



## Zoning Determination Application

- Log in or Create an account with Accela. Note: An account is required to submit an application.

**+ Planning**

- Abandonment
- Annexation
- Combined Preliminary and Final Plat
- Comprehensive Plan Amendment
- Dog Friendly Establishment
- Final Plat
- Historic Preservation Review
- Lot Changes and Adjustments
- Minor Subdivision
- Parking Waiver
- Plan Modification
- Pre-Application Meeting Request
- Preliminary Plat
- Rezoning
- Sidewalk Cafe License
- Similarity of Use
- Site Plan
- Special Exception
- Subdivision Sketch
- Variance
- Zoning Determination

- Select the desired record type and continue the application.

### Step 1 – Location

- Enter address (enter street number and street name ONLY, No other information), then click search. Owner and parcel information will auto populate.
- Continue Application

1 Location & People      2 Application Detail      3 Review

---

**Step 1: Location & People > Location Information**

**Address**

\* Street No.:       Direction:       \* Street Name:       Street Type:

City:       State:       Zip:



**Step 1 (Continued) – Contact Information**

1. Under the Applicant section, click “Select from Account”

1 Location & People	2 Application Detail	3 Review	4 Pay Fees
---------------------	----------------------	----------	------------

**Step 1: Location & People > Contact Information**

Applicant

Enter contact information, the Applicant information is required. If you are submitting this application, use 'Select from Account' option to copy your contact information from your registration. Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

2. Select “Associated Contact”, then click “Continue”

### Select Contact from Account

Select a contact to attach to this application.  
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	Kristian Logan
<input type="radio"/> Associated Owner		CITY OF DELAND

3. Continue Application



**Step 2 – Detail Information**

1. Complete **all** fields.  
*Required fields are denoted by a red asterisk (\*)*

**Zoning Determination**

1 Location & People	2 Application Detail	3 Review
---------------------	----------------------	----------

**Step 2: Application Detail > Description**

---

**Detail Information**

---

Project Name:  ?

\* Project Description:  ?

[spell check](#)

---

**Zoning Determination**

---

**ZONING DETERMINATION**

\* Method of Delivery of Determination: ?  ▼

\* Existing Use:

\* Zoning Determination Request:  //

[spell check](#)

Additional Request Comments:  ?

[spell check](#)

Save and resume later



2. Continue Application

**Step 2 (continued) – Details – Attachments**

1. Please upload required documents to your application by clicking the “Add” button.
2. Continue Application

**Abandonment**

1 Step 1	2 Step 2	3 Review
----------	----------	----------

**Step 2: Step 2 > Attach Documents**

**Custom Fields**

---

**PLAN ROOM ACKNOWLEDGEMENT**

\* I acknowledge that I will upload plans, supporting documentation, and attachments after paying  for my application.:

**Step 2 (continued) – Details – Attachments**

3. If you are requesting a signature from Planning Staff on a required form, please upload that document during this step.

1 Location & People	2 Application Detail	3 Review	4 Pay Fees
---------------------	----------------------	----------	------------

**Step 2: Application Detail > Attached Document**

**Attachment**

For a list of documents required by application type, please [click here](#). Failure to provide required documents will result in significant delays in review times or rejection.

The maximum file size allowed is 100 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;pif;scr;sct;shb;shs;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Description	Document Status
No records found.				

4. Continue Application



**Step 3 – Review**

1. Review all sections and verify information entered is correct
2. Check the agree to terms and conditions box located at the bottom left-corner of the page
3. Continue Application

**Step 4 – Pay Fees**

1. Click “Check Out”
2. Click “Check Out” again

**Zoning Determination**

1 Location & People	2 Application Detail	3 Review	<b>4 Pay Fees</b>	5 Record Issuance
---------------------	----------------------	----------	-------------------	-------------------

**Step 4 : Pay Fees**

Listed below are preliminary fees based upon the information you've entered.

**Application Fees**

Fees	Qty.	Amount
Zoning Determination Letter	1	\$75.00

TOTAL FEES: \$75.00  
Note: This does not include additional inspection fees which may be assessed later.

**Check Out »**

3. Click “Click to enter payment”
4. Select “Pay with Credit Card” or “Pay with Bank Account”
5. Click “Click to enter payments”

1 Select item to pay

**Step 2 : Payment information**

Please select a payment method and then fill in all required information.

- Credit Card (Visa and Mastercard Only)
- ECheck

**Payment Options**

---

Amount to be charged: \$75.00

Pay with Credit Card  
 Pay with Bank Account

**Click to enter payment»**

6. Enter credit card or bank information, then click “Next”



**CITY OF DELAND PERMITS WEB** ✕

PAYMENT METHOD

Credit or debit card

Card number	<input type="text" value="Credit Card Number"/>
Exp date(MM YYYY)	<input type="text" value="Expiration Date"/>
Security code	<input type="text" value="CVV"/>



7. Verify billing information, and complete blank fields (email address and state), and click “Next”
8. Click “Authorize”

**Your Application has been submitted! 😊**