



The Department of Planning, Zoning and Development Comprehensive Plan Future Land Use Map Amendment Application Form

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

The following background information is required to schedule a pre-application meeting. The City of DeBary 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)

SMALL SCALE AMENDMENT **LARGE SCALE AMENDMENT**

APPLICANT

OWNER

Name: _____

Name: _____

Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Phone: _____ Fax: _____

E-Mail Address: _____

E-Mail Address: _____

Contact Person: _____

Contact Person: _____

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

Pre-Application Conference held on _____

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

APPLICANT SIGNATURE: _____ **DATE** _____

APPLICANT SIGNATURE: _____ **DATE** _____

PROJECT INFORMATION

Project Name: _____

Address of parcel: _____

Parcel ID Number(s): _____

Size of parcel: _____

Future Land Use: _____ Existing zoning: _____

Existing Use of Property: _____

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

Other by _____



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

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

I understand that the City of DeBary's Comprehensive Plan amendments are subject to DeBary City Council approval. This amendment is not effective until as specified by Chapter 163 Florida Statutes.

(Signature of Applicant) (Date)

(Signature of Applicant) (Date)

STAFF USE ONLY

Planner's Comments/Notes: _____

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

Violation(s): _____
PA Meeting Date: _____
EMD Required: YES NO
N/C Lot Letter Required: _____
Other: _____