

ABANDONMENT/VACATE REQUEST *(Do not use for plats)*

1. Current *(no older than 2 years)* signed and sealed surveys of the subject property
2. Plat Map
3. Legal Description of the property being abandoned, including acreage
4. Letters from all appropriate utility companies (power, water, cable, etc.) stating easement to be abandoned is not being utilized.
5. Typed mailing labels names and mailing addresses of all property owners adjacent to the subject property. The Volusia County Property Appraiser's office (123 W. Indiana Ave., DeLand, (386) 736-5901) can provide the information necessary to compile this list, for a fee.
6. Notarized Authorization of Owner and/or notarized power of attorney, if applicant is different from owner.
7. If owner of the property is a corporation or company, a corporate resolution must be submitted with the application. An original resolution currently on file in the Planning Dept. that is less than 1 year old may be used. The resolution must state the name of the person(s) who have been resolved by the company as having authority to execute documents on behalf of the company. It must 1) be current; 2) state a termination date; 3) be signed and certified by the secretary; 4) be embossed with the corporate seal; and 5) be an original document. (For every person doing business under a fictitious name, an Affidavit of Publication must be submitted.)

ANNEXATION REQUEST

1. Current *(no older than 2 years)* signed and sealed surveys of the subject property, including acreage and adjacent right of way bordering the subject property
2. Legal Description of the subject property, provided on a separate sheet (written in **metes & bounds**, as per F.S. Ch. 171), including the adjacent half (to centerline) of any right of way that borders the subject property
3. Completed *Covenant to Support Annexation* form (single owner, multiple owner, corporate owner, or partnership/joint venture); unless previously recorded for the property.
4. Check made payable to the City of DeLand in the amount of \$500.00 plus \$10.00 per acre
5. Notarized Authorization of Owner and/or notarized power of attorney, if applicant is different from owner.
6. If owner of the property is a corporation or company, a corporate resolution must be submitted with the application. An original resolution currently on file in the Planning Dept. that is less than 1 year old may be used. The resolution must state the name of the person(s) who have been resolved by the company as having authority to execute documents on behalf of the company. It must 1) be current; 2) state a termination date; 3) be signed and certified by the secretary; 4) be embossed with the corporate seal; and 5) be an original document. (For every person doing business under a fictitious name, an Affidavit of Publication must be submitted.)

CERTIFICATE OF APPROPRIATENESS (COA)

1. Provide photographs of existing façade.
2. Submit renderings of proposed work, including material swatches and color codes.
3. Notarized Authorization of Owner and/or notarized power of attorney, if applicant is different from owner.
4. If owner of the property is a corporation or company, a corporate resolution must be submitted with the application. An original resolution currently on file in the Planning Dept. that is less than 1 year old may be used. The resolution must state the name of the person(s) who have been resolved by the company as having authority to execute documents on behalf of the company. It must 1) be current; 2) state a termination date; 3) be signed and certified by the secretary; 4) be embossed with the corporate seal; and 5) be an original document. (For every person doing business under a fictitious name, an Affidavit of Publication must be submitted.)

CHANGE OF ZONING

1. Current (*no older than 2 years*) signed and sealed surveys of the subject property
2. Legal Description of the subject property, including acreage
3. Typed mailing labels names and mailing addresses of all property owners within a 300-ft. radius of the subject property. The Volusia County Property Appraiser's office (123 W. Indiana Ave., DeLand, (386) 736-5901) can provide the information necessary to compile this list, for a fee.
4. Notarized Authorization of Owner and/or notarized power of attorney, if applicant is different from owner.
5. If owner of the property is a corporation or company, a corporate resolution must be submitted with the application. An original resolution currently on file in the Planning Dept. that is less than 1 year old may be used. The resolution must state the name of the person(s) who have been resolved by the company as having authority to execute documents on behalf of the company. It must 1) be current; 2) state a termination date; 3) be signed and certified by the secretary; 4) be embossed with the corporate seal; and 5) be an original document. (For every person doing business under a fictitious name, an Affidavit of Publication must be submitted.)

COMPREHENSIVE PLAN AMENDMENT

1. Current (*no older than 2 years*) signed and sealed surveys of the subject property, including total acreage of the land use change
2. Legal Description of the subject property
3. Traffic Impact Analysis, if required. (*see below**) Otherwise, submit a Trip Generation Report signed by an engineer or traffic consultant showing that a TIA is not required.
4. For residential projects, verification from the Volusia County School Board of submittal of the "School Planning and Concurrency Application". (*Application available online at www.deland.org or in the Planning Dept.*)

5. Notarized Authorization of Owner and/or notarized power of attorney, if applicant is different from owner.
6. If owner of the property is a corporation or company, a corporate resolution must be submitted with the application. An original resolution currently on file in the Planning Dept. that is less than 1 year old may be used. The resolution must state the name of the person(s) who have been resolved by the company as having authority to execute documents on behalf of the company. It must 1) be current; 2) state a termination date; 3) be signed and certified by the secretary; 4) be embossed with the corporate seal; and 5) be an original document. (For every person doing business under a fictitious name, an Affidavit of Publication must be submitted.)

*A Traffic Impact Analysis (TIA) will be required for the project if greater than 1000 Average Annual Daily Trips (AADT) are generated. Calculations identifying the number of trips generated by the proposed use(s) need to be provided using the following method: According to the Institute of Traffic Engineers Trip Generation Manual, the maximum total number of daily trips per use at the use's greatest intensity (office, warehouse, retail, etc.) multiplied by the volume or value of occupying unit (square feet, number of employees, etc.), the resulting product then subsequently corrected to represent one average day (if necessary). The total site AADT needs to represent the sum of the individual AADT's per use, where more than one use is proposed.

If it has been determined that the project will generate more than 1000 trips (AADT), the TIA Methodology must be submitted concurrently to both the Volusia County Traffic Engineer and to the City of DeLand. The radius of influence map, required for submittal of the TIA Methodology, is available through the Volusia County Traffic Engineering Dept. Upon approval of the TIA Methodology, if greater than 1,000 trips are to be generated, the TIA must be submitted to the Volusia County Traffic Engineer as the primary reviewer, and concurrently copied to the City of DeLand. To assist in developing the TIA Methodology and TIA, a digital copy of the TIA Guidelines is available by email upon request.

For all site plans and subdivisions requiring a Traffic Impact Analysis, the City may retain a traffic engineering consultant and/or regulatory agency to review the developer's traffic study and, if necessary, to represent the City at Planning Board and/or City Commission meetings. The developer will bear all costs related to the consultant's review and appearance(s) before the Planning Board and City Commission.

CONCEPT PLAN REVIEW

1. A to-scale concept plan that includes the following information: (Sec. 33-132.10(b))
 - Location of the subject property in relation to surrounding and/or adjacent roadways; and proposed access to the property-street network.
 - General description of the project, illustrating the location of all proposed uses(s). Residential projects shall include the total number of units proposed.
 - Approximate location and type of developments immediately adjacent to the proposed project.
 - A scaled drawing of the site showing major geographical features, including: creeks, ditches, water bodies, and other prominent topographic features. USGS, regional planning council maps, or tax maps may be used.
 - Location of major tree stands and any historic or large trees. This may be outlined on aerial tax maps and need not be a tree survey.
 - Location, sizes, and number of stories of proposed building(s).

- Location of available utilities (electric, city water, city sewer, reuse lines, natural gas, cable, etc.)
 - Proposed footprint of building(s) and access points.
 - The gross floor area, per floor, of the building(s) proposed
 - Type of building construction (Refer to the Florida Standard Building Code, Ch. 6)
 - The occupancy classification of the building (Refer to the Florida Standard Building Code, Ch. 4)
 - Any special occupancies to be included on the site, such as but are not limited to: underground storage tanks; a fireworks manufacturing site; a paint and body shop; or any other occupancy that may be a fire safety concern.
 - A statement that the site is or is not in a fire district
 - General parking lot layout with approximate number of spaces, basic traffic flow, and proposed circulation patterns.
 - A statement indicating whether access to a state or county road will be required.
 - Generalized location of intended buffers.
 - A statement identifying the location and elevation of any floodzones.
 - A general description of how drainage will be handled, including a soil statement (SCS acceptable); and the general area of the site to be used for stormwater management facilities.
 - Specific proposed site use(s) must be listed on the plans. (Plans review is undertaken according to the use(s) proposed. Should uses other than those proposed be requested in the future, additional site development measures, mitigation for impact to municipal services and/or reassessment, and payment of additional City or County impact fees and/or other related fees may be required.)
2. Notarized Authorization of Owner and/or notarized power of attorney, if applicant is different from owner.
 3. If owner of the property is a corporation or company, a corporate resolution must be submitted with the application. An original resolution currently on file in the Planning Dept. that is less than 1 year old may be used. The resolution must state the name of the person(s) who have been resolved by the company as having authority to execute documents on behalf of the company. It must 1) be current; 2) state a termination date; 3) be signed and certified by the secretary; 4) be embossed with the corporate seal; and 5) be an original document. (For every person doing business under a fictitious name, an Affidavit of Publication must be submitted.)

FOOD TRUCK SITE PERMIT

1. A site plan, showing the following information (Sec. 22-14):
 - Dimensions of the property
 - Location of structure(s) on the property
 - Vehicular accessways, driveways, circulation areas (include widths)
 - Off-street parking and all existing sidewalks
 - Refuse areas

- Landscape or buffer areas; and other open spaces
 - Distances between trucks (if more than one)
 - Restrooms (discretionary)
 - Seating, if proposed
2. A summary describing the existing use of property; conditions on the use; hours of operation; numbers of trucks.
 3. Any information or exhibits necessary to demonstrate that the grant of a permit will be in harmony with the general intent and purpose of the Land Development Regulations, including but not limited to: signs or lighting; or any other additional information deemed necessary by any reviewing department or agency.
 4. Authorization of owner from property owner for use of private property by food truck(s).
 5. If owner of the property is a corporation or company, a corporate resolution must be submitted with the application. An original resolution currently on file in the Planning Dept. that is less than 1 year old may be used. The resolution must state the name of the person(s) who have been resolved by the company as having authority to execute documents on behalf of the company. It must 1) be current; 2) state a termination date; 3) be signed and certified by the secretary; 4) be embossed with the corporate seal; and 5) be an original document. (For every person doing business under a fictitious name, an Affidavit of Publication must be submitted.)

LOT COMBINATION/SPLIT/RECONFIGURATION REQUEST

1. Copy of survey, plat, or site plan showing new lot configuration. (If requesting a lot split, a survey showing lot dimensions and/or structure setbacks, is required.)

MINOR SUBDIVISION

1. Current (*no older than 2 years*) signed and sealed surveys of the subject property
2. A to-scale concept plan showing the proposed subdivision, complete with measurements, including the following information:
 - Legal description (including total acreage)
 - Zoning and land use designations of the subject property
 - All required landscape buffers and building setbacks, as designated by the Land Development regulations for that location and zoning district, drawn on the plan
 - Location of all available utilities (i.e. electric, natural gas, City water, City sewer, reuse lines, cable)
 - Location of all specimen trees on the subject property, including the **species** of each tree
3. If power lines do not currently extend to the subject property, documentation from the applicable power company confirming availability of electricity and the ability to extend the lines.
4. Authorization of owner from property owner for use of private property by food truck(s).

5. If owner of the property is a corporation or company, a corporate resolution must be submitted with the application. An original resolution currently on file in the Planning Dept. that is less than 1 year old may be used. The resolution must state the name of the person(s) who have been resolved by the company as having authority to execute documents on behalf of the company. It must 1) be current; 2) state a termination date; 3) be signed and certified by the secretary; 4) be embossed with the corporate seal; and 5) be an original document. (For every person doing business under a fictitious name, an Affidavit of Publication must be submitted.)

PETITION FOR VACATION & ANNULMENT OF PLATS

1. Plat Map of the subject plat, as recorded in the Volusia County Clerk's Office, with the area to be vacated highlighted.
2. Current survey of the property, if available.
3. Certificate of Title stating that, for all purposes, the Petitioner(s) is the fee simple title holder of the above-described property. (Letter from a title insurance company or attorney stating that the records have been searched, and that the Petitioner(s) is titleholder of all the subject parcel or parcels of land.) Per Section 177.101, Florida Statutes, all taxes on the above-described property must be paid prior to final action being taken by the Volusia County Clerk.
4. Documentation that none of the streets on said plat (or portion thereof) are in actual-use, nor are they a part of any municipal roadway system.
5. Verification that the vacation of said plat (or portion thereof) will not affect the ownership or the right-of-access of any other person(s) owning part of the subdivision.
6. Letters of No-Objection from local utility providers; and other entities when requested.
7. Notarized Authorization of Owner and/or notarized power of attorney, if applicant is different from owner.
8. If owner of the property is a corporation or company, a corporate resolution must be submitted with the application. An original resolution currently on file in the Planning Dept. that is less than 1 year old may be used. The resolution must state the name of the person(s) who have been resolved by the company as having authority to execute documents on behalf of the company. It must 1) be current; 2) state a termination date; 3) be signed and certified by the secretary; 4) be embossed with the corporate seal; and 5) be an original document. (For every person doing business under a fictitious name, an Affidavit of Publication must be submitted.)

PLANNED DEVELOPMENT

1. Current (*no older than 2 years*) signed and sealed surveys of the subject property
2. Legal Description of the subject property; along with the names of every person owning an interest in any part of the site, and the nature of each person's interest.
3. Typed mailing labels names and mailing addresses of all property owners within a 500-ft. radius of the subject property. The Volusia County Property Appraiser's office (123 W.

Indiana Ave., DeLand, (386) 736-5901) can provide the information necessary to compile this list, for a fee.

4. An existing conditions map drawn to a scale that is acceptable to the planning director.
5. A development plan, at a scale acceptable to the planning director, including the following information:
 - Conceptual plan of the proposed development
 - Pedestrian, bikeway, and vehicular circulation plan; describing the general design capacity of the system as well as access points to the major thoroughfare system.
 - Drainage concept plan, including the manner of controlling water drainage from the property.
 - A generalized landscaping plan
6. A separate statement indicating which zoning standards currently outlined in the Land Development Regulations from which you seek to deviate with the agreement being submitted, and the reason(s) for the deviation(s).
7. A development plan agreement (refer to attached model agreement), including the below. Items irrelevant to the proposed planned development may be omitted. The development plan agreement shall identify the irrelevant elements and include a brief explanation of why they are irrelevant, inapplicable, or not submitted. Upon approval of the planning director, items in the development plan agreement may be combined with others, or shown on the development plan map, provided no confusion or ambiguity results.
 - A statement indicating the purpose and intent of the project and the applicant's statement of how the proposed Planned Development complies with the goals and policies of the City's Comprehensive Plan.
 - A statement of the internal and external land use relationships and compatibility.
 - Statistical information, including:
 - Total acreage of the site
 - Maximum building coverage permitted, expressed as a percentage of the total site area
 - Maximum impervious surface ratio permitted, expressed as a percentage of the total site area
 - The calculated residential density for the project.
 - The exact number of dwelling units and residential density in each residential use area
 - The exact number of nonresidential land uses by type and size (gross floor area) to be allowed
 - The specific amount of acreage designated for each use.
 - The areas of land devoted to publicly-owned open space, publicly-owned recreational areas, publicly-owned plazas, common areas, open spaces, common area recreational areas, and common area plazas; all expressed as percentages of the total site area
 - a. A statement indicating the design standards proposed to be utilized for all streets and off-street parking and loading facilities, public or private.

- b. A development schedule for the proposed development (or for each phase of the development, if phasing is proposed). (*Schedule shall not be binding, except as may be specifically required in the zoning ordinance.*)
 - c. A statement providing a detailed listing of the development standards to be used in the planned development, or portions thereof, including standards for building setbacks, lot frontages, residential density, floor area ratio, impervious surface ratios, building heights, right-of-way and pavement widths, and any other standards which may be applicable to the proposed development.
8. Traffic Impact Analysis, if required. (*see below**) Otherwise, submit a Trip Generation Report signed by an engineer or traffic consultant showing that a TIA is not required.
9. For residential projects, verification from the Volusia County School Board of submittal of the "School Planning and Concurrency Application". (*Application available online at www.deland.org or in the Planning Dept.*)
10. Notarized Authorization of Owner and/or notarized power of attorney, if applicant is different from owner.
11. If owner of the property is a corporation or company, a corporate resolution must be submitted with the application. An original resolution currently on file in the Planning Dept. that is less than 1 year old may be used. The resolution must state the name of the person(s) who have been resolved by the company as having authority to execute documents on behalf of the company. It must 1) be current; 2) state a termination date; 3) be signed and certified by the secretary; 4) be embossed with the corporate seal; and 5) be an original document. (For every person doing business under a fictitious name, an Affidavit of Publication must be submitted.)

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If it has been determined that the project will generate more than 1000 trips (AADT), the TIA Methodology must be submitted concurrently to both the Volusia County Traffic Engineer and to the City of DeLand. The radius of influence map, required for submittal of the TIA Methodology, is available through the Volusia County Traffic Engineering Dept. Upon approval of the TIA Methodology, if greater than 1,000 trips are to be generated, the TIA must be submitted to the Volusia County Traffic Engineer as the primary reviewer, and concurrently copied to the City of DeLand. To assist in developing the TIA Methodology and TIA, a digital copy of the TIA Guidelines is available by email upon request.

For all site plans and subdivisions requiring a Traffic Impact Analysis, the City may retain a traffic engineering consultant and/or regulatory agency to review the developer's traffic study and, if necessary, to represent the City at Planning Board and/or City Commission meetings. The developer will bear all costs related to the consultant's review and appearance(s) before the Planning Board and City Commission.

PLANNED DEVELOPMENT CONCEPT

1. Current (*no older than 2 years*) signed and sealed surveys of the subject property
2. Legal description (including total acreage)
3. Typed mailing labels names and mailing addresses of all property owners within a 500-ft. radius of the subject property. The Volusia County Property Appraiser's office (123 W. Indiana Ave., DeLand, (386) 736-5901) can provide the information necessary to compile this list, for a fee.
4. A to-scale concept plan showing the proposed planned development, including the following information (Sec. 33-132.10):
 - Location of the subject property in relation to surrounding and/or adjacent roadways and proposed access to the property-street network.
 - General description of the project, illustrating the location of all proposed uses. (*Residential projects shall include the total number of units proposed.*)
 - General parking lot layout with approximate number of spaces, basic traffic flow, and proposed circulation patterns.
 - A statement indicating whether access will be required to a state or county road.
 - Generalized location of intended buffers.
 - Proposed footprint of building and access points.
 - The gross floor area for each floor of the building(s) proposed.
5. For residential projects, verification from the Volusia County School Board of submittal of the "School Planning and Concurrency Application". (Application available online at www.deland.org or in the Planning Dept.)
6. Notarized Authorization of Owner and/or notarized power of attorney, if applicant is different from owner.
7. If owner of the property is a corporation or company, a corporate resolution must be submitted with the application. An original resolution currently on file in the Planning Dept. that is less than 1 year old may be used. The resolution must state the name of the person(s) who have been resolved by the company as having authority to execute documents on behalf of the company. It must 1) be current; 2) state a termination date; 3) be signed and certified by the secretary; 4) be embossed with the corporate seal; and 5) be an original document. (For every person doing business under a fictitious name, an Affidavit of Publication must be submitted.)

SPECIAL EXCEPTION

1. Current (*no older than 2 years*) signed and sealed surveys of the subject property, including acreage
2. Legal Description of the subject property including acreage, on a separate page.
3. A to-scale site plan, showing the following information (Sec. 33-134.02):
 - Dimensions of the property
 - Existing and proposed location of structure(s) on the property
 - Vehicular accessways, driveways, circulation areas (include widths)
 - Off-street parking and loading areas

- Refuse and service areas
 - Required setbacks; landscape or buffer areas; and other open spaces
 - Existing and proposed adjacent rights-of-way, showing widths and centerlines
 - Distances between buildings
 - Interior and terminal landscape islands
 - All existing and proposed sidewalks
 - Landscape plan
4. A tabular summary describing the proposed use of the property, including: existing and proposed use of property; conditions on the use; hours of operation; numbers of residents; area of the property; floor area of existing and proposed structure(s) and uses; existing and proposed density (where applicable); number of existing and proposed units; pervious and impervious areas and percentage of coverage; and number of required and provided off-street parking and loading spaces.
 5. For special exceptions for primary use on a parcel containing an outdoor advertising sign only:

A copy of the terms of the lease, license, agreement, or other contract for the outdoor advertising sign; stating it will expire in no more than ten (10) years' time from the date of this application for special exception, notwithstanding any option provided to the property owner to buy out the remaining term of the contractual obligation.
 6. Any information or exhibits necessary to demonstrate that the grant of a special exception will be in harmony with the general intent and purpose of the Land Development Regulations, including but not limited to: signs; lighting or other utilities; or any other additional information deemed necessary by any reviewing department or agency.
 7. Notarized Authorization of Owner and/or notarized power of attorney, if applicant is different from owner.
 8. If owner of the property is a corporation or company, a corporate resolution must be submitted with the application. An original resolution currently on file in the Planning Dept. that is less than 1 year old may be used. The resolution must state the name of the person(s) who have been resolved by the company as having authority to execute documents on behalf of the company. It must 1) be current; 2) state a termination date; 3) be signed and certified by the secretary; 4) be embossed with the corporate seal; and 5) be an original document. (For every person doing business under a fictitious name, an Affidavit of Publication must be submitted.)

SIDEWALK CAFÉ LICENSE AGREEMENT

1. A **to-scale** concept plan of the area proposed for use as a sidewalk café, including the following information drawn on the plan:
 - Location of property line(s) adjacent to sidewalk, if known. *(If same as building edge, please indicate on drawing.)*
 - Area (including dimensions measured in feet) to be devoted to said use

- Distance from seating area to edge of sidewalk/curb.
 - Any obstacles located on the sidewalk adjacent to the business (i.e. trees, benches, trash cans, etc.)
 - Number & size of tables
 - Number of chairs
 - Any proposed outdoor lighting (Once approved, a permit is required through the Building Dept. Outdoor lighting must comply with historic district design standards.)
2. A **to-scale** layout of the existing or proposed interior of the business, including the following information drawn on the plan:
 - All rooms shown and their use labeled
 - Dimensions (measured in feet) of customer-occupied areas
 - Any bar/counter areas and their dimensions
 3. Any other supporting documentation providing information necessary to verify compliance with minimum criteria and standards.

SITE PLAN REVIEW

1. Signed and sealed site plan and exhibits as required by Sec. 33-132.10. Specific proposed site use(s) must be listed on the plans. (Plans review is undertaken according to the use(s) proposed. Should uses other than those proposed be requested in the future, additional site development measures, mitigation for impact to municipal services and/or reassessment, and payment of additional City or County impact fees and/or other related fees may be required.)
2. Current (*no older than 2 years*) boundary surveys of the subject property, signed and sealed by certified surveyor, including all existing easements, emergency accessways, other cross-access easement agreements, and rights-of-way.
3. Legal description (*including total acreage on a separate 8 ½ x 11 sheet*)
4. Drainage report/stormwater management calculations (*provided by a licensed and registered engineer*)
5. Geotechnical reports (*provided by a licensed and registered engineer*)
6. Utility report including needed fire flow, potable water and wastewater demand calculations and hydraulic water modeling which includes Average Daily Flow (ADF), Peak Hour Factor (PHF), Maximum Daily Flow (MDF) and Fire Flow (FF) + MDF scenarios. (*provided by a licensed and registered engineer*)
7. Current (*no older than 2 years*) tree surveys, signed and sealed, showing location, size, and species of existing trees on the subject property. Include the location(s) of any specimen or historic trees, as defined by Sec. 33-57 of the Land Development Regulations.
8. Tree removal plan, tree schedule (proposed and existing), landscape plan and Irrigation plan.
9. Tree Protection Worksheets (*includes Tree Worksheet, Specimen Tree Worksheet, Area Tree Protection Worksheet, and example of Tree Barricade Detail, these are part of the online application*)
10. Building design elevations, in color: (*provided by a licensed and registered architect*); including photometric plan, lighting detail (building & site), material and color lists, and original paint color swatches from paint manufacturer.

11. For residential projects, verification from the Volusia County School Board of submittal of the "School Planning and Concurrency Application". (*Application available online at www.deland.org or in the Planning Dept.*)
12. A driveway permit will be required from the government agency having jurisdiction for the adjoining roadway.
13. Traffic Impact Analysis, if required (For developments generating 1000 Average Annual Daily Trips (AADT))* (*see below for more details*)
14. Endangered Species report, for all development over 5 acres.
15. Notarized Authorization of Owner and/or notarized power of attorney, if applicant is different from owner.
16. If owner of the property is a corporation or company, a corporate resolution must be submitted with the application. An original resolution currently on file in the Planning Dept. that is less than 1 year old may be used. The resolution must state the name of the person(s) who have been resolved by the company as having authority to execute documents on behalf of the company. It must 1) be current; 2) state a termination date; 3) be signed and certified by the secretary; 4) be embossed with the corporate seal; and 5) be an original document. (For every person doing business under a fictitious name, an Affidavit of Publication must be submitted.)

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For all site plans and subdivisions requiring a Traffic Impact Analysis, the City may retain a traffic engineering consultant and/or regulatory agency to review the developer's traffic study and, if necessary, to represent the City at Planning Board and/or City Commission meetings. The developer will bear all costs related to the consultant's review and appearance(s) before the Planning Board and City Commission.

SUBDIVISION REVIEW (PLAT)

A. SKETCH PLAN (Sec. 33-146.02)

1. Completed application & any accompanying authorizations and/or powers of attorney. (*Application may be typed or printed and must be signed by all owners and mortgagees. Petitioner may sign for owner with proper authorization.*)
2. Current (*no older than 2 years*) signed and sealed surveys of the subject property

3. Plat package, containing: plans & exhibits as required by Sec. 33-146.02 of the Land Development Regulations. *(Plans are to be drawn at an approximate scale of 200 feet to one inch, or at a scale to be approved in advance by the City Engineer.)*
4. Current (no older than 2 years) tree survey, signed and sealed, showing: location, size, and species of trees on the property. Include the location(s) of any specimen or historic trees, as defined by Sec. 33-57 of the Land Development Regulations.
5. Required plat data, as described below:
 - Legal description of the subject property, including the total acreage
 - Total acreage in the tract to be subdivided
 - Tentative street and lot arrangement
 - Approximate locations of rights-of-way, easements, and lot lines
 - Existing and proposed uses of land throughout the subdivision
 - Wooded areas, including the location of any specimen or historic trees (as defined in Sec. 33-57.03)
 - Proposed bodies of water and waterways, if any
 - Zoning classification of the subject property
 - Required landscape buffers and building setbacks, as designated by the Land Development Regulations for that location and zoning district, drawn on sketch.
 - Location of all available utilities (i.e. electric, natural gas, City water, City sewer, reuse lines, cable)

B. PRELIMINARY PLAT (Sec. 33-146.03)

1. Current (*no older than 2 years*) signed and sealed surveys of the subject property.
2. Plat package containing plans & exhibits as required by Sec. 33-146 of the Land Development Regulations. *(Preliminary plats shall be prepared by a currently-registered surveyor or engineer; and drawn at a scale of 100 feet to one inch, or at a scale to be approved in advance by the City Engineer. Sheet size & title block to be approved by the City Engineer.)*
3. Current (no older than 2 years) tree survey, signed and sealed, showing: location, size, and species of each tree on the property. Include the location(s) of any specimen or historic trees, as defined by Sec. 33-57 of the Land Development Regulations.
4. Soil tests, when requested by the City Engineer.
5. Traffic Impact Analysis, if required *
6. Endangered Species report, for all development over 5 acres.
7. Certification of Title for subdivision plats (Sec. 33-146.04(b)(4))**
8. For residential projects, verification from the Volusia County School Board of submittal of the "School Planning and Concurrency Application" *(Not required for developments that do not generate students, such as group quarters, and certain age-restricted, senior developments.)*
9. All required plat information, as described below:

General:

 - a. All information required by the State, per F.S. Ch. 177.
 - b. Shown on every sheet: name of subdivision, in bold legible letters; owner's name; name, street and mailing address of the professional surveyor or engineer; date of survey and plat preparation; north point; and a graphic scale.

- c. Surveyor's certificate of accuracy, seal, and statement as required by F.S. 177.061.
- d. Legal description of the subject property; total acreage in tract; acreage in public or other land usage; total number of lots; total linear feet of streets.
- e. Name and location of any adjoining subdivisions/plats (including plat book and page number, if applicable, or marked as unplatted); and streets with centerline information.
- f. Accurate location and description of all monuments, markers, and control points.
- g. For plats with multiple sheets, an index or key map, and on each sheet, clearly-labeled matchlines and the particular number of that sheet out of the total number of sheets.
- h. Legend of all symbols and abbreviations.
- i. Existing zoning classification of the tract.
- j. Location of all available utilities (i.e. electric, natural gas, City water, City sewer, reuse lines, cable, etc.) and name of the provider.
- k. Vicinity map, drawn to a scale of 400 feet to one inch. A smaller scale is permissible with prior approval from the City Engineer.
- l. Any other miscellaneous supplemental materials; any deed restrictions and/or protective covenants proposed for the subdivision; and any other information considered pertinent by the applicant, the Planning Board, or the City Engineer, for the review of the preliminary plat.
- m. Required statement as per F.S. 177.091(27): "NOTICE: This plat, as recorded in its graphic form, is the official depiction of the subdivided lands described herein and will in no circumstances be supplanted in authority by any other graphic or digital form of the plat. There may be additional restrictions that are not recorded on this plat that may be found in the public records of this county."
- n. Include in the bottom right-hand corner (36" long side) a 3" vertical x 5" horizontal approval box for the City. Above that box, list the title of your project. In title bar, list the section-township-range along with parent parcel ID numbers.
- o. Lot table showing all lots and dimension of lots.

Existing site data:

- a. Exact boundaries of the tract to be subdivided, with all bearings and distances indicated.
- b. Where applicable, location, width, and/or names of existing: city limits; property lines; rights-of-way; streets; easements; railroads; utility transmission lines; storm sewers; ditches and culverts; waterways; sanitary sewers; water mains; bridges; buildings; and bulkheads.
- c. All section lines and quarter-section lines, occurring within the subdivision, indicated.

- d. Wooded areas, marshes, water courses, ponds and other similar conditions affecting the site.
- e. Topography of the site at a contour interval of two (2) feet.

Proposed site data:

- a. Lot lines; lot dimensions; lot and block numbers; and all required building setback lines and landscape buffers, as designated by the Land Development Regulations for that location and zoning district. Lots are to be progressively numbered; blocks either progressively numbered or lettered.
- b. Sufficient engineering data to readily determine, and reproduce on the ground, every straight or curved boundary line; street line; lot line; right-of-way line; easement line; buffers; and setbacks. Include linear dimensions, bearings or deflection angles, radii, arcs, chords, central angles, etc. (All dimensions shall be measured to the nearest one-tenth (1/10) of a foot and all angles to the nearest minute.)
- c. Location, dimensions, and purpose of all proposed rights-of-way, easements, and streets; include pavement widths, grades, and street names. (Street profiles and cross-sections shall be provided)
- d. Statement of jurisdiction for driveway to adjacent roadway.
- e. Contour changes; and/or any created water bodies, waterways, or changed watercourses.
- f. Engineering plans for sanitary sewers and/or sewage disposal systems; water lines or proposals for developing new water supply; and storm sewers and/or storm drainage. (Sizes, cross-sections, and profiles shall be provided)
- g. Engineering plans and drawings of bulkheads, bridges, and sidewalks, if any; showing sizes, cross-sections, and profiles, when required by the City Engineer.
- h. Location of all proposed areas to be dedicated to public use (such as parks, school sites, etc.); with the intended use of each clearly stated.
- i. Any areas to be used for purposes other than residential and public, if any (including purpose, location, and dimensions of each area indicated).

*A Traffic Impact Analysis (TIA) will be required for the project if greater than 1000 Average Annual Daily Trips (AADT) are generated. Calculations identifying the number of trips generated by the proposed use(s) need to be provided using the following method: According to the Institute of Traffic Engineers Trip Generation Manual, the maximum total number of daily trips per use at the use's greatest intensity (office, warehouse, retail, etc.) multiplied by the volume or value of occupying unit (square feet, number of employees, etc.), the resulting product then subsequently corrected to represent one average day (if necessary). The total site AADT needs to represent the sum of the individual AADT's per use, where more than one use is proposed.

If it has been determined that the project will generate more than 1000 trips (AADT), the TIA Methodology must be submitted concurrently to both the Volusia County Traffic Engineer and to the City of DeLand. The radius of influence map, required for submittal of the TIA Methodology, is available through the Volusia County Traffic Engineering Dept. Upon approval of the TIA Methodology, if greater than 1,000 trips are to be generated, the TIA must be submitted to the Volusia County Traffic Engineer as the primary reviewer,

and concurrently copied to the City of DeLand. To assist in developing the TIA Methodology and TIA, a digital copy of the TIA Guidelines is available by email upon request.

For all site plans and subdivisions requiring a Traffic Impact Analysis, the City may retain a traffic engineering consultant and/or regulatory agency to review the developer's traffic study and, if necessary, to represent the City at Planning Board and/or City Commission meetings. The developer will bear all costs related to the consultant's review and appearance(s) before the Planning Board and City Commission.

**Per F.S. 177.041, every plat of a subdivision submitted to the City must be accompanied by a title opinion of an attorney at law licensed in Florida, or a certification by an abstractor or title company, showing that record title to the land as described and shown, is in the name of the person, persons, corporation, or entity executing the dedication as shown on the plat, and if the plat does not contain a dedication, the developer has record title to the land. The title opinion or certification must also show all outstanding mortgages on the property.

C. FINAL PLAT (Sec. 33-146.04)

1. Approval of a preliminary plat
2. Proposed final plat to record. (*Contact the Planning Dept. in advance to verify number of copies required for your project.*) Final plats shall be prepared by a currently-registered surveyor or engineer, and drawn at a scale of 100 feet to one inch, or at a scale to be approved in advance by the City Engineer.
3. Final plat on reproducible Mylar, Cronaflex, or other similar durable material for recording at the Courthouse; 28 x 22" with a 3" margin on the left side, and a 1" margin on all other sides. Check with the Volusia County Clerk of the Circuit Court for other requirements (per Sec. 33-146.04(a)(2) of the Land Development Regulations).(Provided one all approvals have been granted)

D. COMBINED PRELIMINARY AND FINAL PLAT (Sec. 33-146.05)

1. All items that are listed under both the Preliminary Plat and the Final Plat sections.

E. RECORDING OF THE PLAT (Sec. 33-146.05(h))

1. Payment of fees:
 - Recording fees for plats, covenants, deed restrictions, and any other documents which must be recorded.
 - Infrastructure inspection fee equaling 1.5% of the total cost of infrastructure or \$500.00, whichever is greater.
1. Completion of all conditions which were set by the Commission during previous review processes.
2. Completion of all infrastructure, both on-site and off-site, or submittal of an acceptable form of fiscal assurance that work will be completed within one year. Performance of surety bond or other forms of fiscal assurance will be in the amount of 110% of the cost of all infrastructure; and are to be deemed acceptable by the City Attorney.
3. Permanent reference monuments shall be set prior to the recording of the plat.
4. Copy of the proposed covenants and deed restrictions that have been deemed acceptable by the City.
5. Final plat on reproducible Mylar, as described under the *Final Plat* section above.

F. CITY ACCEPTANCE OF INFRASTRUCTURE (Sec. 33-147)

1. Pay a maintenance bond equaling 10% of the cost of all infrastructure the City will maintain. Bond is submitted by the applicant at the time the City agrees to accept ownership and maintenance of the applicable infrastructure. The maintenance bond will be retained for 1 year. During that year, if there are problems with the infrastructure, the City will contact the applicant about rectifying the problems. If the applicant does not rectify these problems, the maintenance bond will be used to correct said problems.

VARIANCE REQUEST

1. Current (*no older than 2 years*) signed and sealed surveys of the subject property, including acreage
2. A to-scale plan clearly illustrating the requested variance(s)
3. Legal Description of the subject property
4. Typed mailing labels of adjacent property owners within following radii. (The Volusia County Property Appraiser's office (123 W. Indiana Ave., DeLand, (386) 736-5901) can provide the information necessary to compile this list, for a fee.)
 - a. Single-story, single-family dwelling or duplex – within a 100-ft. radius of subject property
 - b. All other uses – within a 300-ft. radius of the subject property
5. Notarized Authorization of Owner and/or notarized power of attorney, if applicant is different from owner.
6. If owner of the property is a corporation or company, a corporate resolution must be submitted with the application. An original resolution currently on file in the Planning Dept. that is less than 1 year old may be used. The resolution must state the name of the person(s) who have been resolved by the company as having authority to execute documents on behalf of the company. It must 1) be current; 2) state a termination date; 3) be signed and certified by the secretary; 4) be embossed with the corporate seal; and 5) be an original document. (For every person doing business under a fictitious name, an Affidavit of Publication must be submitted.)