



Growth and Resource Management Department
Planning and Development Services Division

**Application for an Administrative Amendment
to the
Volusia County Future Land Use Map**

This application is intended to accommodate the primary information needs for all administrative map amendment requests. You may be required to submit additional information for the County's review process. If you have any questions relating to this application, please call the Comprehensive Planning Department at (386) 736-5959, ext 2022.

1. Application Type

Administrative Map Amendment: An administrative amendment is generally defined as a request to move a future land use boundary up to six hundred sixty feet (660') beyond the limits established in the Future Land Use Map. This application is intended to allow for and to correct scrivener's errors or discrepancies that may occur when applying land use designations to specific parcels of land (Per County of Volusia Comprehensive Plan, Chapter 1, Section 13, Interpretation of Future Land Use Categories).

You may submit your application in person or by mail. Please submit your application to:

Planning and Development Services
Comprehensive Planning
123 West Indiana Avenue, Room 200
Deland, FL 32720-4604

For Office Use Only	
Date Stamp:	Received by:

2. Contact Information

	Applicant/Authorized Agent**	Property Owner *
Name		
Address		
Phone		
FAX		
Email		

* If the Owner is a corporation or Trust, Give the Name and Title of the person who can legally sign on behalf of the corporation and provide Documentation that they have legal Authority.

** Proof of property owner’s authorization is required when submittal is signed by authorized agent.

What is the relationship between Applicant and Owner? _____

Note: Required Ownership Information.

List all persons who have ownership interest in the property by Name and address. Attach separate sheets if necessary.

In the case of a Trust, list the name and address of each trustee.

In the case of a Corporation, list the Corporate Officer(s) who has authority to act on behalf of the corporation and provide documentation of said authority.

Is there an existing contract of sale or option to purchase on the subject property?
 Yes _____ No _____

If yes, list names and addresses of all parties to the contract and/or option. Notify this office if ownership changes during the period of this amendment process.

3. Project Information

Site Address	
General Location (include approximate distance and direction from nearest cross-roads)	
Tax Parcel ID Number(s)	
Size of Property (acres or square feet)	
Existing Conditions	
Current Future Land Use Designation*	
Current Zoning Designation*	
Existing Use(s) and Structure(s)	

* If the request is to move an Environmental Systems Corridor (ESC) future land use designation with a Resource Corridor (RC) zoning classification, the RC zoning boundary can be moved along with the ESC line. Otherwise, a rezoning application will need to be filed separately with the Zoning office (Per Section 400.11 of the Zoning Ordinance).

4. Required Supplemental Information

_____ Pre-Application Meeting. Date of meeting _____.

N/A Application Fee (There is no fee for an administrative map amendment).

_____ Proof of Ownership. A property owner printout from the Property Appraiser dated as of the date of the application. Deeds will not be accepted as proof of ownership.

_____ Ownership Disclosure Form. (attached)

_____ Applicant Authorization Form. (attached)

_____ Statement of Understanding. (attached)

_____ Statement of Justification. Attach a narrative describing the reason and justification for the request.

_____ Surveys. Submit one survey, signed and sealed within the last two years, and three copies (for a total of four). The survey must include property boundaries and all structures found on site. Wetland delineation is suggested but not required.

_____ Proposed Future Land Use Boundary. Attach four copies demonstrating where the applicant is requesting the new Future Land Use boundary should be. Must be drawn to scale. This can be accomplished in the following ways:

- a. If the property is over 20 acres: this may be hand drawn on a survey (this is in addition to the surveys required in the above paragraph).
- b. If the property is under 20 acres, the applicant may hand draw the proposed line on a print out from the Property Appraiser's website (www.volusia.org/property).

Optional Environmental Impact Analysis. The analysis shall be conducted by a qualified biologist and dated less than one year old. The analysis shall document the types of habitat found on site; identify vegetation types, soils types, wetlands, floodplain; and must identify the presence of any threatened or endangered species and/or species of special concern.

5. Ownership Disclosure Form

Please provide the information as requested below. (Use additional sheets if necessary)

1. List all persons who have an ownership interest in the property, which is the subject matter of this petition, by name and address.

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
Phone # _____	Phone # _____

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
Phone # _____	Phone # _____

2. For each corporate owner, list the name, address, and title of each officer of the corporation.

Name of Corporation: _____	Name of Corporation: _____
Officer: _____	Officer: _____
Address: _____	Address: _____
_____	_____

Name of Corporation: _____	Name of Corporation: _____
Officer: _____	Officer: _____
Address: _____	Address: _____
_____	_____

3. In the case of a trust, list the name and address of each trustee.

Name of Trust: _____	Trustee: _____
Trustee: _____	Trustee: _____
Address: _____	Address: _____
_____	_____

Trustee: _____	Trustee: _____
Address: _____	Address: _____
_____	_____

6. Authorization of Owner.

I/We _____,

As the sole or joint fee simple title holder(s) of the property described as:

(Legal description or parcel ID number(s))

Authorize _____ to act as my agent to
(Applicant's name)

seek an Administrative Map Amendment on the above described property.

Owner's Signature

Type or Print Owner's Name

Owner's Signature

Type or Print Owner's Name

*If additional Owner's names are required, attach additional signature pages.

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____
(Date)

by _____, who is personally known to me or
(Name of person acknowledging)

who has produced _____ as identification and
(Type of identification)

who did not take an oath.

Notary Public, State of Florida

Type or Print Name

Commission No.: _____

My Commission Expires: _____

7. Statement of Understanding.

By my signature hereto, I do hereby certify that the information contained in this application is true and correct to the best of my knowledge, and understand that deliberate misrepresentation of such information may be grounds for denial or reversal of this application and/or revocation of any approval based upon this application.

I hereby authorize Volusia County staff permission to view and enter upon the subject property for the purposes of investigating and reviewing this request.

I understand that submittal of this application does not imply or guarantee that an amendment of the Volusia County Comprehensive Plan, maps(s) or for the Future Land Use of the subject property(ies) will be approved.

I understand that a formal concurrency review will be required if/when a final development order is issued for this project and that any approval of this application does not constitute concurrency review, nor does it constitute a reservation of said capacities. I specifically acknowledge that any proposed development on the subject property will be required to undergo Concurrency Review and meet all Concurrency requirements at the time of development.

Signature of Owner/Applicant

(* Proof of property owner's authorization is required with submittal if signed by someone other than the property owner.)

Date

Print or Type Name