

**COUNTY OF VOLUSIA
LAND DEVELOPMENT OFFICE
APPLICATION FOR SUBDIVISION EXEMPTION REVIEW**



Mail or hand deliver the completed application to:
Thomas C. Kelly Administration Center, County of Volusia, Land Development Office
123 W. Indiana Avenue, Room 202, DeLand, Florida 32720-4604
DeLand 386-736-5942 Fax 386-740-5136

E-mail: landdevelopment@volusia.org

Note: In lieu of completing this application, the information may be submitted through Connect Live at <https://connectlivepermits.org/PublicPortal/Volusia/common/index.jsp>

TYPE OF APPLICATION

- Section 72-537(a)(4) LOT COMBINATION - to combine lots for a unified building site
- Section 72-537(a)(6) ADJUSTMENT OF LOTS - to move an existing lot line
- Section 72-537(a)(5) VESTED RIGHTS - **OR** - Section 72-537(a)(7),(8), and (9) PREVIOUS REGULATIONS
- TAX COMBINATION

If the combination/adjustment is between two or more property owners, then the proper conveyances must be recorded in the public records prior to final approval.

PROJECT INFORMATION

TAX PARCEL NUMBER(S):

BUILDING PERMIT NUMBER:

HAS BEEN SUBMITTED (if applicable)

PROPERTY TAX INFORMATION

Pursuant to Section 197.192 of the Florida Statutes, Staff will verify that there are no delinquent or unpaid taxes against or due on the lands described in the above Tax Parcel Number(s), prior to final approval.

APPLICANT INFORMATION

NAME:

COMPANY:

ADDRESS:

CITY:

STATE:

ZIP CODE:

PHONE:

EXT:

EMAIL:

OWNER INFORMATION			
NAME:	<input style="width: 100%;" type="text"/>		
COMPANY:	<input style="width: 100%;" type="text"/>		
ADDRESS:	<input style="width: 100%;" type="text"/>		
CITY:	<input style="width: 25%;" type="text"/>	STATE:	<input style="width: 20%;" type="text"/>
		ZIP CODE:	<input style="width: 15%;" type="text"/>
PHONE:	<input style="width: 15%;" type="text"/>	EXT:	<input style="width: 10%;" type="text"/>
		EMAIL:	<input style="width: 25%;" type="text"/>

SUBMITTAL REQUIREMENTS:

One original hard copy is required for each of the following plans/documents:

- Completed Application
- Authorization of Owner (if the applicant is not the owner)
- A boundary survey, depicting all improvements, encumbrances, and proposed lot lines (if applicable)
- Legal description of parent parcel and of proposed new parcels

Environmental permitting may require a wetland delineation if proposed lot lines impact wetland areas.

NOTE: All current and delinquent taxes must be paid prior to final approval. If the application is submitted after November 1, the taxes for the current year must be paid.

NOTE: Prior to submitting this application, it is advised that you contact the Health Department for information on well and/or septic tank permitting requirements.

BY SIGNING BELOW, YOU ACKNOWLEDGE THE REQUIREMENT FOR THE COMPLETE APPLICATION SUBMISSION AND ALL FEES TO BE RECEIVED IN THIS OFFICE. APPLICATIONS DETERMINED TO BE INCOMPLETE MAY BE RETURNED TO THE APPLICANT PRIOR TO ACCEPTANCE, OR FINAL APPROVAL MAY BE DELAYED. COUNTY STAFF IS HEREBY GRANTED ACCESS TO THE PROPERTY FOR INSPECTION AND REVIEW PURPOSES.

APPLICANT SIGNATURE: _____ DATE: _____

If you are not the property owner, you must have the owner complete the attached "Owner Authorization Form"

NOTARIZED AUTHORIZATION OF OWNER



I/We, (PRINT OWNER'S NAME)

as the sole or joint fee simple title holders(s) of the property described (or referenced) as: (TAX PARCEL NUMBER(S))

authorize (PRINT AGENT'S NAME)

to act as my agent

to seek (TYPE OF APPLICATION)

on the above property

OWNER'S SIGNATURE

OWNER'S SIGNATURE

DATE

DATE

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20 _____
(DATE)

by _____, who is/are personally
(OWNER(S))

known to me or who has/have produced _____ as
identification and who did not take an oath. (TYPE OF IDENTIFICATION)

NOTARY PUBLIC, STATE OF _____

Type or Print Name:

Commission No.: _____

My Commission Expires: _____