



The Department of Planning, Zoning, and Development Subdivision Application

A pre-application meeting is strongly encouraged prior to submitting your application. You application submittal must include all required submittals as specified in Division 2 Subdivision Regulations of the City's Land Development Code. Submission of incomplete plans and/or back up documents could create delays in review and plan approval. Please attach additional sheets or plans as needed. Please note that subdivision plan application review requires a base fee plus review deposits. Applicants are required to enter into a contract with the City for deposits and invoices (Pass-Through Agreement). Please contact the Planning Administrator at 386-668-2040 x 317 with any questions regarding this application or the subdivision plan review process.

APPLICANT

OWNER

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-Mail Address: _____
Contact Person: _____

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-Mail Address: _____
Contact Person: _____

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

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

Pre-Application Conference held on _____

PROJECT INFORMATION

Project Name: _____
Address of parcel: _____
Parcel ID Number(s): _____
Size of parcel: _____
Existing zoning _____
Existing Use of _____
Property: _____

Check appropriate subdivision application type below:

- SKP-Sketch Plan
- ODP-Overall Development Plan
- PPL-Preliminary Plat & Construction Plan (ODP Development Order approval is required to submit PPL)
- FPL- Final Plat



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

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

- Fee _____, Check # _____ (All deposits & fees should be made payable to the City of DeBary Please provide a breakdown of fees)
- 1 Signed and Notarized Development Reimbursement Form (Pass-Through Agreement)
- 1 Copy: A notarized authorization form from the owner or an attorney representing the owner.
- 2 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, if applicable
- 1 Copy: Non-Conforming lot letter, if applicable.
- 2 Copy: Legal description (furnished on CD – Microsoft Word, if possible)
- 1 Copy: Copy of Deed(s)
- 1 Written Description of Request
- 1 **CD with all Supplemental materials MUST be submitted.**

You will **ALSO** need to provide the following information at the **TIME OF SUBMISSION:**

- **SKP/ODP** 9 Sets: Schematic plans meeting the requirements of Section 4-43 (2) or 4-44(b) of the Land Development Code (LDC).
- **PPL** Cover Letter addressing any outstanding ODP comments must be submitted and 8 sets of construction plans and items required by Section 4-45, LDC including the following:

- 9 Sets: **Signed & sealed folded** plans including signed & sealed boundary survey and other required items per checklist and land development code.
- 3 Sets: Tree preservation plan & tree removal/replacement plan & calculations
- 4 Sets: Stormwater Calculations
- 3 Sets: Biological Report including wetland delineation (when applicable)
- 4 Sets: Traffic Impact Analysis (when applicable)
- 4 Sets: Title Opinion/Covenants and Restrictions (when applicable)

- **FPL** Cover Letter addressing any outstanding PPL comments must be submitted and 8 sets of plat and items required by Section 4-46(2).



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PLEASE LIST ALL ENGINEERS AND CONSULTANTS ON PROJECT:

ENGINEER

CONSULTANT

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-Mail Address: _____
Contact Person: _____

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-Mail Address: _____
Contact Person: _____

ENGINEER

CONSULTANT

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-Mail Address: _____
Contact Person: _____

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-Mail Address: _____
Contact Person: _____

ZONING AUTHORIZATION is required before submitting to Land Development.

ZONING _____ FUTURE LAND USE _____

The development is consistent with the Comprehensive Plan and is properly zoned for the intended use.

ZONING AUTHORITY: _____ DATE _____

(Please Print Name)



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No Reliance. Applicant acknowledges and agrees that it is spending funds at its own risk in an attempt to obtain development orders, permits and/or approvals from the City or to otherwise develop the Property, and the City is not liable for reimbursing Applicant for such costs and expenses. Individual City employees, City consultants, City appointed officials and elected officials (including City Council members) have no actual or apparent authority to bind the City on Application approvals and development matters, except for certain very limited matters that are expressly authorized by the Land Development Code to be determined by the City's City Manager. Applicant shall not rely on and has no basis to rely on, any written or oral statements of the City's employees, consultants, or elected or appointed officials, except for the development order(s) or permit(s) issued after final action is taken by the City on the Application pursuant to the standard applicable review and approval process. Often for development matters, prior to final action being taken by the City, the City must conduct quasi-judicial public hearing(s) where decisions on development applications must be based on the evidence presented in the record at such hearing(s), including testimony and evidence presented by the Applicant, City staff and consultants, and other interested parties. Moreover, often it is the case that multiple types of development orders and permits must be issued before a development can proceed, so the issuance of one or more development orders and permits, should not be relied upon by the Applicant for the likelihood that other required development orders, permits and approvals will be issued. Further, the final actions and/or development orders or permits of the City on development matters can often be challenged; thus, the Applicant should consult with its own legal counsel as to the reliability of final actions of the City and development orders and permits issued by the City.

APPLICANT SIGNATURE: _____ Date _____

APPLICANT SIGNATURE: _____ Date _____

STAFF USE ONLY

Planner's Comments/Notes: _____

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

Date Stamp