

REZONING APPLICATION
THE ZONING ORDINANCE OF VOLUSIA COUNTY, FLORIDA

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

Tax Parcel#: _____ Size of Parcel: _____

Comprehensive Plan Land Use Designation: _____

Circle Applicable Utility:

Private Septic and/or Well Central Sewer and/or Water (By Whom) _____ Other _____

This property is located on the _____ side of _____ Road, approximately _____ feet/miles from its intersection with _____ Road.

The property is near _____ in the community of _____.

Applicant's Name: _____

Address: _____ Phone: (_____) _____
Street

City State Zip Code

Status: _____ Owner _____ Attorney for Owner
 _____ Agent for Owner _____ Contract Purchaser

Owner's Name: _____

Address: _____ Phone: (_____) _____
Street

City State Zip Code

★ ★ ★ ★ ★ ★ ★

- TO BE SUPPLIED AT TIME OF SUBMISSION:**
G 2 Surveys of Property (No older than 2 years).
G 2 Copies of Legal Description (Also, furnish on 3½" computer diskette, if possible).
G Authorization of Owner (if applicant is other than owner or attorney for owner).
G Application Fee

Case No: _____

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 Public Hearing on _____, 19____, 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 to be held on _____, 19____, 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 SECTION 1105.00 OF THE ZONING ORDINANCE 80-8, AS AMENDED.

EX-PARTE CONTACTS MUST BE CONSISTENT WITH ORDINANCE 95-36

Signature of
Applicant: _____

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

Date Submitted: _____ Ind. Accepting
App.: _____

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

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

NAME OF CITY

NOTARIZED AUTHORIZATION OF OWNER

I/We _____, as the sole or joint fee
(owner's name)

simple title holder(s) of the property described as: _____

(legal description or parcel number)

authorize _____ to act as my agent to seek a
(applicant's name)

_____ on the above referenced property.
(special exception, rezoning, or variance)

My application will be heard at a public hearing on _____, 19____, before
the Planning and Land Development Regulation Commission and on _____,
19____, 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 _____ (name of person
acknowledging), who is personally known to me or who has produced
_____ (type of ID) as identification and who did not
take an oath.

NOTARY PUBLIC - STATE OF FLORIDA

NAME OF NOTARY - TYPED OR PRINTED

COMMISSION # _____

REZONING PROCESS

APPLICATION PROCEDURE

Applications for rezonings may be obtained from the Growth Management Services Group, 123 West Indiana Avenue, DeLand or 250 North Beach Street, Daytona Beach.

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 size of property.

NOTE: ITEMS 4 AND 5 CAN BE OBTAINED FROM THE VOLUSIA COUNTY PROPERTY APPRAISER'S OFFICE, 123 W. INDIANA AVENUE, DELAND OR 250 NORTH BEACH STREET, DAYTONA BEACH.

- 6. General location of the site.

ADDITIONAL REQUIREMENTS - CHECKLIST

The completed application must be returned in person to the Growth Management Services Group.

- 1. The application fee.
- 2. A notarized authorization form from the owner or an attorney representing the owner.
- 3. Two (2) copies of the legal description.
- 4. Two (2) current (no older than two years) surveys of the property prepared by a Florida Registered Land Surveyor.
- 5. Comprehensive Plan Land Use Designation.

APPLICATION DEADLINE

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

The Growth Management Services Group has seven (7) 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 7 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 Growth Management Services Group. The names and addresses of the adjoining property owners are to be obtained from the Volusia County Property Appraiser's Office, 123 West Indiana Avenue, DeLand or 250 North Beach Street, Daytona Beach.
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 Growth Management Services Group. 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 Growth Management Services Group 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 Growth Management Services Group 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 Growth Management Services Group will prepare a legal advertisement for publication in the local newspaper.

WRITTEN STAFF REPORT

The Growth Management Services Group will prepare on each application 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 approximately 10 days prior to the PLDRC Hearing.

PLANNING AND LAND DEVELOPMENT REGULATION COMMISSION PUBLIC HEARING

The PLDRC is a recommendatory body consisting of nine (9) 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 of the Thomas C. Kelly Administration Center, 123 West Indiana Avenue, DeLand. Following the public hearing and discussion of each application, the Commission votes to recommend to the County Council.

PLANNING AND LAND DEVELOPMENT REGULATION COMMISSION REPORT

Using the minutes of the PLDRC, a report is written including the Commission's recommendation and the reasons for recommendation. A copy of the original staff report and a copy of the minutes of the public hearing are attached along with appropriate maps, submitted site plan and a copy of the advertised legals. The report is then forwarded to the Volusia County Council.

COUNTY COUNCIL PUBLIC HEARING

The County Council schedules a public hearing on rezoning applications on the **third Thursday 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, Thomas C. Kelly Administration Center, 123 West Indiana Avenue, DeLand. The County Council votes at this public hearing to approve, deny, or continue the application. An application will not be heard by the County Council unless the Public Notification requirements described on Page 5 have been satisfied.