



The Department of Planning, Zoning, and Development Final Site Plan Application

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.

APPLICANT

OWNER

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-Mail Address: _____
Contact Person: _____

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-Mail Address: _____
Contact Person: _____

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

Pre-Application Conference held on _____

PROJECT INFORMATION

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

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

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



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

- Fee _____, Check # _____** (All deposits & fees should be made payable to the City of DeBary **Please provide a breakdown of fees**)
- 1 Signed and Notarized Development Reimbursement Form
- 1 Copy: A notarized authorization form from the owner or an attorney representing the owner.
- 2 **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: Copy of Deed(s)
- 1 Written Description of Request
- 1 **CD with all Supplemental materials MUST be submitted.**

You will **ALSO** need to provide the following information at the **TIME OF SUBMISSION**:

- Cover Letter addressing any outstanding comments must be submitted **and** items below.
- 8 Sets: **Signed & Sealed folded** plans including signed & sealed boundary survey, and other required items per checklist. **MUST INCLUDE:** floor plans, elevations, landscape and irrigation plans.
- 3 Sets: Tree preservation plan & tree removal/replacement plan & calculations
- 1 Copy: Concurrency Application and Fee (when applicable)
- 4 Sets: Stormwater Calculations
- 3 Sets: Biological Report including wetland delineation (when applicable)
- 4 Sets: Traffic Impact Analysis (when applicable)
- 5 Sets: Title Opinion/Covenants and Restrictions (when applicable)



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PLEASE LIST ALL ENGINEERS AND CONSULTANTS ON PROJECT:

ENGINEER

CONSULTANT

Name:
Address:
City/State/Zip:
Phone: Fax:
E-Mail Address:
Contact Person:

Name:
Address:
City/State/Zip:
Phone: Fax:
E-Mail Address:
Contact Person:

ENGINEER

CONSULTANT

Name:
Address:
City/State/Zip:
Phone: Fax:
E-Mail Address:
Contact Person:

Name:
Address:
City/State/Zip:
Phone: Fax:
E-Mail Address:
Contact Person:

APPLICANT SIGNATURE: Date

APPLICANT SIGNATURE: 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: