



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

SITE PLAN CHANGE ORDER APPLICATION

Munis Application # \_\_\_\_\_

PROPERTY LOCATION

Address:

PID:

PLANNING APPLICATION REQUEST (OFFICE USE ONLY)

Request Type:

Case No.: Date Submitted: Date Closed: Accepted By:

Project Name: Plan Review Committee 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

Blank space for request details

Zoning District: Property Acreage:

Subject Property Location:

Notes:

FEES

Request Type Fee:

Concurrency Review Fee:

Total Fee: [Yellow background]

Exempt from Fee [checkbox]

REQUIRED ATTACHMENTS

- 1. Complete Application Form
2. \$500.00 Application Fee
3. Three (3) signed and sealed sets of revised plan sheets
4. Change order sheet signed by PRC members
5. two (2) electronic versions of the complete set of approved revised construction plans...

PAYMENTS

Table with 5 columns: 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.



# City of New Smyrna Beach

---

## SITE PLAN CHANGE ORDER PROCEDURES

1. Discuss each proposed change with a city planner prior to initiating any change.
2. The architect or engineer will then revise each sheet on the approved site plan. Changes should be called out on the revised sheets and should be numbered to correspond with the changes listed on the application. For example, Change Order #1 will have changes 1(A), 1(B), 1(C), 1(D), etc...
3. Describe each of the changes on the on the change order sheet (attached).
4. Obtain change order approval sign-offs from the departments identified on the site plan change order sheet. Please obtain the FIRST change order approval sign-off in the Planning and Zoning Department.
5. When all departments have signed off on the change order sheet, the applicant shall return the change order sheet to the Planning and Zoning Department, along with **three (3) signed and sealed sets of all revised sheets.**
6. **Site Plan Change Order fee \$500.00 for each Change Order beginning with the 2<sup>nd</sup> request.**
7. **The applicant must also submit a two (2) CD's containing an electronic version of the complete set of approved revised construction plans, including landscaping, details and building elevation drawings. The plans should be in AutoCAD, using version 2000 or later.**

**CITY OF NEW SMYRNA BEACH  
PLANNING AND ZONING DEPARTMENT**

**SITE PLAN CHANGE ORDER # \_\_\_\_\_**

**Project Name: \_\_\_\_\_**

**Date: \_\_\_\_\_**

**Address: \_\_\_\_\_**

**Case #: \_\_\_\_\_**

**Description of Change:**

**A.**

---



---

**B.**

---



---

**C.**

---



---

**D.**

---



---

**E.**

---



---

**F.**

---



---

**G.**

---



---

**NOTE:** Please obtain the FIRST change order approval sign-off from Planning.

<b>Change Order Approvals</b>		
	<b>INITIALS</b>	<b>DATE</b>
<b>Planning</b>		
<b>Engineering</b>		
<b>Building</b>		
<b>Utilities</b>		
<b>Fire Marshal</b>		
<b>Public Works</b>		
<b>Police Dept.</b>		