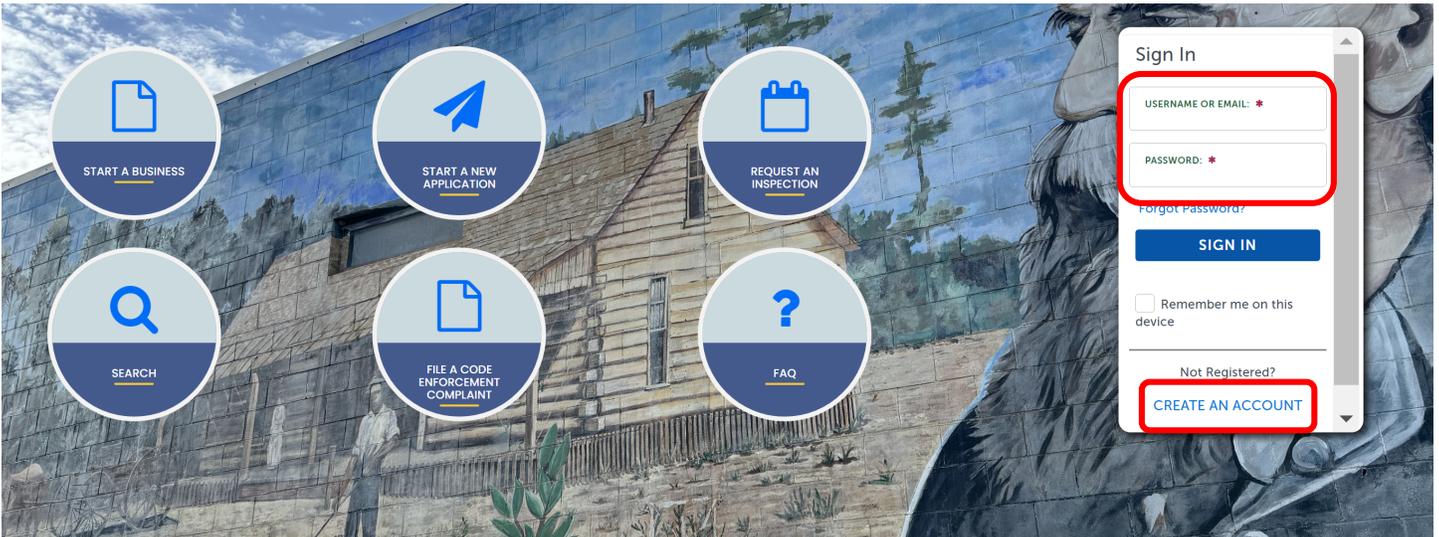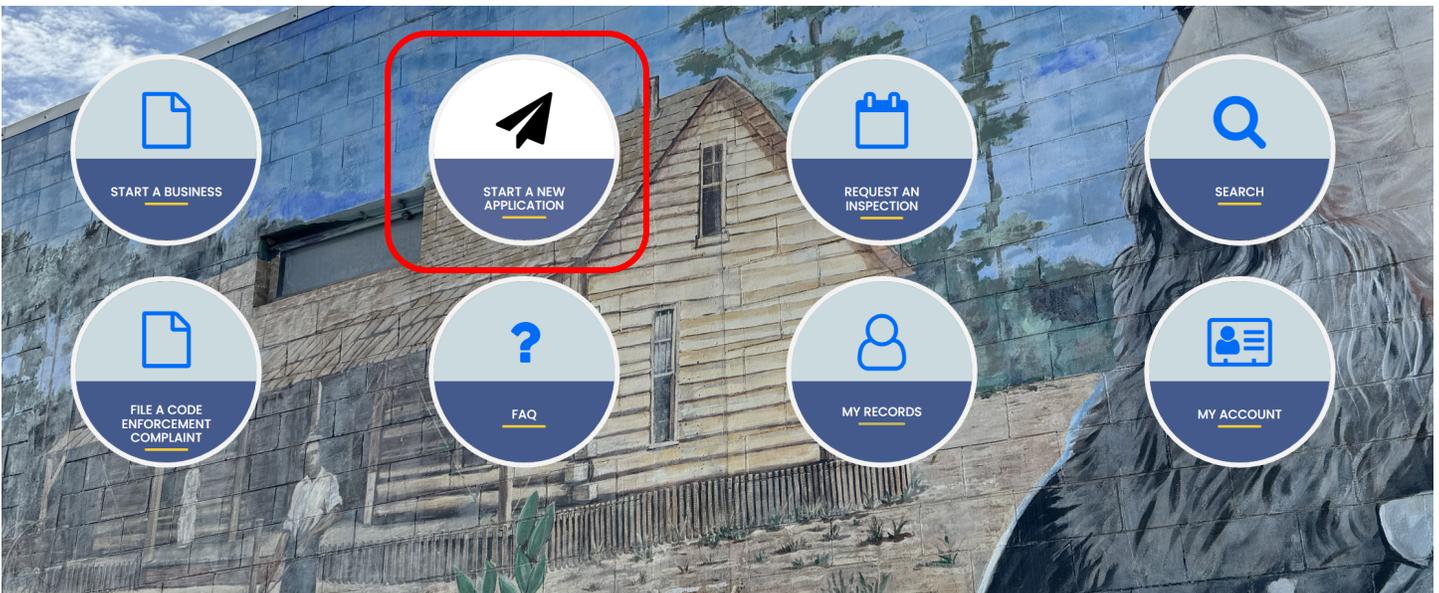# Comprehensive Plan Amendment Application

- 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

[   ] ▼   **Search**

+ 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 (<mark>enter house number and street name ONLY. No other information</mark>), then click search. Owner and parcel information will auto populate.
2. Continue Application

1 Location & People	2 Application Detail	3 Revie...

Step 1: Location & People > Location Information

Address

*Street No.:	Direction:	*Street Name:	Street Type:
120	--Select--	Florida	--Select--

City:	State:	Zip:

Search **Clear**

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

3

2. Select "Associated Contact", then click "Continue"

3. Continue Application

Step 2 – Detail Information

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

Comprehensive Plan Amendment

1 Location & People	2 Application Detail	3 Review

Step 2 : Application Detail > Description

Detail Information

Project Name: ⑦

*Project Description: ⑦
Please provide project details

spell check

Land Use Information

LAND USE

*Application Type: --Select-- ▼

LOCATION INFORMATION

*Request: ⑦

spell check

*Size of Land: ⑦

*Unit of Land Measurement: ⑦ --Select-- ▼

*Current Future Land Use Designation:

*Existing Use: --Select-- ▼

*Requested Future Land Use: --Select-- ▼

Required Documents

Submittal Land Use
All required documents must be included in submittal

*Signed and Sealed Survey (no more than 2 years old): ☑

*Legal Description with Acreage: ☑

*Traffic Impact Analysis (TIA): ☑

Volusia County School Planning and Concurrency Application: ☐

*Applicant Supporting Statement: ☑

Owner Authorization: ☐

2. Continue Application

5

Step 2 (continued) – Details – Attachments

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

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! ☺