



**COUNTY OF VOLUSIA  
LAND DEVELOPMENT DIVISION  
LAND DEVELOPMENT CODE OF VOLUSIA COUNTY, FLORIDA  
FINAL SITE PLAN APPLICATION CHECKLIST AND PROCEDURES**

Thomas C. Kelly Administration Center, County of Volusia, Land Development Division  
123 W. Indiana Avenue, Room 202, DeLand, Florida 32720-4604

DeLand 386-736-5942, Daytona Beach 386-248-8157, New Smyrna Beach 386-423-3872

**DIVISION 3 - FINAL SITE PLAN DEVELOPMENT ORDER**

All applications shall be submitted to Land Development. No application will be accepted unless all fees have been paid and all exhibits and plans, as required below, have been supplied. A determination of acceptance or rejection of the application will be made within three (3) working days after filing. Applications heard by the Development Review Committee (DRC) will be considered in accordance with a schedule adopted by the DRC. A notice of the time, date and place of the meeting will be sent to the applicant.

All developers seeking a Final Site Plan Development order (FSP) shall first submit a Conceptual Site Plan (CPN) application to Land Development.

**Section 72-577(c)(1) - Conceptual Site Plan Review. (CPN)**

For a CPN review, submit an application with a letter responding to comments received from Staff Review, if appropriate, one (1) signed and sealed paper copy and one (1) PDF copy on disk of the following exhibits:

- a. Statement of ownership of the proposed development, and the names, addresses and telephone numbers of the developer and any project engineers, architects or planners.
- b. Legal description.
- c. Current zoning classification(s).
- d. Schematic representation of proposed use including building size, shape and location on the site.
- e. Schematic representation of vehicular circulation within the site, including driveways, parking areas and loading areas.
- f. Schematic representation of points of connection to the public right-of-way.
- g. Statement as to how sanitary sewer and potable water will be provided.
- h. Concurrency Certificate of Capacity/Inquiry application and worksheet; and/or, Non-Concurrency Affidavit.

Note: In lieu of submitting one (1) PDF copy of the above exhibits, the information may be submitted through Connect Live at:

<https://growthmgmt.vcgov.org/PublicPortal/Volusia/common/index.jsp>

A CPN shall be considered by the Land Development Manager (LDM). The LDM will notify the applicant of the results of his/her determination within three (3) working days of the acceptance of the application. A Final Site Plan (FSP) application may be submitted as the next step. The FSP must be consistent with the approved CPN.

For the purposes of Concurrency Testing, a CPN is also defined as a Preliminary Development Order pursuant to Section 72-1007(1)(b) of the Land Development Code of Volusia County, Florida. The developer must submit a Non-Concurrency Affidavit to defer any Concurrency determination until the Final Development Order application.

### **Section 72-577(c)(2) - Final Site Plan Review. (FSP)**

For a FSP review, submit an application with a letter addressing all CPN review comments and one (1) signed and sealed paper copy and one (1) PDF copy on disk of the following exhibits:

A FSP shall be drawn to a scale of no smaller than 1"=50'.

- a. Statement of ownership of the proposed development, and the names, addresses and telephone numbers of the developer and any project engineers, architects, or planners.
- b. Legal description.
- c. Current zoning classification(s).
- d. Vicinity map at a scale of 1"=2000' with sufficient information to locate the property in the field.
- e. A survey of the subject property, prepared by a registered surveyor, showing the boundaries of the project, and any existing streets, buildings, watercourses, easements, and section lines.
- f. Flood prone areas.
- g. Water bodies or courses.
- h. Swamp or wetland areas.
- i. A signed and sealed site plan containing the title of the project, its date, scale, and a north arrow and illustrating the location of all proposed buildings and structures, access and traffic flow, off-street parking and off-street loading areas, recreational facilities, landscaped and buffer areas, refuse collection areas, proposed utilities and existing and proposed topography at one-foot contour intervals
- j. Total acreage, project density, and the percentages of total acreage for each permitted use, for building coverage and for impervious surface coverage.
- k. Statement of the proposed number of off-street parking and loading spaces and how that number was calculated.
- l. Statement of the proposed arrangements for the maintenance of common open space areas and facilities.
- m. Location and height of all structures and total floor area with dimensions to lot lines, and designation of use.
- n. Building separations.

- o. Vehicular circulation system for bicycles, cars and other required vehicle types, with indication of connection to adjacent streets.
- p. All adjacent rights-of-way, with indication of centerline and width, paving width, existing median cuts, driveways and intersections, street light poles and power company facilities.
- q. Pedestrian circulation system.
- r. Provider of water and sewerage facilities.
- s. Existing and proposed fire hydrant locations and water main sizes.
- t. Direction of drainage flows and nature of retention facilities, if any.
- u. Indication of existing native vegetation that will be preserved. A tree survey to scale no greater than one (1)-inch equals fifty (50) feet which identifies trees by location, common name and DBH. The tree survey should be overlaid on the site development plan unless, in the judgment of the LDM, the plans are illegible when combined.
- v. Identify known wildlife corridors for federal and state endangered species, threatened species, or species of special concern.
- w. Identify known plants and animals which inhabit the site that are listed as federal and state endangered species, threatened species, or species of special concern.
- x. Identify known historic and archaeological sites.
- y. Tentative construction schedule for the proposed development, including, if applicable, a tentative schedule for phasing construction, the date potable water facilities are needed to serve the proposed development and a commitment from the appropriate potable water provider, if other than the County of Volusia, demonstrating that adequate capacity shall be available to service the proposed development at the time of impact as provided in division 14; provided, however, the level of service standards described in division 14 shall be adhered to by any potable water facility provider.
- z. The date sanitary sewer facilities are needed to service the proposed development and a demonstration and commitment from the appropriate sanitary sewer system provider, if other than the County of Volusia, that adequate capacity shall be available to service the proposed development at the time of impact as provided in Division 14; provided, however, the level of service standards described in Division 14 shall be adhered to by any sanitary sewer provider.
- aa. Location of solid waste disposal system and provisions for accessibility to refuse collection and recycling trucks.
- bb. Off-street parking, loading, bicycle parking, and mass transit loading (bus stop) areas and provisions for accessibility to vehicles of the required type.
- cc. Areas for emergency vehicles and fire engines, and provisions for accessibility to vehicles of the required type.
- dd. Design of all paved areas including dimensions, radii and elevations, as well as plans for traffic control signs and pavement markings.
- ee. Location of all drainage features, and retention areas, if any. Lowest floor elevation of proposed buildings.
- ff. Plans and specifications required pursuant to all applicable Divisions of the Land Development Code of Volusia County, Florida (Divisions 4 through 13).
- gg. Computation of pervious and impervious area, in square footage and percentage.
- hh. Building floor areas, elevations, sizes, types and typical floor plans.

- ii. Plans for signs which at a minimum shall include location, size and setbacks.
- jj. A landscaping plan signed and sealed by a landscape architect meeting the requirements of subsection 72-284(3) of the Zoning Ordinance.
- kk. Location and plans for any outside storage areas.
- ll. Any additional information deemed necessary by any reviewing department or agency, or deemed appropriate by the developer.
- mm. If the FSP was prepared on an appropriate CAD system, the applicant shall provide such computer disks to the LDM.
- nn. Environmental Impact Analysis in accordance with subsection 72-505(i), if applicable.
- oo. Concurrency Certificate of Capacity

Note: In lieu of submitting one (1) PDF copy of the above exhibits, the information may be submitted through Connect Live at:

<https://growthmgmt.vcgov.org/PublicPortal/Volusia/common/index.jsp>

A FSP, may be considered and approved by the DRC at a scheduled meeting. However, if the development is not within a flood prone area and, is for fewer than twenty (20) dwelling units or less than twenty thousand (20,000) gross square feet of non-residential floor area, the LDM may distribute the application for Staff Review and waive the requirement that the application be discussed at a meeting of the DRC. The LDM will compile the staff recommendations and notify the applicant that the application is approved, approved with conditions, or denied. A revised application may have to be submitted in order to resolve the conditions. If the applicant is aggrieved by the determination of the LDM, he/she may request a further determination by the DRC at one of their scheduled meetings.

If the development exceeds the thresholds stated above, the application will be heard by the DRC at a scheduled meeting. The applicant or his/her representative must be present at the meeting. Written comments and recommendations concerning the FSP will be given to the applicant at or before the meeting, as available.

The DRC will approve, approve with conditions, continue, or deny the FSP application. Revised plans may be required in order to resolve any conditions prior to issuance of the FSP Development Order. **Any revised plans must include a revision date on the plans.**

For the purposes of Concurrency Testing, a FSP is also defined as a Final Development Order pursuant to Section 72-1007(2) of the Land Development Code of Volusia County, Florida. The developer must apply for a Concurrency Certificate of Capacity at the time of submittal of the FSP. The Concurrency determination will be made by the DRC concurrently with the FSP review.

Upon issuance of the FSP Development Order and the Concurrency Certificate of Capacity, the developer may apply for a Building Permit. If the FSP was prepared on a CAD system, a diskette containing the final version of the FSP shall be submitted to the LDM prior to issuance of the Building Permit. All construction shall be consistent with the approved FSP Development Order and Concurrency Certificate of Capacity. The FSP Development Order is valid for a period of 24 months from the date of issuance during which time construction must commence and be continuing in good faith to completion in order to avoid expiration of the FSP Development Order. If construction has not commenced or continued in good faith, the developer may request, during the last three (3) months of the valid period of the FSP Development Order, an extension of that development order. No construction may commence or continue except during the valid period of an FSP Development Order.