

Planning & Development Services Department

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PRELIMINARY PLAT AND CONSTRUCTION PLAN BASIC SUBMITTAL CHECKLIST

Return this checklist with application

All applicants who are prepared to submit a non-phased development Final Plat and Construction Plan application are strongly urged to participate in a pre-application meeting with City staff in order to discuss substantive issues related to the pending submittal.

Project Name: _____

Address or Location of Property: _____

Please check off the following as you ensure they are with the application for approval if printing out application please check off first box.

Application that is completed and signed.

Preliminary Plat Content Requirements Checklist

Application Fees.

Owner's Authorization Form.

Eight (8) hard copies of the Preliminary Plat and Construction Plan package.

Ten (10) copies if the plat proposes to access a Volusia County roadway or is location in the Deltona North utility area.

Electronic copy of the Preliminary Plat and Construction Plan package.

Two (2) current sealed surveys of property, no older than two (2) years).

Tree Survey with Tree Removal and Replacement Calculations (submit with the non-phased development final plat application).

Tree Removal Application.

Fees for Tree Removal Permit.

Certificate of concurrency capacity/inquiry (residential plats)
(land development code section 86-27(c)) (submit with the non-phased development final plat application.)

Application for Certificate of Concurrency Capacity/Inquiry.

Fees for application for Certificate of Concurrency Capacity/Inquiry.

Please note: additional information may be required.