@seminolecountyfl.gov	407-665-2455	Review Complete Recommend Approval
Public Safety-Addressing	Tiffany Owens	towens@seminolecountyfl.gov	407-665-5045	Corrections Required
Environmental - Impact Analysis	Becky Noggle	bnoggle@seminolecountyfl.gov	407-665-2143	No Review Required
Environmental Services	James Van Alstine	jvanalstine@seminolecountyfl.gov	407-665-2014	No Review Required
Natural Resources	Sarah Harttung	sharttung@seminolecountyfl.gov	407-665-7391	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
Public Works - Engineering	Jim Potter	jpotter@seminolecountyfl.gov	407-665-5764	Corrections Required
Public Works - Impact Analysis	William Wharton	wwharton@seminolecountyfl.gov	407-665-5730	No Review Required

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

1st RESUBMITTAL

DATE	RESUBMITTAL FEE DUE	ROUTE TO THESE STAFF MEMBERS FOR FURTHER REVIEW:
12/12/2024	The application fee allows for the initial submittal plus two resubmittals. <i>Note: No resubmittal fee for small site plan</i>	Sarah Harttung, Jim Potter, Kaitlyn Apgar, Matthew Maywald, Tiffany Owens

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