



**Volusia County
FLORIDA
Plan Review Application
Land Development, 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, Planning & Development Services, 123 W. Indiana Avenue, Room 202, DeLand, Florida 32720

Type of Application

- ODP - Overall Development Plan
- PPL - Preliminary Plat & Construction Plan (ODP Development Order is required to submit PPL)
- FPL - Final Plat (PPL Development Order is required to submit FPL)
- CPN - Conceptual Site Plan
- FSP - Final Site Plan (CPN Response Letter is required to submit FSP)

Project Information

Project Name:

Tax Parcel Numbers:

Intended Use:

Zoning Classification: Future Land Use Designation:

Parcel Size:

Water Utility Provider: Sewer Utility Provider:

Subdivision Information

Number of Lots: Number of Dwelling Units:

Project Density: Minimum Proposed Lot Area:

Minimum Proposed Lot Width:

Commercial Site Plan Information

Building Square Footage: Existing: Proposed:

Impervious Area Square Footage: Existing: Proposed:

Number of Structures: Number of Parking Spaces:

For staff use only [Revised 12/13/21]

RSN:

Property Owner Information

Name:

Company:

Address:

City: State: Zip Code:

Phone: Fax: E-Mail:

Applicant Information

Name:

Company:

Address:

City: State: Zip Code:

Phone: Fax: E-Mail:

Developer Information

Name:

Company:

Address:

City: State: Zip Code:

Phone: Fax: E-Mail:

Engineering 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:

Address:

City: State: Zip Code:

Phone: Fax: E-Mail:

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]

Overall Development Plan [ODP]

- Signed & sealed folded civil plans meeting the requirements of [Section 72-538](#)
- Non-Concurrency Affidavit, if more than one lot
- Concurrency Certification of Capacity Application, for one lot only
- Boundary survey, no more than 2 years old, signed and sealed by a Florida licensed surveyor
- Biological report, including a wetland delineation, when applicable
- Environmental Impact Assessment (EIA) if the project is within the Natural Resource Management Area (NRMA)
- Tree Survey, for all specimen and historic trees (at minimum)
- Specimen tree calculations
- Review Fee(s)

Conceptual Plan [CPN]

- Signed & sealed folded architectural plans meeting the requirements of [Section 72-577 \(c\)\(1\)](#), with proposed structures, vehicle circulation & parking depicted
- Non-Concurrency Affidavit
- Review Fee(s)

Preliminary Plat [PPL]/Final Site Plan [FSP]

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

- Signed & sealed folded architectural plans meeting the requirements of [Section 72-540](#) and plat sheets in the same format required by [Chapter 177 Florida Statutes](#) [PPL]/[Section 72-577 \(c\)\(2\)](#) [FSP], including a signed & sealed boundary survey, landscape and irrigation plans and any other required items per their respective checklist
- Tree preservation plan and tree removal/replacement plan and calculations
- Concurrency Certificate of Capacity Application

- Tree Survey, as required by Environmental Permitting
- CAD files of all plat sheets [PPL]
- Stormwater Calculations
- Title Opinion/Declaration of Covenants and Restrictions, when applicable [PPL]
- Biological Report including wetland delineation, when applicable
- Traffic Impact Analysis, when applicable
- Review Fee(s)
- Environmental Impact Assessment (EIA) if the project is within the Natural Resource Management Area (NRMA)

Final Plat [FPL]

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

- Plat sheets in the same format meeting the requirements of [Section 72-541](#) and [Chapter 177 Florida Statutes](#).
- Title Opinion/Declaration of Covenants and Restrictions, when applicable
- Review Fee(s)
- New CAD files of all plat sheets [PPL]

By signing below, you acknowledge the requirement for the complete application submission and all [review fees](#) to be received in this office no later than 12:00 noon on the applicable posted [submission deadline date](#).

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".

For staff use only

RSN:



Land Development, Volusia County, Florida

Notarized Authorization of Owner

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

[redacted],

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

[redacted]

Owner's Signature

[redacted]

Owner's Printed Name

[redacted]

Date

STATE OF FLORIDA, COUNTY OF [redacted]

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

[redacted]

Signature of Notary Public

[redacted]

Type or Print Name of Notary Public

Commission No.: [redacted]

My Commission Expires: [redacted]

For staff use only

RSN: