



# Comprehensive Plan Amendment Application

<i>Staff Use Only</i>	
<b>APPLICATION NUMBER:</b>	
SMLU -	_____ - _____
LU -	_____ - _____

Please complete the application to the best of your knowledge, and submit the completed form and any required materials to the City of DeLand Planning Department, Room 103, 120 South Florida Avenue, DeLand.

**REQUESTED ACTION:**

SMALL SCALE FUTURE LAND USE MAP AMENDMENT:

LARGE SCALE FUTURE LAND USE MAP AMENDMENT:

TEXT AMENDMENT:

REQUESTED FUTURE LAND USE DESIGNATION: \_\_\_\_\_

**SUPPORTING STATEMENT:** *(Describe reason for requested amendment. For land use map amendment, please compare the proposed land use with the current land use. Attach separate sheet if necessary.)*

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**PROPERTY INFORMATION:**

SHORT PARCEL ID (12 DIGITS): \_\_\_\_\_

ADDRESS OF PROPERTY: \_\_\_\_\_

CROSS STREETS: \_\_\_\_\_ AND \_\_\_\_\_

SIZE OF EXISTING PARCEL: \_\_\_\_\_ SQ. FT./ACRES *(circle one)*

LEGAL DESCRIPTION *(attach separate sheet if necessary)*: \_\_\_\_\_

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ZONING: \_\_\_\_\_ CURRENT FUTURE LAND USE: \_\_\_\_\_

**SURROUNDING LAND USE & ZONING DESIGNATIONS:**

	LAND USE	ZONING
NORTH		
SOUTH		
EAST		
WEST		

<b><u>APPLICANT/AGENT:</u></b>	
NAME:	
COMPANY:	
ADDRESS:	
CITY, STATE, ZIP:	
TELEPHONE:	FAX:
EMAIL:	

<b><u>OWNER (IF DIFFERENT FROM APPLICANT):</u></b>	
NAME:	
COMPANY:	
ADDRESS:	
CITY, STATE, ZIP:	
TELEPHONE:	FAX:
EMAIL:	

SIGNATURE OF APPLICANT: \_\_\_\_\_

SIGNATURE OF OWNER (IF DIFFERENT): \_\_\_\_\_

*\*Please attach a notarized Authorization of Owner and/or notarized power of attorney, if applicant is different from owner.*

*\*If owner of the property is a corporation or company, a corporate resolution must be submitted with the application. An original resolution currently on file in the Planning Dept. that is less than 1 year old may be used. The resolution must state the name of the person(s) who have been resolved by the company as having authority to execute documents on behalf of the company. It must 1) be current; 2) state a termination date; 3) be signed and certified by the secretary; 4) be embossed with the corporate seal; and 5) be an original document.*

*\*For every person doing business under a fictitious name, an Affidavit of Publication must be submitted.*

**THE FOLLOWING MUST BE SUBMITTED AT THE TIME OF APPLICATION:**

- Two (2)** current (*no older than 2 years*) signed and sealed surveys of the subject property, including total acreage of the land use change
- Legal Description of the subject property
- Traffic Impact Analysis, if required\*

- For residential projects, verification from the Volusia County School Board of submittal of the "School Planning and Concurrency Application". (*Application available online at [www.deland.org](http://www.deland.org) or in the Planning Dept.*)
- Authorization of owner, power of attorney, and/or affidavit of publication, if required (see above section).
- Check made payable to the City of DeLand in the amount of:
  - Small scale amendment - \$1500.00 plus \$20.00 per acre
  - Large scale amendment - \$3000.00 plus \$10.00 per acre
  - Application for text amendment - \$1500.00

\* A Traffic Impact Analysis (TIA) will be required for the project if greater than 1000 Average Annual Daily Trips (AADT) are generated. Calculations identifying the number of trips generated by the proposed use(s) need to be provided using the following method: According to the Institute of Traffic Engineers Trip Generation Manual, the maximum total number of daily trips per use at the use's greatest intensity (office, warehouse, retail, etc.) multiplied by the volume or value of occupying unit (square feet, number of employees, etc.), the resulting product then subsequently corrected to represent one average day (if necessary). The total site AADT needs to represent the sum of the individual AADT's per use, where more than one use is proposed.

If it has been determined that the project will generate more than 1000 trips (AADT), the TIA Methodology must be submitted concurrently to both the Volusia County Traffic Engineer and to the City of DeLand. The radius of influence map, required for submittal of the TIA Methodology, is available through the Volusia County Traffic Engineering Dept. Upon approval of the TIA Methodology, if greater than 1,000 trips are to be generated, the TIA must be submitted to the Volusia County Traffic Engineer as the primary reviewer, and concurrently copied to the City of DeLand. To assist in developing the TIA Methodology and TIA, a digital copy of the TIA Guidelines is available by email upon request.

For all site plans and subdivisions requiring a Traffic Impact Analysis, the City may retain a traffic engineering consultant and/or regulatory agency to review the developer's traffic study and, if necessary, to represent the City at Planning Board and/or City Commission meetings. The developer will bear all costs related to the consultant's review and appearance(s) before the Planning Board and City Commission.

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**NOTE:** The application will be reviewed by the Technical Review Committee (TRC), Planning Board, and City Commission. The TRC meets the 3<sup>rd</sup> Thursday of the month in the Planning Department, TRC Conference Room, 120 S. Florida Ave. The Planning Board meets the 3<sup>rd</sup> Wednesday of the month at 5:00 pm in the City Commission Chambers. The City Commission meets the 3<sup>rd</sup> Monday of the month at 7:00 pm in the City Commission Chambers. Deadline for submittal is attached. Applications are due at noon on the dates listed. Incomplete applications will not be accepted.

<b>Staff Use Only</b>	
Complete Application Received By & Date:	_____
Incomplete Application Received By & Date:	_____
(missing items):	_____
Scheduled Application Closing Date:	_____
Scheduled Planning Board Meeting Date:	_____
Scheduled City Commission Meeting Date:	_____
Payment Received: Check Amount: \$	_____ Date Paid: _____

# SAMPLE OF CORPORATE RESOLUTION

Accepted by the City of DeLand Planning Department

## RESOLUTION OF BOARD OF DIRECTORS

(Place Name of Corporation Here)

Resolved, That (name of person) is hereby appointed President of the Corporation with the power to make all purchases, contracts, contributions, acts, decisions, proceedings, elections, and deeds and any other papers that need to be signed, on behalf of this Corporation, in his/her own name and in the name of the Corporation, (name of Corporation), Inc.

I, (name of person), do hereby certify that I am the duly elected and qualified (title) and the keeper of the records and corporate seal of (name of Corporation), Inc., a corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of a resolution fully adopted at a meeting of the Board of Directors thereof, convened and held in accordance with the laws and Bylaws of said Corporation on (date), and that such resolution is now in full force and effect.

IN WITNESS WHEREOF, I have affixed my name as (title) and have caused the corporate seal of said Corporation to be hereunto affixed the (date).

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*Name and Title*

# SAMPLE OF NOTARIZED AUTHORIZATION OF OWNER

Accepted by the City of DeLand Planning Department

I/We, \_\_\_\_\_,

(Name of owner) as the sole or joint fee simple title holder(s) of the property described as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

authorize \_\_\_\_\_ (Name of applicant) to act as my agent to seek a \_\_\_\_\_ (e.g. Special Exception, Change of Zoning, etc.) for the above-referenced property.

My application will be heard at a public hearing on \_\_\_\_\_ (mo/day/yr) before the Technical Review Committee, before the Planning Board on \_\_\_\_\_ (mo/day/yr), and before the City Commission on \_\_\_\_\_ (mo/day/yr), unless continued or otherwise rescheduled.

\_\_\_\_\_  
OWNER'S SIGNATURE

\_\_\_\_\_  
OWNER'S SIGNATURE

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ (Date) by

\_\_\_\_\_, (Name of person acknowledging) who is personally known to me or who has produced \_\_\_\_\_ (Type of ID) as identification and who did not take an oath.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF FLORIDA

Type or Print Name:

\_\_\_\_\_  
Commission No.: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## **For Small Scale Land Use Amendments – Minimum Requirements to Satisfy Transportation Review**

Report will estimate how much net traffic will occur with the amendment, a short analysis of whether the roads with future traffic volumes can handle the additional traffic, and a statement from the city stating that there will not be an issue with regards to capacity in the future OR a statement from the city acknowledging that there may be capacity issues, but the city's comp plan outlines strategies (list out some as examples) for handling the additional traffic. Main focus is arterials and collectors, including county roads, but also strategic state facilities. The purpose of the report is to make everyone aware of potential to impacts to our transportation system. Report should contain the following:

What you need:

- 1) Map of Area – approx 2 mile radius
- 2) Current traffic volumes and City-adopted capacities (Traffic counts can be obtained at Volusia.org)
- 3) Future comprehensive plan horizon year traffic volumes and City-adopted capacities (obtained from the LRTP Model)
- 4) City's comp plan – transportation element, for reference

Analysis Includes:

- I. FLU Transportation Analysis
  - a. Amendment Details and Net Difference in Trips
    - i. Calculate the Theoretical Maximum Land Use Scenario Trips using ITE for the Existing Land Use Category (For example, 6,000 square feet = 150 Trips)
    - ii. Calculate the Theoretical Maximum Land Use Scenario Trips using ITE for the Proposed Land Use Category (NOT the proposed Development) (For Example, 10,000 square feet = 450 Trips)
    - iii. Calculate the Net Difference between the Existing and Proposed (For example, 150 trips (Existing) vs. 450 trips (Proposed) = 300 Additional Net Trips)
  - b. Current Conditions with LUA
    - i. Document the current Level of Service of the roadways within an approximate 1 to 2 mile radius from the Amendment Site. (List the Roads, show their current traffic volumes, show their adopted capacities, and determine whether any of them fail or are an issue.)
    - ii. Document that the net trip difference (The example above was 300 trips) could be handled by the existing roads analyzed above. If there isn't room for the trips on any of the roads, document how the City or applicant proposes to address this.

This could be done by committing an improvement project or through the utilization of alternative mode/multimodal strategies in the City's adopted comp plan to address this. (Examples: The City has plans to widen X roadway to provide the additional capacity – OR - VOTRAN has transit service in that area and a near complete network of sidewalks to assist moving persons. The City's comp plan allows for degraded roadway level of service in areas where alternative modes of transporting people and goods is emphasized.)

c. Future Conditions with LUA

- i. Document the future Level of Service of the roadways within an approximate 1 mile radius (greater than 1,000 trips a 2 mile radius may need to be documented) from the Amendment Site. Future Volumes and Capacities can be obtained from the TPO LRTP model – Contact County Traffic Engineering to obtain. (List the Roads, show their future traffic, show their future adopted capacities (including improved capacities as a result of improvements), and determine whether any of them fail or are an issue.)
- ii. Document that the amendment's trips (example 300 trips) could be handled by the future roads analyzed above. If there isn't room for the trips on any of the roads, document how the city or applicant proposes to address this. Again, this could be done by committing an improvement project or the city may have alternative mode/multimodal strategies in its adopted comp plan to address this.