



CITY OF NEW SMYRNA BEACH

MAJOR CLASS I SITE PLAN APPLICATION

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

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

Zoning District: _____ Property Acreage: _____
Subject Property Location: _____

Notes:	FEEES
	Request Type Fee:
	Concurrency Review Fee:
	Total Fee:
Exempt from Fee <input type="checkbox"/>	

REQUIRED ATTACHMENTS

<ol style="list-style-type: none"> 1. Complete Application Form 2. \$200.00 Application Fee 3. To-scale plan or survey, showing proposed additions, parking, landscaping or other site improvements (see attached) 	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.



City of New Smyrna Beach

Major Site Plan Checklist (Class I)

PROJECT NAME: _____

Received By: _____ Date Received: _____ Time Received: _____

REQUIRED REVIEW

Major Class I site plan approval is required for the following types of development:

1. Parking lots containing less than 8 automobile parking spaces that are not associated with a structure requiring Class II or Class III site plan review and approval
2. Interior and exterior remodeling to existing non-residential or multi-family residential structures
3. Additions or accessory structures to existing non-residential or multi-family residential structures. Additions or accessory structures that exceed 500 SF in area, or are more than 10% of the existing building area shall require Class II or Class III site plan review
4. Garden Wedding Venue (approved by Special Exception) require a Major Class I Site Plan approval

REQUIRED ITEMS

- Application form
- 3 signed and sealed sets of the site plan
- 2 CD or thumb drives containing all submitted documents, including application form and site plan, Letter of authorization to represent owner, if applicant is not owner
- Application fee
- Finding of School Concurrency from Volusia County School District (for residential projects only)
- Outside dimensions of proposed structure(s)
- Dimensions of proposed structure(s) from property lines
- Description of proposed structure(s)
- Height above finished grade of proposed structure(s)
- Square footage of building footprint(s)
- Lot coverage for existing and proposed buildings
- Lot coverage for all existing and proposed improvements, including buildings, driveways, parking lots, etc.
- Lot dimensions
- Location(s) and dimensions(s) of accessory equipment (eg. Outside central air conditioning units, generators, propane tanks, etc)
- Number, location and dimensions of parking spaces
- Location of jurisdictional wetland boundaries if on, or within 25 feet of the subject property
- Survey of property (NOTE: the survey shall not be more than two (2) years old, unless the site has been altered by an act of nature)
- Topographic information



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

Robert Claudio

New Smyrna Beach Police Department
246 Industrial Park Avenue
New Smyrna Beach, FL 32168
386.424.2231
rclaudio@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

CONFERENCE VERIFICATION FORM

This completed form must accompany every Class II and Class III site plan, preliminary plat, or final plat. It is the project applicant's responsibility to submit this completed form, together with any required permit application(s), and ten (10) sets of site plans, preliminary plats, or final plats to the Department, on or before the required cut-off date.

PROJECT INFORMATION	
Project Name	
Address	

CONFERENCE SIGNATURES

Each PRC member identified below must provide their signature, as well as the project architect or engineer attending each conference.

PRC MEMBER	PRC MEMBER SIGNATURE & DATE	PROJECT MANAGER SIGNATURE & DATE
CHIEF PLANNER		
CITY ENGINEER		
BUILDING OFFICIAL		
CITY HORTICULTURIST		
PUBLIC WORKS DIRECTOR		
UTILITIES COMMISSION		
FIRE MARHSAL		

PERMIT APPLICATIONS REQUIRED BY THE CITY ENGINEER

(AN "X" INSIDE THE APPROPRIATE PARENTHESES INDICATES THE CITY WILL REQUIRE A PERMIT)

ST. JOHN'S RIVER WATER MANAGE DISTRICT

- () STORM DRAINAGE
- () WATER CONSUMPTION
- () OTHER _____

DEPARTMENT OF ENVIRONMENTAL PROTECTION

- () STORM DRAINAGE
- () DREDGE AND FILL
- () OTHER _____

OTHER AGENCIES

- () DEPARTMENT OF TRANSPORTATION DRIVEWAY & UTILITY PERMITS
- () CORPS OF ENGINEERS
- () VOLUSIA COUNTY DRIVEWAY PERMIT