



# The CITY OF DAYTONA BEACH

DEVELOPMENT SERVICES DEPARTMENT/PLANNING DIVISION

301 S. RIDGEWOOD AVENUE

DAYTONA BEACH, FLORIDA 32114

PHONE (386) 671-8120

FAX (386) 671-8059

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## REQUESTS FOR PARCEL SPLIT & COMBINATIONS/NO CONTRAVENE

The City of Daytona Beach currently provides the following types of information on parcels located within the City's boundaries.

- No Contravene Letters
- Lot Combining Letters
- Lot Split Letters

A **no contravene letter** is a document prepared by the City, which informs commercial property owners, lenders and state agencies that a proposed project does not violate any local setback requirements or zoning codes. Requests for no contravene letters must include an 11x17" survey (2 years of age or less) and site plan (*if applicable 2 years of age or less*) in PDF & paper formats.

A **letter approving a request to combine two or more parcels** is a document prepared by the City, that authorizes a property owner to combine parcels under the same ownership into one parcel. Requests to combine parcels must include an 11x17" boundary survey of the new parcel in PDF & paper formats (2 years of age or less), a title report (60 days of age or less), and the deed for the applicable parcels. The survey must include a legal description of the new parcel and current site conditions, inclusive of setbacks for all structures from all property boundaries and/or other existing structures on the site. Approval letters to combine parcels include:

- Current zoning designation for the property
- City authorization to combine the parcel

A **letter approving a request for a minor subdivision (parcel split)** is a document prepared by the City that authorizes the property owner to subdivide a property into two or more parcels. Each existing and newly created parcel will meet the requirements for lots and buildings located within the current zoning designation. Requests to subdivide parcels must include 11x17" boundary surveys in PDF & paper formats (2 years of age or less) of the existing and new parcels, a title report (60 days of age or less), deed, and a site plan (*if applicable*). Surveys and site plans must include legal descriptions of the existing and new parcels with current and new site conditions, inclusive of setbacks for all structures from all property boundaries and/or other existing structures on the site(s). Approval letters to subdivide parcels provide the following information:

- Verification that all parcels meet lot and building requirements for the current zoning designation.

The City’s process for requesting no contravene, minor subdivisions (parcel splits) and parcel combination letters for properties located within the City of Daytona Beach is as follows:

1. Complete the attached application for parcel information. The application can be submitted online, by mail, or in person. Follow the steps below to complete the application online.
  - a. Log onto the City’s website, [www.codb.us](http://www.codb.us)
  - b. Hover over the "Departments" tab across the top of the page and then select the "Planning" tab
  - c. Select "Application Forms"
  - d. Select “Parcel Requests for Zoning/Parcel Split & Combinations/No Contravene Letters”
  - e. On the new screen, under “Parcel Requests for Zoning/Parcel Split & Combinations/No Contravene Letters,” click on the “online” line and follow the steps to submit your request.
  - f. All documents required on the previous page specific to each request will need to be uploaded where designated online or the application will be considered incomplete.

Requests submitted by mail should be addressed as follows:

**Paula M. Long, Planner**  
**The City of Daytona Beach**  
**301 South Ridgewood Avenue, Room 240**  
**Daytona Beach, FL 32114**

2. Processing fees are as follows:

No Contravene Letter	\$50 (per parcel or per site)
Lot Combining Letter	\$50 (per combining request)
Minor Subdivision (Lot Split) Letter	\$250 (per request)

The City of Daytona Beach accepts the following forms of payment:

**Requests submitted via mail**

- Check
- Cashier’s check
- Money Order

**Requests submitted via online**

- Credit Card

**Requests submitted in person**

- Cash
- Check
- Cashier’s check
- Money Order
- Credit Card

**All fees must be paid at the time the request is submitted. Please allow 5 to 10 business days for processing.**

Regards,

The City of Daytona Beach – Planning Department



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DEVELOPMENT AND ADMINISTRATIVE SERVICES DEPARTMENT/  
PLANNING DIVISION  
301 S. RIDGEWOOD AVENUE  
DAYTONA BEACH, FLORIDA 32114  
PHONE (386) 671-8120  
FAX (386) 671-8130

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## REQUESTS FOR PARCEL INFORMATION

### CONTACT INFORMATION

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### PARCEL INFORMATION

\*Parcel Address: \_\_\_\_\_ \*12 Digit Parcel ID: \_\_\_\_\_

*\* Fields must be completed*

Select the type of request from the list below.

- No Contravene Letter
- Lot Combining Letter
- Minor Subdivision (Parcel Split) Letter *(Maximum of 4 Parcels)*

Requests paid by credit card can be submitted [online](#) through the application portal. Requests paid by check, money order or cashier's check must be submitted via mail or in person. Requests paid with cash must be submitted in person.

**Requests submitted via mail or in person must include a copy of this form.**

Select the method of payment from the list below.

- Credit Card
- Check
- Money Order/Cashier's Check
- Cash

**Allow 5 to 10 business days for processing.**

# 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 \_\_\_\_\_, 202\_\_ by means of { } physical presence or { } online notarization, and who is { } personally known to me or { } produced the following identification \_\_\_\_\_.

My Commission expires:

\_\_\_\_\_  
NOTARY PUBLIC – STATE OF FLORIDA

\_\_\_\_\_  
NAME OF NOTARY – TYPED OR PRINTED

COMMISSION # \_\_\_\_\_