



**PRE- APPLICATION MEETING FORM**  
**GROWTH AND RESOURCE MANAGEMENT DEPARTMENT**  
**PLANNING AND DEVELOPMENT SERVICES DIVISION**  
 123 W. Indiana Avenue, Room 202 DeLand, FL 32720  
 Telephone: (386) 736-5959 Fax: (386) 626-6570  
[planning@volusia.org](mailto:planning@volusia.org)

**Complete the following information, and attach additional information and/or plans as needed.  
 This information will be used by staff for initial research of your proposed activity.**

**APPLICANT/OWNER/AGENT:**

Name: \_\_\_\_\_  Applicant  Owner  Agent  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_  Applicant  Owner  Agent  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_  Applicant  Owner  Agent  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY INFORMATION:**

Tax Parcel Number(s): \_\_\_\_\_  
 Address: \_\_\_\_\_ Adjacent City/Community: \_\_\_\_\_  
 Total Acres/Sq. Ft.: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_ Existing Future Land Use: \_\_\_\_\_  
 Existing Use of Property: \_\_\_\_\_  
 Utility Provider: \_\_\_\_\_ and/or  WELL and/or  SEPTIC

**PROPOSED PROJECT INFORMATION:** What type of application(s) will be needed? (Check all that apply.)

Future land Use Amendment: From \_\_\_\_\_ To \_\_\_\_\_  
 Rezoning: From \_\_\_\_\_ To \_\_\_\_\_  
 Planned Unit Development (PUD): Describe uses \_\_\_\_\_  
 Major/Minor Amendment to PUD: Name of PUD \_\_\_\_\_  
 Describe proposed amendment \_\_\_\_\_  
 Special Exception: For a \_\_\_\_\_ in \_\_\_\_\_ zoning classification  
 Variance: To \_\_\_\_\_  
 Reason for variance \_\_\_\_\_  
 Administrative (660') Boundary Adjustment

- It is recommended to submit the following with this form:**
- A signed and sealed survey of the property (should be no more than 2 years old).
  - A site plan to scale (for Special Exceptions and Variances).
  - A written description of the request.

\*\*\*\*\*STAFF USE ONLY\*\*\*\*\*

**STAFF COMMENTS/NOTES:**

Meeting Date: \_\_\_\_\_

Staff: \_\_\_\_\_

Public Notice Requirements

Submittal Matrix Provided

**HISTORY/BACKGROUND:**

Code Violations?	
Nonconforming Lot Letter Required?	
Unrecorded Subdivision?	
Lot Combination Required?	
EMD Required?	
Located within?	<input type="checkbox"/> NRMA <input type="checkbox"/> ECO <input type="checkbox"/> Local Plan: <input type="checkbox"/> Rural Community: <input type="checkbox"/> Rural Recreation Area:
Flood Zone?	
Wetlands?	
Previous Zoning Case?	
Previous FLU Amendment Case?	
Previous Variance Case?	
Is Variance After the Fact?	
Other?	

**PLANNER NOTES:**

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