



**THE CITY OF DAYTONA BEACH –2020
DEVELOPMENT & ADMINISTRATIVE SERVICES
UNIFORM DEVELOPMENT REVIEW APPLICATION**
<http://www.codb.us/>

Application submittals are due by
Thursday at noon and should be delivered to:
The City of Daytona Beach
Attn: Planning – Hannah Ward
Development Services, Room 240
301 South Ridgewood Avenue
Daytona Beach, FL 32114

A pre-application meeting with Staff may be required* prior to submitting an application to discuss the project's feasibility, anticipated review track, submittal requirements, and procedures. This requirement can be found in Section 3.3.A and Table 3.2 of the LDC. Contact Hannah Ward, Planner, at 386.671.8123 to schedule a pre-application meeting with the City's Technical Review Team (TRT). After initial contact with Staff, the Applicant may be advised to have further preliminary discussions with Staff.

TYPE OF REQUEST:

CITY FILE:

Major Site Plan*	Variance BOA*	Rezoning*
Minor Site Plan	LDC Text Amendment	Planned Development Rezoning*
Special Use*	Minor Preliminary Plat	Planned Development Amendment
Public Use*	Major Preliminary Plat*	Large Scale Comp Plan Amendment*
Temporary Use (Special Event)	Final Plat	Small Scale Comp Plan Amendment*
Annexation-Voluntary	ROW Vacation	Excess Boat Slip Allocation
Semipublic Use*	Certificate of Appropriateness, Major*	Other (Please Describe):
Easement Vacation	Historic Overlay Amendment*	

In a Redevelopment Area? Ballough Road Downtown South Atlantic Midtown Main Street

SUMMARY OF APPLICATION REQUEST (PROJECT DESCRIPTION):

SITE & APPLICANT INFORMATION: All information must be completed

Project Name:														
12 Digit Short Tax Parcel ID#:														
Street Address														
SITE INFORMATION:	Existing:	Proposed:	Abutting Property:											
Future Land Use Designation:			N	S	E	W								
Zoning Designation:														
Gross Sq. Ft. Floor Area:														
Acres of Parcel(s):														
Property Owner (Provide Proof of Ownership)														
Company/Contact Name:											Phone :			
Street Address:											E-mail:			
City & State:											Zip:			
Lead Designer, if any (Provide Owner Authorization Form)														
Company/Contact Name:											Phone :			
Street Address:											E-mail:			
City & State:											Zip:			
Authorized Agent, if any (Provide Owner Authorization Form)														
Company/Contact Name:											Phone :			
Street Address:											E-mail:			
City & State:											Zip:			

Applicant Signature:		DATE:
Print Name:		

Please verify you are using the most recent application available, found at www.codb.us under Planning Department, Application Forms

UNIFORM DEVELOPMENT REVIEW APPLICATION PACKET CHECKLIST

ALL ITEMS MUST BE SUBMITTED WITH APPLICATION (UNLESS SPECIFICALLY WAIVED)

	ITEM	LDC REFERENCE SECTION
<input type="checkbox"/>	COMPLETED UNIFORM DEVELOPMENT REVIEW APPLICATION FORM (PG 1 OF APPLICATION PACKET)	APPENDIX A
<input type="checkbox"/>	ALL APPLICATION FEES \$	APPENDIX B; CURRENT FEE SCHEDULE
<input type="checkbox"/>	PROOF OF OWNERSHIP (DEED, TAX BILL OR PROPERTY APPRAISER'S DOCUMENTATION)	APPENDIX A
<input type="checkbox"/>	AUTHORIZATION OF OWNER FORM, IF USING AN AGENT (MUST NOTARIZE, LOCATED IN THIS PACKET)	APPENDIX A
<input type="checkbox"/>	SURVEY (2 YEARS OLD OR LESS, SIGNED AND SEALED)	APPENDIX A
<input type="checkbox"/>	SITE PLAN: (1) FULL SET OF PLANS 24x36 FOLDED AND BOUND TOGETHER; (1) 11x17 COPY	SEC. 3.3.C ; APPENDIX A (ADDITIONAL APPLICATION REQUIREMENTS FOR SITE PLAN)
<input type="checkbox"/>	COVER LETTER AND ASSOCIATED DOCUMENTS	SEC. 3.3.C.2
<input type="checkbox"/>	SUMMARY LIST OF ALL DOCUMENTS BEING SUBMITTED	SEC. 3.3.C.2
<input type="checkbox"/>	CONCURRENCY APPLICATION, IF APPLICABLE (LOCATED IN THIS PACKET)	SEC. 3.3.C.2; 6.16
<input type="checkbox"/>	TRAFFIC STUDY OR TIA, IF APPLICABLE **MUST BE RESOLVED TO STAFF SATISFACTION PRIOR TO PUBLIC HEARINGS**	SEC. 3.3.C.2; 6.17
<input type="checkbox"/>	(1) LABELED CD CONTAINING AN ELECTRONIC COPY OF ALL OF THE ABOVE ITEMS	SEC. 3.3.C.2; APPENDIX A (ADDITIONAL APPLICATION REQUIREMENTS FOR SITE PLAN)
<input type="checkbox"/>	PRELIMINARY PLAT – SUBMIT INTERNAL ADDRESSING PLAN	APPENDIX A
<input type="checkbox"/>	<p>Final Plat – Provide a CAD drawing of the plat to the following agencies, to expedite addressing:</p> <p>Michael Richards, Volusia County Graphics (E911) – (386) 736-5959 x 12036 mrichards@volusia.org</p> <p>Shililah Clark, CCF Volusia County Property Appraisers (GIS) –386-522-5720 x13284 smclark@volusia.org</p> <p>Edward Evanson, Daytona Beach GIS – 386-671-7914 EvansonE@codb.us</p>	

TRAFFIC IMPACT ANALYSIS (TIA) SUBMITTAL, REVIEW AND APPROVAL PROCESS

- Determine whether a TIA will be required for a proposed development or change of use (see LDC Section 6.17 below)
- Review R2CTPO Transportation Impact Analysis Guidelines
- Is this project related to a parent parcel
- Submit Uniform Development Review Application to begin TIA review process
 - Check "Other" box and add TIA Review
 - Include proof of ownership
 - Notarized Authorization of Owner form (if agent submits)
 - \$3,000 deposit for City consultant review (LDC Section 3.3.C.2 – Additional funds may be required to cover additional review fees. Unused deposit will be returned to applicant upon completion of review.)
 - Detailed description of proposed development, or change of use
 - Applicant submits methodology statement (using R2CTPO guidelines)
 - Emailed submittals of information will not be accepted. All submittals and re-submittals require hard copies and an electronic copy of all materials on CD
 - Request methodology meeting with City staff if needed
- City consultant will be assigned to the application review and will review the applicant's methodology statement for TIA
- After methodology has been agreed to and accepted, submit TIA to the City using R2CTPO guidelines
- If required, submit to County through County Use Permit Application, County requires:
 - TIA hardcopies (2)
 - TIA PDF
 - Completed Checklist
 - All computer input files
 - The City/County will review TIA and provide comments as needed
 - Applicant re-submits TIA, resolving City/County comments
 - A final TIA document is required for recordkeeping purposes
- All TIA comments must be resolved prior to scheduling an application for public hearings

Submit Information to: The City of Daytona Beach
Planning Department
301 S. Ridgewood Avenue, Room 240
Daytona Beach, FL 32164

Threshold Conditions Determining the Need for a TIA (LDC Section 6.17)

1. It shall be the responsibility of the applicant to submit the data needed to determine whether or not a TIA is required.
2. A TIA shall be required for applications for a zoning district map amendment in which the trip ends associated with the requested zoning district's most intensive use are greater than ten percent of the trip ends associated with the existing zoning district's most intensive use. Most intensive use shall be the use which generates the highest number of trips per day in accordance with the ITE Trip Generation Manual.
3. A TIA will be required for developments generating 1,000 or more two-way daily external trips on a weekday or 100 or more peak hour two-way external trips on a weekday.
4. Developments generating less than 1,000 two-way daily external trips or 100 peak hour two-way external trips may be required to submit a TIA if it is determined necessary by City staff due to possible impacts on traffic including:
 - a. The likelihood that current or projected levels of service for the roadway system adjacent to the development will be significantly affected.
 - b. The traffic conditions in the adjacent neighborhoods will be adversely impacted.
 - c. The proximity of existing or proposed site driveways to other driveways or intersections.
 - d. The ability of the adjacent, existing, or planned roadway system to handle increased traffic, or the feasibility of improving the roadway system to handle increased traffic.
 - e. Other specific traffic problems or deficiencies that may be affected by the proposed development or affect the ability of the development to be satisfactorily accommodated.
 - f. To determine mitigation.
5. A TIA shall not be required for the following:
 - a. Construction of single-family, duplex, triplex, or fourplex residences where only one such structure is constructed per lot.
 - b. Substantial restoration within a period of six months of a building damaged by fire, explosion, flood, tornado, riot, or accident of any kind, and where there is no change of use.
 - c. Restoration of buildings with a historic designation.
 - d. Remodeling where all exterior walls of the building remain in the same location and there is no change in use.
6. TIA requirements within a Redevelopment Area exempt from concurrency requirements may be waived or altered.

AUTHORIZATION OF OWNER

I/We _____ of _____,

hereby authorize _____ to act on my behalf with regard to

obtaining _____ regarding _____
Name of Project

OWNER'S SIGNATURE

OWNER'S SIGNATURE

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____,
20____, by _____, who is personally known to me or has
produced _____.

My Commission expires:

NOTARY PUBLIC – STATE OF FLORIDA

NAME OF NOTARY – TYPED OR PRINTED

COMMISSION # _____



**THE CITY OF DAYTONA BEACH DEVELOPMENT
& ADMINISTRATIVE SERVICES 301 SOUTH
RIDGEWOOD AVE. ROOM 240 DAYTONA
BEACH, FL 32114**

“World’s Most Famous Beach”

UNIFORM DEVELOPMENT REVIEW APPLICATION PROCESS

- A pre-application meeting with Staff may be required prior to submitting an application to discuss the project's feasibility, anticipated review track, submittal requirements, and procedures. This requirement can be found in Section 3.3.A and Table 3.2 *Summary of Development Procedures* in the LDC. Contact Hannah Ward, Planner, at 386.671.8123 to schedule a pre-application meeting with the City's Technical Review Team (TRT). After initial contact with Staff, the Applicant may be advised to have further preliminary discussions with Staff. TRT meetings are held every Tuesday at 9 a.m. in the Development Services Conference Room, Meeting Room 2.
- Applicants may attend TRT meetings; they are given first opportunity and a scheduled time. Walk-in applicants will be taken at the end of the scheduled TRT agenda on a first-come first served basis. Each applicant will be provided between 15 and 20 minutes of time.

APPLICATION SUBMITTAL:

**The City of Daytona Beach
Attn: Planning Department – Hannah Ward
301 South Ridgewood Avenue
Development Services Room 240
Daytona Beach, FL 32114**

- Application submittals are due by **noon on Thursdays** and should be delivered to the Planning Dept. Submittals should include a site plan: (1) full set of plans, 24x36, folded and bound together, and (1) 11x17 copy (unless the site plan is waived). All associated documentation must be submitted as a hard copy as well as electronically on a CD (see checklist). The CD submittal requirements, with specific file types, are further detailed in this packet.
- All fees are due with application submittal.
- All applications are reviewed for sufficiency. Application submittal and acceptance shall follow the Land Development Code, Article 3, Section 3.3.C.6.
- Applicants will receive their comments by the close of business on Friday, the week following submittal. Based on the type of application, additional review time may be required.
- When resubmitting, please provide a statement that includes each reviewer’s comments, and applicant response. The extent of City reviews is contingent on a variety of project factors: project size, type, complexity, and location. Staff will outline the anticipated required review steps, required drawings and exhibits, fees, agency reviews, procedures and schedule.

- Project designs that require variances to City codes shall be scheduled for review by the Board of Adjustment prior to any review board or City Commission review. A review by Staff is required prior to going before the Board of Adjustment. Projects that require Certificates of Appropriateness will be reviewed by Staff prior to the Historic Preservation Board.
- If any documents listed as required are "not applicable", the submittal letter should contain a clear explanation of why the item(s) are not applicable for this application.
- Each CD shall be labeled clearly with the Project Name, the Applicant's name, and contact information.
- Each electronic file on the CD shall be named consistent with the below file naming conventions.
- Provide a Summary List of all items included in the submittal, (listing the CD as well).
- A Public Benefit/Modification Letter is recommended when a Planned Development Rezoning is requested. This should address criteria for approval, any modifications from the LDC being requested, (the specific development standards that the project cannot meet), and any public benefit being proposed.
- If drawing sets are larger than 35 sheets, split them into multiple .pdf file sets, no larger than 35 sheets each, and name appropriately.
- All drawings and report files that require certification by a professional (Surveyor, Engineer, Architect, Landscape Architect) shall contain electronic signature/ seals (see below).
- **If the applicant fails to submit additional information or a modified application within 90 days after receiving comments from Staff, the application shall be deemed withdrawn/expired.** In such instance, no further action shall be taken on the applicant's proposal until the applicant submits a new application and pays the required application fees (LDC, Section 3.3.C.8.c)

Application Submittal Requirements

File Name	Description	Electronic Signature and Sealing Information
ACAD-Civil.dwg	AutoCAD Civil drawing file(s) in State Plane Coordinates NAD83	All professionals are responsible for determining legal sufficiency for certification practices of their documents. The following information is provided as assistance for your use: <ol style="list-style-type: none"> 1. Florida Statute 61G15-23.003: Procedures for Signing and Sealing Electronically Transmitted Plans, Specifications, Reports or Other Documents 2. Adobe Help page - "Adding Digital Signatures to PDFs" 3. The simple encrypted signature type will be sufficient certification to the City of Daytona Beach, in lieu of an alternate signature type that requires the use of an outside signature verification service. (i.e. VeriSign™)
ACAD-Plat.dwg	AutoCAD Plat drawing file(s)	
ACAD-xxxSurvey.dwg	AutoCAD Survey drawing file (s) <i>where xxx= "Boundary" and/or "Tree"and/or "Topographic"</i>	
Survey.pdf & dwg	Survey	
SitePlan.shp & dwg	Civil Site Plan drawing shapefile	
Site Plan.pdf & dwg	Civil Site Plan drawings package	
Architectural.pdf	Architectural drawing package	
Proof of Ownership.pdf	Proof of Ownership	
Owner Authorization.pdf	Owner Authorization	
Application .pdf	Application Form	
PermitSummary.pdf	Engineer's Permit Summary	
Stormwater Calcs.pdf	Stormwater Calculations – Signed and Sealed	
Storm PipeCalcs.pdf	Stormwater Pipe Calculations – Signed and Sealed	
Lift StationCalcs.pdf	Lift Station Calculations – Signed and Sealed	
Fire Flow Calcs.pdf	Fire Flow Calculations – Signed and Sealed	
Demand Calculations.pdf	Water and Wastewater Demand Calculations – Signed and	
TIA.pdf	Traffic Impact Analysis (TIA)	
Concurrency.pdf	Concurrency Application	
CDContents.pdf	List of all files on the CD	
Address Plan.excel	Internal addressing plan for Preliminary Plat	

DEVELOPMENT REVIEW PROCESS

APPLICATIONS APPROVED BYSTAFF			
STEPS		DETAILS	LDC REF.
<input type="checkbox"/>	PRE-APPLICATION MEETING WITH THE CITY'S TECHNICAL REVIEW TEAM (TRT)	APPLIES TO MOST APPLICATIONS (SEE TABLE 3.2). TRT MEETINGS ARE EVERY TUESDAY STARTING AT 9 AM, 30 MINUTE TIME SLOTS AVAILABLE	3.3.A
<input type="checkbox"/>	SUBMIT APPLICATION PACKET (1ST SUBMITTAL)	DUE BY THURSDAYS AT 12 NOON. SEE APPLICATION PACKET CHECKLIST FOR SPECIFIC ITEMS	3.3.C
<input type="checkbox"/>	STAFF REVIEWS FOR COMPLETENESS	STAFF REVIEW FOR SUFFIECIENCY PER 3.3.C.6, MAY REQUEST MORE DOCUMENTS	3.3.C.6
<input type="checkbox"/>	STAFF PROVIDES COMMENTS TO APPLICANT (1ST REVIEW)	IF APPLICATION IS DETERMINED TO BE COMPLETE, APPLICANTS WILL RECEIVE COMMENTS PER 3.3.C.4	3.3.C.4
<input type="checkbox"/>	APPLICANT RESUBMITS REVISED APPLICATION PACKET AND RESPONDS TO REVIEWERS' COMMENTS* (2ND SUBMITTAL)	WHEN RESUBMITTING, PLEASE PROVIDE EACH REVIEWER'S COMMENTS AND APPLICANT RESPONSE.	3.3.C.7
<input type="checkbox"/>	STAFF PROVIDES COMMENTS TO APPLICANT (2ND REVIEW)	APPLICANTS WILL RECEIVE COMMENTS PER 3.3.C.4	3.3.C.4
<input type="checkbox"/>	APPLICANT CAN REQUEST A TIME SLOT WITH TRT AT ANY POINT IN PROCESS IF CLARIFICATION IS NEEDED	TRT MEETINGS ARE EVERY TUESDAY STARTING AT 9 AM, 30 MINUTE TIME SLOTS AVAILABLE	N/A
<input type="checkbox"/>	APPLICANT RESUBMITS REVISED APPLICATION PACKET AND RESPONDS TO REVIEWERS' COMMENTS* (3RD, 4TH, SUBMITTAL ETC)	REPEAT UNTIL ALL COMMENTS ARE RESOLVED/APPLICATION IS APPROVED	3.3.C.4
ADDITIONAL STEPS FOR APPLICATIONS REQUIRING BOARD AND/OR CITY COMMISSION APPROVAL			
<input type="checkbox"/>	NEIGHBORHOOD MEETING <u>MAIL NOTIFICATION & POSTING</u> (IF NEIGHBORHOOD MEETING IS REQUIRED)	ONLY APPLIES TO CERTAIN APPLICATIONS, SEE TABLE 3.2; FIRST CLASS MAIL & PHYSICAL POSTING AT PROPERTY (AT LEAST 10 DAYS PRIOR TO MEETING)	3.3.B, 3.3.B.4.b
<input type="checkbox"/>	TRT COMMENTS RESOLVED, INCLUDING TRAFFIC STUDY/TIA	30 DAYS PRIOR TO PLANNING BOARD MEETING	3.3.C.4
<input type="checkbox"/>	NEIGHBORHOOD MEETING, IF APPLICABLE	ONLY APPLIES TO CERTAIN APPLICATIONS, SEE TABLE 3.2; HELD AT LEAST 21 DAYS PRIOR TO PLANNING BOARD/ REDEVELOPMENT BOARD MEETING	3.3.B
<input type="checkbox"/>	REQUIRED WRITTEN SUMMARY OF MEETING TO STAFF	AT LEAST 14 DAYS PRIOR TO PLANNING OR REDEVELOPMENT BOARD MEETING	3.3.B.4.e
<input type="checkbox"/>	HISTORIC PRESERVATION BOARD, IF APPLICABLE	IF PROPERTY IS WITHIN A HISTORIC OVERLAY DISTRICT; 10 DAY MAIL NOTICE FOR MAJOR COA, SEE TABLE 3.3.E.3 AND 3.4.J.3	2.4.B.2-4
<input type="checkbox"/>	BOARD OF ADJUSTMENT, IF APPLICABLE	IF APPLICANT NEEDS A VARIANCE (10 DAY MAIL NOTICE AND POSTING, TABLE 3.3.E.3)	2.5;3.4.V
<input type="checkbox"/>	REDEVELOPMENT BOARD MEETING, IF APPLICABLE	IF PROPERTY IS LOCATED IN A REDEVELOPMENT AREA	2.3.B.2-4
<input type="checkbox"/>	PLANNING BOARD MEETING	NO SOONER THAN 38 CALENDAR DAYS FROM THE DATE OF APPLICATION SUBMITTAL (APPENDIX A.C)	3.3.F
<input type="checkbox"/>	EXECUTED DEVELOPMENT AGREEMENTS DUE, IF APPLICABLE	5 DAYS AFTER PLANNING BOARD	3.3.C.4
<input type="checkbox"/>	<u>MAIL NOTIFICATION</u> FOR CITY COMMISSION HEARING	AT LEAST 15 DAYS PRIOR TO CC 2nd READING (10 DAYS FOR SOME APPLICATIONS, OTHERS ARE NOT REQUIRED TO DO THIS STEP AT ALL, SEE TABLE 3.3.E.3)	3.3.E.3.C
<input type="checkbox"/>	POSTING OF THE PROPERTY	AT LEAST 10 DAYS PRIOR TO CC 2nd READING (OTHERS MAY NOT BE REQUIRED TO DO THIS STEP AT ALL, SEE TABLE 3.3.E.3)	3.3.E.3.D
<input type="checkbox"/>	TURN IN AFFDAVIT OF POSTING	3 DAYS PRIOR TO CC 2nd READING (OTHERS MAY NOT BE REQUIRED TO DO THIS STEP AT ALL, SEE TABLE 3.3.E.3)	3.3.E.3.F
<input type="checkbox"/>	CITY COMMISSION HEARING-- 1st READING	GENERALLY 7 WEEKS AFTER PLANNING BOARD	3.3.F
<input type="checkbox"/>	CITY COMMISSION HEARING-- 2nd READING	GENERALLY 2 WEEKS AFTER 1st READING	3.3.F

Note: If the applicant fails to submit additional information/ modified application within 90 days after receiving comments (or request an extension) the application shall be deemed withdrawn/expired. (LDC, Section 3.3.C.8.c; 3.3.D.2

Staff and Board Contacts

TRT Staff Review: Planning, Zoning, Landscape, Engineering, Traffic, Utilities, Fire, Redevelopment, Surveyor, Addressing.

Redevelopment Board

Projects located within various Redevelopment areas (Ballough Rd; Downtown; Main St.; Midtown; or S. Atlantic) are subject to special review by the Redevelopment Staff and possibly by the Redevelopment Board. Emphasis is on exterior architectural and signage design and colors as well as site aesthetics and functionality. Contact: Redevelopment Staff, 386-671-8180.

Board of Adjustment

The Board of Adjustment is a board of appointed citizens who review projects seeking ‘variances’ to City codes. The basis of their review is some unique character of the land that prohibits compliance with City codes. Contact: Angela Cudazzo, 386-671- 8176.

Historic Preservation Board

Modifications to buildings deemed to be of historic value or interest as identified on the local registry shall be reviewed and approved by the Historic Preservation Board. Contact: Doug Gutierrez, 386-671-8160.

Planning Board

Drawings and exhibits will be reviewed to determine whether or not the project conforms to applicable provisions of City Code and State law. The Planning Board will review the recommendation of the staff and then recommend approval, denial, or approval with conditions. Some project’s final review occurs at the Planning Board and some are sent on to the City Commission with a recommendation from the Planning Board. Contact: Hanna Ward, 386-671-8123.

City Commission

For projects that require City Commission review, the City Commission will consider the recommendation of the Staff and/or Planning Board and they shall approve or deny the project. The City Commission shall approve the project if it conforms to applicable provisions of the City Code and State law. Contact: Planning Department, 386-671-8120.

See attached Schedule of Meetings chart for City Board deadlines and meeting dates.

Outside Agencies

Approvals from the applicable agencies, including but not limited to the following, are required prior to City final approval.

St. John’s River Water Management District (*drainage plans, wetlands*)

Florida Dept. of Transportation (*if adjacent to state road*)

Volusia County (*if adjacent to county road*)

Florida Dept. of Environmental Protection (*beach or river sites, new water & sewer lines*)

Federal Aviation Administration (*building heights and lights near airport*)

Volusia County School Board (*residential projects*)

Staff Contacts				
Name	Title	Location	Number	Email
Charles Merenda	Development Review Engineer	Room 127	386-671-8157	merendacharles@codb.us
Dennis Mrozek	Planning Director	Room 240	386-671-8152	mrozekdennis@codb.us
Steven Bapp	Planner	Room 240	386-671-8183	bappsteven@codb.us
Brian Sievertson	Fire Marshal	Station 1	386-671-4012	sievertsonbrian@dbfd.us
Brent Cohen	Design Development Project Manager	Public Works	386-671-8617	cohenbrent@codb.us
Charles Bryant	Redevelopment Project Manager	Room 240	386-671-8185	bryantcharles@codb.us
Angie Sehenuk	Utilities Engineer II	Utilities	386-671-8826	sehenukangie@codb.us
Darren Greer	Traffic Division Administrator	Public Works	386-671-8653	greerdarwin@codb.us
Rose Askew	Planning Coordinator	Room 240	386-671-8125	askewrose@codb.us
Doug Gutierrez	Principal Planner	Room 240	386-671-8160	gutierrezdoug@codb.us
Vanessa Trimble	Planning Technician	Room 240	386-671-8128	trimblevanessa@codb.us
Hannah Ward	Planner	Room 240	368-671-8123	wardhannah@codb.us
Reed Berger	Redevelopment Director	Room 240	386-671-8188	bergerreed@codb.us
Lauren "Harley" Davis	Planner	Room 240	386-671-8126	taylorlauren@codb.us
Sydney Kendrick	Planner	Room 240	386-671-8122	kendricksydney@codb.us

Fee Schedule

Make check payable to 'The City of Daytona Beach' Include Itemized Check list Identifying payments (Fees subject to change. All fees to be verified during the development review process)	Combine all applicable fees into one total
1. Advertising fees, per public hearing	
Legal Ad With Map	\$885
Display Ad with Map	\$885
2. Annexation	
Areas within the perimeter boundary of the City	No Fee
Display Ad With Map, 2 required (per public hearing)	\$2,124
3. Comprehensive Plan Amendments	
Small Scale	\$2,500
Legal Ad With Map and Display Ad with Map	\$1,770
Large Scale	\$3,500
Legal Ad with Map and Display Ad with Map, 2 required (per public hearing)	\$2,655
4. Concurrency	
Certificate of Concurrency	Included in Site Plan Fee
Traffic Impact Study **MUST BE RESOLVED TO STAFF SATISFACTION PRIOR TO PUBLIC HEARINGS**	\$400, or 110% of the cost from consultant to review traffic study, if necessary (\$3,000 Deposit Required)
5. Development of Regional Impacts	
Application or Rescission for Development Approval	\$10,000 + consultant fees and advertising costs, if necessary
Amendments to approved DRI	\$800 + consultant fees and advertising costs, if necessary
6. Environmental Review	
Stormwater - Construction not exceeding 5,000 sq. ft.	\$200
Stormwater - Construction exceeding 5,000 sq. ft.	\$300 + \$50 per acre over 2, maximum of \$25,000
Wetlands	\$250
7. Historic Preservation	
Certificate of Appropriateness - Major	\$150
Certificate of Appropriateness - Minor	\$100
Historic Designation	City Commission will establish fees for designation of historic overlay sites and districts by resolution.
8. Land Development Code Amendment	
Land Development Code - Text Amendment	\$1,000
Land Development Code - Change of Use	\$1,000
Display Ad, 2 required for Change of Use (\$885 per public hearing)	\$1,770
9. Rezoning	
Planned Developments (Does not include Site Plan review and approval)	\$2,000
Amendment to Planned Development	\$1,400
Non-substantial modification to existing Planned Development	Site Plan Review Fee
All others including Overlays	\$1400
10. Site Plan	
Minor modification (no additional square footage)	\$500
Minor modification (additional building square footage, not exceeding 20,000 sq. ft., to an existing developed site)	\$750 for less than 1,000 s.f. \$1,000 for 1,000 s.f. or greater
Initial Application: Minor Site Plan and Major Site Plan	\$1,600 under 20,000 s.f. \$1,600 plus \$25 per 1,000 for 20,000 s.f. or greater not to exceed \$10,000
Re-submittal, beginning with 4th submittal	\$300
11. Subdivision	
Minor Subdivision	\$250
Preliminary Plat	\$500 + \$20 per lot over 50 lots, maximum = \$1,500

	Final Plat	\$1,500 + \$20 per lot over 50 lots
	Recording of Final Plat	\$300 + fees required by County
	Inspection of Improvements	2.25% of costs of public improvements
12. Tree Removal		
	Tree removal or clearance	\$20 per tree up to \$600
	Historic Tree Removal	\$175 Plus \$ advertising fee
	Landscape Bond Administration Fee	1% of bond amount
13. Use Approval		
	Public, semipublic, and special uses. (site plan not included)	\$1,100
14. Vacations		
	Right-of-way vacation	\$4.50 per linear foot
	All others	\$125
15. Variances		
	Board of Adjustments – Single Family Residential – per lot	\$300
	Board of Adjustments – All others – per lot	\$450
	After the Fact	Double Fees
16. Miscellaneous		
	Excess Boat Slip Allocation – Request (Does not include additional Legal Ad fees)	\$1000
	Excess slip, per slip	\$24
	One year extension for slip allocation	\$100
	Appeals to Boards and City Commission	\$300
	Developer Initiated Neighborhood Meeting (Staff Attendance)	\$200 per meeting
	Professional Reviews	110% of the cost from consultant for review
	Administrative Adjustment	\$50 per each standard
	Temporary Use: Special Event (Additional Permit Fees will apply)	\$75

2020 General Notice Schedule ¹ ²

Neighborhood Meeting Mail Notification ³ - Post the Property Sign & Post the Property Sign 5757 comments/ Staffie received (30 days) prior to Planning Board meeting/ Required Neighborhood Meeting 3 (at least 2) Days Prior to Planning Board meeting/ Required Written Summary of Meeting to City (at least 14 Days Prior to Planning or Redevelopment Board Meeting) Planning Board Meeting Executed Development Agreements Due, if applicable (5 days after PD) City Commission Mail Notification Due, if 15 days prior to CC 2nd reading/ - See Table 3.3.E.3 for 10 days/ CITY COMMISSION - 1ST READING (generally 7 weeks after Planning Board) Posting of the Property (at least 10 Days prior to CC 2nd reading) Sign in Affidavit of Posting (3 Days prior to CC 2nd reading) CITY COMMISSION - 2ND READING (generally 2 weeks after 1st Reading)										
22-Dec	23-Dec	2-Jan	9-Jan	23-Jan	28-Jan	3-Mar	4-Mar	5-Mar	15-Mar	18-Mar
26-Jan	27-Jan	6-Feb	13-Feb	27-Feb	3-Mar	31-Mar	1-Apr	2-Apr	12-Apr	15-Apr
25-Feb	26-Feb	5-Mar	12-Mar	26-Mar	31-Mar	5-May	6-May	7-May	17-May	20-May
22-Mar	23-Mar	2-Apr	9-Apr	23-Apr	28-Apr	2-Jun	3-Jun	4-Jun	14-Jun	17-Jun
27-Apr	28-Apr	7-May	14-May	28-May	2-June	30-Jun	1-Jul	2-Jul	12-Jul	15-Jul
24-May	25-May	4-Jun	11-Jun	25-Jun	30-June	4-Aug	5-Aug	6-Aug	16-Aug	19-Aug
22-Jun	23-Jun	2-Jul	9-Jul	23-Jul	28-July	8-Sep	9-Sep	10-Sep	20-Sep	23-Sep
26-Jul	27-Jul	6-Aug	13-Aug	27-Aug	1-Sep	6-Oct	7-Oct	8-Oct	18-Oct	21-Oct
23-Aug	24-Aug	3-Sep	10-Sep	24-Sep	29-Sep	3-Nov	4-Nov	5-Nov	15-Nov	18-Nov
21-Sep	22-Sep	1-Oct	8-Oct	22-Oct	27-Oct	1-Dec	2-Dec	3-Dec	13-Dec	16-Dec
18-Oct	19-Oct	29-Oct	5-Nov	19-Nov	24-Nov	*5-Jan-21	*2-Jan-21	*7-Jan-21	*17-Jan-21	*20-Jan-21
16-Nov	17-Nov	26-Nov	3-Dec	17-Dec	22-Dec	*2-Feb-21	*5-Feb-21	*4-Feb-21	*14-Feb-21	*17-Feb-21

Note: When deadlines fall on holidays or weekends, actual deadline is previous working day.

Dates are subject to change.

1 Confirm specific Notice Schedule based on application type, see LDC Section 3.3.E

2 City Staff will coordinate required published notices (newspaper ads)

3 Neighborhood meetings required for the following: Site-Specific Zoning District Map Amendment, Historic Overlay Zoning District Map Amendment, Planned Development, Special Use Permit, Public or Semipublic Use Permit, Comprehensive Plan Amendment (LDC Section 3.3.B.3.a.)

Redevelopment Area Board Meeting Schedule 2020			
Downtown Development Board	Downtown Development Authority+	Midtown Redevelopment Area Board	Beachside Redevelopment Board
<i>1st Tuesday</i>	<i>4th Tuesday</i>	<i>2nd Tuesday</i>	<i>2nd Wednesday</i>
<i>12 noon</i>	<i>8:00 am</i>	<i>6:00 pm</i>	<i>6:00 pm</i>
January 7	January 28	January 14	January 8
February 4	February 25	February 11	February 12
March 3	March 24	March 10	March 11
April 7	April 28	April 14	April 8
May 5	May 26	May 12	May 13
June 2	June 23	June 9	June 9
July 7	July 28	July 14	July 8
August 4	August 25	August 11	August 12
September 1	September 2 & 16*	September 8	September 9
October 6	October 27	October 13	October 14
November 3	November 24	November 10	November 11
December 1	December 22	December 8	December 9

All public meetings will be held in City Commission Chambers unless noted below

+DDA will meet in Room 149B – Subject to change

*Regular meeting to be held in Conference Room #149-B at 4:00 p.m. followed by budget hearing with City Commission

2020 Planning Board Meeting Schedule

Meeting Date	Day	Time	Location
January 23, 2020	Thursday	6:00 PM	Commission Chambers
February 27, 2020	Thursday	6:00 PM	Commission Chambers
March 26, 2020	Thursday	6:00 PM	Commission Chambers
April 23, 2020	Thursday	6:00 PM	Commission Chambers
May 28, 2020	Thursday	6:00 PM	Commission Chambers
June 25, 2020	Thursday	6:00 PM	Commission Chambers
July 23, 2020	Thursday	6:00 PM	Commission Chambers
August 27, 2020	Thursday	6:00 PM	Commission Chambers
September 24, 2020	Thursday	6:00 PM	Commission Chambers
October 22, 2020	Thursday	6:00 PM	Commission Chambers
*November 19, 2020	Thursday	6:00 PM	Commission Chambers
*December 17, 2020	Thursday	6:00 PM	Commission Chambers

*Due to the Thanksgiving and Christmas holidays, the proposed meeting date for November and December have been scheduled on the third Thursday of the month.

2019 Board of Adjustment Meeting Schedule

Meeting Date	Day	Time	Location	Submittal Deadline
January 16, 2020	Thursday	1:00 PM	Commission Chambers	December 23, 2018
February 20, 2020	Thursday	1:00 PM	Commission Chambers	January 29, 2020
March 19, 2020	Thursday	1:00 PM	Commission Chambers	February 26, 2020
April 16, 2020	Thursday	1:00 PM	Commission Chambers	March 25, 2020
May 21, 2020	Thursday	1:00 PM	Commission Chambers	April 29, 2020
June 18, 2020	Thursday	1:00 PM	Commission Chambers	May 27, 2020
July 16, 2020	Thursday	1:00 PM	Commission Chambers	June 24, 2020
August 20, 2020	Thursday	1:00 PM	Commission Chambers	July 29, 2020
September 17, 2020	Thursday	1:00 PM	Commission Chambers	August 26 2020
October 15, 2020	Thursday	1:00 PM	Commission Chambers	September 23, 2020
November 19, 2020	Thursday	1:00 PM	Commission Chambers	October 28, 2020
December 17, 2020	Thursday	1:00 PM	Commission Chambers	November 25, 2020

HISTORIC PRESERVATION BOARD - 2020 CALENDAR

Application Submittal Deadline	1st Class Mail Notification (150') at least 10 days	Historic Preservation Board Meeting*
Submittal	Notice	Meeting
November 18, 2019	December 7, 2019	December 17, 2019
December 16, 2019	January 11, 2020	January 21, 2020
January 20, 2020	February 8, 2020	February 18, 2020
February 17, 2020	March 7, 2020	March 17, 2020
March 16, 2020	April 11, 2020	April 21, 2020
April 20, 2020	May 9, 2020	May 19, 2020
May 18, 2020	June 6, 2020	June 16, 2020
June 15, 2020	July 10, 2020	July 21, 2020
July 20, 2020	August 8, 2020	August 18, 2020
August 17, 2020	September 5, 2020	September 15, 2020
September 19, 2020	October 10, 2020	October 20, 2020
October 19, 2020	November 7, 2020	November 17, 2020
November 16, 2020	December 5, 2020	December 15, 2020

*Third Tuesday of the Month



THE CITY OF DAYTONA BEACH
 DEVELOPMENT & ADMINISTRATIVE SERVICE
 301 S. RIDGEWOOD AVE. ROOM 240
 DAYTONA BEACH, FL 32114
 "World's Most Famous Beach"

APPLICATION FOR CONCURRENCY CERTIFICATION

Business:		Voice:	
Person:		Fax:	
Mail:		E-mail:	
City:		State:	Zip:

Lead Designer:

Business:		Voice:	
Person:		Fax:	
Mail:		E-mail:	
City:		State:	Zip:

Contract Purchaser or Authorized Agent (if repeat, just put person name in)

Business:		Voice:	
Person:		Fax:	
Mail:		E-mail:	

Applicant Signature:		Date:	
City:		State:	Zip:

Section 2: Project Information

Project Name:	
DEV File Number:	
Project Address:	
Full Tax ID Number:	
Brief Project Description:	

SECTION 2A: Residential data

Type	Phase	Square Footage	# of Units	Acres	Expected Beginning Date	Expected Completion Date
Single-Family, detached						
Single-Family, attached						
Multi-Family						
Rooming Houses/Dormitories						
Other (specify)						



THE CITY OF DAYTONA BEACH
 DEVELOPMENT & ADMINISTRATIVE SERVICE
 301 S. RIDGEWOOD AVE. ROOM 240
 DAYTONA BEACH, FL 32114
 "World's Most Famous Beach"

Section 3: Traffic

Is a traffic study required: [] Yes [] No

If Yes: Attach the applicable tables from the Traffic Impact Assessment (project daily and peak hour trips, roadway impacts, trip distribution, vested trips, and intersection analysis). If applicable, attach any fair share agreements that are required.

If No: Provide the following:

Trip Distribution Map

Phase	Use: Residential Units or Square Footage	ITE Trip Generation Unit	Daily Projected Average Trips
Total:			

Section 4: Certification and Signature

I hereby certify that the information contained herein is true and correct and that I am either the property owner of the subject property, or am authorized to act on behalf of the property owner(s) in all regards on this matter, pursuant to proof and authorization submitted with the corresponding development application or attached hereto.

I understand that submission of this form initiates a review process and does not imply approval by the City Of Daytona Beach. I further understand that issuance of a Certificate of Concurrency will require successful completion of the development review process and public hearing approval, if applicable.

 Applicant's Signature Date

Printed Name Email Address

	Number	Date
Staff Review		
Concurrency Certificate		