



The Department of Planning, Zoning and Development Comprehensive Plan/Land Use Amendment Application

Prior to submitting your application, you must set up and have a pre-application meeting.

Plan amendments for parcels of real property within the City of DeBary may be initiated by property owners or by agents of property owners by written consent of the property owner. Plan amendments not associated with specific parcels, where text changes to a comprehensive plan element or elements are requested, or where a change stands to affect large areas of the city, may be initiated by any interested party, including the Planning and Zoning Commission and City Council.

Please attach additional sheets or plans as needed.

TYPE OF APPLICATION: (Check one)

SMALL SCALE MAP AMENDMENT

LARGE SCALE AMENDMENT *

*(includes text amendments and land area greater than 10 acres)

APPLICANT

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

E-Mail Address: _____

Contact Person: _____

OWNER

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

E-Mail Address: _____

Contact Person: _____

Applicant is: Owner Attorney for Owner Agent for Owner Contract Purchaser

Pre-Application Conference held on _____

If you are not the property owner, you must have the owner complete the Notarized Authorization of Owner form.

APPLICANT SIGNATURE: _____ DATE _____

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PROJECT INFORMATION

Project Name: _____

Address of parcel: _____

Parcel ID Number(s): _____

Size of parcel: _____

Future Land Use: _____ Existing zoning: _____

Existing Use of Property: _____



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Utility: Private Septic/Well by _____ Central Sewer/Water by _____
 Other by _____



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APPLICATION WILL NOT BE ACCEPTED UNLESS ALL OF THE FOLLOWING ARE ATTACHED:

- Fee _____, Check # _____ (Please provide a breakdown of fees)
- 1 Signed and Notarized Development Reimbursement Form
- 1 Copy: Application fee. All deposits & fees should be made payable to the City of DeBary.
- 1 Copy: A notarized authorization form from the owner or an attorney representing the owner.
- 2 Sets: **Signed and sealed surveys** of the property (no more than 2 years old) prepared by a Florida Registered Land Surveyor.
- 1 Copy: Pre-Application Meeting Form
- 1 Copy: Non-Conforming lot letter if applicable.
- 2 Copy: **Legal description** (furnished on CD – Microsoft Word, if possible)
- 1 Copy: Site Plan to scale
- 1 Copy: Copy of Deed(s)
- 1 Written Description of Request
- 1 **CD with all Supplemental materials MUST be submitted.**

I understand that the City of DeBary's Comprehensive Plan amendments are subject to DeBary City Council approval. This amendment is not effective until as specified by Chapter 163 Florida Statutes.

(Signature of Applicant) (Date)

(Signature of Applicant) (Date)

STAFF USE ONLY

Planner's Comments/Notes: _____

Notifications Discussed

Date Submitted: _____ Taken By: _____ Time: _____ a.m. /p.m.

Violation(s): _____
PA Meeting Date: _____
EMD Required: YES NO
N/C Lot Letter Required: _____
Other: _____