



## Combined Preliminary and Final Plat 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

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**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.

**Select from Account**    Add New

Save and resume later

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

**Continue**    Discard Changes

3. Continue Application



## Step 2 – Detail Information

1. Complete **all** fields.

Required fields are denoted by a red asterisk (\*)

Combined Preliminary and Final Plat		
1 Location & People	2 Application Detail	3 Review
<b>Step 2: Application Detail &gt; Description</b> For additional zoning information, please visit: <a href="https://www.deland.org/resources/city-of-deland-maps">https://www.deland.org/resources/city-of-deland-maps</a>		
<b>Detail Information</b>		
Project Name: <input type="text"/>		
* Project Description: <input type="text"/> <i>Please provide project details</i>		
<a href="#">spell check</a>		
<b>Plat Information</b>		
<b>SUBDIVISION</b>		
* Current Number of Lots: <input type="text"/>	Subdivided Previously: <input type="text"/>	
	<input type="radio"/> Yes <input type="radio"/> No	
* Proposed Number of Lots: <input type="text"/>	List Previous Approvals: <input type="text"/>	



**Application Information**

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**LOCATION INFORMATION**

\* Request:  ?  
spell check

\* Size of Land:  ?

\* Unit of Land Measurement:  ?

\* Site Description:  ?  
spell check

Zoning:  ?

Proposed Use:  ?

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**Tree Protection Information**

**1. Tree Protection Area**

Tree Protection Area Proposed:  Tree Protection Area Percentage:

Tree Protection Area Required:  Site Square Footage:

**LOCATION INFORMATION**

\* Request:  ?  
spell check

\* Size of Land:  ?

\* Unit of Land Measurement:  ?

\* Site Description:  ?  
spell check

Zoning:  ?



Tree Protection	
<b>2. Minimum Tree Coverage</b>	
Tree Coverage Factor: <input type="text" value="2500"/>	Non-Specimen DBH after development (enter in inches): <input type="text"/>
Number of Trees Required: <input type="text"/>	Total DBH after development: <input type="text"/>
Minimum Total DBH: <input type="text" value="0"/>	Minimum Tree Coverage Deficit: <input type="text"/>
Specimen DBH after development (enter in inches): <input type="text"/>	
<b>3. Specimen Tree Preservation</b>	
Number of Specimen Trees before: <input type="text"/>	Per Acre Minimum Specimen Trees Required after: <input type="text"/>
Specimen Trees after: <input type="text"/>	Number of Required Specimen Trees: <input type="text"/>
Specimen Trees per acre before: <input type="text"/>	Specimen Tree Number Deficiency: <input type="text"/>
<b>4. Tree Replacement</b>	
Number of Inches of Historic Removals: <input type="text"/>	Historic Tree replacement Inches: <input type="text"/>
Number of Inches of Specimen Tree Removals: <input type="text"/>	Specimen Tree replacement Inches: <input type="text"/>
Number of Deteriorated Laurel Oak Removals greater than 20 inches: <input type="text"/>	Deteriorated Laurel Oaks replacement inches: <input type="text"/>
Number of inches of all other Protected Tree Removals: <input type="text"/>	Total Number of Tree Replacement Inches: <input type="text"/>
Protected Tree Replacement Inches: <input type="text"/>	

2. Continue Application

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

1. Please check the Plan Room agreement, acknowledging that you will upload the required documents into the Plan Room.



1 Location & People	2 Application Detail	3 Review
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*Step 2: Application Detail > Attached Documents*

Custom Fields

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**PLAN ROOM ACKNOWLEDGEMENT**

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

[Save and resume later](#)

2. 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

**Your Application has been submitted! 😊**