



# Application for Subdivision Review

<i>Staff Use Only</i>	
APPLICATION NUMBER:	
SSB	- ____ - ____
PSB	- ____ - ____
FSB	- ____ - ____
CSB	- ____ - ____

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

**TYPE OF REVIEW (check one):**

Sketch Plan

Preliminary Subdivision Plat

Final Subdivision Plat

Combined Subdivision Plat

DESCRIBE \_\_\_\_\_

REQUEST: \_\_\_\_\_

\_\_\_\_\_

NUMBER OF PROPOSED LOTS: \_\_\_\_\_

**PROPERTY INFORMATION:**

SHORT PARCEL ID NUMBER(S): \_\_\_\_\_

ADDRESS OF PROPERTY OR GENERAL LOCATION: \_\_\_\_\_

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

SIZE OF PROPERTY TO BE PLATTED (where applicable, indicate phases): \_\_\_\_\_ SQ. FT./ACRES

LIST UTILITIES AVAILABLE (CITY WATER, CITY SEWER, REUSE LINES, CABLE, ETC.):  
\_\_\_\_\_  
\_\_\_\_\_

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		

HAS THE PROPERTY BEEN PREVIOUSLY PLATTED OR SUBDIVIDED? \_\_\_\_\_

IF YES, PLEASE STATE NAME OF THE PLAT & DATE RECORDED (ALSO SUBMIT A COPY OF THE APPROVED PLAT WITH THIS APPLICATION): \_\_\_\_\_

IF APPLICABLE, INDICATE ALL OTHER PREVIOUS APPROVALS ON THE PROPERTY BY THE CITY OR COUNTY:

\_\_\_\_\_

<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 different from the 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.*

*\*When signing as an authorized agent for a corporation or company, said agent must also submit a notarized*

power of attorney designating the agent to act on the corporation's behalf. Said authorization must be signed by a representative of the corporation, and a corporate resolution attached stating that said representative has authority to sign for the corporation.

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

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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.

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**If the applicant requests a delay in the transmittal of the preliminary plat to the City Commission in writing, the delay may only be for six (6) months. After the six-month delay, if the applicant has not submitted revised plans, or has not requested an extension of up to an additional six months, the application will be deemed withdrawn and a new application for a preliminary plat must be submitted.**

**REFER TO THE SUBDIVISION REVIEW APPLICATION CHECKLIST (ATTACHED) FOR A LIST OF ALL ITEMS REQUIRED FOR SUBMITTAL.**

***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: \_\_\_\_\_

## SUBDIVISION REVIEW SCHEDULE OF FEES:

**Subdivision Sketch Plan:** \$500.00

**Subdivision Preliminary Plat:**

*Plan review fee:* \$1,000.00 + \$25.00/lot

*Fire review fee:* \$50.00 + \$1.00/lot

**Subdivision Final Plat & Recording:**

*Plan review fee:* \$500.00 + \$20.00/lot

*Recording fee:* \$70.00 + \$30.00 for 1<sup>st</sup> page + \$15.00 for each additional page

*Fire review fee:* \$50.00 + \$1.00/lot

*Subdivision improvement inspection:* \$1.5% of the cost of improvements, min. of \$500.00 (\$100.00 re-inspection fee)

*Infrastructure performance of surety bond; Letter of Credit; or other form of fiscal assurance:* 110% of the cost of all infrastructure; good for only 1 year (unless infrastructure, both on-site & off-site is completed by the applicant prior to recording)

**Subdivision Combined Preliminary & Final Plat:**

*Plan review fee:* \$3,000.00 + \$25.00/lot

*Recording fee:* \$70.00 + \$30.00 for 1<sup>st</sup> page + \$15.00 for each additional page

*Fire review fee:* \$50.00 + \$1.00/lot

*Subdivision improvement inspection:* \$1.5% of the cost of improvements, min. of \$500.00 (\$100.00 re-inspection fee)

*Infrastructure performance of surety bond; Letter of Credit; or other form of fiscal assurance:* 110% of the cost of all infrastructure; good for only 1 year (unless infrastructure, both on-site & off-site is completed by the applicant prior to recording)

**Documents required to be recorded in**

**addition to plat:** \$6.00 for 1<sup>st</sup> page + \$4.50 for each additional page

**Subdivision Replat:**

*Plan review fee:* \$500.00 + \$10.00/lot

*Fire review fee:* \$50.00 + \$1.00/lot

**Maintenance Bond:**

10% of the total cost of all infrastructure to be maintained by the City

# APPLICATION FOR SUBDIVISION REVIEW

## CHECKLIST OF REQUIREMENTS

**\*\*Please fold all plans to fit an 8 ½"x14" folder\*\***

The following is a list of items required for submittal, per each type of review:

*(See noted sections of the Land Development Regulations for detailed information.)*

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### A. SKETCH PLAN (Sec. 33-146.02)

- Completed application & any accompanying authorizations and/or powers of attorney. *(Application may be typed or printed and must be signed by all owners and mortgagees. Petitioner may sign for owner with proper authorization.)*
  - Two (2)** current *(no older than 2 years)* signed and sealed surveys of the subject property
  - Seventeen (17)** copies of the plat package, folded to fit in an 8 ½ x 14" folder, and containing: plans & exhibits as required by Sec. 33-146.02 of the Land Development Regulations. *(Plans are to be drawn at an approximate scale of 200 feet to one inch, or at a scale to be approved in advance by the City Engineer.)* Include **one (1)** digital copy of the plat package on a CD; and **one (1)** copy reduced to an 11x17" size.
  - Five (5)** copies of a current *(no older than 2 years)* tree survey, signed and sealed, showing: location, size, and **species** of trees on the 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.
  - Required plat data, as described below:
    1. Legal description of the subject property, including the total acreage
    2. Total acreage in the tract to be subdivided
    3. Tentative street and lot arrangement
    4. Approximate locations of rights-of-way, easements, and lot lines
    5. Existing and proposed uses of land throughout the subdivision
    6. Wooded areas, including the location of any specimen or historic trees (as defined in Sec. 33-57.03)
    7. Proposed bodies of water and waterways, if any
    8. Zoning classification of the subject property
    9. Required landscape buffers and building setbacks, as designated by the Land Development Regulations for that location and zoning district, drawn on sketch.
    10. Location of all available utilities (i.e. electric, natural gas, City water, City sewer, reuse lines, cable)
  - Required fee; checks made payable to the City of DeLand *(see attached schedule of fees)*
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### B. PRELIMINARY PLAT (Sec. 33-146.03)

- Completed application & any accompanying authorizations and/or powers of attorney. *(Application may be typed or printed and must be signed by all owners and mortgagees. Petitioner may sign for owner with proper authorization.)*
- Two (2)** current *(no older than 2 years)* signed and sealed surveys of the subject property
- Seventeen (17)** copies of the plat package, folded to fit in an 8 ½ x 14" folder, and containing plans & exhibits as required by Sec. 33-146 of the Land Development Regulations. *(Preliminary plats shall be prepared by a currently-registered surveyor or engineer; and drawn at a scale of 100 feet to one inch, or at a scale to be approved in advance by the City Engineer. Sheet size & title block to be approved by the City*

- Engineer.*) Include **one (1)** digital copy of the plat package on a CD; and **one (1)** additional copy reduced to an 11x17" size.
- Five (5)** copies of a current (no older than 2 years) tree survey, signed and sealed, showing: location, size, and **species** of each tree on the 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.
  - Soil tests, when requested by the City Engineer.
  - Two (2)** copies of a Traffic Impact Analysis, if required \*
  - Certification of Title for subdivision plats (Sec. 33-146.04(b)(4)\*\*
  - For residential projects, verification from the Volusia County School Board of submittal of the "School Planning and Concurrency Application" (*Not required for developments that do not generate students, such as group quarters, and certain age-restricted, senior developments.*)
  - Required fee; checks made payable to the City of DeLand (*see attached schedule of fees*)
  - All required plat information, as described below:

General:

1. All information required by the State, per F.S. Ch. 177.
2. Shown on every sheet: name of subdivision, in bold legible letters; owner's name; name, street and mailing address of the professional surveyor or engineer; date of survey and plat preparation; north point; and a graphic scale.
3. Surveyor's certificate of accuracy, seal, and statement as required by F.S. 177.061.
4. Legal description of the subject property; total acreage in tract; acreage in public or other land usage; total number of lots; total linear feet of streets.
5. Name and location of any adjoining subdivisions/plats (including plat book and page number, if applicable, or marked as unplatted); and streets with centerline information.
6. Accurate location and description of all monuments, markers, and control points.
7. For plats with multiple sheets, an index or key map, and on each sheet, clearly-labeled matchlines and the particular number of that sheet out of the total number of sheets.
8. Legend of all symbols and abbreviations.
9. Existing zoning classification of the tract.
10. Location of all available utilities (i.e. electric, natural gas, City water, City sewer, reuse lines, cable, etc.) and name of the provider.
11. Vicinity map, drawn to a scale of 400 feet to one inch. A smaller scale is permissible with prior approval from the City Engineer.
12. Any other miscellaneous supplemental materials; any deed restrictions and/or protective covenants proposed for the subdivision; and any other information considered pertinent by the applicant, the Planning Board, or the City Engineer, for the review of the preliminary plat.
13. Required statement as per F.S. 177.091(27): "NOTICE: This plat, as recorded in its graphic form, is the official depiction of the subdivided lands described herein and will in no circumstances be supplanted in authority by any other graphic or digital form of the plat. There may be additional restrictions that are not recorded on this plat that may be found in the public records of this county."

14. Include in the bottom right-hand corner (36" long side) a 3" vertical x 5" horizontal approval box for the City. Above that box, list the title of your project. In title bar, list the section-township-range along with parent parcel ID numbers.
15. Lot table showing all lots and dimension of lots.

Existing site data:

1. Exact boundaries of the tract to be subdivided, with all bearings and distances indicated.
2. Where applicable, location, width, and/or names of existing: city limits; property lines; rights-of-way; streets; easements; railroads; utility transmission lines; storm sewers; ditches and culverts; waterways; sanitary sewers; water mains; bridges; buildings; and bulkheads.
3. All section lines and quarter-section lines, occurring within the subdivision, indicated.
4. Wooded areas, marshes, water courses, ponds and other similar conditions affecting the site.
5. Topography of the site at a contour interval of two (2) feet.

Proposed site data:

1. Lot lines; lot dimensions; lot and block numbers; and all required building setback lines and landscape buffers, as designated by the Land Development Regulations for that location and zoning district. Lots are to be progressively numbered; blocks either progressively numbered or lettered.
2. Sufficient engineering data to readily determine, and reproduce on the ground, every straight or curved boundary line; street line; lot line; right-of-way line; easement line; buffers; and setbacks. Include linear dimensions, bearings or deflection angles, radii, arcs, chords, central angles, etc. (All dimensions shall be measured to the nearest one-tenth (1/10) of a foot and all angles to the nearest minute.)
3. Location, dimensions, and purpose of all proposed rights-of-way, easements, and streets; include pavement widths, grades, and street names. (Street profiles and cross-sections shall be provided)
4. Statement of jurisdiction for driveway to adjacent roadway.
5. Contour changes; and/or any created water bodies, waterways, or changed watercourses.
6. Engineering plans for sanitary sewers and/or sewage disposal systems; water lines or proposals for developing new water supply; and storm sewers and/or storm drainage. (Sizes, cross-sections, and profiles shall be provided)
7. Engineering plans and drawings of bulkheads, bridges, and sidewalks, if any; showing sizes, cross-sections, and profiles, when required by the City Engineer.
8. Location of all proposed areas to be dedicated to public use (such as parks, school sites, etc.); with the intended use of each clearly stated.
9. Any areas to be used for purposes other than residential and public, if any (including purpose, location, and dimensions of each area indicated).

\* 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. Determination if a Traffic Impact Analysis is required using TPO's guideline. If required, completed checklist to be attached to the TIA. To assist in developing the TIA Methodology and TIA, a digital copy of the TIA Guidelines is available by email upon request.

For all proposed developments 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.

\*\* Per F.S. 177.041, every plat of a subdivision submitted to the City must be accompanied by a title opinion of an attorney at law licensed in Florida, or a certification by an abstractor or title company, showing that record title to the land as described and shown, is in the name of the person, persons, corporation, or entity executing the dedication as shown on the plat, and if the plat does not contain a dedication, the developer has record title to the land. The title opinion or certification must also show all outstanding mortgages on the property.

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**C. FINAL PLAT (Sec. 33-146.04)**

- Approval of a preliminary plat
- Seventeen (17)** copies of the proposed final plat to record. (***Contact the Planning Dept. in advance to verify number of copies required for your project.***) Final plats shall be prepared by a currently-registered surveyor or engineer, and drawn at a scale of 100 feet to one inch, or at a scale to be approved in advance by the City Engineer. (Include **one (1)** digital copy on a CD.)
- One (1)** copy of the final plat on reproducible Mylar, Cronaflex, or other similar durable material for recording at the Courthouse; 28 x 22" with a 3" margin on the left side, and a 1" margin on all other sides. Check with the Volusia County Clerk of the Circuit Court for other requirements (per Sec. 33-146.04(a)(2) of the Land Development Regulations).
- Required fee; checks made payable to the City of DeLand (*see attached schedule of fees*) (Recording costs for covenants and deed restrictions will be determined prior to recording.)

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**D. COMBINED PRELIMINARY AND FINAL PLAT (Sec. 33-146.05)**

- All items that are listed under both the Preliminary Plat and the Final Plat sections.

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**E. RECORDING OF THE PLAT (Sec. 33-146.05(h))**

- Payment of fees:
  1. Recording fees for plats, covenants, deed restrictions, and any other documents which must be recorded.
  2. Infrastructure inspection fee equaling 1.5% of the total cost of infrastructure or \$500.00, whichever is greater.
- Completion of all conditions which were set by the Commission during previous review processes.
- Completion of all infrastructure, both on-site and off-site, or submittal of an acceptable form of fiscal assurance that work will be completed within one year. Performance of surety bond or other forms of fiscal assurance will be in the amount of 110% of the cost of all infrastructure; and are to be deemed acceptable by the City Attorney.
- Permanent reference monuments shall be set prior to the recording of the plat.
- Copy of the proposed covenants and deed restrictions that have been deemed acceptable by the City.

- One (1)** copy of the approved final plat on reproducible Mylar, as described under the *Final Plat* section above.

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**F. CITY ACCEPTANCE OF INFRASTRUCTURE (Sec. 33-147)**

- Pay a maintenance bond equaling 10% of the cost of all infrastructure the City will maintain. Bond is submitted by the applicant at the time the City agrees to accept ownership and maintenance of the applicable infrastructure. The maintenance bond will be retained for 1 year. During that year, if there are problems with the infrastructure, the City will contact the applicant about rectifying the problems. If the applicant does not rectify these problems, the maintenance bond will be used to correct said problems.

## SUBDIVISION INFRASTRUCTURE COMPLETION FORM

Of the choices listed below, please indicate how the required infrastructure associated with the Preliminary Plat for \_\_\_\_\_ Subdivision will be completed. As appropriate, choose only one or two items.

\_\_\_\_\_ Construction of all infrastructure items, identified in Section 33-147.02 (B), prior to the recording of the final plat.

\_\_\_\_\_ Construction of a portion of the infrastructure items, identified in Section 33-147.02 (2), prior to the recording of the final plat. (If only a portion of the infrastructure will be completed, prior to the recording of the final plat, attach a list of these items.)

\_\_\_\_\_ Posting of a surety bond for all of the infrastructure items for a period of one (1) year.\*

\_\_\_\_\_ Posting of a surety bond for a portion of the infrastructure items for a period of one (1) year. (If only a portion of the infrastructure will be bonded, attach a list of these items.)\*

\_\_\_\_\_ Provide the City with a certified check or cash in an escrow account for all of the infrastructure items for a period of one (1) year.\*

\_\_\_\_\_ Provide the City with a certified check or cash in an escrow account for a portion of the infrastructure items for a period of one (1) year. (If only a portion of the infrastructure will be covered by a certified check or cash escrow account, attach a list of these items.)\*

\* All estimates of required infrastructure costs shall be approved by the City Engineer.

\_\_\_\_\_

(NAME)

\_\_\_\_\_

(DATE)

\_\_\_\_\_



## TREE PROTECTION AREA WORKSHEET

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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

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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

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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).

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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: \_\_\_\_\_