



CITY OF NEW SMYRNA BEACH

City of New Smyrna Beach
Office: 3650 North Dixie Freeway
Mail: 210 Sams Avenue
New Smyrna Beach, FL 32168
Phone: 386.410.2800

CCSL CONSTRUCTION APPLICATION

MUNIS Application # _____

PROPERTY LOCATION

Address:

Parcel ID Number:

PLANNING APPLICATION REQUEST (OFFICE USE ONLY)

Request Type:

Case No.:

Date Submitted:

Date Closed:

Accepted By:

Project Name:

City Commission Meeting Date:

APPLICANT INFORMATION

Applicant Name:

<<<<<<<<<< MUST BE A PERSON

Mailing Address:

Phone #:

City:

State:

Zip:

E-Mail:

OWNER INFORMATION (IF NOT SAME AS APPLICANT)

Owner Name:

Mailing Address:

Phone #:

City:

State:

Zip:

E-Mail:

REQUEST

Zoning District:

Property Acreage:

Subject Property Location:

Notes:

FEES

Request Type Fee:

Concurrency Review Fee:

Total Fee:

Exempt from Fee

REQUIRED ATTACHMENTS

1. Complete Application Form
2. \$1000.00 Application Fee
3. \$350.00 Advertisement Fee (please use separate check)
4. Survey showing proposed work
5. Letter of authorization, if applicant is not owner
6. List of property owners within 150 feet
7. Copy of DEP permit application
8. Letter of compliance from Volusia County
9. Dune restoration plan

PAYMENTS

No.	Date	Amount	Type	Ck #

Balance Due:

SIGNATURES

INFORMATION AND DOCUMENTS SUBMITTED ARE COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature of Property Owner and/or Applicant

Date

Print Above Name

Note: Application and all required support documents must be submitted by 12:00pm on the submission deadline in order for application to be considered complete.



REQUIRED SUPPORT DOCUMENTS

CONSTRUCTION EAST OF THE COASTAL CONSTRUCTION SETBACK LINE (CCSL)

- Seven sets of the site plan on 24" x 36" paper, drawn to scale, indicating present and proposed structures, based on a certified survey. **The survey/site plan must include the existing and proposed height for the dune and/or structures east of the CCSL.**
- Certification from the landowner of record that the applicant has authorization to make application for the requested construction, if applicant is not owner.
- A list of names and addresses of property owners within 150 feet of the affected property. This distance, measured in an airline at the closest points between two properties, is available at the Volusia County Tax Assessor's office. Keep in mind that this list may include properties on the other side of roads, waterways, or other property one might consider a boundary, if they are within 150 feet of the subject parcel.
- A DEP permit application. It needs to be filled out to demonstrate that the applicant understands DEP approval is also required for any construction east of the Coastal Construction Control Line.
- A letter from Volusia County indicating the proposed work will not encroach on any County rights-of-way.

**APPLICATIONS THAT DO NOT CONTAIN ALL REQUIRED SUPPORT DOCUMENTS
WILL NOT BE ACCEPTED.**



SURROUNDING OWNERS REQUEST FORM



Surrounding Property Owners: \$25.00 Pre-Paid Flat Fee (please allow 5 business day for processing)

To be completed by Property Owner or Agent:

Date of Request: _____

Tax Parcel Number: _____

Check one below:

- 1. Adjacent only:
- 2. Radius: Number of feet needed _____ (ie 100, 300, 500 ft)

Owner or Agent Name: _____

Current Mailing Address: _____

Phone Number: _____ Email Address (required if information is to be sent in electronic format): _____@_____

Owner or Agent Signature: _____ Date _____

Select Desired Format:

Printed List (To be pick-up) Certified Printed List Required? (Circle yes if needed) **Yes**

If picking up a printed list please office to pick up from:

- DeLand New Smyrna Beach Daytona Beach Orange City

OR

Your selection from one of the electronic formats below. If an electronic format is chosen, it will be emailed to the email address provided above.

- Text (Tab Delimited)
- Excel (.xls)
- Lotus 1-2-3 (.wks)
- Dbase (.dbf)

Please read the disclaimer below and initial. Request will not be processed without customer initials.

DISCLAIMER: Volusia County Property Appraiser and staff are constantly working to provide and publish the most current and accurate information possible. No warranties, expressed or implied are provided for the data herein, its use, or its interpretation. No responsibility or liability is assumed for inaccuracies or errors. Please govern yourself accordingly.

Customer Initials: _____

Received by Staff: _____ **PA Office:** _____ **Paid?** _____

Forward Request to: Sandy Hulvey, Volusia County Property Appraiser's Office
123 W. Indiana Avenue, Room 102
Deland, Florida 32720
Phone 386-822-5720 or FAX 386-740-5179

**CITY OF NEW SMYRNA BEACH
CITY COMMISSION
2017 MEETING SCHEDULE**

MEETING DATES

2nd and 4th Tuesday of each month at 6:30 p.m., unless otherwise indicated. The City Commission does not conduct regular meetings in July. Only one regular meeting is conducted in December.

In order to allow time to review requests and prepare necessary reports for the City Commission, the submittal deadlines and meeting dates shown below may not coincide with the City Clerk's submittal deadlines.

MEETING LOCATION

City Commission Chambers, 210 Sams Avenue, New Smyrna Beach

SUBMITTAL DEADLINE	CITY COMMISSION MEETING DATE
December 9, 2016	January 10, 2017
December 23, 2016	January 24, 2017
January 6, 2017	February 14, 2017
January 20, 2017	February 28, 2017
February 3, 2017	March 14, 2017
February 17, 2017	March 28, 2017
March 3, 2017	April 11, 2017
March 17, 2017	April 25, 2017
March 31, 2017	May 9, 2017
April 14, 2017	May 23, 2017
May 5, 2017	June 13, 2017
May 19, 2017	June 27, 2017
NO MEETINGS SCHEDULED FOR JULY	
June 30, 2017	August 8, 2017
July 14, 2017	August 22, 2017
August 4, 2017	September 12, 2017
August 18, 2017	September 26, 2017
September 1, 2017	October 10, 2017
September 15, 2017	October 24, 2017
September 29, 2017	November 14, 2017
October 13, 2017	November 28, 2017
November 3, 2016	December 12, 2017
NO SECOND MEETING SCHEDULED FOR DECEMBER	

ONLY COMPLETE APPLICATION PACKAGES WILL BE ACCEPTED AND MUST BE RECEIVED BY 12:00PM DAY OF THE SUBMITTAL DEADLINE. INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT.