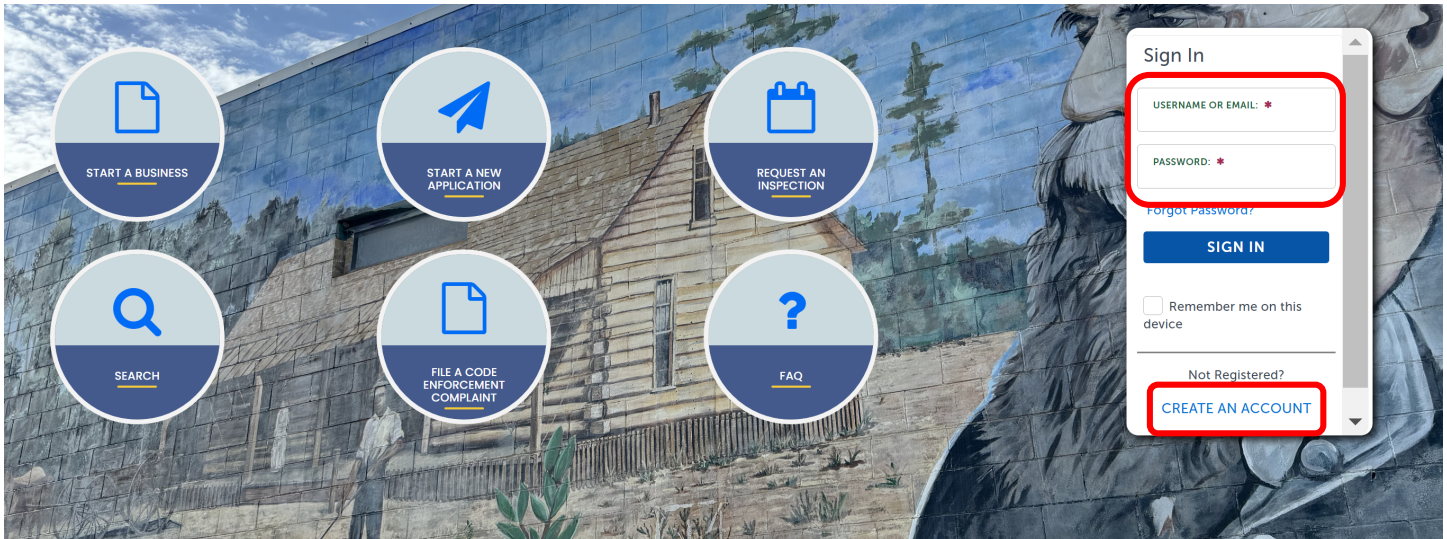


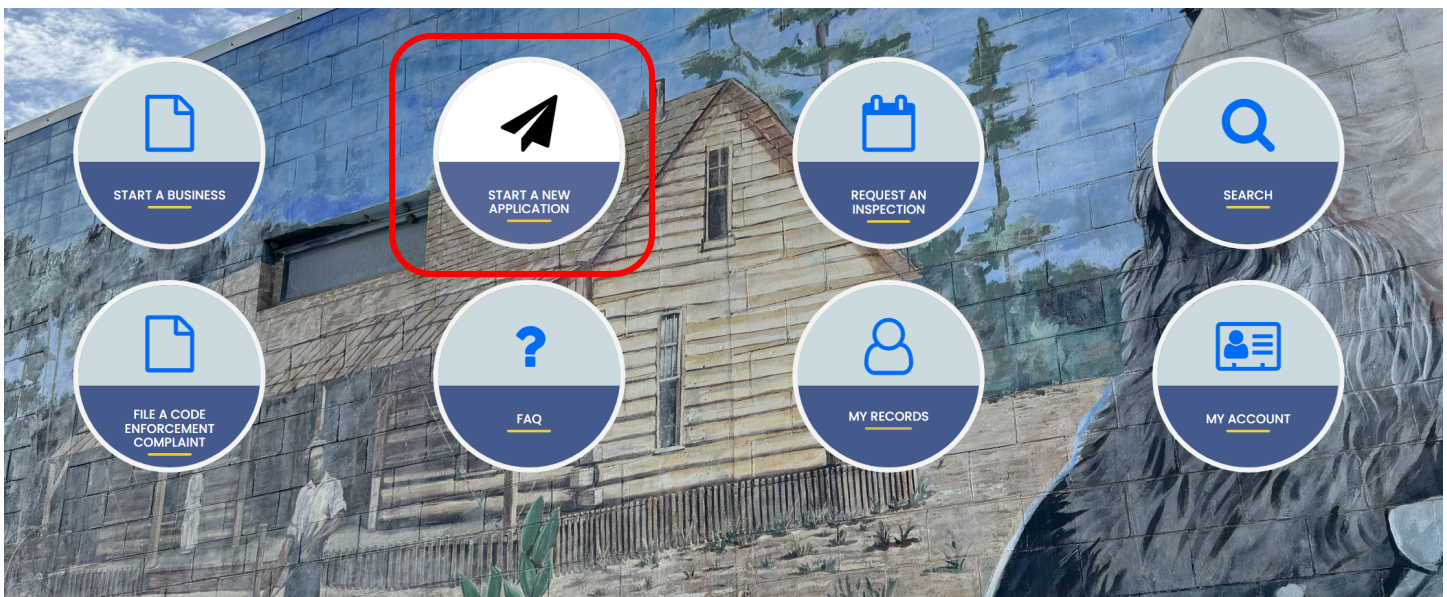


Minor Subdivision Application

- 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.: 120	Direction: --Select--	* Street Name: Florida	Street Type: --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	



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
☒ Associated Contact	Individual	Kristian Logan
☐ 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 ()*

Minor Subdivision

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](#)

Minor Subdivision Information

MINOR SUBDIVISION

* Current Number of Lots: ?

* Proposed Number of Lots: ?

Previous Subdivision Information: ?

[spell check](#)

Adjoining Parcels not same ownership: ?
☐ Yes ☐ No

Additional Streets Required or Proposed: ?
☐ Yes ☐ No



LOCATION INFORMATION

* Request:



spell check

* Size of Land:



* Unit of Land Measurement:



* Site Description:



spell check

Zoning:



Required Documents

SUBMITTAL MINOR SUBDIV

All required documents must be included in submittal

* Sealed Survey:

* Legal Description of the property, including acreage:

* Plan must include location of all utilities:

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
---------------------	----------------------	----------

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

Your Application has been submitted! 😊