

This document describes the various Land Development applications processed by the DeLand Planning Division. For additional information, see the [Land Development Regulations](#).

**Abandonment** – Select this application type to request an abandonment of a right-of-way, an easement, a tree protection area, a sidewalk, or another area designation appearing on a plat. This application is reviewed by the Technical Review Committee, the Planning Board and the City Commission. It is sometimes referred to as a vacation.

**Annexation** – Select this application type to request that a parcel of land currently under Volusia County jurisdiction be brought into DeLand City limits. This application is reviewed by the Planning Board and City Commission.

**Certificate of Appropriateness** – Select this application type to request Staff or Historic Preservation Board review of changes to historic buildings or sites, including demolitions, alterations, new construction, signage, color changes, or other requests. For additional information, see the [Historic Resources page](#).

**Combined Preliminary and Final Plat** – Select this application type to request Technical Review Committee, Planning Board, and City Commission review of a subdivision request. This process combines the Preliminary Plat and Final Plat review process into one application. It may take less time than pursuing Preliminary Plat and Final Plat approvals separately, but ground breaking for site preparation and utility installation may be delayed compared to the separated subdivision process. This application is sometimes referred to as a Combined Plat.

**Comprehensive Plan Amendment** – Select this application to request Planning Board and City Commission review of a land use designation change or Comprehensive Plan text amendment. Future Land Use designations include Agricultural/Conservation, Urban Low Intensity, Low Density Residential, Medium Density Residential, High Density Residential, Mixed Office/Residential, Mixed Commercial, Business Retail, Highway Commercial, Downtown Commercial, Industrial/Warehouse, Rail Spur Commercial, Redevelopment, Activity Center, New Community Development, and Educational. View the [Future Land Use Map](#) and description of the [Future Land Use Categories](#). This application is also referred to as a Land Use Change, including Small Scale Land Use Change (less than 10 acres) and Large Land Use Change.

**Final Plat** – Select this application type to request Technical Review Committee and City Commission review of a subdivision request. A Preliminary Plat approval must be secured prior to applying for this review. This is the appropriate application to select for a Replat request. Final Plat approval legally establishes parcel lines.

**Lot Changes and Adjustments** – Select this application type to make minor changes to an existing lot or lots in conformance with the minimum standards of the current zoning designation. This may include splitting one existing lot into two lots, combining lots into one lot, or changing the location of an existing lot line. If these criteria are not met, see Minor Subdivision below.

**Minor Subdivision** – A minor subdivision shall be exempt from the review and approval of a plat, however development plans meeting the requirements of the Land Development Regulations shall be reviewed by the technical review committee and approved by the planning director; except that any division of a tract or parcel of land located on the Local Register of Historic Places into two or more lots shall be reviewed by the historic preservation board, in accordance with sections 33-34.03(a)(1)f., (b)(5), and (c). A minor subdivision is defined as meeting all of the following criteria:

- a. An overall tract in single ownership of no more than twenty acres is divided into no more than three lots.
- b. No adjoining lots, tracts, or parcels are in the same ownership.
- c. No new streets are proposed or required.
- d. No dedication of right-of-way, drainage areas, conservation areas, or other publicly maintained property is proposed or required.
- e. All proposed lots meet or exceed the dimensional requirements of article VIII and required easements for utility, drainage, conservation, or other purposes are delineated for transfer to the city as part of the development order.
- f. Water and sewer services are available to serve the property.

**Parking Waiver** – Select this application type to request Planning Board and City Commission review of a proposed reduction in the number of required parking spaces for a historic property per [Sec. 33-91.03.M](#), or when a specific use in the [Sec. 33-91.03.F parking matrix](#) requires a parking study.

**Preliminary Plat** – Select this application type to request Technical Review Committee, Planning Board, and City Commission review of a subdivision request. This process does not legally establish parcel lines, but approval does allow the applicant to begin site preparation and utility installation while the Final Plat is being reviewed. This application is also referred to as Construction Plans.

**Rezoning** – Select this application type to request a Planning Board and City Commission review of a request to change the zoning designation for a parcel or to amend text in the Land Development Regulations. Requests to change a parcel’s zoning to PD (Planned Development) are also reviewed by the Technical Review Committee. Examples of zoning district categories are R-R, R-R1, R-1AA, R-1A, R-1B, R-1, R-1C, R-2, R-8, R-12, R-16, R-M, P-1, E-1, BR, C-1, C-2, C-2A, C-2AC, C-3, C-4, M-1, and PD (Planned Development). View the [zoning map](#).

**Similarity of Use** – Some specific uses are not included in the residential use table found in [Sec. 33-17 Zoning Districts](#) in the Land Development Regulations. Select this application type to request a Planning Board and City Commission review to allow a use not explicitly listed for a specific zoning district. If the use is listed in the table but is not permitted in the applicable zoning district, select a Rezoning application (description above) to change to a zoning district that allows the desired use. A Comprehensive Plan Amendment (description above) may also be required.

**Site Plan** – Select this application to request review of a land development proposal. Depending on the size and type of development proposed, the request may be reviewed by the Technical Review Committee, the Planning Board, and the City Commission. See [Sec. 33-132.03](#) for descriptions of the

different classes of site plans or [Sec. 33-132.06](#) for the Concept Plan review process, which allows the applicant to receive feedback from the Technical Review Committee and the Planning Board on the proposal prior to investing in site engineering.

**Special Exception** - Some uses in the use table found in [Sec. 33-17 Zoning Districts](#) are marked with an “E,” indicating that a Special Exception approval is required to establish that specific use in that zoning district. Select this application type to request a Planning Board and City Commission review of this request. Depending on the circumstances, Technical Review Committee review may also be required.

**Subdivision Sketch** – Select this application type to request Technical Review Committee and Planning Board review of a subdivision proposal. This process does not allow for site work or the legal establishment of parcel lines, but it does allow the applicant to receive feedback on the proposal prior to investing in site engineering. This application is required prior to Preliminary Plat/Combined Plat review if the site is NOT zoned PD (Planned Development). This application is also referred to as a Sketch Plat.

**Variance** – Select this application type to request an adjustment to dimensional standards based on zoning district, such as how far a house must be set back from a roadway. A variance cannot be used to adjust standards outside of Chapter 33 Land Development Regulations or to adjust the type or density of uses allowed in zoning districts. See [Sec. 33-103 Variances and Appeals](#) for additional information.

**Zoning Determination** – Select this application to request a staff review of the zoning districts that apply to a specific parcel or parcels, and the uses permitted in the applicable zoning districts.

If you still have questions, please contact us at 386-626-7004 during regular business hours.