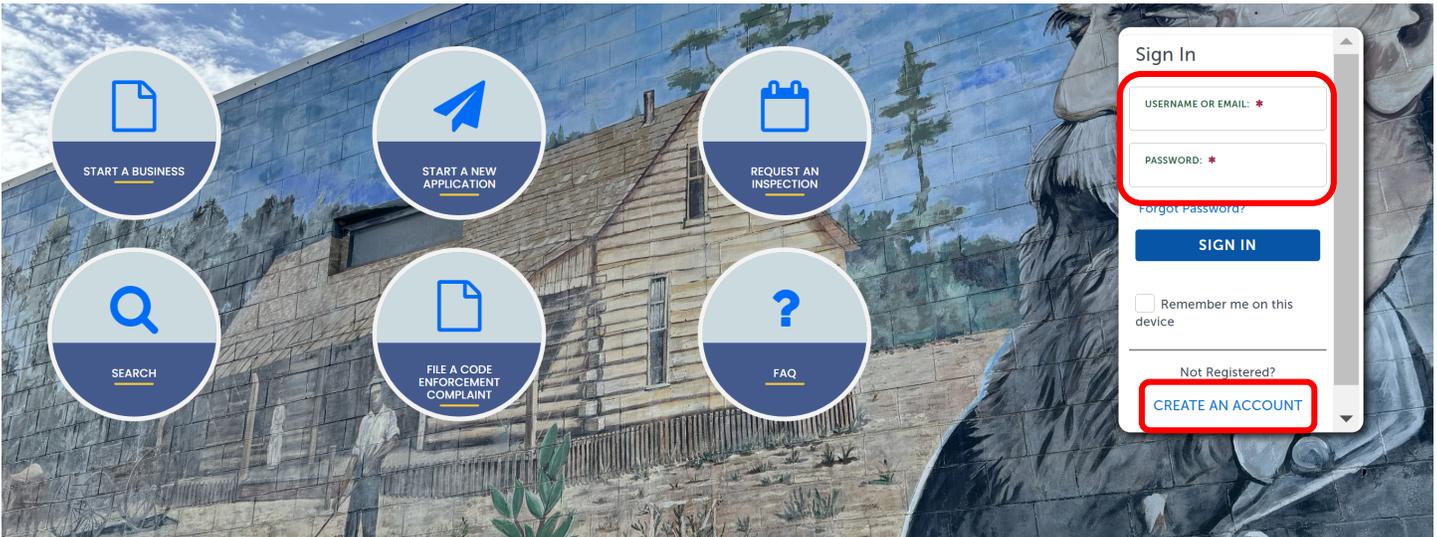


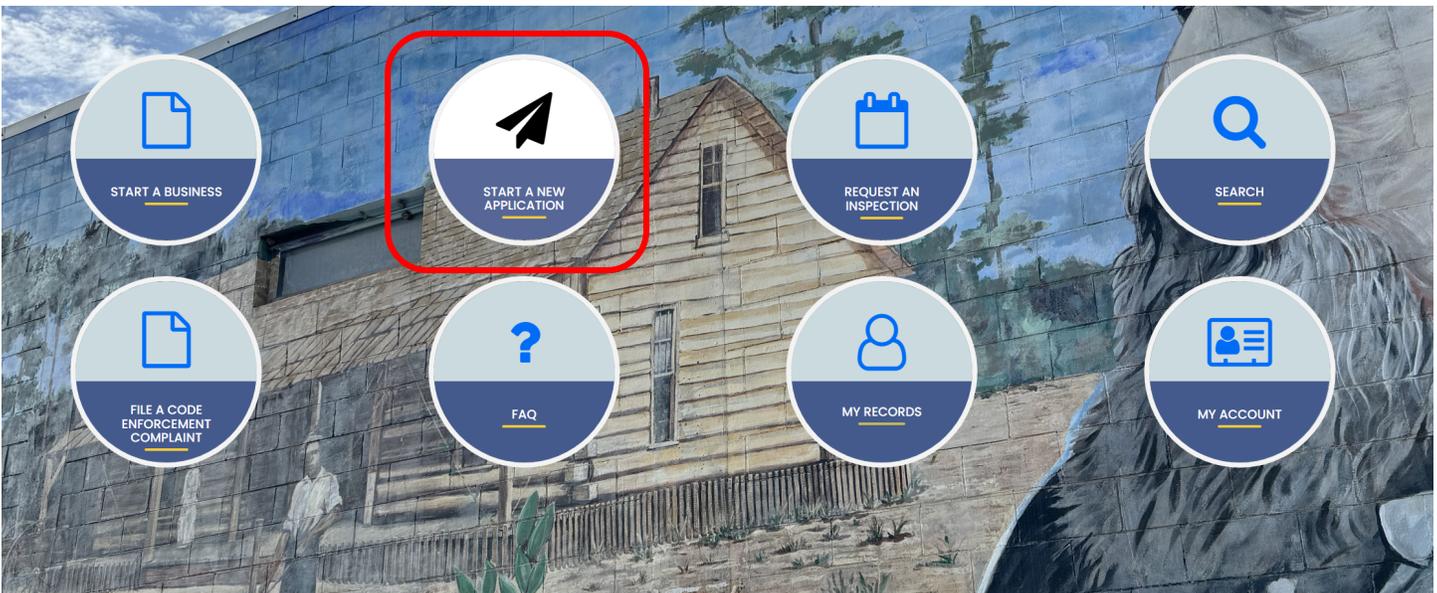


Lot Changes and Adjustments Application

- 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
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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
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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 box contains instructions: "Select a contact to attach to this application. If the contact has multiple addresses, you can select which to use in the next step." Below this, it says "Showing 1-2 of 2". There is a table with three columns: "Category", "Type", and "Name". The first row is highlighted with a red box and contains "Associated Contact", "Individual", and "Kristian Logan". The second row contains "Associated Owner" and "CITY OF DELAND". Below the table are two buttons: "Continue" (highlighted in blue) and "Discard Changes".

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 (*)

Lot Changes and Adjustments

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

Step 2: Application Detail > Description

Detail Information

Project Name: ?

* Project Description: ?
Please provide project details

spell check

Lot Changes and Adjustments

LOT CHANGES

* Type of Request: ?

* Current Number of Lots: ?

Proposed Lot Size: ?

Proposed Lot Size Units: ?

Mail Letter: ?

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

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

Step 4 – Pay Fees

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

Lot Changes and Adjustments

1 Location & People	2 Application Detail	3 Review	4 Pay Fees	5 Record Issuance
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Step 4: Pay Fees

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

Application Fees

Fees	Qty.	Amount
Lot Split Fee	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

Exp date(MM YYYY)

Security code

VISA

Next

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

Your Application has been submitted! 😊