



The CITY OF DAYTONA BEACH

DEVELOPMENT SERVICES DEPARTMENT/PLANNING DIVISION

301 S. RIDGEWOOD AVENUE

DAYTONA BEACH, FLORIDA 32114

PHONE (386) 671-8120

FAX (386) 671-8059

REQUESTS FOR MINOR SUBDIVISION (PARCEL SPLIT), COMBINATIONS OR LETTER OF NO CONTRAVENE

The City of Daytona Beach (The City) currently provides the following types of information on parcels located within the City's boundaries.

- Letters of No Contravene
- Parcel Combination Letters
- Parcel Split Letters

A **Letter of No Contravene** is a document prepared by The City, which informs residential & commercial property owners, lenders and State agencies that a proposed project does not violate any local setback requirements or zoning regulations. Requests for a **Letter No Contravene** application packages will be submitted in paper and PDF formats and will include an 11x17" sized Survey and Site Plans (*when applicable*) 2 years of age or less, Deed, Request for Parcel Information, and notarized Authorization of Owner(s) of Record (*when utilizing Agents, Engineers, etc. on behalf of the Owner(s) of Record*). The survey must include a legal description of the proposed parcel. Survey (current) and Site Plans (proposed) will show site conditions, inclusive of setback measurements for all structures to all property boundaries (*front, rear and sides*) and/or other existing structures as well as between all structures on the site.

A **letter approving a request to combine two or more parcels** is a document prepared by The City, that authorizes a property owner to combine parcels under the same ownership into one parcel. Requests to combine parcels application packages must be submitted in paper and PDF formats & will include an 11x17" boundary survey of the proposed parcel (2 years of age or less), an Ownership & Encumbrances (O&E) Title Report for all applicable parcels (60 days of age or less), the Deeds for all applicable parcels, Request for Parcel Information, and notarized Authorization of Owner(s) of Record (*when utilizing Agents, Engineers, etc. on behalf of the Owner(s) of Record*). The survey must include a legal description of the proposed parcel and current site conditions of the parcel; inclusive of setback measurements for all structures to all property boundaries (*front, rear and sides*) and/or other existing structures as well as between all structures on the site. Approval letters to combine parcels include:

- Current zoning designation for the property
- City authorization to combine the parcel

A **letter approving a request for a minor subdivision (parcel split)** is a document prepared by The City that authorizes the property owner to subdivide a property into two or more parcels. Each existing and proposed parcel will meet the requirements for lots and buildings located within the current zoning designation. Requests to subdivide parcel application packages must be submitted in paper and PDF formats & will include 11x17" boundary surveys (2 years of age or less) of the current and proposed conditions of the parcels, an Ownership & Encumbrances (O&E) Title Report for all applicable parcels (60 days of age or less), Deeds for all applicable parcels, and a Site Plan (*when applicable*), Request for Parcel Information, and notarized Authorization of Owner(s) of Record (*when utilizing Agents, Engineers, etc. on behalf of the Owner(s) of Record*). Surveys and Site Plans will include legal descriptions of the current and proposed conditions of the parcels with current and proposed site conditions, inclusive of setback measurements for all structures to all property boundaries (*front, rear and sides*) and/or other existing structures on the site(s) as well as between any structures on the site(s). Approval letters to subdivide parcels provide the following information:

- Verification that all parcels meet lot and building requirements for the current zoning designation.

The City's process for requesting Letters of No Contravene, Minor Subdivisions (parcel splits), Parcel Line Adjustments and Parcel Combination letters for properties located within the City of Daytona Beach has changed; please follow the process for electronic submittal below:

Complete the attached application for parcel information (*page 3*) and the Notarized Authorization of Owner form (*page 4, when the applicant is not the Owner of Record*). The application package is required to be submitted in paper AND electronic (PDF)formats.

Electronic application submittal:

All pages, including supporting documentation, will be submitted online by the following method:

- a. Utilize the following link to access the electronic submittal portal: [Please Log In - iMS \(ims16.com\)](https://ims16.com)
The link will require you to create a log in for application submittal.
- b. Each document will be **labeled as its own PDF file**.
- c. All documents required on *page 1* specific to each request will be uploaded where designated online. As indicated, *pages 3 & 4* of this document - where applicable – will also be uploaded where designated or the application will be considered incomplete.

Requests submitted by mail should be addressed as follows:

**Paula M. Long, Planner
The City of Daytona Beach
301 South Ridgewood Avenue, Room 240
Daytona Beach, FL 32114**

Processing fees are as follows:

Letter of No Contravene	\$50 (per parcel or per site)
Parcel Combining Letter	\$50 (per combining request)
Minor Subdivision (Parcel Split) Letter	\$250 (per site request)
Parcel Line Adjustments	\$300 (per site request)

The City of Daytona Beach accepts the following forms of payment for these requests:

Requests submitted via mail

- Check
- Cashier's check
- Money Order

Requests submitted in person

- Check
- Cashier's check
- Money Order

All fees must be paid at the time the request is submitted and will accompany the *paper application package*. Please contact Paula M. Long for questions (386) 671-8122. Allow 5 to 10 business days for processing.

Regards,

The City of Daytona Beach – Planning Department



The CITY OF DAYTONA BEACH

DEVELOPMENT AND ADMINISTRATIVE SERVICES DEPARTMENT/
PLANNING DIVISION
301 S. RIDGEWOOD AVENUE
DAYTONA BEACH, FLORIDA 32114
PHONE (386) 671-8120
FAX (386) 671-8130

REQUESTS FOR PARCEL INFORMATION

All fields must be completed

CONTACT INFORMATION

Applicant Name(s) (please print): _____

Mailing Address: _____

Phone #: _____ E-mail Address: _____

Applicant Signature (s): _____

Adjacent Parcels only - Each location requires its own application

PARCEL INFORMATION

*Parcel Address(es): _____ *12 Digit Parcel ID(s): _____

(use an additional page for lists of addresses and/or Parcel IDs)

Select the type of request from the list below.

- Letter of No Contravene
- Parcel (Lot) Combining Letter
- Minor Subdivision (Parcel Split) *(Letter (Maximum of 4 Parcels))*
- Parcel Line Adjustment Letter *(Maximum of 4 Parcels-post final subdivision)*

All submitted Requests must include a copy of this form.

Select the method of payment from the list below which will accompany the required paper submittal.

- Check
- Money Order
- Cashier's Check

Allow 5 to 10 business days for processing.

AUTHORIZATION OF OWNER

I/We _____ of _____,
(Please print name(s))

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 _____, 202__ by means of { } physical presence or { } online notarization, and who is { } personally known to me or { } produced the following identification

_____.

My Commission expires:

NOTARY PUBLIC – STATE OF FLORIDA

NAME OF NOTARY – TYPED OR PRINTED

COMMISSION # _____