Site Plan Review Application

Staff Use Only
APPLICATION NUMBER:
SP - _____ - _____

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

TYPE OF SITE PLAN *(check one)*: CLASS II: ☐ CLASS III: ☐ CLASS IV: ☐

(Refer to Sec. 33-132.03(a) of the Land Development Regulations for a description of each type of site plan.)

PROPOSED PROJECT *(check one)*: INDUSTRIAL: ☐ PROFESSIONAL OFFICE: ☐ COMMERCIAL: ☐

MULTI-FAMILY: ☐ (# OF UNITS: _____) CHANGE OF USE: ☐

MOBILE HOME PARK: ☐ (# OF UNITS: _____)

OTHER (describe): _____

ARCHITECTURAL PLANS SUBMITTED? _____

GENERAL DESCRIPTION OF PROPOSED DEVELOPMENT AND/OR INTENDED USE: _____

_____

_____

_____

PROPERTY INFORMATION:

SHORT PARCEL ID (12-DIGITS): _____

ADDRESS OF PROPERTY: _____

CROSS STREETS: _____ AND _____

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

LIST UTILTIES AVAILABLE (CITY WATER, CITY SEWER, REUSE LINES, CABLE, ETC.):

_____

LEGAL DESCRIPTION: _____

_____

_____

ZONING: _____ FUTURE LAND USE: _____

DATE OF ANY PREVIOUS SITE PLAN APPROVALS ON THE PROPERTY: _____

DATE OF ANY VARIANCES, REZONINGS, AND/OR SPECIAL EXCEPTION APPROVALS ON THE PROPERTY:

_____

NAME AND DATE OF ANY PLATS OR SUBDIVISION APPROVALS ON THE PROPERTY:

_____

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

OWNER (IF DIFFERENT FROM APPLICANT):	
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)* boundary surveys of the subject property, signed and sealed by certified surveyor, including all existing easements, emergency accessways, other cross-access easement agreements, and rights-of-way.
- ☐ Legal description *(including total acreage)*
- ☐ **Two (2)** drainage report/stormwater management calculations *(provided by a licensed and registered engineer)*
- ☐ **Two (2)** Geotechnical reports *(provided by a licensed and registered engineer)*

- ☐ **Two (2)** copies Utility report including needed fire flow, potable water and wastewater demand calculations and hydraulic water modeling which includes Average Daily Flow (ADF), Peak Hour Factor (PHF), Maximum Daily Flow (MDF) and Fire Flow (FF) + MDF scenarios. *(provided by a licensed and registered engineer)*
- ☐ **Five (5)** current *(no older than 2 years)* tree surveys, signed and sealed, showing location, size, and **species** of existing trees on the subject property; and **one (1)** additional copy reduced to an 11x17" size. Include the location(s) of any specimen or historic trees, as defined by Sec. 33-57 of the Land Development Regulations.
- ☐ **Three (3)** Tree removal plan, tree schedule (proposed and existing), landscape plan and Irrigation plan.
- ☐ **Three (3)** copies of the attached Tree Protection Worksheets *(includes Tree Worksheet, Specimen Tree Worksheet, Area Tree Protection Worksheet, and example of Tree Barricade Detail)*
- ☐ Building design elevations, in color: Class II – **two (2)** sets; Class III & IV – **nine (9)** sets *(provided by a licensed and registered architect)*; including photometric plan, lighting detail (building & site), and material and color lists.
- ☐ 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.)*
- ☐ A driveway permit will be required from the government agency having jurisdiction for the adjoining roadway.
- ☐ **Two (2)** hard copies & **one (1)** digital copy of a Traffic Impact Analysis, if required (For developments generating 1000 Average Annual Daily Trips (AADT))***** *(see below for more details)*
- ☐ Endangered Species report, if required *(per Sec. 33-60.02)*
- ☐ 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 appropriate amount *(See below for a schedule of review fees. Infrastructure inspection fee payment required prior to issuance of certificate of occupancy. Contact the Building Department prior for the appropriate amount.)*
- ☐ Signed and sealed copies of site plans and exhibits *(see below for checklist)* as required by Sec. 33-132.10: Class II – **eleven (11)** copies, Class III & IV – **eighteen (18)** copies; must be **folded** to fit a 8 ½ x 14" folder. (If applicable, for Class III & IV projects, one (1) additional set of plans reduced to a 8 ½ x 14" size.) **One (1) digital copy on CD, and one (1) complete set reduced to 11x17", also required**.

Staff Use Only

Complete Application Received By & Date: _____

Incomplete Application Received By & Date: _____

(missing items): _____

Scheduled Application Closing Date: _____ Scheduled TRC Meeting Date: _____

Scheduled PB Meeting Date: _____ Scheduled CC Meeting Date: _____

Payment Received: Check Amount: $_____ Date Paid: _____

SITE PLAN CHECKLIST: (Sec. 33-132.10)

All plans must be drawn to a scale of 1"=20 ft on 2'x3' (24x36") sheets, unless approved in advance by the Planning Director, and including the following information, where applicable:

General:

- ☐ A title block with the name of the development, street address, stated and graphic scale, north arrow, and date shown on each sheet.
- ☐ In addition, include in the bottom right-hand corner of the plans, a 3" vertical x 5" horizontal approval box for the City, and above that box, the title of your project. Please add the section-township-range and tax parcel ID near the title bar.
- ☐ If multiple sheets are used, include a drawing index which lists each drawing in the set keyed to sheet numbers. Also clearly indicate the sheet number and total number of sheets on each page.

Front cover:

The front cover of each plan will include the following:

- ☐ A general vicinity or location map drawn to scale (both stated and graphic) showing the position of the proposed development in section(s), township, and range; together with the principal roads, city limits, and/or other pertinent orientation information.
- ☐ Proposed use(s) of the property clearly stated.
- ☐ A complete legal description of the property, described in metes and bounds *(referencing section-township-range; tied to a section, or quarter section, or subdivision name and lot number(s)),* and Tax Parcel ID.
- ☐ Area of the property shown in square feet and acres
- ☐ Name, address, telephone and fax numbers of the owner(s) and authorized agents of the property. *(Where a corporation or company is the owner of the property, the name and address of the president and secretary of the entity shall be shown.)*
- ☐ Name, business address, and telephone and fax numbers of those individuals responsible for preparation of the drawing(s) *(engineer, project designer, etc.)*

Site data:

- ☐ Paragraph description of the project and proposed uses(s)**** *(see below for details)*
- ☐ Construction plans for all proposed development activities
- ☐ Linear dimensions and size of the lot. Include tabulations stating total gross acreage of site; the portions of the site, by area and percentage, devoted to each proposed or existing use; area and percentage of site allocated to buildings; area and percentage of site allocated to paving and other impervious areas; and percentage and area of site allocated to open areas.
- ☐ If project is to be developed in phases, **development phase lines shall be shown**. *(See section below for additional requirements for phased development.)*
- ☐ All required landscape buffers and building setbacks, as designated by the Land Development Regulations for that location and zoning district, drawn on site plan.
- ☐ A scaled map of existing topography at not less than six-foot contour intervals and finished grade. *(At the City's discretion, the applicant shall provide topographic data with contours at two-foot intervals.)* Show all major geographical features - creeks, water bodies, other natural and manmade prominent features, including all wetland areas.
- ☐ A statement that the site is or is not in a historic preservation district.

- ☐ Sign plans, including the location of all signs on the site; dimensions of all signs, including maximum square footage, height and width; and distance from the ground to the bottom of the sign display area (including borders and architectural embellishments). *(Sec. 33-71 of the Land Development Regulations)*

- ☐ Zoning and land use map (information may be combined) of the subject site and surrounding properties.

Buildings:

- ☐ Location and dimensions of all existing and proposed structures, indicating all access points; building separation; gross and net floor area (per section 33-91.01(c)3)) per floor per building; building height and number of stories; and a statement as to the number of dwelling units, density, number of bedrooms, and/or number of seats, as applicable.

- ☐ The building construction type; and type of roof covering.

- ☐ The occupancy classification of the building. *(Refer to the Florida Standard Building Code Chapter 4)*

- ☐ A description of the development's handicapped accessibility.

Landscaping:

- ☐ A landscape plan with detailed plant list, including specific plant/tree species. Include plans for an irrigation system for all landscaped areas. *(The landscaping plan shall meet or exceed the requirements of Section 33-92 of the Land Development Regulations.)*

- ☐ Provisions for tree protection *(Shall be done in accordance with Sec. 33-57 of the Land Development Regulations.)*

- ☐ Tree protection detail.

- ☐ Show any proposed or required screening or buffering mechanism, including walls, hedges and/or fences.

- ☐ Show solid waste disposal plans with appropriate landscaping, including enclosures and screening.

- ☐ Show all overhead and underground utilities.

- ☐ The following statement shall be required to be placed on all new site plans:
  "Tree barricades are required around all trees which have been designated on the site plan to be retained and protected. Prior to any clearing or construction activity occurring on the site, tree barricades shall be constructed by the contractor and approved by the City."

(Refer to tree protection detail graphic for additional barricade standards: www.deland.org/Pages/DeLandFL_Planning/apps/index)

Traffic & Transportation:

- ☐ Location of all existing and proposed, internal and those within 600 feet of the site: easements; emergency accessways; other cross-access easement agreements; vehicular and pedestrian access points; median cuts; streets; driveways; and rights-of-way. *(Include widths and centerlines) (Sec. 33-90 of the Land Development Regulations.)*

- ☐ Engineering plans, specifications, and cross sections for streets, sidewalks, and driveways.

- ☐ Plans for vehicular use areas (designating the number, dimension, and location of all regular and handicapped-accessible parking spaces). Provide the number of required, and the number of provided, off-street loading and parking spaces. (All parking spaces must have a wheelstop.) Provide the square footage of paved parking, driveway area, and the surface material used for the driveway.

- ☐ A typical detail of a parking space with the number of spaces indicated in specific areas.

- ☐ Area(s) designated for off-street parking showing the number of existing, required, and proposed parking spaces based upon parking standards.

- ☐ Sketch showing basic plans for internal traffic circulation; with preliminary plans for interaction between the proposed development and public transportation facilities.

- ☐ Required bicycle parking; number and placement of racks.

- ☐ Location of all proposed structures to be located within the vehicular use area, including signs, dumpsters, trash compactors, etc.

- ☐ Statement of jurisdiction for driveway to adjacent roadway.

- ☐ Statement as to whether or not the applicant will be required to dedicate right-of-way to the government having jurisdiction for the adjoining roadways.

- ☐ Design of any improvements to public right-of-way, including but not limited to, left turn or bypass lanes and signalization.

- ☐ Determination if a Traffic Impact Analysis is required using TPO's guidelines. If required, completed checklist to be attached to TIA.

Fire:

- ☐ Description of fire protection systems to be provided in the structures. These may include automatic fire sprinkler systems (including type, i.e. dry, wet, chemical addition); halon systems; standpipe systems; smoke removal systems; smoke detection systems; and fire extinguishers.

- ☐ Proposed or required fire lanes to be provided.

- ☐ The locations of fire hydrants; and the size and locations of water mains that supply them. The point of service for fire protection systems connected to the public water system shall also be designated.

- ☐ The location of paved areas and/or stabilized areas of the site that may be used for access to the structures by emergency apparatus. This shall include cul-de-sacs, dead ends, emergency accesses, lime rock based areas of travel, etc.

- ☐ Provide the calculation sheet for the required fire flow of the structures contained on the site. This shall be determined using the 1974 edition of the Insurance Services Office "Guide for the Determination of Required Fire Flow", as amended.

- ☐ Identify any known special fire protection concerns such as flammable liquids storage tanks, dry-cleaning operations, paint spray operations, manufacturing processes, furnaces, ovens, combustible storage, etc.

Public uses & Utilities:

- ☐ The location of all existing and proposed utilities and public facilities, on-site, and in adjacent easements and/or rights-of- way, including cross section. (Include 10-ft. wised easements along utility lines.)

- ☐ Proposed off-site extensions of utilities from their point of available capacity.

- ☐ General location of proposed water and wastewater facilities, including dimensions, size and type of pipes and slope of pipes.

- ☐ Water and wastewater facility engineering plans.

- ☐ Engineering report itemizing the estimated wastewater average daily flow, showing method of calculation and indicating the constituents of the wastewater.

- ☐ A statement as to whether backflow preventors are needed.

- ☐ If to be used, provide a description of:
  - ☐ Grease, sand, and lint interceptors.
  - ☐ Any other pretreatment facilities.

- ☐ Designate all public use and common areas.

- ☐ Contact the Engineering Dept. for additional information on City-approved standards.

Stormwater & Drainage:

- ☐ Flood zones shall be identified, with base flood elevations and source of information, if applicable.

- ☐ Demonstrate compliance with stormwater management standards, and give total square footage of impervious surfaces, including clearing stormwater retention area of existing vegetation and sod with landscaping. (Sec. 33-93 of the Land Development Regulations.)

- ☐ Drainage design should be explained in detail, including soils analysis (SCS manual acceptable), high water table depth, graphic depiction of stormwater facilities, with size, depth, length, etc. noted, general stormwater management calculations. Provide statements regarding what state permits are required.

- ☐ Grading plan with general elevations and dimensioning.

- ☐ A statement describing proposed sedimentation control plan techniques.

NOTE: Depending on the nature of the proposed development activities, the planning director may require additional materials be submitted as a part of the application. *(See Sec. 33-132.10(a)(2) of the Land Development Regulations for more information.)*

***** 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.

****** Specific proposed site use(s) must be listed on the plans. (Plans review is undertaken according to the use(s) proposed. Should uses other than those proposed be requested in the future, additional site development measures, mitigation for impact to municipal services and/or reassessment, and payment of additional City or County impact fees and/or other related fees may be required.)

SITE PLAN REVIEW PROCESS: (Sec. 33-132)

CLASS I: Will be reviewed by the Building Department *(Please contact the Building Dept. for their submittal requirements.)*

CLASS II: Will be reviewed by the Technical Review Committee (TRC).*

CLASS III: Will be reviewed by the Technical Review Committee (TRC) and the Planning Board.*

CLASS IV: Will be reviewed by the Technical Review Committee (TRC), the Planning Board, and the City Commission.*

* The TRC Meeting is typically held the 3rd Thursday of every month at 1:30 PM, in the TRC Conference Room, City of DeLand Planning Department, City Hall, 120 South Florida Avenue. The Planning Board Meeting is typically held the 3rd Wednesday of every month at 5:00 PM. The City Commission Meeting is typically held the 3rd Monday of every month at 7:00 PM. Both the Planning Board the City Commission Meetings are held in the City Commission Chambers, City Hall, 120 South Florida Avenue. Applications must be received in the City Planning Department before designated application closing dates, no later than by 12:00 PM (noon) that day.

MASTER PLAN REQUIREMENTS FOR PHASED DEVELOPMENT: (Sec. 33-132.10(e))

Phased development must be approved at the time of site plan review. Any changes to the phasing schedule must be resubmitted to the Planning Department and approved by the TRC, Planning Board, or City Commission; whichever is applicable.

A master plan is required for any development that is to be developed in phases. It shall provide the following information for the entire development:

- A concept plan for the entire master plan area.
- A Final Development Plan for the first phase, or phases, for which approval is sought.
- A development phasing schedule including the sequence for each phase; approximate size of the area in each phase; installation of utilities and landscaping (including tree protection areas) per phase; and proposed phasing of construction of public recreation, and common open space areas and facilities.
- Total acreage in each phase; and the gross intensity (nonresidential) and the gross density (residential) of each phase.
- Number, height, and type of residential units.
- Floor area, height, and types of office, commercial, industrial, and other proposed uses.
- Total land area, and approximate location and amount of open space included in each residential, office, commercial, and industrial area.
- Approximate location of proposed and existing streets, and pedestrian and bicycle routes, including points of ingress and egress.
- Approximate location and acreage of any proposed public use, such as parks, school sites, and similar public or semipublic uses.
- A vicinity map of the area within one mile surrounding the site showing:
    a. Land use designations and boundaries
    b. Traffic circulation systems
    c. Major public facilities
    d. Municipal boundary lines
    e. Urban service area boundaries

- Other documentation necessary to permit satisfactory review under the requirements of the Land Development Regulations; the Comprehensive Plan; and other federal, state, or regional laws and regulations that may be applicable and required by special circumstances, as determined by the Planning Director.

SCHEDULE OF FEES:

Conceptual Class II or III Site Plans:

Site plan review fee:	$500.00
Fire review fee:	$100.00

Class II Site Plan:

Site plan review fee:	$1,000.00
Fire review fee:	$100.00
Community Design Standards review fee:	$100.00 flat fee + fees as calculated below*

Class III Site Plan:

Site plan review fee:	$1,000.00 +
Multi-Family residential projects:	$3.00 per residential unit
Non-residential projects:	$10.00/every 1,000 sq. ft. of floor area over 40,000 sq. ft., (up to 80,000 sq. ft.)
Fire review fee:	$100.00
Community Design Standards review fee:	$300.00 flat fee + fees as calculated below*

Class IV site plan:

Site plan review fee:	
Multi-Family residential projects:	$1,000 + $3.00 per residential unit
Non-residential projects:	$1,400 + $10.00/every 1,000 sq. ft. of floor area over 80,000 sq. ft.
Fire review fee:	$100.00
Community Design Standards review fee:	$300.00 flat fee + fees as calculated below*

SITE PLAN RESUBMITTALS FEE: **$300 per resubmittal; no fee for 1st resubmittal after TRC**

* Community Design Standards review fee calculation *(if applicable, per Sec. 33-94):*

Site plan review fee:	$125.00/site acre, for 5 acres or less + $50.00/acre for each acre over 5 acres ($250.00 minimum review fee)
Review of building exterior plans:	The greater of $250.00; or $1.00/linear foot of building perimeter + $0.50/linear foot of building perimeter for each building floor level above 2 stories.

(For repetitive building clusters, such as self-storage units, multi-family apartment complexes, warehouse buildings, etc: $1.00/linear foot of building perimeter + $0.50/linear foot of building perimeter for each similar building)

TREE PROTECTION AREA WORKSHEET

1. Number of acres _____ times 43,560 = _____ square footage of the site.

2. Square footage _____ times 0.15 = _____ required area for tree protection.

3. Required tree protection area _____ square feet minus _____ square feet proposed for tree protection = _____ square feet deficient for the site.

MINIMUM TREE COVERAGE WORKSHEET

1. To determine the number of coverage trees required on-site, divide the square footage of the site by 2,500. For example: 0.75 acres equals 32,670 square feet [0.75 times 43,560 = 32,670 square feet]. Then divide 32,670 square feet by 2,500 square feet = 13.07 (number of trees required).

2. _____ acres of site area times 43,560 divided by 2,500 = _____ required number of trees.

3. To determine the inches DBH required for minimum coverage, multiply the number of trees by 6". For example, 13.07 trees at 6" per tree equals 78.42 inches DBH required for tree coverage.

4. _____ number of trees [from #2 above] times 6" = _____ minimum DBH inches for tree coverage.

To determine the amount of your tree coverage credit, answer the following questions:

5. How many DBH inches of specimen trees will you retain after development? _____

6. How many DBH inches of non-specimen trees will you retain? _____

7. Add #5 to #6 to get the total credit of DBH inches for tree coverage requirement: _____

8. Figure out whether the site is deficient in terms of tree coverage by taking the answer to #4 above and subtracting #7. The result is the number of inches which must be added to the landscape plan.

9. _____ amount of deficiency, in inches.

   If this is 0, or a negative number, there is no deficiency. If this is a positive number, you will need to plant the inches shown in Step 10 on site.

SPECIMEN TREE WORKSHEET

1. How many specimen trees are on-site? _____.

2. Determine the number of specimen trees per acre by dividing the answer from Step 1 by the acreage = _____.

3. See Section 33-57.05 to get the minimum number of specimen trees to be retained per acre (Shown in table below).

Number of Specimen Trees	Minimum Specimen Tree Protection Requirement
Less than three per acre	100 percent of all specimen trees
3 to 5 per acre	3 per acre
More than 5 to 8 per acre	4 per acre
More than 8 per acre	50 percent of all specimen trees per acre up to a maximum of 8 trees per acre

4. Multiply the number of specimen trees to be retained per acre (in Step 3 above) by the acreage of the site:

   _____ trees times _____ acres of the site equals the minimum number of specimen trees required to be protected on-site = _____.

5. How many specimen trees do you propose to keep on the site: _____?

   Subtract the answer in Step 4 above from this number:

   _____ minus _____ = _____. If this is a negative number, then the site does not meet the minimum Specimen Tree Protection Requirement.

   If it is a positive number, you meet the minimum specimen tree coverage requirements and can start the Tree Replacement Worksheet.

TREE REPLACEMENT WORKSHEET

1. Number of inches of Historic Tree Removals _____ times 1.0 = _____ Historic Tree replacement inches (Attach City Commission Resolution Authorizing the Removal).

2. Number of inches of Specimen Tree Removals _____ times 0.5 = _____ Specimen Tree replacement inches.

3. Number of Laurel Oaks larger than 20" DBH in deteriorated condition removals _____ times 2" = _____ Deteriorated Laurel Oak replacement inches (Attach Arborist Report).

4. Number of inches of all other Protected Tree Removals _____ divided by 3 = _____ Protected Tree replacement inches.

5. The sum of steps 1 through 4 _____ equals the Total Number of Tree Replacement Inches.

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: _____