Print Form

PRE- APPLICATION MEETING FORM

GROWTH AND RESOURCE MANAGEMENT DEPARTMENT
PLANNING AND DEVELOPMENT SERVICES DIVISION
123 W. Indiana Avenue, Room 202 DeLand, FL 32720
Telephone: (386) 736-5959 Fax: (386) 626-6570
planning@volusia.org

Complete the following information, and attach additional information and/or plans as needed.
This information will be used by staff for initial research of your proposed activity.

APPLICANT/OWNER/AGENT:

Name: _____ ☐ Applicant ☐ Owner ☐ Agent
Address: _____ Phone: _____
City/State/Zip: _____ Email: _____

Name: _____ ☐ Applicant ☐ Owner ☐ Agent
Address: _____ Phone: _____
City/State/Zip: _____ Email: _____

Name: _____ ☐ Applicant ☐ Owner ☐ Agent
Address: _____ Phone: _____
City/State/Zip: _____ Email: _____

PROPERTY INFORMATION:

Tax Parcel Number(s): _____
Address: _____ Adjacent City/Community: _____
Total Acres/Sq. Ft.: _____ Existing Zoning: _____ Existing Future Land Use: _____
Existing Use of Property: _____
Utility Provider: _____ and/or ☐ WELL and/or ☐ SEPTIC

PROPOSED PROJECT INFORMATION: What type of application(s) will be needed? (Check all that apply.)

☐ Future land Use Amendment: From _____ To _____
☐ Rezoning: From _____ To _____
☐ Planned Unit Development (PUD): Describe uses _____
☐ Major/Minor Amendment to PUD: Name of PUD _____
Describe proposed amendment _____
☐ Special Exception: For a _____ in _____ zoning classification
☐ Variance: To _____
Reason for variance _____
☐ Administrative (660') Boundary Adjustment

It is recommended to submit the following with this form:

- A signed and sealed survey of the property (should be no more than 2 years old).
- A site plan to scale (for Special Exceptions and Variances).
- A written description of the request.

**********STAFF USE ONLY**********

STAFF COMMENTS/NOTES:

Meeting Date: _____

Staff: _____

☐ Public Notice Requirements

☐ Submittal Matrix Provided

HISTORY/BACKGROUND:

Code Violations?	
Nonconforming Lot Letter Required?	
Unrecorded Subdivision?	
Lot Combination Required?	
EMD Required?	
Located within?	☐ NRMA ☐ ECO ☐ Local Plan: ☐ Rural Community: ☐ Rural Recreation Area:
Flood Zone?	
Wetlands?	
Previous Zoning Case?	
Previous FLU Amendment Case?	
Previous Variance Case?	
Is Variance After the Fact?	
Is the project Affordable Housing?	☐ Provide Community Assistance contact Information ☐ Request Housing Certification
Other?	

PLANNER NOTES:

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