



The Department of Planning, Zoning, and Development Development Process

Information

The following information has been prepared to assist you in preparation, submission and procedural requirements when filling out an application for plan review. The Department of Planning, Zoning and Development will review applications, where permitted by ordinance, for the City of DeBary.

Where to File

The Department of Planning, Zoning and Development
DeBary City Hall, 16 Colomba Road, DeBary, FL 32713
Ms. Shalene Estes
T (386) 668-2040 F (386) 668-4122
(Hours: Tuesdays & Thursdays 8:30 AM to Noon)

What's Included

The development process includes actions related to land use, new construction and structure rehabilitation. These types of activities include the following:

- Zoning and future land use
- Site plan view and subdivision platting
- Lot combinations
- Variance and Special Exception requirements
- Permitted uses
- Vacating of plats and/or ROW

The City's development regulations are contained within the DeBary Land Development Code which includes the uses permitted, minimum yard setbacks, maximum height regulations, Gateway Corridor Standards, landscape standards, parking requirements, and other development regulations.

Land intending to be sold in lots/parcels must be subdivided according to Florida Statutes, Chapter 177. The City's Land Development code specifies the requirements for platting lots in the City. Plats address stormwater collection, streets, utilities, ownership of common areas, etc., and are legally binding on all included property. Platting occurs before site plan review and building permitting.

For most types of applications, a site development plan must be submitted that indicates the location and size of the proposed buildings and site improvements. All properties must be zoned appropriately prior to development. Copies of the DeBary Land Development Code can be obtained from the City clerk's office and on the City's website: www.DeBary.org. A building permit must be obtained before any building or structure is erected or remodeled. **Building permits in DeBary are issued by the DeBary Building Department.**

For information on permits please contact:

Building Department

Jim Stroupe
T (386) 668-2040 F (386) 668-9118
E jstroupe@debary.org



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Pre-Application Meeting

Prior to any submittals being accepted the City requires each applicant and/or representative to attend a pre-application meeting.

In order to arrange a pre-application meeting, please contact the Department of Planning, Zoning and Development at (386) 668-2040. You may refer to www.DeBary.org/planandzone for more information regarding pre-application meetings. The pre-application meeting will be attended by representatives of the following City Departments:

- City Administration
- Ms. Shalene Estes, Planning & Zoning
- Other representatives from City Departments may be in attendance on a case-by-case basis.

Pre-Application Meeting Questionnaire

You may view and download the Pre-Application Meeting Questionnaire referenced above on the City's website.

You will need to complete this and submit **two (2) business days prior** to the meeting to:

The Department of Planning, Zoning and Development
DeBary City Hall, 16 Colomba Road, DeBary, FL 32713
T (386) 668-2040 F (386) 668-4122

The Meeting

At the meeting, the City staff will highlight areas where the application **may need additional attention** prior to submission and will also review the site plan process.

The applicant and/or representative shall bring a draft concept plan to illustrate the proposed project and should be prepared to discuss the following topics:

- Minimal Submittal Requirements
- Zoning/Land Use Issues
- Fees and Timelines
- Landscaping
- Traffic Impact Study/Issues
- Lighting
- Street Requirements
- Parking Requirements
- Storm Drainage
- Pedestrian Access
- Flood Plains
- Development Standards
- Utility Service
- Other Issues

The Purpose

The purpose of the meeting is to attempt to identify any potential deficiencies and to highlight major, potentially time-consuming issues for the applicant to address prior to submitting a formal application for review.

The Application

An application for plan review will then need to be completed. You may view and download the appropriate Application Questionnaire on the City's website at www.DeBary.org/planandzone.



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Comment Checklist

Please be advised that **BEFORE** you can re-submit your application for final review, comments from **ALL** the applicable reviewing parties must be made and the comment checklist must be checked off then signed by the applicant.

Business License

Obtaining a local business license (formally known as an occupational license) through Volusia County requires DeBary residents to have the City of DeBary's Planning & Zoning Department verify the business address zoning classification. Businesses should contact Volusia County business license division to determine and local licensing laws. After all the necessary information has been accounted for, then you may submit your application to the Volusia County Finance office nearest you to pay the fee and have the business license issued.

You may obtain a copy of the application at: <http://volusia.org/permits/occupation.htm>.