



Change of Zoning Planned Development Application

Staff Use Only APPLICATION NUMBER: Z - ____ - ____

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: _____

SUPPORTING STATEMENT: *(Describe reason for requested zoning change. Attach separate sheet if necessary)*

DATE PD CONCEPT APPLICATION REVIEWED BY PLANNING BOARD: _____ *(optional)*

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):* _____

CURRENT ZONING: _____ FUTURE LAND 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 different from applicant.
 *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
- Legal Description of the subject property; along with the names of every person owning an interest in any part of the site, and the nature of each person's interest.
- Typed mailing labels of adjacent property owners within a 500-ft. radius of the subject property*
- An existing conditions map drawn to a scale that is acceptable to the planning director.
- Seventeen (17)** copies of a development plan, at a scale acceptable to the planning director, including the following information:

1. Conceptual plan of the proposed development
 2. Pedestrian, bikeway, and vehicular circulation plan; describing the general design capacity of the system as well as access points to the major thoroughfare system.
 3. Drainage concept plan, including the manner of controlling water drainage from the property.
 4. A generalized landscaping plan
- A separate statement indicating which zoning standards currently outlined in the Land Development Regulations from which you seek to deviate with the agreement being submitted, and the reason(s) for the deviation(s).
- A development plan agreement (refer to attached model agreement), including the following:**
1. A statement indicating the purpose and intent of the project and the applicant's statement of how the proposed Planned Development complies with the goals and policies of the City's Comprehensive Plan.
 2. A statement of the internal and external land use relationships and compatibility.
 3. Statistical information, including:
 - a. Total acreage of the site
 - b. Maximum building coverage permitted, expressed as a percentage of the total site area
 - c. Maximum impervious surface ratio permitted, expressed as a percentage of the total site area
 - d. The calculated residential density for the project.
 - e. The exact number of dwelling units and residential density in each residential use area
 - f. The exact number of nonresidential land uses by type and size (gross floor area) to be allowed
 - g. The specific amount of acreage designated for each use.
 - h. The areas of land devoted to publicly-owned open space, publicly-owned recreational areas, publicly-owned plazas, common areas, open spaces, common area recreational areas, and common area plazas; all expressed as percentages of the total site area
 4. A statement indicating the design standards proposed to be utilized for all streets and off-street parking and loading facilities, public or private.
 5. A development schedule for the proposed development (or for each phase of the development, if phasing is proposed). *(Schedule shall not be binding, except as may be specifically required in the zoning ordinance.)*
 6. A statement providing a detailed listing of the development standards to be used in the planned development, or portions thereof, including standards for building setbacks, lot frontages, residential density, floor area ratio, impervious surface ratios, building heights, right-of-way and pavement widths, and any other standards which may be applicable to the proposed development.
- A 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 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 \$2000.00 plus \$20.00 per acre
- * Applicant must provide the City with typed mailing labels of property owners' names and address for parcels within 500 ft. of the subject property. The Volusia County Property Appraiser's office (123 W. Indiana Ave., DeLand, (386) 736-5901) can provide the information necessary to compile this list, for a fee.
- ** Items irrelevant to the proposed planned development may be omitted. The development plan agreement shall identify the irrelevant elements and include a brief explanation of why they are irrelevant, inapplicable, or not submitted. Upon approval of the planning director, items in the development plan agreement may be combined with others, or shown on the development plan map, provided no confusion or ambiguity results.
- *** 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.

NOTE: The application will be reviewed by the Technical Review Committee (TRC), Planning Board, and City Commission. The TRC meets the 3rd Thursday of each month in the Planning Department, TRC Conference Room, 120 S. Florida Ave. The Planning Board meets the 3rd Wednesday of each month at 5:00 pm in the City Commission Chambers. The City Commission meets the 3rd Monday of each 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. Comments and agenda will be emailed prior to the TRC meeting.

<i>Staff Use Only</i>	
Complete Application Received By & Date:	_____
Incomplete Application Received By & Date:	_____
(missing items):	_____
Scheduled Application Closing Date:	_____
Scheduled Technical Review Committee Meeting 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).

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: _____