**CITY OF DEBARY**  
Planning, Zoning & Development  
Lot Request Application  
16 Colomba Rd. DeBary, Florida 32713  
(386) 601-0204

A pre-application meeting is **strongly encouraged** prior submitting your application.

- Pre-Application Conference held on ____________________ (mo/day/year)

Please complete the following application and provide plans and surveys as requested below. Please attach additional sheets or plans as needed.

### TYPE OF APPLICATION: (Check One)

- **Lot Combination**: Combine lots for taxes purposes and/or a building site.
- **Lot Split**: Split lots for tax purposes/resale purposes. (per LDC Sec. 4-41 (C) (3))
- **Exempt Lot Combination**: A combination of lots by a prior building permit.
- **Lot Line Adjustment**: To move an existing lot line.
  
  (If the combination/adjustment is between two or more property owners, then the proper conveyances must be filed of record prior to final approval)

### APPLICANT* | OWNER
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Name: | Name:
Address: | Address:
City/State/Zip: | City/State/Zip:
Phone: | Phone:
Email Address: | Email Address:
Contact Person: | 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. (PAGE 3 in this packet)

### PROJECT INFORMATION

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

**Utility Providers:**  
- [ ] Private Septic/Well*  
- [ ] Central Sewer/Water:  
- [ ] Other:

*Additional fees may apply.*
**Prior to submitting this application:**

- It’s advised that you contact the Volusia County Health Department for information on septic tank permitting requirements.
- The applicant will need contact the Volusia County Property Appraiser’s office for additional information and will need to submit this application to the Volusia County Property Appraiser’s Office.

### Florida Department of Health in Volusia County Environmental Health:

- 386-274-0694
- chd64webmaster@flhealth.gov

### Volusia County Property Appraiser:

- Kenny Ruegger P.S.M./C.F.E.
- Director of Abstracting and G.I.S.
- Volusia County Property Appraiser
- kruegger@volusia.org
- 386-822-5720

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

- Fee $200 (Cash or Check only, Checks paid payable to The City of DeBary)
  - □ Breakdown of all fees paid
- □ 1 Signed and Notarized Development Reimbursement Form *(if applicable)*
- □ 1 Notarized Authorization form from the owner or an attorney representing the owner. *(Page 3)*
- □ 2 A survey sketch, to scale with the legal description, North Point, existing and proposed lot dimensions, all easements, the names and dimensions of all streets within or abutting the property, and whether the streets are dedicated County, City or private roads, and whether they are unopened or paved or unpaved. The sketch should show all existing and proposed lots, and the proposed lots should be designated by number or letter, prepared by a Florida Registered Land Surveyor.
  - □ Please indicate on the survey where the lot will be split
- □ For 10 acres and greater lots: the survey sketch must show flood plain, wetlands and legal access (existing or proposed).
NOTARIZED AUTHORIZATION OF OWNER

I/We, ______________________________________

(owners name(s))

are the sole or joint fee simple title holder(s) of the property described as:

_______________________________________________________________________________

_______________________________________________________________________________

(legal description or parcel number)

authorize ____________________________________________ to act as my

agent to seek (applicants name)

_____________________________________________________________________

on the

above property. (i.e., special exception, rezoning, variance, etc.)

My application will be heard at a public hearing on _________________ (mo/day/yr) before the

DeBary City Council on ________________________________ (mo/day/yr) unless continued or

rescheduled at the public hearing.

Signature (Property Owner)

STATE OF FLORIDA
COUNTY OF ______________________

This foregoing instrument was acknowledged before me this: ________, day of______________, 20_____

by: ____________________________________________

Who:

_____ Personally known to me

_____ Florida Driver’s License

_____ Other type of Identification

Signature of Notary

Type/Print Name of Notary

Commission Number Expiration Date

Notary Stamp

Signature (Property Owner)

STATE OF FLORIDA
COUNTY OF ______________________

This foregoing instrument was acknowledged before me this: ________, day of______________, 20_____

by: ____________________________________________

Who:

_____ Personally known to me

_____ Florida Driver’s License

_____ Other type of Identification

Signature of Notary

Type/Print Name of Notary

Commission Number Expiration Date

Notary Stamp