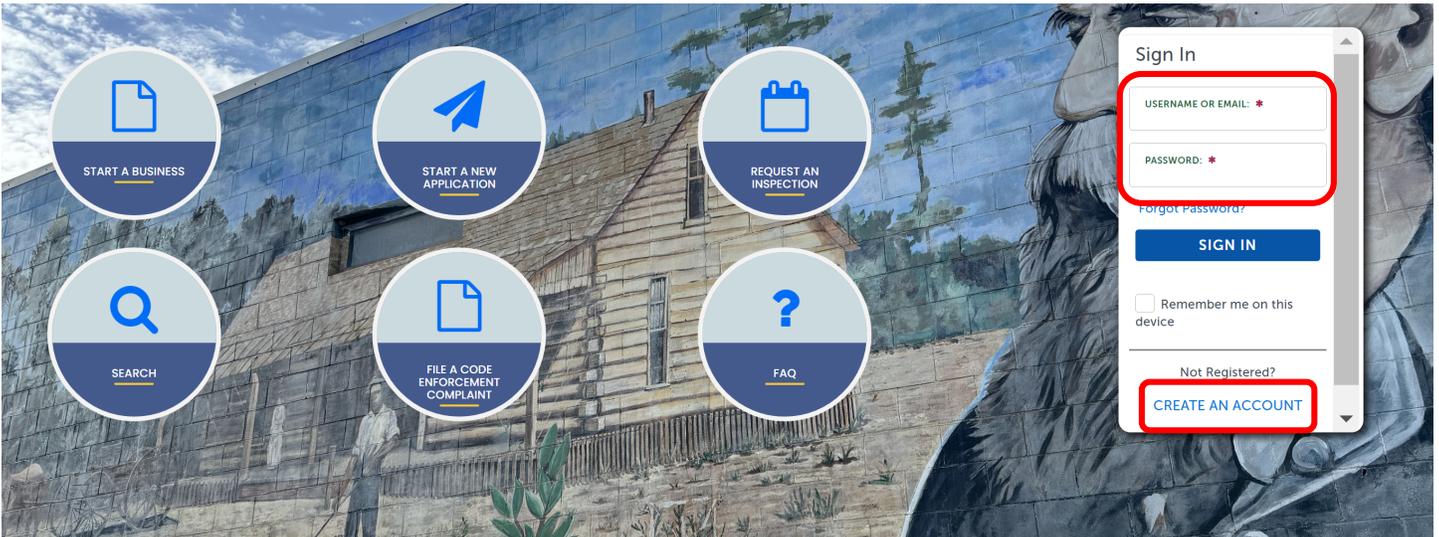


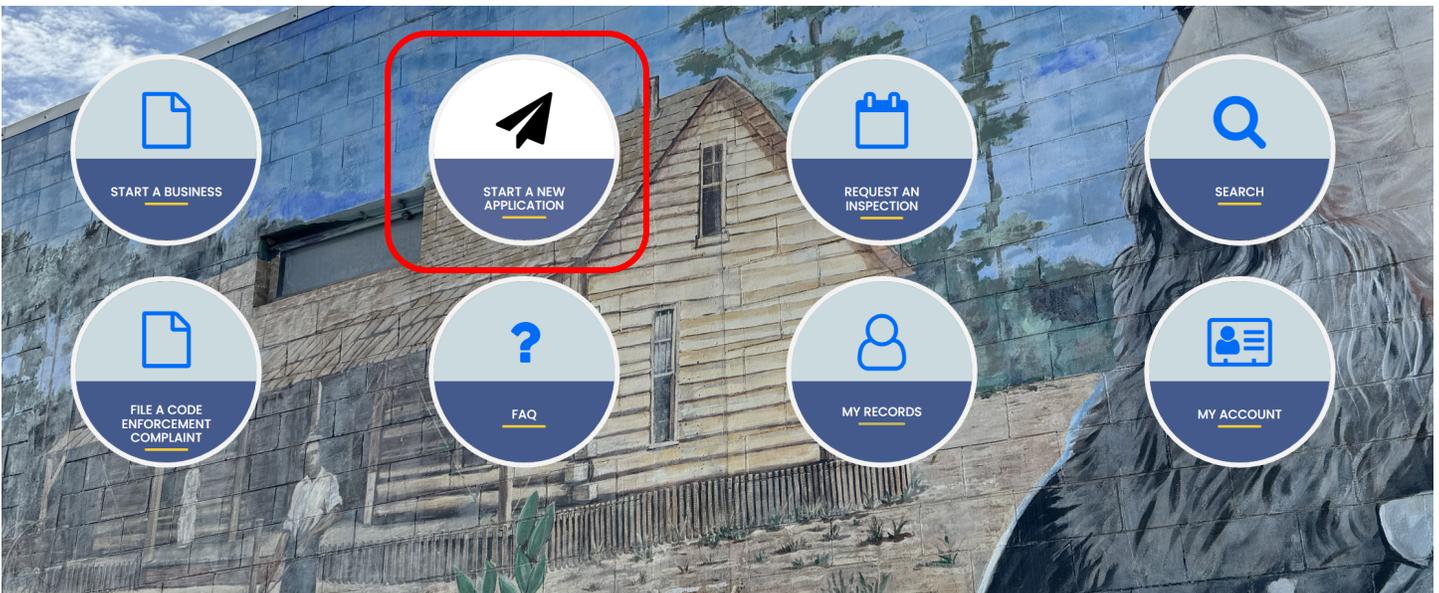


Variance Application

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



- Click “Start a New Application”



- Click “Select from List”
- After reading the “General Disclaimer” terms, check the box that you have read them and accept the terms, then click Continue Application



- Select the desired record type.

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record

- + Building**
 - Accessory Building or Structure
 - Building Addition
 - Building Renovation
 - Demolition
 - Electric
 - Master Plan Review
 - Mechanical
 - New Building
 - Plumbing
 - Reroof
 - Revision
 - Sign
 - Solar Permit
 - Townhome Master
- + Fire Safety**
 - Annual Fire Safety Permit
 - Annual Fire Safety Renewal
 - Fire Alarm System
 - Fire Pump
 - Fire Sprinkler System
 - Fire Suppression System
 - Fire Underground
- + Enforcement**
 - Lien Request
- + 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
- + Public Service**
 - Banner Permit

- Continue Application



Step 1 – Location

1. Enter address (enter house number and street name ONLY. No other information), then click search. Owner and parcel information will auto populate.
2. 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”

A screenshot of a web application dialog box titled "Select Contact from Account". The dialog contains instructions to select a contact and a table with two rows. The first row is highlighted with a red box, showing "Associated Contact" as the category and "Individual" as the type. Below the table are "Continue" and "Discard Changes" buttons.

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 under Detail Information as well as Zoning Determination
Required fields are denoted by a red asterisk ()*

Variance

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

Step 2: Application Detail > Description

Detail Information

Project Name:

* Project Description:
Please provide project details

[spell check](#)

Variance Information

LOCATION INFORMATION

* Request:

[spell check](#)

* Size of Land:

* Unit of Land Measurement:

* Site Description:

[spell check](#)

Zoning:

Required Documents

SUBMITTAL VARIANCE

All required documents must be included in submittal

* Sealed Survey:

* Variance Illustration Plan (Site Plan):

* Legal Description of the property, including acreage:

* Mailing Labels:

Owner Authorization:

2. Continue Application



Step 2 (continued) – Details – Plan Room Acknowledgement

1. Required documents will need to be uploaded to the Plan Room.
2. On this page, please check the acknowledgement box as shown below.

Variance

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

Step 2: Application Detail > Attached Document

Custom Fields

PLAN ROOM ACKNOWLEDGEMENT

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

3. 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! 😊