

**SEMINOLE COUNTY GOVERNMENT**  
 1101 EAST FIRST STREET, WEST WING  
 SANFORD, FLORIDA 32771

<b>PROJECT NAME:</b>	<b>BUSINESS OFFICE - PRE-APPLICATION</b>	<b>PROJ #: 26-80000049</b>
APPLICATION FOR:	DR - PRE-APPLICATION DRC	
APPLICATION DATE:	4/24/26	
RELATED NAMES:	EP ROBERT KYLE	
PROJECT MANAGER:	KAITLYN APGAR (407) 665-7936	
PARCEL ID NO.:	35-21-30-300-0330-0000	
PROJECT DESCRIPTION	PROPOSED SPECIAL EXCEPTION FOR OFFICE USE ON 0.32 ACRES IN THE RP ZONING DISTRICT LOCATED ON THE WEST SIDE OF OLD HOWELL BRANCH RD, NORTH OF ALOMA AVE	
NO OF ACRES	0.32	
BCC DISTRICT	1-Bob Dallari	
CURRENT ZONING	RP	
LOCATION	ON THE WEST SIDE OF OLD HOWELL BRANCH RD, NORTH OF ALOMA AVE	
FUTURE LAND USE-	MDR	
SEWER UTILITY	SEMINOLE COUNTY UTILITIES	
WATER UTILITY	SEMINOLE COUNTY UTILITIES	
<b>APPLICANT:</b>	<b>CONSULTANT:</b>	
ROBERT KYLE LAUNCHPAD 67 3185 ASH PARK LOOP WINTER PARK FL 32792 (407) 924-3244 [REDACTED]	N/A	

**Please be advised, these comments are intended to assist you in finding information that will enable you to prepare for your plan review. They are not intended to replace or exempt you from the applicable Codes and Ordinances as they pertain to your project. These comments are informational only and do not grant any approvals. Also be advised, from time-to-time Codes and Ordinances are amended and the comments provided only reflect the regulations in effect at the time of review.**

**PROTECT YOURSELF FROM FRAUDULENT INVOICES**

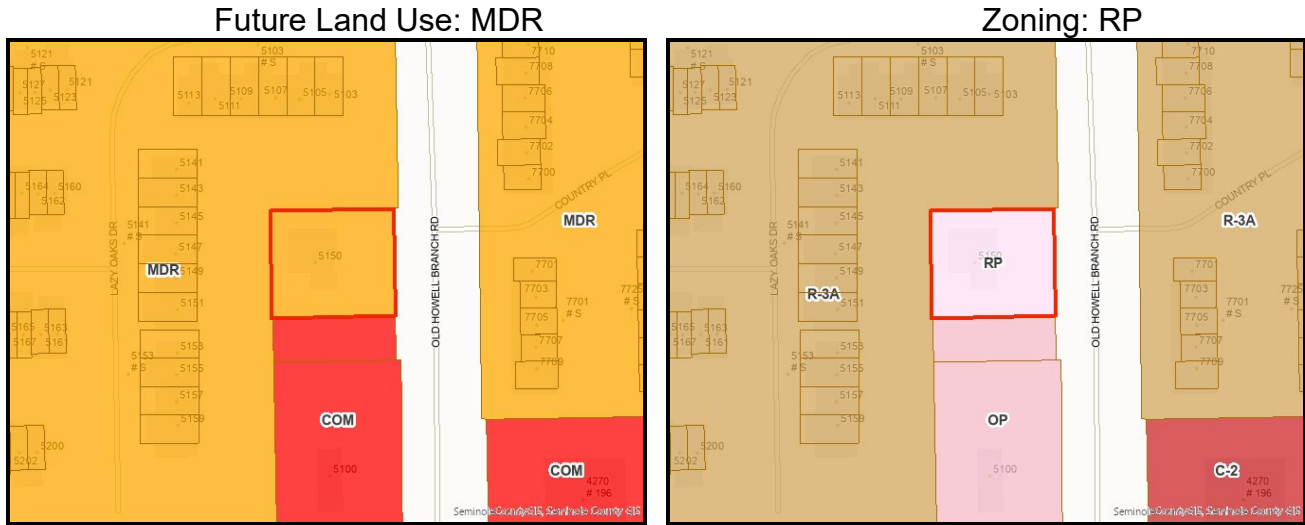
Seminole County has received reports of fraudulent invoices targeting applicants in the Planning, Building Permitting, and Development Review processes. These invoices may appear professional and may use the County’s logo, address, or terminology. However, they are not legitimate County communications. 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.

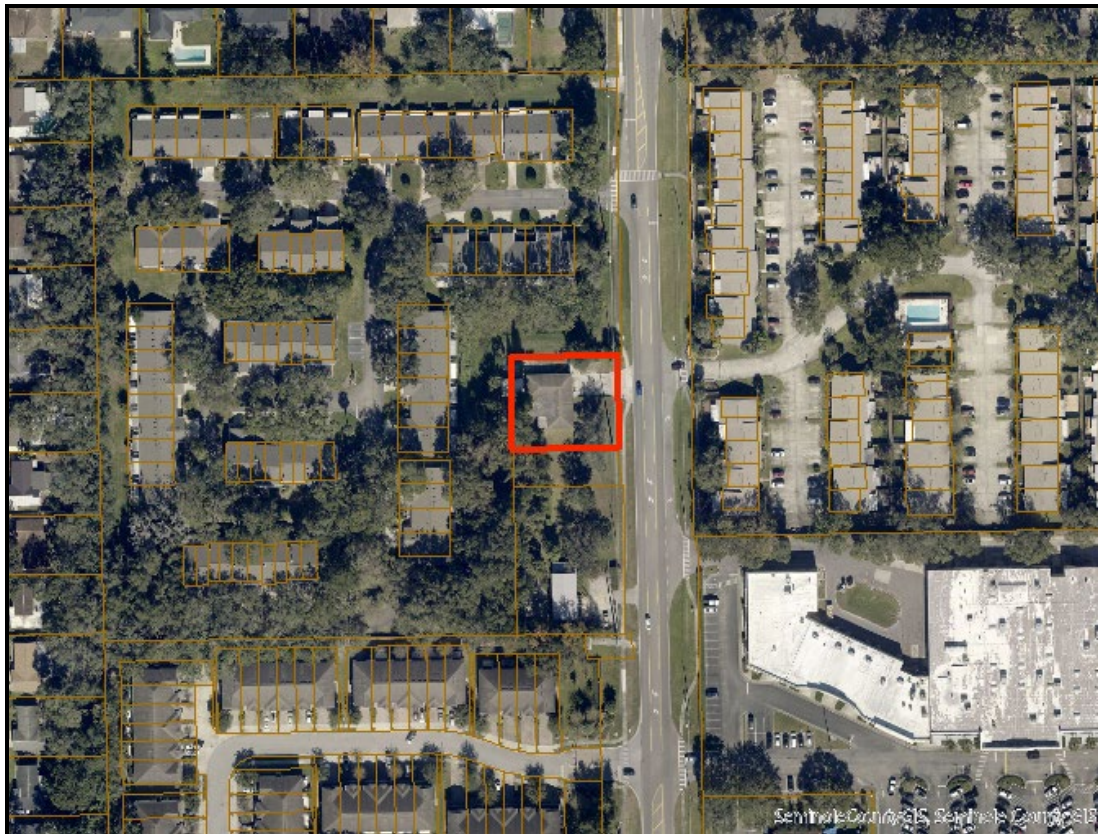
## PROJECT MANAGER COMMENTS

- The subject property has a Future Land Use of Medium Density Residential and a zoning designation of RP (Restricted Professional).
- The proposed project will require a Site Plan application.

## PROJECT AREA ZONING AND AERIAL MAPS



## Aerial



**AGENCY/DEPARTMENT COMMENTS**

	REVIEWED BY	TYPE	STATUS
1.	Buffers and CPTED	A full buffer review will be done at time of site plan. Buffer requirements will be calculated based on project intensity, per Sec. 30.14.6. Upon submittal of plans, please provide 1. Net buildable Area. 2. Hours of Operation. 3. Floor Area Ratio. 4. Impervious Surface Ratio. 5. Building Height in feet in order to calculate required buffers.	Info Only
2.	Buffers and CPTED	100 percent of landscaped areas are required to be irrigated. See the following link for requirements <a href="https://library.municode.com/fl/seminole_county/codes/and_development_code?nodeId=SECOLADECO_CH3_0ZORE_PT14LASCBUOPSP_S30.14.18LAPLIRPLSU_RE">https://library.municode.com/fl/seminole_county/codes/and_development_code?nodeId=SECOLADECO_CH3_0ZORE_PT14LASCBUOPSP_S30.14.18LAPLIRPLSU_RE</a>	Info Only
3.	Buffers and CPTED	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 & Landscape Design. Please see the following link for more information about general landscaping requirements: <a href="https://library.municode.com/fl/seminole_county/codes/and_development_code?nodeId=SECOLADECO_CH3_0ZORE_PT14LASCBUOPSP_S30.14.16GEPRALLAAR">https://library.municode.com/fl/seminole_county/codes/and_development_code?nodeId=SECOLADECO_CH3_0ZORE_PT14LASCBUOPSP_S30.14.16GEPRALLAAR</a>	Info Only
4.	Buffers and CPTED	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.	Info Only
5.	Buffers and CPTED	Parking lot landscaping shall include a total planting area of thirty (30) square feet per parking space for any parking area exceeding five (5) spaces. Tree planting islands shall be a minimum of one hundred (100) square feet in size and eight (8) feet in width. Minimum landscaping shall consist of one (1) canopy tree or two (2) understory trees per two hundred (200) square feet of required planting area.	Info Only

6.	Buffers and CPTED	<p>The buffer is calculated based on project intensity versus surrounding property (or roadway, as applicable) intensity. The subject property will be assigned a Land Use Intensity (LUI) rating based on proposed density/intensity. The adjacent properties and roadways will be estimated per guidelines in the code (vacant vs developed and category of road). See the link for calculating LUI. Sec. 30.14.6, <a href="https://library.municode.com/fl/seminole_county/codes/and_development_code?nodeId=SECOLADECO_CH3_0ZORE_PT14LASCBUOPSP_S30.14.6DELAUSCLIN">https://library.municode.com/fl/seminole_county/codes/and_development_code?nodeId=SECOLADECO_CH3_0ZORE_PT14LASCBUOPSP_S30.14.6DELAUSCLIN</a></p> <p>The applicable LUI will yield a buffer opacity when evaluated in accordance with the Required Buffers Tables, see the link to SCLDC Sec. 30.14.7 below <a href="https://library.municode.com/fl/seminole_county/codes/and_development_code?nodeId=SECOLADECO_CH3_0ZORE_PT14LASCBUOPSP_S30.14.7REBU">https://library.municode.com/fl/seminole_county/codes/and_development_code?nodeId=SECOLADECO_CH3_0ZORE_PT14LASCBUOPSP_S30.14.7REBU</a></p> <p>The buffer opacity corresponds to a certain width, plant unit groups per 100 feet, and structural enhancements (as applicable). The standard bufferyards/widths are located at the following link: <a href="https://library.municode.com/fl/seminole_county/codes/and_development_code?nodeId=SECOLADECO_CH3_0ZORE_PT14LASCBUOPSP_S30.14.5STBUPEAD">https://library.municode.com/fl/seminole_county/codes/and_development_code?nodeId=SECOLADECO_CH3_0ZORE_PT14LASCBUOPSP_S30.14.5STBUPEAD</a></p>	Info Only
7.	Buffers and CPTED	For the purpose of buffer calculation, Old Howell Road is considered a collector road.	Info Only
8.	Building Division	- Any necessary or proposed modifications must be properly permitted.	Info Only
9.	Building Division	- Standard building permit will apply for future proposed construction or demolition	Info Only
10.	Comprehensive Planning	Site has a Medium Density Residential (MDR) Future Land Use. The purpose and intent of this land use designation is to provide for a range of residential uses at a maximum density of 10 dwelling units per net buildable acre and allow for the conversion of existing residential units to residential professional office uses in the Residential Professional zoning classification. This land use should be located on or in proximity to collector or arterial roadways to minimize traffic on local streets and provide convenient access to transit facilities. Uses - Single family detached residences,	Info Only

		patio homes, duplexes, multi-family units, mobile home parks/manufactured housing parks and factory built modular units at a maximum density of 10 dwelling units per net buildable acre; - Missing Middle housing typologies (except for live/work units), as defined in the Introduction Element at a maximum density of 10 dwelling units per net buildable acre; - Conversion of existing residential units to residential professional offices; - Public elementary schools, public middle schools, and public high schools; and - Special exception uses such as group homes, houses of worship, day care, guest cottages, home occupation, public utilities and publicly owned parks and recreational areas. Based on this, the proposed use appears consistent with the MDR FLU and needs to also be compatible with the underlying zoning.	
11.	Environmental Services	Seminole County Utilities will continue to be the provider for water. Existing utility connections can be reused. If increased water/sewer demands are required, connections may need to be upsized to meet new demands.	Info Only
12.	Environmental Services	This development is within Seminole County's sanitary sewer service area and is required to connect. There is a pressurized 6" PVC force main running along the east side of Old Howell Branch Rd. The developer would have to build a private pump station to pressurize the sanitary sewer flow to connect to our force main system.	Info Only
13.	Environmental Services	This development does not have an existing sewer account with the county and appears to be serviced by an existing onsite septic system. This existing onsite septic system is required to be abandoned within 90 days following the connection of this development to Seminole County sewer per the requirements of Chapter 62-6.011, F.A.C. To apply for an onsite sewage treatment and disposal system (OSTDS) permit (to construct, repair, modify, or abandon) follow link: <a href="https://www.flrules.org/gateway/reference.asp?No=Ref-14359">https://www.flrules.org/gateway/reference.asp?No=Ref-14359</a> , download and complete an application form (DEP4015, page 1) and submit it, along with a site plan (DEP4015, page 2), a building floor plan, and the required application fee to your local Florida Department of Health location. Please contact the Florida Department of Health for more information.	Info Only
14.	Environmental Services	This development is not within any reclaim irrigation service areas so irrigation will be provided by this development's potable water system or by an alternative irrigation source such as an irrigation well.	Info Only

15.	Environmental Services	<p>If you would like to see a utility GIS map of the area, please submit a request form by following the provided link: <a href="https://www.seminolecountyfl.gov/departments-services/utilities/utilities-engineering/utility-gis-information.shtml">https://www.seminolecountyfl.gov/departments-services/utilities/utilities-engineering/utility-gis-information.shtml</a>. This page can also be navigated to from our official website via Departments and Services -&gt; Utilities -&gt; Utilities Engineering -&gt; Utility GIS Information. Once there, there will be a bold <b>CLICK HERE</b> in blue near the center of the page. Be advised that licensed professional engineer or professional surveyor will be required to provide their credentials for access. A request form will be sent out to our department inbox for review, and we'll get back to you with a response as soon as we can. This is for the purpose of tracking the release of sensitive utility GIS map information.</p>	Info Only
16.	Planning and Development	<p>INFORMATIONAL: County staff has reviewed the subject project based on the information you have provided to us and have compiled the following information for your use. Please be advised, these comments are intended to assist you in finding information that will enable you to prepare for your plan review. They are not intended to replace or exempt you from the applicable Codes and Ordinances as they pertain to your project. These comments are informational only and do not grant any approvals. Also be advised, from time to time Codes and Ordinances are amended and the comments provided only reflect the regulations in effect at the time of review. Seminole County Land Development Code:  <a href="http://www.seminolecountyfl.gov/guide/codes.asp">http://www.seminolecountyfl.gov/guide/codes.asp</a>  Seminole County Planning &amp; Development:  <a href="http://www.seminolecountyfl.gov/gm/">http://www.seminolecountyfl.gov/gm/</a></p>	Info Only
17.	Planning and Development	<p>Setbacks for the RP zoning district are as follows:  Front yard- twenty-five (25) feet  Side yard- ten (10) feet  Rear yard- thirty (30) feet</p>	Info Only
18.	Planning and Development	<p>The proposed use is considered a Special Use in the RP (Residential Professional) Zoning District. The use of the property as a dental lab was approved via DO #94-102 on July 20, 1994. The likeness in use and lesser intensity proposed meets the intent of the approved DO. A new Site Plan will still be required.</p>	Info Only

19.	Planning and Development	<p>Required open space is twenty-five (25) percent.</p> <p>Open space shall be subject to the following provisions: 30.14.2.2 Nonresidential Open Space.</p> <p>(a) The purpose of open space in nonresidential developments is to set aside areas for landscaping, buffering, stormwater retention (subject to paragraph (d) below), recreation, aquifer recharge, and/or preservation of natural resources.</p> <p>(b) 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.</p> <p>(c) Within a single-ownership development, open space shall be maintained to preserve its required function(s) by the property owner. Within a subdivision or other form of multiple-ownership configuration, open space shall be in common area tracts and maintained by a property owners association.</p> <p>(d) 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.</p>	Info Only
20.	Planning and Development	Maximum building height is thirty-five (35) feet.	Info Only

21.	Planning and Development	Parking requirements are as follows:  General Business / Retail / Office First 10,000 sq. ft.: 4 spaces / 1,000 sq. ft. Above 10,000 sq. ft.: 3 spaces / 1,000 sq. ft.	Info Only
22.	Planning and Development	The proposed project is subject to Site Plan Review Process: SCLDC Chapter 40. Information can be found at: <a href="http://cdn.seminolecountyfl.gov/departments-services/development-services/planning-development/development-processes-requirements/index.shtml">http://cdn.seminolecountyfl.gov/departments-services/development-services/planning-development/development-processes-requirements/index.shtml</a>	Info Only
23.	Planning and Development	The following is a link to the Site Plan application: <a href="https://www.seminolecountyfl.gov/docs/default-source/pdf/site-plan-dredge-and-or-fill-02-2025433dc637-9d6e-424a-8c21-6dc7d4f3a76e.pdf?sfvrsn=f3ca1278_3">https://www.seminolecountyfl.gov/docs/default-source/pdf/site-plan-dredge-and-or-fill-02-2025433dc637-9d6e-424a-8c21-6dc7d4f3a76e.pdf?sfvrsn=f3ca1278_3</a>	Info Only
24.	Public Safety - Fire Marshal	Change of use from SFR to business will require appropriate building permits.	Info Only
25.	Public Safety - Fire Marshal	Type of use and size of building may require fire sprinklers and fire alarms.	Info Only
26.	Public Works - Engineering	Based on SCS Soil Survey GIS overlays, the site generally has well drained soils.	Info Only
27.	Public Works - Engineering	Based on 1 ft. contours, the topography of the site appears to slope east.	Info Only
28.	Public Works - Engineering	Based on change of use, additional parking may be required.	Info Only
29.	Public Works - Engineering	Use of the site as a commercial office will require the addition of ADA compliant parking and pedestrian access to the right of way.	Info Only
30.	Public Works - Engineering	Addition of impervious surface to the site may require on site retention and a detailed drainage plan will need to be submitted to Development Services for site plan review.	Info Only
31.	Public Works - Impact Analysis	No Review Required.	Info Only

## DEPARTMENT PROJECT STATUS AND CONTACT

This section shows the reviewers of this project from the various departments.

Department	Reviewer	Email	Contact
Buffers and CPTED	Kaitlyn Apgar	kapgar@seminolecountyfl.gov	407-665-7377
Building Division	Daniel Losada	dlosada@seminolecountyfl.gov	407-665-7468
Comprehensive Planning	David German	dgerman@seminolecountyfl.gov	407-665-7386
Environmental - Impact Analysis	Becky Noggle	bnoggle@seminolecountyfl.gov	407-665-2143
Environmental Services	Maliha Rahman	mrahman@seminolecountyfl.gov	407-665-2033
Natural Resources	Jim Potter	jpotter@seminolecountyfl.gov	407-665-5764
Planning and Development	Kaitlyn Apgar	kapgar@seminolecountyfl.gov	407-665-7377
Public Safety - Fire Marshal	Matthew Maywald	mmaywald@seminolecountyfl.gov	407-665-5177
Public Works - Engineering	Andrew Broxton	abroxton@seminolecountyfl.gov	407-665-7334
Public Works - Impact Analysis	Arturo Perez	Aperez07@seminolecountyfl.gov	407-665-5716

## RESOURCE INFORMATION

### Seminole County Land Development Code:

[https://library.municode.com/fl/seminole\\_county/codes/land\\_development\\_code](https://library.municode.com/fl/seminole_county/codes/land_development_code)

### Seminole County Comprehensive Plan:

<http://www.seminolecountyfl.gov/departments-services/development-services/planning-development/codes-regulations/comprehensive-plan/index.stml>

### Development Services:

<http://www.seminolecountyfl.gov/departments-services/development-services/>

### Seminole County Property Appraiser Maps:

<https://map.scpafl.org/>

### Seminole County Wetland Information:

<http://www.seminolecountyfl.gov/departments-services/development-services/planning-development/forms-applications-resources/wetl-dock-information.stml>

### Wekiva Consistency form:

<https://www.seminolecountyfl.gov/docs/default-source/pdf/WekivaRiverAreaConsistencyFormNovember2024ADA.pdf>

### FEMA LOMR (Letter of Map Revision):

[www.fema.gov](http://www.fema.gov)

### Cities:

Altamonte Springs	(407) 571-8150	<a href="http://www.altamonte.org">www.altamonte.org</a>
Casselberry	(407) 262-7751	<a href="http://www.casselberry.org">www.casselberry.org</a>
Lake Mary	(407) 585-1369	<a href="http://www.lakemaryfl.com">www.lakemaryfl.com</a>
Longwood	(407) 260-3462	<a href="http://www.longwoodfl.org">www.longwoodfl.org</a>
Oviedo	(407) 971-5775	<a href="http://www.cityofoviedo.net">www.cityofoviedo.net</a>
Sanford	(407) 688-5140	<a href="http://www.sanfordfl.gov">www.sanfordfl.gov</a>
Winter Springs	(407) 327-5963	<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) 665-3605	<a href="http://www.floridahealth.gov">www.floridahealth.gov</a>

### 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>