

PLANNING APPLICATION



Mail or hand deliver completed application to:

**CITY OF ORANGE CITY
DEVELOPMENT SERVICES DEPARTMENT**
205 E. Graves Avenue
Orange City, FL 32763
(386) 775-5415
ourorangecity.com

TYPE OF APPLICATION:

(Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> PLANNED UNIT DEVELOPMENT (PUD)
<input type="checkbox"/> LARGE SCALE AMENDMENT
<input type="checkbox"/> SMALL SCALE AMENDMENT
<input type="checkbox"/> REZONING | <input type="checkbox"/> MAJOR/MINOR AMENDMENT TO PUD
<input type="checkbox"/> CONDITIONAL USE
<input type="checkbox"/> VARIANCE |
|--|--|

PROJECT INFORMATION:

(Attach additional sheets as necessary)

PROJECT NAME: _____

INTENDED USE: _____

PROJECT ADDRESS: _____

PROJECT LOCATION: _____

TAX PARCEL NUMBER(S): _____

TOTAL ACRES: _____ BUILDING SQUARE FOOTAGE: _____ NUMBER OF DWELLING UNITS: _____

EXISTING FUTURE LAND USE: _____ PROPOSED FUTURE LAND USE: _____

EXISTING ZONING: _____ PROPOSED ZONING: _____

WETLANDS ONSITE? YES NO

UTILITY PROVIDER(S): _____ and/or WELL and/or SEPTIC

ENGINEER(S) OF RECORD: _____

PLANNING CONSULTANT(S): _____

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TO BE COMPLETED BY CITY STAFF:

Date Stamp:		Received by:	
Fee Paid: <small>(Breakdown of fees must be attached)</small>		Application #(s):	
Pre-Application Meeting Date:		Planner:	

PLANNING APPLICATION

APPLICANT INFORMATION:

NAME: _____ PRIMARY CONTACT
COMPANY: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
PHONE: (____) _____ FAX: (____) _____ EMAIL: _____

OWNER INFORMATION:

NAME: _____ PRIMARY CONTACT
COMPANY: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
PHONE: (____) _____ FAX: (____) _____ EMAIL: _____

**TO BE SUPPLIED AT THE TIME OF SUBMISSION WITH ALL APPLICATIONS
(ALL ITEMS MUST ALSO BE SUBMITTED ELECTRONICALLY ON A CD IN PDF FORMAT):**

- Application fees and consultant fee deposit
- Two (2) current (no more than two years old) signed and sealed surveys of the property completed by a Florida Registered Land Surveyor
- Authorization from owner (if applicant is other than owner or attorney for owner)
- Pre-application meeting form
- Written description of request
- Proof of ownership (if requested)
- Nine (9) copies of a preliminary site plan
- Transportation Impact Analysis (if requested)
- School Concurrency Form (if residential)
- Environmental Impact Analysis (if requested)
- Building elevations (if requested)
- Proposed Development Agreement (planned unit developments only)
- Other (as may be required and discussed in the pre-application meeting)

CERTIFICATION

By signing this application, the applicant understands and agrees that all direct costs, expenses and fees incurred by the city relating directly to the review, processing, inspection, or regulation of an application, including but not limited to the time of city consultants, as well as those relating to legal and engineering review for an application or project shall be assessed to the applicant and reimbursed to the City. To cover these costs, many applications require a review retainer. The review retainer will be held during the course of review, and returned to the applicant after all outstanding invoices are paid.

By signing below, you acknowledge the requirement for the complete application submission and all fees to be received in this office no later than noon on the applicable posted deadline date. Applications determined to be incomplete may be returned to the applicant prior to acceptance, or final approval may be delayed. City staff is hereby granted access to the subject property for inspection and review purposes.

APPLICANT(S) SIGNATURE:

If you are not the property owner, you must have the owner complete the attached Owner Authorization Form.

APPLICANT(S) PRINT:

DATE: