THE CITY OF DAYTONA BEACH – 2016 / 2017

DEVELOPMENT & ADMINISTRATIVE SERVICES

UNIFORM DEVELOPMENT REVIEW APPLICATION

http://www.codb.us/

Application submittals are due by Thursday at noon and should be delivered to:
The City of Daytona Beach
Attn: Planning
301 South Ridgewood Avenue
Development Services, Room 240
Daytona Beach, FL 32114

A pre-application meeting with Staff may be required* prior to submitting an application to discuss the project's feasibility, anticipated review track, submittal requirements, and procedures. This requirement can be found in Section 3.3.A and Table 3.2 of the LDC. Contact Dennis Mrozek, Planning Manager, at 386.671.8152 to schedule a pre-application meeting with the City's Technical Review Team (TRT). After initial contact with Staff, the Applicant may be advised to have further preliminary discussions with Staff.

TYPE OF REQUEST: **CITY FILE:**

	Major Site Plan*		Variance BOA*		Rezoning*
	Minor Site Plan		LDC Text Amendment		Planned Development Rezoning*
	Special Use*		Minor Preliminary Plat		Planned Development Amendment
	Public Use*		Major Preliminary Plat*		Large Scale Comp Plan Amendment*
	Temporary Use (Special Event)		Final Plat		Small Scale Comp Plan Amendment*
	Annexation		ROW Vacation		Excess Boat Slip Allocation
	Semipublic Use*		Certificate of Appropriateness, Major*		Other (Please Describe):
	Easement Vacation		Historic Overlay Amendment*		

In a Redevelopment Area?	☐ Ballough Road	☐ Downtown	☐ South Atlantic	☐ Midtown	☐ Main Street

SUMMARY OF APPLICATION REQUEST (PROJECT DESCRIPTION):

_____
_____
_____

SITE & APPLICANT INFORMATION: ***All information must be completed***

Project Name:	
Full 14 Digit Tax Parcel ID#:	
Street Address	

SITE INFORMATION:	**Existing:**	**Proposed:**	**Abutting Property:**			
Land Use:			N	S	E	W
Zoning:						
Gross Sq. Ft. Floor Area:						
Acres of Parcel(s):						

Property Owner (Provide Proof of Ownership)			
Company/Contact Name:		Phone :	
Street Address:		E-mail:	
City & State:		Zip:	

Lead Designer, if any (Provide Owner Authorization Form)			
Company/Contact Name:		Phone :	
Street Address:		E-mail:	
City & State:		Zip:	

Authorized Agent, if any (Provide Owner Authorization Form)			
Company/Contact Name:		Phone :	
Street Address:		E-mail:	
City & State:		Zip:	

Applicant Signature:		**DATE:**
Print Name:		

☐ **Please verify you are using the most recent application available, found at www.codb.us under Planning Department, Application Forms**

UNIFORM DEVELOPMENT REVIEW APPLICATION PACKET CHECKLIST

ALL ITEMS MUST BE SUMBITTED WITH APPLICATION (UNLESS SPECIFICALLY WAIVED)

	ITEM	LDC REFERENCE SECTION
☐	COMPLETED UNIFORM DEVELOPMENT REVIEW APPLICATION FORM (PG 1 OF APPLICATION PACKET)	APPENDIX A
☐	ALL APPLICATION FEES $	APPENDIX B; CURRENT FEE SCHEDULE
☐	PROOF OF OWNERSHIP (DEED, TAX BILL OR PROPERTY APPRAISER'S DOCUMENTATION)	APPENDIX A
☐	AUTHORIZATION OF OWNER FORM, IF USING AN AGENT (MUST NOTARIZE, LOCATED IN THIS PACKET)	APPENDIX A
☐	SURVEY (2 YEARS OLD OR LESS, SIGNED AND SEALED)	APPENDIX A
☐	SITE PLAN: (1) FULL SET OF PLANS 24x36 FOLDED AND BOUND TOGETHER; (1) 11x17 COPY	SEC. 3.3.C ; APPENDIX A (ADDITIONAL APPLICATION REQUIREMENTS FOR SITE PLAN)
☐	COVER LETTER AND ASSOCIATED DOCUMENTS	SEC. 3.3.C.2
☐	SUMMARY LIST OF ALL DOCUMENTS BEING SUBMITTED	SEC. 3.3.C.2
☐	CONCURRENCY APPLICATION, IF APPLICABLE (LOCATED IN THIS PACKET)	SEC. 3.3.C.2; 6.16
☐	TRAFFIC STUDY OR TIA, IF APPLICABLE **MUST BE RESOLVED TO STAFF SATISFACTION PRIOR TO PUBLIC HEARINGS**	SEC. 3.3.C.2; 6.17
☐	(1) LABELED CD CONTAINING AN ELECTRONIC COPY OF ALL OF THE ABOVE ITEMS	SEC. 3.3.C.2; APPENDIX A (ADDITIONAL APPLICATION REQUIREMENTS FOR SITE PLAN)

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 _____, 2_____, by _____, who is personally known to me or has produced _____.

_____
NOTARY PUBLIC – STATE OF FLORIDA

My Commission expires:

_____
NAME OF NOTARY – TYPED OR PRINTED

COMMISSION # _____

THE CITY OF DAYTONA BEACH
DEVELOPMENT & ADMINISTRATIVE SERVICES
301 SOUTH RIDGEWOOD AVE. ROOM 240
DAYTONA BEACH, FL 32114
"World's Most Famous Beach"

UNIFORM DEVELOPMENT REVIEW APPLICATION PROCESS

- A pre-application meeting with Staff may be required prior to submitting an application to discuss the project's feasibility, anticipated review track, submittal requirements, and procedures. This requirement can be found in Section 3.3.A and Table 3.2 *Summary of Development Procedures* in the LDC. Contact Dennis Mrozek, Planning Manager, at 386.671.8152 to schedule a pre-application meeting with the City's Technical Review Team (TRT). After initial contact with Staff, the Applicant may be advised to have further preliminary discussions with Staff. TRT meetings are held every Tuesday at 9 a.m. in the Development Services Conference Room, Meeting Room 2.

- Applicants may attend TRT meetings; they are given first opportunity and a scheduled time. Walk-in applicants will be taken at the end of the scheduled TRT agenda on a first-come first served basis. Each applicant will be provided between 15 and 20 minutes of time.

APPLICATION SUBMITTAL:

The City of Daytona Beach
Attn: Planning Department
301 South Ridgewood Avenue
Development Services Room 240
Daytona Beach, FL 32114

- Application submittals are due by **noon on Thursdays** and should be delivered to the Planning Dept. Submittals should include a site plan: (1) full set of plans, 24x36, folded and bound together, and (1) 11x17 copy (unless the site plan is waived). All associated documentation must be submitted as a hard copy as well as electronically on a CD (see checklist). The CD submittal requirements, with specific file types, are further detailed in this packet.

- All fees are due with application submittal.

- All applications are reviewed for sufficiency. Application submittal and acceptance shall follow the Land Development Code, Article 3, Section 3.3.C.6.

- Applicants will receive their comments by the close of business on Friday, the week following submittal. Based on the type of application, a two week review cycle may be required.

- When resubmitting, please provide a statement that includes each reviewer's comments, and applicant response. The extent of City reviews is contingent on a variety of project factors: project size, type, complexity, and location. Staff will outline the anticipated required review steps, required drawings and exhibits, fees, agency reviews, procedures and schedule.

- Project designs that require variances to City codes shall be scheduled for review by the Board of Adjustment prior to any review board or City Commission review. A review by Staff is required prior to going before the

Board of Adjustment. Projects that require Certificates of Appropriateness will be reviewed by Staff prior to the Historic Preservation Board.

- All items submitted during the first submittal must be resubmitted whenever they are modified after the first submittal.
- If any documents listed as required are "not applicable", the submittal letter should contain a clear explanation of why the item(s) are not applicable for this application.
- Each CD shall be labeled clearly with the Project Name and the Applicant's name and contact information.
- Each electronic file on the CD shall be named consistent with the below file naming conventions.
- Provide a Summary List of all items included in the submittal, (listing the CD as well).
- A Public Benefit/Modification Letter is recommended when a Planned Development Rezoning is requested. This should address criteria for approval, any modifications from the LDC being requested, (the specific development standards that the project cannot meet), and any public benefit being proposed.
- If drawing sets are larger than 35 sheets, split them into multiple .pdf file sets each no larger than 35 sheets, and name appropriately.
- All drawings and report files that require certification by a professional (Surveyor, Engineer, Architect, Landscape Architect) shall contain electronic signature/ seals (see below).
- **If the applicant fails to submit additional information or a modified application within 90 days after receiving comments from Staff, the application shall be deemed withdrawn/expired.** In such instance, no further action shall be taken on the applicant's proposal until the applicant submits a new application and pays the required application fees(LDC, Section 3.3.C.8.c)

Application Submittal Requirements		
File Name	**Description**	**Electronic Signature and Sealing Information**
ACAD-Civil.dwg	AutoCAD Civil drawing file(s) in State Plane Coordinates NAD83	All professionals are responsible for determining legal sufficiency for certification practices of their documents. The following information is provided as assistance for your use: 1. Florida Statute 61G15-23.003: Procedures for Signing and Sealing Electronically Transmitted Plans, Specifications, Reports or Other Documents 2. Adobe Help page - "Adding Digital Signatures to PDFs" 3. The simple encrypted signature type will be sufficient certification to the City of Daytona Beach, in lieu of an alternate signature type that requires the use of an outside signature verification service. (i.e. VeriSign™)
ACAD-xxxSurvey.dwg	AutoCAD Survey drawing file (s) *where xxx= "Boundary" and/or "Tree" and/or "Topographic"*	
Survey.pdf	Survey	
SitePlan.shp	Civil Site Plan drawing shapefile	
Site Plan.pdf	Civil Site Plan drawings package	
Architectural.pdf	Architectural drawing package	
Proof of Ownership.pdf	Proof of Ownership	
Owner Authorization.pdf	Owner Authorization	
Application .pdf	Application Form	
Permit Summary.pdf	Engineer's Permit Summary	
Stormwater Calcs.pdf	Stormwater Calculations	
Storm Pipe Calcs.pdf	Stormwater Pipe Calculations	
Lift Station Calcs.pdf	Lift Station Calculations	
Fire Flow Calcs.pdf	Fire Flow Calculations	
TIA.pdf	Traffic Impact Analysis (TIA)	
Concurrency.pdf	Concurrency Application	
CDContents.pdf	List of all files on the CD	

DEVELOPMENT REVIEW PROCESS

APPLICATIONS APPROVED BY STAFF			
	STEPS	**DETAILS**	**LDC REF.**
☐	PRE-APPLICATION MEETING WITH THE CITY'S TECHNICAL REVIEW TEAM (TRT)	APPLIES TO MOST APPLICATIONS (SEE TABLE 3.2). TRT MEETINGS ARE EVERY TUESDAY STARTING AT 9 AM, 30 MINUTE TIME SLOTS AVAILABLE	3.3.A
☐	SUBMIT APPLICATION PACKET (1ST SUBMITTAL)	DUE BY THRURSDAYS AT 12 NOON. SEE APPLICATION PACKET CHECKLIST FOR SPECIFIC ITEMS	3.3.C
☐	STAFF REVIEWS FOR COMPLETENESS	STAFF REVIEW FOR SUFFIECIENCY PER 3.3.C.6, MAY REQUEST MORE DOCUMENTS	3.3.C.6
☐	STAFF PROVIDES COMMENTS TO APPLICANT (1ST REVIEW)	IF APPLICATION IS DETERMINED TO BE COMPLETE, APPLICANTS WILL RECEIVE COMMENTS BY COB FRIDAY, THE WEEK FOLLOWING SUBMITTAL. BASED ON THE TYPE OF APP, A 2-WEEK REVIEW CYCLE MAY BE REQUIRED	3.3.C.4
☐	APPLICANT RESUBMITS REVISED APPLICATION PACKET AND RESPONDS TO REVIEWERS' COMMENTS* (2ND SUBMITTAL)	WHEN RESUBMITTING, PLEASE PROVIDE EACH REVIEWER'S COMMENTS AND APPLICANT RESPONSE.	3.3.C.7
☐	STAFF PROVIDES COMMENTS TO APPLICANT (2ND REVIEW)	APPLICANTS WILL RECEIVE COMMENTS BY COB FRIDAY, THE WEEK FOLLOWING SUBMITTAL. BASED ON THE TYPE OF APPLICANTION, A 2-WEEK REVIEW CYCLE MAY BE REQUIRED	3.3.C.4
☐	[APPLICANT CAN REQUEST A TIME SLOT WITH TRT AT ANY POINT IN PROCESS IF CLARIFICATION IS NEEDED]	TRT MEETINGS ARE EVERY TUESDAY STARTING AT 9 AM, 30 MINUTE TIME SLOTS AVAILABLE	N/A
☐	APPLICANT RESUBMITS REVISED APPLICATION PACKET AND RESPONDS TO REVIEWERS' COMMENTS* (3RD, 4TH, SUBMITTAL ETC)	REPEAT UNTIL ALL COMMENTS ARE RESOLVED/APPLICATION IS APPROVED	3.3.C.4
ADDITIONAL STEPS FOR APPLICATIONS REQUIRING BOARD AND/OR CITY COMMISSION APPROVAL			
☐	NEIGHBORHOOD MEETING MAIL NOTIFICATION & POSTING (IF NEIGHBORHOOD MEETING IS REQUIRED)	ONLY APPLIES TO CERTAIN APPS SEE TABLE 3.2; FIRST CLASS MAIL & PHYSICAL POSTING AT PROPERTY (AT LEAST 10 DAYS PRIOR TO MEETING)	3.3.B, 3.3.B.4.b
☐	TRT COMMENTS RESOLVED, INCLUDING TRAFFIC STUDY/ TIA	30 DAYS PRIOR TO PLANNING BOARD MEETING	3.3.C.4
☐	NEIGHBORHOOD MEETING, IF APPLICABLE	ONLY APPLIES TO CERTAIN APPLICATIONS SEE TABLE 3.2; HELD AT LEAST 21 DAYS PRIOR TO PLANNING BOARD/ REDEV BOARD MEETING	3.3.B
☐	REQUIRED WRITTEN SUMMARY OF MEETING TO STAFF	AT LEAST 14 DAYS PRIOR TO PLANNING OR REDEV BOARD MEETING	3.3.B.4.e
☐	HISTORIC PRESERVATION BOARD, IF APPLICABLE	IF PROPERTY IS WITHIN A HISTORIC OVERLAY DISTRICT; 10 DAY MAIL NOTICE FOR MAJOR COA, TABLE 3.3.E.3 AND 3.4.J.3	2.4.B.2-4
☐	BOARD OF ADJUSTMENT, IF APPLICABLE	IF APPLICANT NEEDS A VARIANCE (10 DAY MAIL NOTICE AND POSTING, TABLE 3.3.E.3)	2.5; 3.4.V
☐	REDEVELOPMENT BOARD MEETING, IF APPLICABLE	IF PROPERTY IS LOCATED IN A REDEVELOPMEMT AREA	2.3.B.2-4
☐	PLANNING BOARD MEETING	NO SOONER THAN 38 CALENDAR DAYS FROM THE DATE OF APPLICATION SUBMITTAL (APPENDIX A.C)	3.3.F
☐	EXECUTED DEVELOPMENT AGREEMENTS DUE, IF APPLICABLE	5 DAYS AFTER PLANNING BOARD	3.3.C.4
☐	MAIL NOTIFICATION FOR CITY COMMISSION HEARING	AT LEAST 15 DAYS PRIOR TO CC 2nd READING (10 DAYS FOR SOME APPLS, OTHERS ARE NOT REQUIRED TO DO THIS STEP AT ALL, SEE TABLE 3.3.E.3)	3.3.E.3.C
☐	POSTING OF THE PROPERTY	AT LEAST 10 DAYS PRIOR TO CC 2nd READING (OTHERS MAY NOT REQUIRED TO DO THIS STEP AT ALL, SEE TABLE 3.3.E.3)	3.3.E.3.D
☐	TURN IN AFFADAVIT OF POSTING	3 DAYS PRIOR TO CC 2nd READING (OTHERS MAY NOT REQUIRED TO DO THIS STEP AT ALL, SEE TABLE 3.3.E.3)	3.3.E.3.F
☐	CITY COMMISSION HEARING– 1st READING	GENERALLY 7 WEEKS AFTER PLANNING BOARD	3.3.F
☐	CITY COMMISSION HEARING-- 2nd READING	GENERALLY 2 WEEKS AFTER 1st READING	3.3.F

Note: If the applicant fails to submit additional information/ modified application within 90 days after receiving comments (or request an extension) the application shall be deemed withdrawn/expired. (LDC, Section 3.3.C.8.c; 3.3.D.2

Staff and Board Contacts

TRT Staff Review: Planning, Zoning, Landscape, Engineering, Traffic, Utilities, Fire, Redevelopment, Surveyor, Addressing.

Redevelopment Board
Projects located within various Redevelopment areas (Ballough Rd; Downtown; Main St.; Midtown; or S. Atlantic) are subject to special review by the Redevelopment Staff and possibly by the Redevelopment Board. Emphasis is on exterior architectural and signage design and colors as well as site aesthetics and functionality. Contact: Redevelopment Staff, 386-671-8180.

Board of Adjustment
The Board of Adjustment is a board of appointed citizens who review projects seeking 'variances' to City codes. The basis of their review is some unique character of the land that prohibits compliance with City codes. Contact: Rose Askew, 386-671- 8125

Historic Preservation Board
Modifications to buildings deemed to be of historic value or interest as identified on the local registry shall be reviewed and approved by the Historic Preservation Board. Contact: Doug Gutierrez, 386-671-8160.

Planning Board
Drawings and exhibits will be reviewed to determine whether or not the project conforms to applicable provisions of City Code and State law. The Planning Board will review the recommendation of the staff and then recommend approval, denial, or approval with conditions. Some project's final review occurs at the Planning Board and some are sent on to the City Commission with a recommendation from the Planning Board. Contact: Dennis Mrozek, 386-671-8152.

City Commission
For projects that require City Commission review, the City Commission will consider the recommendation of the Staff and/or Planning Board and they shall approve or deny the project. The City Commission shall approve the project if it conforms to applicable provisions of the City Code and State law. Contact: Planning Department, 386-671-8120.

See attached Schedule of Meetings chart for City Board deadlines and meeting dates.

Outside Agencies
Approvals from the applicable agencies, including but not limited to the following, are required prior to City final approval.
St. John's River Water Management District *(drainage plans, wetlands)*
Florida Dept. of Transportation *(if adjacent to state road)*
Volusia County *(if adjacent to county road)*
Florida Dept. of Environmental Protection *(beach or river sites, new water & sewer lines)*
Federal Aviation Administration *(building heights and lights near airport)*

Staff Contacts				
Name	**Title**	**Location**	**Number**	**Email**
Charles Merenda	Development Review Engineer	Room 127	386-671-8157	merendac@codb.us
Dennis Mrozek	Planning Manager	Room 240	386-671-8152	mrozekd@codb.us
Jason Jeffries	Redevelopment Project Manager	Room 240	386-671-8183	jeffriesj@codb.us
Brian Sievertson	Fire Inspector	Station 1	386-671-4012	sievertsonb@dbfd.us
Brent Cohen	Design Development Project Manager	Public Works	386-671-8617	cohenb@codb.us
Charles Bryant	Redevelopment Project Manager	Room 240	386-671-8185	bryantc@codb.us
Angie Sehenuk	Utilities Engineer II	Utilities	386-671-8826	sehenuka@codb.us
Mike Marcum	Traffic Operations Supervisor	Public Works	386-671-8653	marcumm@codb.us
Rose Askew	Planner	Room 240	386-671-8125	askewr@codb.us
Doug Gutierrez	Senior Planner	Room 240	386-671-8160	gutierrezd@codb.us
Marianne Pulaski	Planning Technician	Room 240	368-671-8122	pulaskim@codb.us
Amy Boyd	Planner	Room 240	368-671-8128	boyda@codb.us

Fee Schedule

Make check payable to 'The City of Daytona Beach' Include Itemized Check list Identifying payments (Fees subject to change. All fees to be verified during the development review process)	Combine all applicable fees into one total
1. Advertising fees, per public hearing	
Legal Ad With Map	$700
Display Ad with Map	$700
2. Annexation	
Areas within the perimeter boundary of the City	No Fee
Display Ad With Map, 2 required (per public hearing)	$1,400
3. Comprehensive Plan Amendments	
Small Scale	$2,500
Legal Ad With Map and Display Ad with Map	$1,400
Large Scale	$3,500
Legal Ad with Map and Display Ad with Map, 2 required (per public hearing)	$2,100
4. Concurrency	
Certificate of Concurrency	Included in Site Plan Fee
Traffic Impact Study **MUST BE RESOLVED TO STAFF SATISFACTION PRIOR TO PUBLIC HEARINGS**	$400, or 110% of the cost from consultant to review traffic study, if necessary ($3,000 Deposit Required)
5. Development of Regional Impacts	
Application or Rescission for Development Approval	$10,000 + consultant fees and advertising costs, if necessary
Amendments to approved DRI	$800 + consultant fees and advertising costs, if necessary
6. Environmental Review	
Stormwater - Construction not exceeding 5,000 sq. ft.	$200
Stormwater - Construction exceeding 5,000 sq. ft.	$300 + $50 per acre over 2, maximum of $25,000
Wetlands	$250
7. Historic Preservation	
Certificate of Appropriateness - Major	$150
Certificate of Appropriateness - Minor	$100
Historic Designation	City Commission will establish fees for designation of historic overlay sites and districts by resolution.
8. Land Development Code Amendment	
Land Development Code - Text Amendment	$1,000
Land Development Code - Change of Use	$1,000
Display Ad With Map, 2 required (per public hearing)	$1,400
9. Rezoning	
Planned Developments (Does not include Site Plan review and approval)	$2,000
Amendment to Planned Development	$1,400
Non-substantial modification to existing Planned Development	Site Plan Review Fee
All others including Overlays	$1400
10. Site Plan	
Minor modification (no additional square footage)	$500
Minor modification (additional building square footage, not exceeding 20,000 sq. ft., to an existing developed site)	$750 for less than 1,000 s.f. $1,000 for 1,000 s.f. or greater
Initial Application: Minor Site Plan and Major Site Plan	$1,600 under 20,000 s.f. $1,600 plus $25 per 1,000 for 20,000 s.f. or greater not to exceed $10,000
Re-submittal, beginning with 4th submittal	$300
11. Subdivision	
Minor Subdivision	$250
Preliminary Plat	$500 + $20 per lot over 50 lots, maximum = $1,500

	Final Plat	$1,500 + $20 per lot over 50 lots
	Recording of Final Plat	$300 + fees required by County
	Inspection of Improvements	2.25% of costs of public improvements
	12. Tree Removal	
	Tree removal or clearance	$20 per tree up to $600
	Historic Tree Removal Plus $ advertising fee	$175
	Landscape Bond Administration Fee	1% of bond amount
	13. Use Approval	
	Public, semipublic, and special uses. (site plan not included)	$1,100
	14. Vacations	
	Right-of-way vacation	$4.50 per linear foot
	All others	$125
	15. Variances	
	Board of Adjustments – Single Family Residential – per lot	$300
	Board of Adjustments – All others – per lot	$450
	After the Fact	Double Fees
	16. Miscellaneous	
	Excess Boat Slip Allocation – Request (Does not include additional Legal Ad fees)	$1000
	Excess slip, per slip	$24
	One year extension for slip allocation	$100
	Appeals to Boards and City Commission	$300
	Developer Initiated Neighborhood Meeting (Staff Attendance)	$200 per meeting
	Professional Reviews	110% of the cost from consultant for review
	Administrative Adjustment	$50 per each standard
	Temporary Use: Special Event (Additional Permit Fees will apply)	$75

2017 General Notice Schedule [1] [2]

Neighborhood Meeting Mail Notification[3] - First Class Mail & Post the property (at least 10-Day notice)	TRT comments/ Traffic resolved (30 days prior to Planning Board meeting)	Required Neighborhood Meeting[3] (at least 21 Days Prior to Planning or Redevelopment Board Meeting)	Required Written Summary of Meeting to City (at least 14 Days Prior to Planning or Redevelopment Board Meeting)	Planning Board Meeting	Executed Development Agreements Due, if applicable (5 days after PB)	City Commission Mail Notification (at least 15 days prior to CC 2nd reading) *See Table 3.3.E.3 for 10 days*	CITY COMMISSION – 1ST READING (generally 7 weeks after Planning Board)	Posting of the property (at least 10 Days prior to CC 2nd reading)	Turn in Affadavit of Posting (3 Days prior to CC 2nd reading)	CITY COMMISSION - 2ND READING (generally 2 weeks after 1st Reading)
26-Dec	27-Dec	5-Jan	12-Jan	**26-Jan**	31-Jan	28-Feb	1-Mar	5-Mar	12-Mar	15-Mar
23-Jan	24-Jan	2-Feb	9-Feb	**23-Feb**	28-Feb	4-Apr	5-Apr	9-Apr	16-Apr	19-Apr
20-Feb	21-Feb	2-Mar	9-Mar	**23-Mar**	28-Mar	2-May	3-May	7-May	14-May	17-May
27-Mar	28-Mar	6-Apr	13-Apr	**27-Apr**	2-May	6-Jun	7-Jun	11-Jun	18-Jun	21-Jun
24-Apr	25-Apr	4-May	11-May	**25-May**	30-May	4-Jul	5-Jul	9-Jul	16-Jul	19-Jul
22-May	23-May	1-Jun	8-Jun	**22-Jun**	27-Jun	1-Aug	2-Aug	6-Aug	13-Aug	16-Aug
26-Jun	27-Jun	6-Jul	13-Jul	**27-Jul**	1-Aug	5-Sep	6-Sep	10-Sep	17-Sep	20-Sep
24-Jul	25-Jul	3-Aug	10-Aug	**24-Aug**	29-Aug	3-Oct	4-Oct	8-Oct	15-Oct	18-Oct
28-Aug	29-Aug	7-Sep	14-Sep	**28-Sep**	3-Oct	31-Oct	1-Nov	5-Nov	12-Nov	15-Nov
25-Sep	26-Sep	5-Oct	12-Oct	**26-Oct**	31-Oct	5-Dec	6-Dec	10-Dec	17-Dec	20-Dec
16-Oct	17-Oct	26-Oct	2-Nov	**16-Nov**	21-Nov	*2-Jan-18*	*3-Jan-18*	*7-Jan-18*	*14-Jan-18*	*17-Jan-18*
20-Nov	21-Nov	30-Nov	7-Dec	**21-Dec**	26-Dec	*6-Feb-18*	*7-Feb-18*	*11-Feb-18*	*18-Feb-18*	*21-Feb-18*

Note: When deadlines fall on holidays or weekends, actual deadline is previous working day.
Dates are subject to change.

1 Confirm specific Notice Schedule based on application type, see LDC Section 3.3.E
2 City Staff will coordinate required published notices (newspaper ads)
3 Neighborhood meetings required for the following: Site-Specific Zoning District Map Amendment, Historic Overlay Zoning District Map Amendment, Planned Development, Special Use Permit, Public or Semipublic Use Permit, Comprehensive Plan Amendment (LDC Section 3.3.B.3.a.)

Redevelopment Area Board Meeting Schedule 2017			
Downtown Redevelopment Board	Midtown Redevelopment Board	Beachside Redevelopment Board	Downtown Development Authority
1st Tuesday	2nd Tuesday	2nd Wednesday	4th Tuesday
12:00 pm	6:00 pm	6:00 pm	8:00 am
January 10	January 10	January 11	January 24
February 7	February 14	February 8	February 28
March 7	March 14	March 8	March 28
April 4	April 11	April 12	April 25
May 2	May 9	May 10	May 23
June 6	June 13	June 14	June 27
July 11	July 11	July 12	July 25
August 1	August 8	August 9	August 22
September 12	September 12	September 13	*Budget-09/06 @ 6 pm ** Regular-09/20 @ 4 pm
October 3	October 10	October 11	October 24
November 7	November 14	November 8	November 28
December 5	December 12	December 13	December 19

All public meetings will be held in City Commission Chambers unless noted below

DDA will meet in Room 149-B (Subject to change)

DDA Budget hearings on 09/06 & 09/20 with City Commission at 6 pm.
**Regular meeting to be held on 9/20 at 4 pm in Room #149-B followed by
Budget Hearing with City Commission

HISTORIC PRESERVATION BOARD - 2017 CALENDAR			
Submittal Deadlines	**Notification (10 days)**	**Board Meeting**	**Planning Board**
December 17, 2016	January 7, 2017	January 17, 2017	February 23, 2017
January 16, 2017	February 11, 2017	February 21, 2017	March 23, 2017
February 20, 2017	March 11, 2017	March 21, 2017	April 27, 2017
March 20, 2017	April 8, 2017	April 18, 2017	May 25, 2017
April 17, 2017	May 6, 2017	May 16, 2017	June 22, 2017
May 15, 2017	June 10, 2017	June 20, 2017	July 27, 2017
June 19, 2017	July 8, 2017	July 18, 2017	August 24, 2017
July 17, 2017	August 5, 2017	August 15, 2017	September 28, 2017
August 14, 2017	September 9, 2017	September 19, 2017	October 26, 2017
September 18, 2017	October 7, 2017	October 17, 2017	November 16, 2017
October 16, 2017	November 11, 2017	November 21, 2017	December 21, 2017
November 20, 2017	December 9, 2017	December 19, 2017	January 25, 2018

2017 Board of Adjustment Meeting Schedule

Meeting Date	Day	Time	Location	Submittal Deadline
January 19, 2017	Thursday	1:00 PM	Commission Chambers	December 28, 2016
February 16, 2017	Thursday	1:00 PM	Commission Chambers	January 25, 2017
March 16, 2017	Thursday	1:00 PM	Commission Chambers	February 22, 2017
April 20, 2017	Thursday	1:00 PM	Commission Chambers	March 29, 2017
May 18, 2017	Thursday	1:00 PM	Commission Chambers	April 26, 2017
June 15, 2017	Thursday	1:00 PM	Commission Chambers	May 31, 2017
July 20, 2017	Thursday	1:00 PM	Commission Chambers	June 28, 2017
August 17, 2017	Thursday	1:00 PM	Commission Chambers	July 26, 2017
September 21, 2017	Thursday	1:00 PM	Commission Chambers	August 30, 2017
October 19, 2017	Thursday	1:00 PM	Commission Chambers	September 27, 2017
November 16, 2017	Thursday	1:00 PM	Commission Chambers	October 25, 2017
December 21, 2017	Thursday	1:00 PM	Commission Chambers	November 29, 2017

THE CITY OF DAYTONA BEACH
DEVELOPMENT & ADMINISTRATIVE SERVICE
301 S. RIDGEWOOD AVE. ROOM 240
DAYTONA BEACH, FL 32114
"World's Most Famous Beach"

APPLICATION FOR CONCURRENCY CERTIFICATION

Business:		Voice:	
Person:		Fax:	
Mail:		**E-mail:**	
City:	State:	Zip:	

Lead Designer:

Business:		Voice:	
Person:		Fax:	
Mail:		**E-mail:**	
City:	State:	Zip:	

Contract Purchaser or Authorized Agent (if repeat, just put person name in)

Business:		Voice:	
Person:		Fax:	
Mail:		**E-mail:**	

Applicant Signature:		*Date:*	
City:	*State:*	*Zip:*	

Section 2: Project Information

Project Name:	
DEV File Number:	
Project Address:	
Full Tax ID Number:	
Brief Project Description:	

SECTION 2A: Residential data

Type	Phase	Square Footage	# of Units	Acres	Expected Beginning Date	Expected Completion Date
Single-Family, detached						
Single-Family, attached						
Multi-Family						
Rooming Houses/Dormitories						
Other (specify)						

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SECTION 2B: Non-Residential data						
Type(s)	**Phase**	**Square Footage**	**# of Units**	**Acres**	**Expected Beginning Date**	**Expected Completion Date**
specify						

EXISTING STRUCTURE INFORMATION						
Type(s)	**Planned Demo (yes/no)**	**Square Footage**	**# of Units**	**Acres**	**Expected Beginning Date**	**Expected Completion Date**
specify						

Section 3: Concurrency Information					
Water, Sewer, Solid Waste					
Phase	**Use: Residential Units or Square Footage**	**Unit of Measure**	**Water Impact**	**Sewer Impact**	**Solid Waste Impact**
		Total:			

Stormwater
Submit complete stormwater management plan for water quality and quantity review as part of the Technical Review Committee Application. Do not submit the plan as part of this application.

Recreation		
Phase	**Use: Residential Units**	**Multiplier (UnitsX2.06X.0035): Recreational Impact**
	Total:	

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Section 3: Traffic

Is a traffic study required: **[ ] Yes** **[ ] No**

If Yes: Attach the applicable tables from the Traffic Impact Assessment (project daily and peak hour trips, roadway impacts, trip distribution, vested trips, and intersection analysis). If applicable, attach any fair share agreements that are required.

If No: Provide the following:

Trip Distribution Map

Phase	Use: Residential Units or Square Footage	ITE Trip Generation Unit	Daily Projected Average Trips
		Total:	

Section 4: Certification and Signature

I hereby certify that the information contained herein is true and correct and that I am either the property owner of the subject property, or am authorized to act on behalf of the property owner(s) in all regards on this matter, pursuant to proof and authorization submitted with the corresponding development application or attached hereto.

I understand that submission of this form initiates a review process and does not imply approval by the City Of Daytona Beach. I further understand that issuance of a Certificate of Concurrency will require successful completion of the development review process and public hearing approval, if applicable.

Applicant's Signature Date

Printed Name Email Address

		Number	Date	
Staff Review				
Concurrency Certificate				