



CITY OF DEBARY

Planning, Zoning & Development
 Pre-Application Meeting Form
 16 Colomba Rd. DeBary, Florida 32713
 (386) 601-0201

You must set up a pre-application meeting **before** submitting your application.

The following background information is required to schedule a pre-application meeting. City of DeBary staff will use this to research the project site in preparation for the meeting. Although this is the minimal amount of background material required, more information is welcome. Please reference the list of Required/Recommended Pre-Application Materials. Please attach additional sheets or plans as needed.

TYPE OF APPLICATION: (Check One)	
<input type="checkbox"/> A Rezoning from _____ to _____. <input type="checkbox"/> A Special Exception/Conditional Use for a _____. <input type="checkbox"/> A Variance to _____. <input type="checkbox"/> A Minor/Major Amendment to _____.	
APPLICANT*	OWNER
Name:	Name:
Address:	Address:
City/State/Zip:	City/State/Zip:
Phone:	Phone:
Email Address:	Email Address:
Contact Person:	Contact Person:
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Attorney for Owner* <input type="checkbox"/> Agent for Owner* <input type="checkbox"/> Contract Purchaser*	
*If you are <u>NOT</u> the property owner, you must have the owner complete the Notarized Authorization of Owner form. (PAGE 3 in this packet)	
PROJECT INFORMATION	
Address of parcel:	
Short Parcel ID	
Number(s):	
Size of parcel:	
Existing zoning:	
Future Land Use:	
Existing Use of Property:	
You are required / recommended to submit the following with this form:	
<input type="checkbox"/> A signed and sealed survey of the property (should be no more than 2 years old) <input type="checkbox"/> Legal description of the subject property, if not on the survey <input type="checkbox"/> A site plan to scale (for Special Exceptions & Variances) <input type="checkbox"/> Written description of the request	