

Comprehensive Plan Amendment Procedures

The following information is provided to give direction to persons who are interested in applying for an amendment to the Volusia County Comprehensive Plan.

What are the types of Comprehensive Plan Amendments?

- A. Large Scale Amendments. Large Scale Amendments include any change in text to the Volusia County Comprehensive Plan or any change in the future land use map that involves land areas greater than 10 acres, or more than 10 dwelling units per acre. Large Scale Amendments are limited per state statute to two cycles per calendar year. See the [Large Scale Amendment Schedule](#) for the next available application cycle.
- B. Small Scale Amendments. These are any change in the Future Land Use Map that involve land areas of 10 acres or less, or densities of 10 dwelling units per acre or less. (Chapter 163.3187, Florida Statutes.) Small scale applications may be accepted and processed at any time, subject to a limitation of no more than 60 acres per calendar year.

Who can request a Comprehensive Plan Amendment?

Plan amendments for parcels of real property within Volusia County may be initiated by property owners, or by agents of property owners by written consent.

Plan amendment where textual changes to a comprehensive plan element(s) may be initiated by any interested party including the Volusia County Council, the Planning and Land Development Regulation Commission, staff, or a private citizen.

How Long Does an Amendment Take?

Typically, large scale amendments can take from 9 months to a year from application deadline to adoption. As these amendments are processed through the large scale cycle they are reviewed by the Planning and Land Development Commission once, the Volusia County Council twice, the Department of Community Affairs twice and the VGMC once. Small scale amendments usually take a few months less to process as they are not required to have as rigorous a review schedule. Keep in mind, however, that should an amendment be challenged at any time during the process, it may take longer than the typical time frame.

Application Procedure

- A. Pre-application Conference. The process for initiating a comprehensive plan amendment begins with a pre-application meeting with the Comprehensive Planning Division. Please call (386) 736-2022 to speak with a planner and schedule an appointment. The applicant should be prepared with property I.D. numbers, a map of the proposed amendment site and a preliminary development proposal. Staff will

discuss any supplemental information that may be required in order to adequately review the application and process the amendment.

- B. Application Submittal. A complete application package, including all associated studies and data and analysis, and the applicable fees must be submitted to the Comprehensive Planning Department located in the County Administration building at 123 West Indiana Avenue, Deland, FL 32720. A submittal checklist is included with the application form. It is the applicant's responsibility to obtain and submit this information and any supplementary information as discussed in the pre-application meeting by the prescribed deadline in order for the application to be deemed complete.

[Comprehensive Plan Amendment Application](#)

If the amendment will impact Volusia County Schools the applicant must obtain and submit a school capacity analysis provided by the Volusia County School District. The attached form may be provided to the School District to initiate the analysis.

[Volusia County Schools Development Summary Form](#)

- C. Review of the Amendment Application. The application is reviewed by staff to ensure the proposed development or text amendment complies with the County's development policies. A staff report is written to present the amendment analysis to the various boards and other reviewing agencies.
- D. Public Workshop. If the amendment is a large scale amendment, a public workshop may be held in order to provide citizens with the opportunity to review and comment on the proposed amendment prior to beginning the public hearing process.
- E. Planning and Land Development Regulation Committee (PLDRC) Public Hearing. The amendment will be presented to the PLDRC for their review and recommendation of approval or denial to the County Council.
- F. County Council Transmittal Public Hearing.

Large Scale: If the amendment is a large scale, it is presented to County Council twice. The first presentation is the Transmittal hearing. If the Council denies the amendment, the application is concluded. If the Council approves the amendment for transmittal, it is sent to the Department of Community Affairs (DCA) and the Volusia Growth Management Council (VGMC) for their simultaneous reviews.

Small Scale: If the amendment is a small scale, it is sent to VGMC prior to the County Council hearing. Once VGMC issues a certification, it is scheduled for a Council hearing. If the amendment is denied by Council, the application is concluded. If the amendment is approved by Council, the amendment is then sent to DCA.

- G. Transmittal of Future Land Use Amendments to DCA/VGMC.

Large Scale: Large scale amendments are distributed to various state and regional agencies for review. At the conclusion of the review period, the DCA issues comments to the County in the form of an Objections, Recommendations and Comments (ORC)

report. The VGMC issues a resolution of certification. This review period typically takes 2 months.

Small Scale: Small scale amendments become effective 31 days after transmittal, unless appealed by DCA. The application is then concluded.

- H. County Council Adoption Hearing. (Large Scale only) After receiving the ORC report from DCA, the County Council has 60 days to adopt, adopt with changes or not adopt the proposed comprehensive plan amendment. If the amendment is denied, the application is concluded. If the amendment is approved or approved with changes, it is again sent to DCA for a 45 day compliance review period. After this period the DCA typically issues a Notice of Intent to find the amendment in compliance. Following a 21 day appeal period the amendment is effective and the application is concluded.