



**COUNTY OF VOLUSIA  
DEVELOPMENT ENGINEERING  
LAND DEVELOPMENT CODE OF VOLUSIA COUNTY, FLORIDA  
USE PERMIT CHECKLIST AND PROCEDURES**

Thomas C. Kelly Administration Center, County of Volusia, Land Development Division  
123 W. Indiana Avenue, Room 402, DeLand, Florida 32720-4604  
DeLand 386-736-5926

**DIVISION 6 - USE PERMIT DEVELOPMENT PERMIT (USE)**

All applications shall be submitted to the Development Engineering Office.

No application will be accepted unless two (2) copies of all exhibits and plans, as required below, have been provided and the required filing fee paid. If no notice of acceptance or rejection of an application is sent within three (3) days, the application will be deemed accepted.

All developers seeking a subdivision Overall Development Plan Development Order pursuant to Section 72-539, Preliminary Plat Development Order pursuant to Section 72-540, or a Final Site Plan Development Order pursuant to Section 72-577 shall include the following information and exhibits with the required submittals for those sections:

- a. A vicinity map showing the work area location at a scale of 1" = 2,000'.
- b. The offset from the centerline of the right-of-way or road to the proposed facility.
- c. The road right-of-way and pavement width.
- d. The distance from the edge of the travelled way to the facility and the location of all other utilities within the work area.
- e. One or more typical cross-sections as required by the County Development Engineer (CDE) to adequately reflect the location and construction details of the proposed facility.
- f. The minimum vertical clearance above or below the road, ground, or pavement.
- g. Description of construction details of mail boxes, newspaper delivery boxes, and similar structures
- h. Upon review of the application, the CDE may require additional information.

All developers seeking a USE Permit without concurrent development order review shall submit an application and the appropriate number of copies of the exhibits called for above. Fees shall be paid at the time the application is submitted.

For processing procedures for a USE Permit, pursuant to Section 72-691(d)(3) through (6) of the Land Development Code of Volusia County, Florida:

- a. Upon receipt of the complete application, the CDE shall review and determine whether the application meets all of the requirements of this division.
- b. Within seven working days, if the application is approved, it shall be noted by the CDE and returned to the land development division (LDD).
  - 1. The applicant shall be immediately notified and the USE Permit shall be issued by the Land Development Manager.
- c. Within seven working days, if the application is denied, it shall be noted for the reasons of denial and returned to the LDD.
  - 1. The applicant shall be immediately notified by the LDD upon receiving the CDE denial determination.
    - i. The applicant or any aggrieved person may refile in accordance with the provisions of this subsection for a new application.
    - ii. The applicant or any aggrieved person may appeal the denial of the CDE to the Development Review Committee, as provided in subsection Section 72-502(g) of the Land Development Code of Volusia County, Florida.

The USE Permit may be revoked by the CDE for reasons of public safety.