



**BUILDING AND ZONING DIVISION
COUNTY OF VOLUSIA
PRE- APPLICATION MEETING FORM**

You must set up a pre-application meeting **before** submitting your application. Please call extension 2777 from one of the following numbers to set up an appointment: From the DeLand area at (386) 943-7059, from Daytona/Ormond Beach at 248-8115, and from New Smyrna Beach/Oak Hill at 424-6815 or fax this completed form to (386) 626-6570.

The following background information is required to schedule a pre-application meeting. County staff will use this to research the project site in preparation for the meeting. Although this is the minimal amount of background material required, more information is welcome. Please reference the list of Recommended Pre-Application Materials. Please attach additional sheets or plans as needed.

APPLICANT	OWNER
Name: _____	Name: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Phone: _____ Fax: _____	Phone: _____ Fax: _____
E-Mail Address: _____	E-Mail Address: _____
Contact Person: _____	Contact Person: _____

My application will be: (Please check the type of request)

- ___ A Rezoning from _____ to _____.
- ___ A Special Exception/Conditional Use for a _____.
- ___ A Variance to _____.
- ___ A Minor/Major Amendment to _____.

PROJECT INFORMATION

Tax parcel number(s): _____

Address of parcel: _____

Size of parcel: _____ Existing zoning: _____

Future Land Use: _____

Existing Use of Property: _____

You are recommended to submit the following with this form:

- A signed and sealed survey of the property (should be no more than 2 years old)
- Legal description of the subject property, if not on the survey
- A site plan to scale (for Special Exceptions & Variances)
- Written description of the request

Violation(s): _____

TRS Meeting Date: _____

EMD Required: YES NO

N/C Lot Letter Required: _____

Unrecorded Subdivision: _____

Other: _____

STAFF USE ONLY

Planner's Comments/Notes: _____

Notifications Discussed

Date Submitted: _____ Taken By: _____ Time: _____ a.m./p.m.

PLANNED UNIT DEVELOPMENT (PUD) REZONING PROCESS

APPLICATION PROCEDURE

Applications for rezoning may be obtained from one of the two (2) Volusia County Growth and Resource Management Department (Building and Zoning) locations: 123 West Indiana Avenue, DeLand, or 250 North Beach Street, Daytona Beach, or online at www.volusia.org.

CHECKLIST

Information needed to complete the application includes:

- ___ 1. A description of the rezoning requested.
- ___ 2. The property owner's name, address, and telephone number.
- ___ 3. If the owner is not the applicant, the applicant's name, address and telephone number.
- ___ 4. Information on utilities.
- ___ 5. The tax parcel number and address of parcel. *
- ___ 6. General location of the site.

*** NOTE: THE PARCEL NUMBER CAN BE OBTAINED FROM ANY OF THE THREE (3) VOLUSIA COUNTY PROPERTY APPRAISER'S OFFICES: 123 W. INDIANA AVENUE, DELAND; 250 NORTH BEACH STREET, DAYTONA BEACH; OR 810-A COMMED BLVD., ORANGE CITY.**

ADDITIONAL REQUIREMENTS - CHECKLIST

The completed application must be returned **in person** to the Volusia County Growth and Resource Management Department (Building and Zoning).

- Two (2) signed and sealed surveys** of the property (no more than 2 years old).
- 2 Copies of Legal Description** (Also, furnish on 3½" computer disk or CD-ROM, if possible)
- Authorization of Owner** (if applicant is other than owner or attorney for owner).
- 10 copies of proposed Written Development Agreement** in Order & Resolution format (also, furnish on 3½" computer disk or CD-ROM).
- 10 copies of Preliminary Plan** (Ref. Section 813.05[B][1] for RPUD; Section 813.05[C][1] for BPUD, IPUD, and MPUD) and **one reduced 8½" X 11" copy**.
- Evidence of Unified Ownership** (Ref. Section 813.01).
- Pre-application Meeting Form**.
- TRS comment Letter**.
- TIA submission** if applicable.
- Volusia County School Board Concurrency Review Letter** if applicable.
- Application Fee**.

APPLICATION DEADLINE

The deadline to submit applications to the Volusia County Growth and Resource Management Department (Building and Zoning) is 12:00 noon, forty-five (45) days prior to the Planning and Land Development Regulation Commission (PLDRC) public hearing.

The Volusia County Growth and Resource Management Department (Building and Zoning) has three (3) working days from the date you submit your application to determine if it is complete and correct. If your application is found to be lacking any of the requested information, or if the data and exhibits are inaccurate, it will not be considered "filed" for the purpose of processing, nor will it be placed on the PLDRC agenda unless a correct application is submitted within 3 working days after the filing deadline date.

PUBLIC NOTIFICATION

1. At least **10 days** prior to the PLDRC public hearing, the applicant shall mail a letter of notification to owners of all property abutting the request site. (This includes property across the street.) Letters are to be sent by **certified mail** and are to contain an explanation of the request; the legal description of the property; and times, dates, and places of the PLDRC public hearing and the County Council public hearing. A sample letter can be obtained from the Volusia County Growth and Resource Management Department (Building and Zoning). The names and addresses of the adjoining property owners are to be obtained from any of the three (3) Volusia County Property Appraiser's Offices: 123 West Indiana Ave., DeLand; 250 North Beach Street, Daytona Beach; or 810-A Commed Boulevard, Orange City. **ADJACENT PROPERTY OWNERS THAT ARE LISTED AS CONFIDENTIAL ON THE CURRENT TAX ROLL MUST BE NOTIFIED BY PROVIDING THE CERTIFIED MAIL TO THE DELAND PROPERTY APPRAISER'S OFFICE.**
2. The applicant shall erect a Public Hearing Notice Poster on the property at least **ten days** prior to the PLDRC hearing. The poster will be furnished by the Volusia County Growth and Resource Management Department (Building and Zoning). The poster shall remain in place until final action has been taken on the request. Maintenance of the poster is the responsibility of the applicant. If for some reason a new poster is required, the Building and Zoning office will furnish it upon request by the applicant.
3. An affidavit certifying compliance with these notification requirements and bearing the notarized signature of the applicant must be submitted to the Volusia County Growth and Resource Management Department (Building and Zoning) at least one week prior to the PLDRC public hearing. A copy of the letter mailed to adjacent property owners and certified mail receipts must accompany the affidavit.
4. For further public notification, the Volusia County Growth and Resource Management Department (Building and Zoning) will prepare a legal advertisement for publication in the local newspaper.

WRITTEN STAFF REPORT

For each application filed, the Volusia County Growth and Resource Management Department (Building and Zoning) will prepare a written report for consideration by the Planning and Land Development Regulation Commission. The report will include comments on Comprehensive Plan consistency, existing land use, zoning, traffic, environment, availability of public services, and will conclude with a recommendation. A copy of this report is forwarded to the applicant no later than seven (7) days prior to the PLDRC Hearing date.

PLANNING AND LAND DEVELOPMENT REGULATION COMMISSION PUBLIC HEARING

The PLDRC is an advisory body consisting of seven (7) members appointed by the Volusia County Council. A public hearing is held the **second Tuesday of every month**, at 9:00 a.m. in the County Council Chambers on the second floor of the Thomas C. Kelly Administration Center, 123 West Indiana Avenue, DeLand. Following the public hearing and discussion of each application, the Commission votes on its recommendation to the County Council. They may accept, modify, return, or seek additional information. An application will not be heard by the PLDRC unless the Public Notification requirements described above have been satisfied.

COUNTY COUNCIL PUBLIC HEARING

ANY NEW INFORMATION TO BE PRESENTED AT THE COUNTY COUNCIL MEETING THAT WAS NOT PREVIOUSLY PRESENTED TO THE PLANNING AND LAND DEVELOPMENT REGULATION COMMISSION FOR ANY APPLICATION WILL BE GROUNDS TO RETURN AN APPLICATION TO THE PLANNING AND LAND DEVELOPMENT REGULATION COMMISSION FOR FURTHER REVIEW. APPLICANTS SHALL INFORM AND PROVIDE STAFF WITH THE NEW INFORMATION PRIOR TO THE COUNCIL MEETING.

The County Council schedules a public hearing on rezoning applications for its second meeting of the month following the PLDRC public hearing. The County Council holds its public hearings at 2:00 p.m. in the County Council Chambers on the second floor of the Thomas C. Kelly Administration Center, 123 West Indiana Avenue, DeLand. At this public hearing, the County Council votes to approve, deny, or continue the application. An application will not be heard by the County Council unless the Public Notification requirements described above have been satisfied.

Revised 05/08



PLANNED UNIT DEVELOPMENT APPLICATION
THE ZONING ORDINANCE OF VOLUSIA COUNTY, FLORIDA

APPLICANT:

Name (PLEASE PRINT) _____ E-Mail Address _____

Street Address _____ Phone _____

City _____ State _____ Zip _____

STATUS:

___ Owner ___ **Agent** for Owner ___ Attorney for Owner ___ Contract Purchaser

OWNER:

Name _____ E-Mail Address _____

Street Address _____ Phone _____

City _____ State _____ Zip _____

Pre-Application Meeting Date: _____.

TRS Meeting: _____.

I. This is a request for change of classification from _____ to _____ PUD on the property described below.

II. If this is a request for an amendment to an existing PUD, complete the following:

NAME OF PUD _____

Total number of proposed dwelling units (if applicable) _____

Total increase/decrease in the number of proposed dwelling units _____

Size of Parcel: _____ Tax Parcel#: _____

Comprehensive Plan Land Use Designation: _____

This property is located on the _____ side of _____ Rd./St./Ave., approximately _____ feet/miles from its intersection with _____ Rd./St./Ave. The property is near _____ in the community of _____, and/or adjacent to the City of _____.

Case No: _____

TO BE SUPPLIED AT TIME OF SUBMISSION:

- Two (2) signed and sealed surveys** of the property (no more than 2 years old).
- 2 Copies of Legal Description** (Also, furnish on 3½" computer disk or CD-ROM, if possible)
- Authorization of Owner** (if applicant is other than owner or attorney for owner).
- 10 copies of proposed Written Development Agreement** in Order & Resolution format (also, furnish on 3½" computer disk or CD-ROM).
- 10 copies of Preliminary Plan** (Ref. Section 813.05[B][1] for RPUD; Section 813.05[C][1] for BPUD, IPUD, and MPUD) and **one reduced 8½" X 11" copy**.
- Evidence of Unified Ownership** (Ref. Section 813.01).
- Pre-application Meeting Form**.
- TRS comment Letter**.
- TIA submission** if applicable.
- Volusia County School Board Concurrency Review Letter** if applicable.
- Application Fee**.

ALL SUBMITTALS MUST BE MADE IN PERSON BY 12:00 NOON ON DEADLINE DATE AND FEES MUST BE PAID BEFORE APPLICATION WILL BE ACCEPTED.

IF THIS APPLICATION IS APPROVED, ALL OTHER COUNTY ORDINANCES SHALL BE COMPLIED WITH AND FEES PAID.

This request will be considered at the Planning and Land Development Regulation Commission (PLDRC) Public Hearing on _____(mo/day/yr), in the County Council Chambers of the Thomas C. Kelly Administration Center, 123 West Indiana Avenue, DeLand, Florida, beginning at 9:00 a.m.

The recommendation of the aforesaid Commission will be considered at the Volusia County Council Public Hearing to be held on _____(mo/day/yr), in the County Council Chambers of the Thomas C. Kelly Administration Center, 123 West Indiana Avenue, DeLand, Florida beginning at 2:00 p.m.

APPLICANT'S RIGHTS FOR APPEAL OR REHEARING AND RES JUDICATA ARE STATED IN SECTIONS 1105.00 OF THE ZONING ORDINANCE 80-8, AS AMENDED.

ANY NEW INFORMATION TO BE PRESENTED AT THE COUNTY COUNCIL MEETING THAT WAS NOT PREVIOUSLY PRESENTED TO THE PLANNING AND LAND DEVELOPMENT REGULATION COMMISSION FOR ANY APPLICATION WILL BE GROUNDS TO RETURN AN APPLICATION TO THE PLANNING AND LAND DEVELOPMENT REGULATION COMMISSION FOR FURTHER REVIEW. APPLICANTS SHALL INFORM AND PROVIDE STAFF WITH THE NEW INFORMATION PRIOR TO THE COUNCIL MEETING.

Signature of Applicant: _____

Signature of Applicant: _____

- - - - - DO NOT WRITE BELOW THIS LINE - - - - -

Date Submitted: _____ Accepted By.: _____

FILING FEE PAID: _____ RECEIPT#: _____ OFFICE: _____

AMANDA ROW ID: _____

CITY NOTIFICATION REQUIRED (1,320 ft.) YES _____ NO _____

NAME OF CITY _____

TRANSPORTATION IMPACT ANALYSIS SUBMISSION CHECKLIST

	DESCRIPTION	INFORMATION INCLUDED			
		YES	NO	N/A	Remarks ¹
TRANSPORTATION IMPACT ANALYSIS REPORT DATA	4 Printed TIA Copies Signed and Sealed by Professional Engineer				
	1 Electronic version of the TIA & all analysis computer files				
	Site Location relative to surrounding roadway network (map)				
	Description of proposed land uses				
	Proposed Build-out schedule				
	Study area boundaries including all Thoroughfare Road segments and intersections within appropriate radius (map)				
	Existing Traffic Volumes				
	Existing roadway segment analysis				
	Existing intersection analysis				
	List scheduled improvements within first three years of County, FDOT, and/or City Capital Improvement Programs				
	Proposed development trip generation/internal capture/pass by capture				
	Proposed development trip distribution and assignment (map)				
	Future Background Traffic Volume Estimates				
	Projected future roadway segment analysis				
	Future Total Peak-Hour(s) Traffic Volume Estimates (Background + Vested + Project Trips)				
	Projected future Peak-Hour(s) roadway intersection analysis including proposed turn lanes and signals				
	Projected Future Roadway Concurrency Analysis				
	Conclusions and Recommended Improvements				
	Site access recommendations				
Concurrency mitigation strategy					
APPENDIX DATA	Methodology Documentation & Conceptual Site Plan				
	Traffic Count Data & Inventory of Existing Road Conditions				
	Confirmation of Scheduled Improvements (Copy of Appropriate CIE)				
	Existing Conditions Analysis Worksheets (HCS Printouts)				
	Background Traffic Growth Worksheets				
	Trip Generation, Internal Capture, Pass-By Capture Worksheets				
	Future Conditions Analysis Worksheets (HCS Printouts)				
	Turn Lanes Analysis Worksheets (Queue Length)				
	Signal Warrant Analysis				
	Multi Way STOP Warrant Analysis				

1 – Remarks: Justify “NO” and “N/A”

Submitted By: _____ Printed Name: _____

Date: _____

REZONING

NOTICE TO ADJOINING PROPERTY OWNERS

Dear _____:

This is to inform you that I have filed an application for a Rezoning, Case Number _____, for a Public Hearing with the Volusia County Planning and Land Development Regulation Commission (PLDRC). This Hearing will be held on Tuesday, _____ (mo/day/yr), commencing at 9:00 a. m. The recommendations of the Commission will be forwarded to the Volusia County Council which will hold a Public Hearing on this application on Thursday, _____ (mo/day/yr). This application will be heard in the County Council Chambers of the Thomas C. Kelly Administration Center, 123 West Indiana Avenue, DeLand, Florida, commencing at 2:00 p.m., or as soon thereafter as the matter may be heard.

I am requesting this Public Hearing for the purpose of rezoning *from* the _____
_____ zoning classification(s)
to the _____ zoning classification(s).

All interested parties may appear at these hearings to hear this request.

The legal description of my property is as follows:

The size of the property is +/- _____ square feet/acres.

The property is located at _____

Appeals and Rehearing and Administrative Res Judicata are stated in Sections 1002.00, 1004.00, and 1005.00 of the Zoning Ordinance No. 80-8, as amended.

APPLICANT NAME: _____
(Signature)

(Print Name)

ADDRESS: _____

PARCEL NUMBER(S): _____

PHONE: Area Code () _____

For more information, contact the Building and Zoning Division in DeLand at (386) 943-7059; from the Daytona/Ormond Beach area at 248-8115; and from the New Smyrna Beach/Oak Hill area at 424-6815, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Name	Tax Parcel # (12 digits)	Certified Mail Receipt Number

(Use additional pages if necessary)

Our policy is to recommend that cases be continued as a matter of course by the PLDRRC unless an Affidavit of Compliance has been submitted one week before the PLDRRC meeting in order to be heard on the scheduled date.

ADJACENT PROPERTY OWNERS THAT ARE LISTED AS CONFIDENTIAL ON THE CURRENT TAX ROLL MUST BE NOTIFIED BY PROVIDING THE CERTIFIED MAIL TO THE DELAND PROPERTY APPRAISER'S OFFICE.

Case Number _____ Hearing Date _____

Typed or Printed Name _____

Signature _____

Address _____

Parcel Number(s) _____

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ (Date) by _____ (Name of Person), who has produced _____ (Type of Identification) as identification and who did not take an oath.

 NOTARY PUBLIC, STATE OF FLORIDA
 Type or Print Name:

 Commission No.: _____
 My Commission Expires: _____

MAILING ADDRESS:
 County of Volusia
 Building & Zoning Division
 Room 205
 123 West Indiana Avenue
 DeLand, Florida 32720