



**Building and Zoning Division  
COUNTY OF VOLUSIA  
PRE- APPLICATION MEETING FORM**

You must set up a pre-application meeting with a planner before submitting your application. Please call 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.

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 Required/Recommended Pre-Application Materials. Once completed, you may send this form by mail or fax to the Zoning Activity, or submit the information by phone or in person. 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 \_\_\_\_\_.

**PROJECT INFORMATION**

Tax parcel number(s): \_\_\_\_\_  
Address of parcel: \_\_\_\_\_  
Size of parcel: \_\_\_\_\_ Existing zoning: \_\_\_\_\_  
Future Land Use: \_\_\_\_\_  
Existing Use of Property: \_\_\_\_\_

You are required/recommended to submit the following with this form:

- Copy of 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
- Copy of a site plan to scale (for Special Exceptions & Variances)
- Written description of the request

STAFF USE ONLY

Planner's Comments/Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Submitted: \_\_\_\_\_ Taken By: \_\_\_\_\_ Time: \_\_\_\_\_ a.m./p.m.

# 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 on line at [www.volusia.org](http://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 (furnished on 3½" computer disk, if possible)
- Authorization of Owner (if applicant is other than owner or attorney for owner).
- Pre-application Meeting Form.
- 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.
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 Meeting Room 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**

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 10:00 a.m. in the County Council Meeting Room 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 7/03*



REZONING APPLICATION
THE ZONING ORDINANCE OF VOLUSIA COUNTY, FLORIDA

PLEASE PRINT OR TYPE

Pre-Application Meeting Date: \_\_\_\_\_.

APPLICANT:

Name \_\_\_\_\_ E-Mail Address \_\_\_\_\_
Street Address \_\_\_\_\_ Phone \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

STATUS:

\_\_\_ Owner \_\_\_ Agent for Owner \_\_\_ Attorney for Owner \_\_\_ Contract Purchaser

OWNER:

Name \_\_\_\_\_
Street Address \_\_\_\_\_ Phone \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

This is a request for change of classification from (Current Zoning) \_\_\_\_\_ to (Request) \_\_\_\_\_ on the property described below. The Comprehensive Plan Land Use Designation is \_\_\_\_\_.

Size of Parcel \_\_\_\_\_ Tax Parcel #: \_\_\_\_\_

This property is located on the \_\_\_\_\_ side of \_\_\_\_\_ Rd./St./Ave., approximately \_\_\_\_\_ ft./mi. N-S-E-W from its intersection with \_\_\_\_\_ Rd./St./Ave. The property is near \_\_\_\_\_ in the community of \_\_\_\_\_, and/or adjacent to the City of \_\_\_\_\_.

Circle applicable Utility: Private Septic/Well Central Sewer/Water by: \_\_\_\_\_ Other: \_\_\_\_\_

APPLICATION WILL NOT BE ACCEPTED UNLESS ALL OF THE FOLLOWING ARE ATTACHED:

- Two (2) signed and sealed surveys of the property (no more than 2 years old).
2 Copies of Legal Description (furnished on 3 1/2" computer disk, if possible)
Authorization of Owner (if applicant is other than owner or attorney for owner).
Pre-application Meeting Form.
Application Fee.

Case # \_\_\_\_\_

**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 held on \_\_\_\_\_(mo/day/yr), in the County Council Meeting Room 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 held on \_\_\_\_\_(mo/day/yr), in the County Council Meeting Room of the Thomas C. Kelly Administration Center, 123 West Indiana Avenue, DeLand, Florida beginning at 10:00 a.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.**

Signature of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

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

Date Submitted: \_\_\_\_\_ Accepted By.: \_\_\_\_\_

FILING FEE PAID: \_\_\_\_\_ RECEIPT#: \_\_\_\_\_ OFFICE: \_\_\_\_\_

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

NAME OF CITY \_\_\_\_\_

**NOTARIZED AUTHORIZATION OF OWNER**

I/We, \_\_\_\_\_,  
(owners name)  
as the sole or joint fee simple title holder(s) of the property described as: \_\_\_\_\_

\_\_\_\_\_  
(legal description or parcel number)  
authorize \_\_\_\_\_ to act as my agent  
(applicants name)  
to seek \_\_\_\_\_ on the above property.  
(special exception, rezoning, or variance)

My application will be heard at a public hearing on \_\_\_\_\_(mo/day/yr) before  
the Planning and Land Development Regulation Commission (PLDRC) and on  
\_\_\_\_\_(mo/day/yr) before the Volusia County Council (if applicable), unless  
continued or rescheduled at the public hearing.

\_\_\_\_\_  
OWNER'S SIGNATURE

\_\_\_\_\_  
OWNER'S SIGNATURE

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_  
(date)  
by \_\_\_\_\_, who is personally  
(name of person acknowledging)  
known to me or who has produced \_\_\_\_\_ as  
(type of identification)  
identification and who did not take an oath.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF FLORIDA

Type or Print Name:

\_\_\_\_\_  
Commission No.: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

# 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 Meeting Room of the Thomas C. Kelly Administration Center, 123 West Indiana Avenue, DeLand, Florida, commencing at 10:00 a.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:

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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: \_\_\_\_\_  
\_\_\_\_\_

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 PLDRC unless an Affidavit of Compliance has been submitted one week before the PLDRC meeting in order to be heard on the scheduled date.

Case Number \_\_\_\_\_ Hearing Date \_\_\_\_\_

Typed or Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

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 32720-4604