



Minor Subdivision Application

Staff Use Only APPLICATION NUMBER: MS - ____ - ____

Please complete the application to the best of your knowledge, and if needed, attach a letter further explaining the circumstances. Please submit the completed form and any required materials to the City of DeLand Planning Department, Room 103, 120 South Florida Avenue, DeLand.

DESCRIBE REQUEST: _____

NUMBER OF NEW LOTS (TOTAL): _____

PROPERTY INFORMATION:

SHORT PARCEL ID (12 DIGITS): _____

ADDRESS OF PROPERTY: _____

CROSS STREETS: _____ AND _____

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

HAS THE PROPERTY EVER BEEN SUBDIVIDED IN THE PAST? (*please describe*): _____

LEGAL DESCRIPTION (*attach separate sheet if necessary*): _____

ZONING: _____ FUTURE LAND USE: _____

EXISTING USE: _____

SURROUNDING LAND USE & ZONING DESIGNATIONS:

	LAND USE	ZONING
NORTH		
SOUTH		
EAST		
WEST		

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

<u>OWNER (IF DIFFERENT FROM APPLICANT):</u>	
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.*

MINOR SUBDIVISIONS MUST MEET THE FOLLOWING CRITERIA:

(Reference Sec. 33-145.03(b)(4) of the Land Development Regulations for more information.)

- An overall tract in single ownership of no more than 5 acres, divided into no more than 3 lots.
- No adjoining lots, tracts, or parcels are under the same ownership.
- No new streets are proposed or required.
- All proposed lots meet or exceed the dimensional requirements of Article VIII of the Land Development Regulations.

- Required easements for utility, drainage, conservation, or other purposes are delineated for transfer to the City as part of the development order.
- City water and sewer services are available to serve the property.

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
- Ten (10) copies of a to-scale concept plan showing the proposed subdivision, complete with measurements, including the following information:
 1. Legal description (including total acreage)
 2. Zoning and land use designations of the subject property.
 3. All required landscape buffers and building setbacks, as designated by the Land Development regulations for that location and zoning district, drawn on the plan
 4. Location of all available utilities (i.e. electric, natural gas, City water, City sewer, reuse lines, cable)
 5. Location of all specimen trees on the subject property, including the **species** of each tree.
- If power lines do not currently extend to the subject property, documentation from the applicable power company confirming availability of electricity and the ability to extend the lines.
- 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 \$350.00 (\$300 application fee + \$50 Fire Review fee)

NOTE: The application will be reviewed by the Technical Review Committee (TRC). The TRC meets the 3rd Thursday of the month in the Planning Department, TRC Conference Room, 120 S. Florida Ave. Deadline for submittal is attached. Applications are due at noon on the dates listed. Incomplete applications will not be accepted.

Staff Use Only

Complete Application Received By & Date: _____

Incomplete Application Received By & Date: _____

(missing items): _____

Scheduled Application Closing Date: _____

Scheduled Technical Review Committee 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).

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

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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: _____