



## Plan Review Application for Commercial properties Beach and Dune Permit, Volusia County, Florida

Requests may be submitted through [Connect Live](#).

**Alternatively, the completed application and required submission documents may be submitted in person or mailed to: County of Volusia, Growth & Resource Management Department, Land Development, 123 W. Indiana Avenue, Room 202, DeLand, Florida 32720**

### Type of Application

- SP- Sand Placement only
- DR- Dune restoration (sand placement and native planting only)
- Armoring- Seawall, rock revetment (or repair more than 50% of existing armoring structure)
- Beach and Dune Walkover (new or repair more than 50% of existing structure)
- Combo (3 of the above)

*Please note: Installation of sand fencing, native dune plants and trimming of state protected vegetation species will not require a Beach and Dunes permit but will require a FDEP Field Permit. Notification of such projects should be made to VCEM by calling (386) 238-4668 or 238-4716 prior to project start date so that local departments can be advised that projects will be occurring along the beach.*

**Required submission documents may be accepted in person or mailed: [One standard paper size [8.5X11]; or one architectural paper size [24-inchX36-inch]; and PDF copy on disk]**

**NON-REFUNDABLE APPLICATION FEES DUE AT TIME OF SUBMITTAL**

### Site Plans

- Signed & sealed folded site plans with cross sections showing all proposed work, including a signed & sealed boundary survey (less than 5 years old), landscape and irrigation plans and any other items proposed on or adjacent to the beach.
- Dune restoration and maintenance plan, if applicable, showing plant species, sizes and spacing and irrigation plan.
- Identification of proposed beach access points including all vehicular equipment to be used for construction activities or a statement indicating no vehicular access is needed.
- A written safety plan for public safety if vehicular equipment is to be used on the beach.
- Cost estimate for the construction of the entire project, including any planting and dune restoration.
- If the applicant proposes to make a donation to the Dune Restoration Fund in lieu of creating a dune restoration project please indicate this in a cover letter upon submittal.
- Biological Report including gopher tortoise burrow locations, when applicable.
- Copy of all other federal, state, and regional permits and/or applications and conditions issued for proposed project (i.e., Joint Coastal Permit, CCCL Permit, local building permit).
- Other information which the VCEM may reasonably require to determine whether to approve the permit.

### Final As-built Plan [FABP]

Cover letter addressing any outstanding comments must be submitted with items below:

- Plan sheets in the same format as described above.

**For staff use only**

Project Name:

PMT#

Project Number:

RSN:

**Project Information**

Project Name:

Tax Parcel Numbers:

**Property Owner Information**

Name:

Company:

Address:

City:  State:  Zip Code:

Phone:  Fax:  E-Mail:

**Engineer Information**

Name:

Company:

Address:

City:  State:  Zip Code:

Phone:  Fax:  E-Mail:

**Surveyor Information**

Name:

Company:

Address:

City:  State:  Zip Code:

Phone:  Fax:  E-Mail:

**Landscape Architect Information**

Name:

Company:

**For staff use only**

Project Name:

PMT#

Project Number:

RSN:

Address:

City:  State:  Zip Code:

Phone:  Fax:  E-Mail:

***By signing below, you acknowledge the requirement for the complete application submission and all [review fees](#).***

**Applicant Signature:**  **Date:**

**If you are not the property owner or the designated authorized agent, you must have the owner complete the attached "Notarized Authorization of Owner".**

Project Name:

PMT#

Project Number:

RSN:



## Environmental Management, Volusia County, Florida

### Notarized Authorization of Owner

I/We, , as the sole or joint fee simple title holder(s) of the property described as [Tax Parcel Number and/or legal description]:

hereby designate and authorize  to act as my authorized agent for the filing of a  application on the above- referenced property.

Owner's Signature

Date

Owner's Printed Name

**STATE OF FLORIDA, COUNTY OF**

The foregoing instrument was acknowledged before me, an officer duly authorized in the State of Florida to take acknowledgements, personally appeared on this date , who is personally known to me or who has produced  as identification and who executed the foregoing instrument and did not take an oath.

Signature of Notary Public

Type or Print Name of Notary Public

Commission No.:

My Commission Expires: