



CITY OF NEW SMYRNA BEACH

PUD CHECKLIST

PROJECT NAME: _____
DATE SUBMITTED: _____
RECEIVED BY: _____

The applicant shall submit an application package to the Development Services Department prior to the cut-off time and date as indicated on the Plan Review Committee meeting schedule. The application package shall consist of the following items:

- _____ completed application form;
- _____ application administration fee as approved by the City Commission;
- _____ two copies of a plat of survey indicating property boundaries, legal description, acreage, and limits of the jurisdictional wetlands;
- _____ names and addresses of property owners within 150 feet of the affected property. This distance shall be measured in an airline at the closest points between two properties;
- _____ certification from landowner of record that applicant has authorization to make application for the requested zoning action;
- _____ Transportation Impact Analysis Report shall be required for any use which, according to the Institute of Transportation Engineers Trip Generation Manual, latest edition, rates published by the Florida Department of Transportation or rated documented by study and agreed to prior to use by the City Engineer, will generate in excess of 1000 trips per day. The contents of the Transportation Impact Analysis Report shall meet the requirements of Section 402.02;
- _____ completed school planning and concurrency application;

_____ such additional materials, maps, studies, or reports subsequently deemed necessary by any reviewing department or agency; and

_____ eleven (11) paper copies and one (1) electronic version of the Conceptual Development Plans of the area to be rezoned at a scale no smaller than 1" = 200' indicating the following:

_____ adjoining land uses and zoning classifications;

_____ locations and dimensions of proposed land uses;

_____ location of proposed buildings and off-street parking lots;

_____ density of residential dwellings;

_____ total acreage and location of open space by type;

_____ total acreage and location of common open space by type;

_____ proposed right-of-way width and layout;

_____ proposed front, side, and rear setbacks;

_____ locations, dimensions, and contents of buffer areas;

_____ locations, dimensions, and types of existing easements;

_____ proposed phasing of the development;

_____ location of surrounding streets, driveway, rights-of-ways, walkways, water courses, and buildings on adjacent property within 75 feet perpendicular to subject property lines;

_____ proposed lot sizes and arrangement;

_____ sites for schools;

- _____ location, width, and approximate depth of waterways within the project site;
- _____ proposed number of lots by size;
- _____ existing character of the land (eg. wooded, marsh);
- _____ title, date, north arrow, scale and legend;
- _____ any other additional information requested by the Development Services Department or other reviewing agencies deemed necessary to adequately review the proposal;
- _____ general feasibility plans for potable water, sewage disposal, stormwater drainage, and solid waste management;
- _____ general plans for stormwater drainage and solid waste management;
- _____ general topography at two foot contours;
- _____ general soil and vegetation types;
- _____ natural drainage patterns; and
- _____ list of threatened or endangered species.

_____ eleven (11) paper copies and one (1) electronic version of the written development agreement. The written development agreement shall be prepared by the developer. The development agreement, along with the Conceptual Development Plan, shall govern the development of the PUD and shall regulate the future use of the land. However, site plan and platting of subdivided land shall also be required prior to developing any land. The development agreement shall include the following:

- _____ evidence of unified ownership and control;
- _____ statement agreeing to:

- _____ proceed with the proposed development according to all regulations;
- _____ provide appropriate performance and maintenance guarantees;
- _____ follow all other provisions of this ordinance to the extent not expressly inconsistent with the written development agreement, and bind the applicant's successors in title to his commitments.

- _____ the acreage and percentage of total land area devoted to each of the proposed land uses;
- _____ maximum density for each type of dwelling;
- _____ maximum building heights;
- _____ minimum building spacing and floor areas;
- _____ lot sizes, yard areas, percentage of interior landscaping in the parking lot and buffer areas, including perimeter buffers;
- _____ statement regarding the disposition of sewage and stormwater, and arrangements for potable water;
- _____ when the PUD is planned for phased development, a schedule of the phases;
- _____ the proposed language of any covenants, easements, or other restrictions;
- _____ any additional information or statements subsequently deemed necessary by any reviewing department or agency;
- _____ a copy of the Conceptual Development Plan as an appendix.



CITY OF NEW SMYRNA BEACH

MASTER DEVELOPMENT AGREEMENT AMENDMENT CHECKLIST

PROJECT NAME: _____

DATE SUBMITTED: _____

RECEIVED BY: _____

The applicant shall submit an application package to the Development Services Department prior to the cut-off time and date as indicated on the Plan Review Committee meeting schedule. The application package shall consist of the following items:

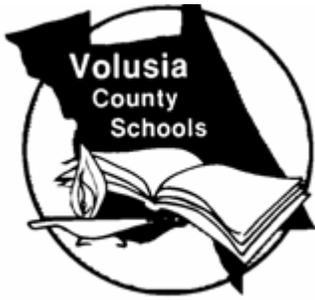
- _____ completed application form
- _____ application fee
- _____ names and addresses of property owners within 150 feet of the affected property. This distance shall be measured in an airline at the closest points between two properties
- _____ certification from landowner of record that applicant has authorization to make application for the requested zoning action
- _____ **Transportation Impact Analysis Report shall only be required for any proposed amendment which will result in greater trip generation by the project.** Trip generation shall be calculated according to the Institute of Transportation Engineers Trip Generation Manual, latest edition, rates published by the Florida Department of Transportation or rates documented by study and agreed to prior to use by the City Engineer. The contents of the Transportation Impact Analysis Report shall meet the requirements of Section 402.02
- _____ completed school planning and concurrency application **(only required if the proposed amendment will change the types or increase residential density within the PUD)**

- _____ such additional materials, maps, studies, or reports subsequently deemed necessary by any reviewing department or agency

- _____ one (1) paper copy and one (1) electronic version of the Conceptual Development Plans of the area affected by the proposed amendment, if applicable. The plans should be drawn to at scale no smaller than 1" = 200'

- _____ Letter explaining the purpose of the proposed amendment

- _____ one (1) paper copy and one (1) electronic version of the revised written development agreement. Revisions shall be in a strike-through and underline format. The proposed revisions shall also contain signature pages for the Mayor, City Clerk, and owners of the subject property.



Volusia County School Board School Planning and Concurrency Application

Instructions: Submit one copy of completed application, location map, and applicable fee for each new residential project requiring a determination of school capacity.

The following information is to be provided to the Volusia County School District in order for student generation rates to be calculated, school capacity evaluated, and potential mitigation addressed. In order for your application to be complete, the information from the school district is required. It is your responsibility as the applicant to obtain this information. For information regarding this application process, please contact the Facilities Services Department – Growth Management at 386-947-8786.

Please check [✓] type of application request (one only):

- | | | |
|--|--|--|
| <input type="checkbox"/> School Capacity Review (LU & Zoning) | <input type="checkbox"/> Exemption Letter | <input type="checkbox"/> Letter of No Impact |
| <input type="checkbox"/> Concurrency Review (Site Plan & Subdivisions) | <input type="checkbox"/> Concurrency Equivalency | <input type="checkbox"/> Time Extension |
| <input type="checkbox"/> Amendment | | |

Fees: See Fee Schedule Make check payable to Volusia County School Board
In the event a Capacity Enhancement or Mitigation Agreement is negotiated an additional fee is required.

I. Project Information:

Project Name: _____ Municipality: _____
 Parcel ID#: (attach separate sheet for multiple parcels): _____ Alternate Key: _____
 Location/Address of subject property: _____ (Attach location map)
 Closest Major Intersection: _____

II. Ownership/Agent Information:

Owner/Contract Purchaser Name(s): _____
 Agent/Contact Person: _____
 (Please note that if agent or contact information is completed the District will forward all information to that person)
 Mailing address: _____
 Telephone#: _____ Fax: _____

I hereby certify the statements and/or information contained in this application with any attachments submitted herewith are true and correct to the best of my knowledge.

Owner or Agent Signature _____

Date _____

If applicant is not the owner of record, a letter of authorization from the property owner(s) must be included with this form at time of application submittal. If owner is a company/corporation, please submit documentation that signatory is registered agent of the company.

III. Development Information

Project Data					
Current Land Use Designation		Proposed Land Use Designation			
Current Zoning		Proposed Zoning			
Project Acreage					
Total Units					
Unit Breakdown:	SF:	MF Apts:	Condo:	Townhouse:	MH:
Is this a phased project?: _____ If yes please complete page 2 of this application.					

Worksheet is required to be completed by the Applicant if the project is to be phased:

Unit Type	Yr1	Yr2	Yr3	Yr4	Yr5	Yr6	Yr7	Yr8	Yr9	Yr10	Yr 11-20	20+ Years
SF												
MF												
TH												
MH												
Other												
Totals by Yr												

Grand Total	
-------------	--

Insert totals by unit type by years.

SF = single family

MF = apartments and condo

TH = Town homes

MH = mobile homes

If you designate other – please indicate unit type i.e. lofts, duplex, etc.

EXAMPLE:

Unit Type	Yr1	Yr2	Yr3	Yr4	Yr5	Yr6	Yr7	Yr8	Yr9	Yr10	Yr 11-20	20+ Years
SF	25	25	25	25	--	--	--	--	--	--	--	--
MF	50	0	0	0	--	--	--	--	--	--	--	--
TH	10	0	0	10	--	--	--	--	--	--	--	--
MH	N/A											
Other	N/A											
Totals by Yr	85	25	25	35	--	--	--	--	--	--	--	--

Grand Total	170
-------------	-----

Notes: This application will **not** be deemed complete until all applicable submittal requirements have been submitted to the School District. Submittal requirements include completed application, fee, and location map. Please be advised that additional documentation/information may be requested during review process.



**Volusia County School District
 School Planning and Concurrency
 Service Provider Form**

This section to be completed by Local Government and submitted to school district

This portion of the application must be filled out and signed by the local government staff. Local government is responsible for verifying the number of units permitted and the requested change in number of units.

Change in Land Use	Current	Proposed
Change in Zoning	Current	Proposed
Number of Units by Type If the request is for a site plan/subdivision approval – verify # and type of units being requested. Unit total: Unit Type:	SF: total _____ currently permitted _____ Additional _____ MF: total _____ currently permitted _____ Additional _____ Condo: total _____ currently permitted _____ Additional _____ TH: total _____ currently permitted _____ Additional _____ MH: total _____ currently permitted _____ Additional _____	

Local Government Reviewer’s Signature and title

Date

Affected Local Government(s)		

Comments:

VOLUSIA COUNTY SCHOOL BOARD
Fee Schedule:

School Capacity Reviews:

School Capacity Determination	\$500.00
Concurrency Determination	\$500.00
Equivalency Determination	\$150.00
Time Extension	\$100.00
Exemption/No Impact letter	\$100.00
Concurrency Determination Amendment	\$150.00

Negotiated Agreements:

Capacity Enhancement	
For projects comprised of 50 acres or less	\$1,000.00
For projects comprised of 51 or more acres	\$2,500.00
Proportionate Share Mitigation	
For projects of 200 units or less	\$1,000.00
For projects of 201 units or more	\$2,500.00

Appeals: \$5,000.00



City of New Smyrna Beach

Plan Review Committee Members

CITY ENGINEER**Kyle Fegley**

Engineering Department
2650 North Dixie Freeway
New Smyrna Beach, FL 32168
386.410.2811
kfegley@cityofnsb.com

PLANNING DIRECTOR**Amye King**

Planning Department
2650 North Dixie Freeway
New Smyrna Beach, FL 32168
386.410.2831
aking@cityofnsb.com

CITY BUILDING OFFICIAL**Mike Knotek**

Building and Permitting
2650 North Dixie Freeway
New Smyrna Beach, FL 32168
386.410.2858
mknotek@cityofnsb.com

CHIEF PLANNER/CITY HORTICULTURIST**Jeff Gove**

Planning Department
2650 North Dixie Freeway
New Smyrna Beach, FL 32168
386.410.2832
jgove@cityofnsb.com

PUBLIC WORKS**Faith Miller**

Maintenance Operations
124 Industrial Park Avenue
New Smyrna Beach, FL 32168
386.424.2202
fmiller@cityofnsb.com

POLICE DEPARTMENT**Mark Severance**

New Smyrna Beach Police Department
246 Industrial Park Avenue
New Smyrna Beach, FL 32168
386.424.2231
mseverance@cityofnsb.com

FIRE DEPARTMENT**Don Snell**

New Smyrna Beach Fire Department
103 Faulkner Street
New Smyrna Beach, FL 32168
386.402.8125
dsnell@cityofnsb.com

UTILITIES COMMISSION**Randy Walter**

Utilities Commission, City of New Smyrna Beach
200 Canal Street
New Smyrna Beach, FL 32168
386.424.3026
rwalter@ucnsb.org

Additional Contacts**POSTMASTER/U.S. POST OFFICE**

301 Mission Drive
New Smyrna Beach, FL 32168
(800) 275.8777

VOLUSIA COUNTY SCHOOL DISTRICT PLANNING SPECIALIST**Helen C. Lavallee**

3750 OLSON DRIVE
DAYTONA BEACH, FL 32124
386.947.8786 EXT. 50805
hclavall@volusia.k12.fl.us

VOLUSIA COUNTY TRAFFIC ENGINEER**Jon Cheney**

123 W. Indiana Avenue
DeLand, FL 32720-4262
386.736.5968 x. 2358
jcheney@co.volusia.fl.us

FDOT MAINTENANCE ENGINEER**Richard Wiskeman**

1655 N. Kepler Road
DeLand, FL 32724
386.740.3403



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

PLAN REVIEW COMMITTEE (PRC) 2017 MEETING SCHEDULE

MEETING DATES

PRC: 1st Friday of each month at 9:00 a.m.

PLANNING AND ZONING BOARD: 1st Monday of each month at 6:30 p.m., unless otherwise indicated

MEETING LOCATION

City Commission Chambers, 210 Sams Avenue, New Smyrna Beach

PRC SUBMITTAL DEADLINE	PRC MEETING DATE	RESUBMITTAL DEADLINE	PLANNING AND ZONING BOARD MEETING DATE
Nov. 4, 2016	Dec. 2, 2016	Jan. 6, 2017	Feb. 6, 2017
Dec. 9, 2016	Jan. 6, 2017	Feb. 3, 2017	Mar. 6, 2017
Jan. 6, 2017	Feb. 3, 2017	Mar 3, 2017	April 3, 2017
Feb. 3, 2017	Mar. 3, 2017	Mar. 24, 2017	May 1, 2017
Mar. 10, 2017	April 7, 2017	Apr. 28, 2017	June 5, 2017
Apr. 7, 2017	May 5, 2017	May 26, 2017	July 6, 2017
May 5, 2017	June 2, 2017	June 23, 2017	Aug. 1, 2017
June 9, 2017	July 7, 2017	July 28, 2017	Sept. 5, 2017*
July 7, 2017	Aug. 4, 2017	Aug. 25, 2017	Oct. 2, 2017
Aug. 4, 2017	Sept. 1, 2017	Sep. 29, 2017	Nov. 6, 2017
Sept. 8, 2017	Oct. 6, 2017	Oct. 27, 2017	Dec. 4, 2017
Oct. 6, 2017	Nov. 3, 2017	*Nov. 22, 2017*	*Jan. 2, 2018*
Nov. 3, 2017	Dec. 1, 2017	Dec. 29, 2017	Feb. 5, 2018
Dec. 8, 2017	Jan. 5, 2018	Jan. 26, 2018	Mar. 5, 2018
Jan. 5, 2018	Feb. 2, 2018	Feb. 23, 2018	April 2, 2018

ONLY COMPLETE APPLICATION PACKAGES WILL BE ACCEPTED. INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT.

All final subdivision plats, Class III site plans and PUD rezonings must also be reviewed and approved by the Planning and Zoning Board.

* date change, due to holiday

ALL DEADLINES ARE SUBJECT TO CHANGE DEPENDENT UPON STAFF WORKLOAD AND PROJECT COMPLEXITY. UP TO FOUR (4) NEW PROJECTS WILL BE REVIEWED EACH MONTH. APPLICATIONS WILL BE PROCESSED ON A FIRST-COME, FIRST-SERVED BASIS.

All applications must have a staff signed pre-application meeting form.

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.