Dept. of Development Services
Planning Services Division
2345 Providence Boulevard
Deltona, Florida, 32725
386-878-8600, Fax. 386-878-8621

PROJECT NO.: _____ - _____ - _____
(year) (type code) (sequence #)
ADDRESS: _____

PROJECT NAME: _____
(Do NOT write in this box—for office use only!)

CITY OF DELTONA

APPLICATION FOR DEVELOPMENT REVIEW OF CONCEPTUAL SITE PLAN

(Land Development Code Section 74-27)

I. Conceptual Site Plan Approval

Project Name: _____

II. SUBJECT PROPERTY INFORMATION:

Property Owner's Name(s):_____

Owners Mailing Address: _____

City/State/Zip: _____ Phone:_____

Property Address or Location: _____

Tax Parcel #'s: _____ - _____ - _____ - _____ **Size:** _____

_____ - _____ - _____ - _____ **Size:**_____

or ___See attached list of properties (*multiple owners and/or properties*)

Current Zoning Classification: _____

Intended Use (be specific please): _____

E-mail address:_____

III. ALL COMMUNICATION CONCERNING THIS APPLICATION WILL BE DIRECTED TO THE UNDERSIGNED DEVELOPER. (If a corporation, please note contact person):

Developer's Name:_____

Contact Person(s):_____

Mailing Address: _____

City/State/Zip: _____

Phone:_____ **Fax:**_____ **E-mail:**_____

** **Send copies to the Engineer?** ____ NO _____ YES;

Co. Name:_____ Contact:_____

Phone: _____ Address:_____

Fax: _____ E-mail: _____

Required fees must be paid at the time of filing. The applicant is responsible for submitting all information and exhibits in such form and completeness that will allow all reviewers to judge whether or not the subject development complies with all applicable regulations**. If the applicant is not the property owner, proper authorization must accompany this application**.

Developer's Signature: _____ **Date:** _____

IV. TO BE SUPPLIED AT THE TIME OF SUBMISSION: <u>(Please fold all copies. Do not roll)</u>

__ **10** copies of conceptual site plan & an 11" x 17" copy of site plan
__ **2** copies of landscape plan.
__ **2** surveys of property(s) with legal description.
__ Copies of letters from water and sewer providers that service is available to the site.
__ *Notarized Authorization of Owner* (If applicant is other than owner).
** Checklist of required items available for your convenience (*Please Note: Additional information may be requested)*

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CITY OF DELTONA
NOTARIZED AUTHORIZATION OF OWNER

I/We _____ as the
Print Owner's Name(s)

sole or joint fee simple title holder(s) of the property described as (parcel number and legal description):
_____
_____
_____

authorize _____ to act as my agent to seek a: __ conditional use; __ rezoning; __ variance, or _____ _____, on the above referenced property.

Property Address: _____
_____
_____

Owner's Signature _____

Date: _____

_____

Print or type name

Owner's Signature _____

Date: _____

_____

Print or type name

STATE OF FLORIDA

COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this _____ day of _____, 20___, by _____, who is personally known to me or who has produced __ _____ as identification and who (did / did not) take an oath.

_____
Notary Public – State of Florida
Date:_____

(*Notary Seal or stamp*)

_____
Print or type name

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CITY OF DELTONA

CONCEPTUAL SITE PLAN CHECKLIST

(Land Development Code, Ordinance 96-25, Section 302.03)

Items REQUIRED to be included with CPN Application & Conceptual Site Plans:
(anything larger than letter size should be folded please)

__ **(a)** Statement of ownership:
- __ Names of [owners] developers, planners, architects, project engineers
- __ Address of [owners] developers, planners, architects, project engineers
- __ Telephone [& fax] numbers of [owners] developers, planners, architects, project engineers

__ **(b)** Legal description [& parcel #'s] of the property(s).

__ **(c)** Current zoning classification [If applicable, note conditional use approval date & project #]

__ **(d)** Schematic representation of proposed use:
- __ Boundaries of the project [note buffers & setbacks]
- __ Building size
- __ Building shape and location of the buildings on the site
- __ Statement of Building use

__ **(e)** Schematic representation of the vehicular [& pedestrian] circulation:
- __ Within the site
- __ Streets & Existing driveways
- __ Within the loading areas
- __ Thoroughfare streets circulation
- __ Within the parking areas [Note number, size, & dimensions of parking spaces & drive aisles]

Items on Site Plan recommended for clarity & expeditious review:

Important Site Plan Details (*Remember:* 10 Full Sets of Plans PLUS CD**):**

__ Title of the project
__ Date of the plan [Note revisions, if any]
__ Scale [Recommended 1" = 20']
__ North arrow.
__ Vicinity / Location Map.
__ Indication of trees to be removed
__ Landscape and buffer areas, easements, setbacks, tree preservation areas, drainage, etc. 2 copies
__ Refuse collection areas [Note circulation for waste removal vehicles].
__ Acreage, density, pervious & impervious area calculations.
__ Show adjacent utilities, rights-of-way, and properties (and give distance from driveway centerlines of your project to the driveway centerlines of adjacent properties).
__ Type, size and location of any existing or proposed storage tank located either above ground or below ground.

Important Details for Structures:

__ Designation of [specific] use
__ Points of ingress & egress
__ Location & dimensions
__ Building setbacks & separations
__ Building elevations
__ Height & floor elevations
__ Total floor area [dimensions & sq. ft.] with dimensions to lot lines

Important Details for the survey (*Remember:* 2 surveys PLUS CD**):**

__ Sealed & completed w/in 2 years
__ Boundaries & structures (with dimensions)
__ Waterways and wetlands
__ Building setbacks & separations
__ State plane and UTM coordinates
__ Distance to adjacent structures & driveways
__ Location of trees 6" DBH
__ Easement(s) and rights-of-way(s)
__ Section Lines
__ Underground & overhead utilities

NOTE: Re-submissions shall be in the form of five (5), Folded, Full Sets of Revised Plans.