



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:
Address:
City/State/Zip:
Phone: Fax:
E-Mail Address:
Contact Person:

Name:
Address:
City/State/Zip:
Phone: Fax:
E-Mail Address:
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.