



**Dept. of Development Services  
Growth Management Division**  
2345 Providence Blvd ♦ Deltona, FL 32725  
(386) 878-8600 ♦ FAX (386) 8788621

**PROJECT NO.:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(year) (type code) (sequence #)

**ADDRESS:** \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_  
*(Do NOT write in this box—for office use only!)*

**APPLICATION FOR PRELIMINARY PLAT &  
CONSTRUCTION PLAN APPROVAL**  
(Land Development Code, Ordinance 96-25)

**I. SUBDIVISION PLAT APPROVAL  
PRELIMINARY PLAT & CONSTRUCTION PLAN APPROVAL (S-PPT)**  
**Project Name:** \_\_\_\_\_

**II. SUBJECT PROPERTY INFORMATION:**  
**Property Owner's Name(s):** \_\_\_\_\_  
Owners Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
**Property Address or Location:** \_\_\_\_\_  
**Tax Parcel #'s:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Size:** \_\_\_\_\_  
\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Size:** \_\_\_\_\_  
or \_\_\_\_\_ See attached list of properties *(multiple owners and/or properties)*

**III. ALL COMMUNICATION CONCERNING THIS APPLICATION WILL BE DIRECTED TO THE UNDERSIGNED DEVELOPER.**  
*(Development Orders will be issued in the name of the undersigned; if developer is a corporation, please note contact person.)*

**Developer's Name:** \_\_\_\_\_  
Contact Person(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

★ **Send copies to the Engineer?** \_\_\_ NO \_\_\_ YES;  
Co. Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
Fax: \_\_\_\_\_

Required fees must be paid at the time of filing. The applicant is responsible for submitting all information and exhibits in such form and completeness that will allow all reviewers to judge whether or not the subject development complies with all applicable regulations. **If the applicant is not the property owner, proper authorization must accompany this application.**

**Developer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IV. TO BE SUPPLIED AT THE TIME OF SUBMISSION:**

- \_\_\_ 15 copies of final site plans w/ legal description (PLUS plans on a CD)
- \_\_\_ 2 - 11" x 17" **and** 2 - 8 1/2" x 11" copies of the final site plans.
- \_\_\_ Landscape Plan and Irrigation Plan in accordance with Ordinance 30-98, Section 808.
- \_\_\_ 2 current sealed surveys of property (no older than 2 years, PLUS a CD).
- \_\_\_ Tree Survey with Tree Removal & Replacement Calculations (PLUS Application and Fees for Tree Permit).
- \_\_\_ Application and Fees for Certificate of Concurrency Capacity/Inquiry.
- \_\_\_ Notarized Authorization of Owner *(if applicant is other than owner)*.
- \_\_\_ FSP Application Fee (Date: \_\_\_\_\_, \$ \_\_\_\_\_, cash / chk # \_\_\_\_\_, Initials \_\_\_\_\_)

Checklist of required items available for your convenience *(Please Note: Additional information may be requested)*



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## City of Deltona

### NOTARIZED AUTHORIZATION OF OWNER

I/We \_\_\_\_\_ as the  
Print Owner's Name(s)

sole or joint fee simple title holder(s) of the property described as (parcel number and legal description): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

authorize \_\_\_\_\_ to act as my agent to seek a *(select one)* \_\_\_ conditional use; \_\_\_ rezoning; \_\_\_ variance, or other \_\_\_\_\_, on the above referenced property.

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

\_\_\_\_\_  
*Owner's Signature*

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

\_\_\_\_\_  
*Owner's Signature*

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

\_\_\_\_\_  
Print or type name

\_\_\_\_\_  
Print or type name

**STATE OF FLORIDA  
COUNTY OF VOLUSIA**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification and who (did / did not) take an oath.

\_\_\_\_\_  
*Notary Public – State of Florida*

*(Notary Seal or stamp)*

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

\_\_\_\_\_  
Print or type name



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**NON-CONCURRENCY AFFIDAVIT**

**I. SUBJECT PROPERTY INFORMATION:**

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

**Tax Parcel Number(s):** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Size:** \_\_\_\_\_

Property Owner's Name(s): \_\_\_\_\_

Owners Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Or See attached list of properties of owners (multiple owners and/or properties)

**II. The undersigned hereby declares and affirms that he/she is the owner or developer with permission of the owner of the property, which is the subject of this affidavit.**

Further, the undersigned declares and affirms that he/she has hereby elected to defer the Concurrency determination that is required by ARTICLE XIV, Volusia County Land Development Code, Ordinance 88-03, as amended and Chapter 163, Florida Statutes, for the subject property until a later time, but not later than the first application for a Final Development Order for the subject property.

Further, the undersigned understands and acknowledges that the subject property will require a Concurrency determination and must be issued a Concurrency Certificate of Capacity before any Final Development Order can be issued, and that a Concurrency Certificate of Capacity may not be approved at a later time, in which case the subject property cannot be developed until sufficient capacity of public facilities becomes available to maintain the standards for levels of service that are adopted in Volusia County Comprehensive Plan and ARTICLE XIV, Volusia County Land Development Code, Ordinance 88-03, as amended.

Further, the undersigned understands and acknowledges that the City of Deltona's issuance of a Preliminary Development Order without a Concurrency Certificate of Capacity creates no "Vested Rights" or other rights to develop the subject property.

Applicant's Name: \_\_\_\_\_

Applicant's Status:  Owner;  Attorney for Owner ;  Agent for Owner;  Contract Purchaser

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STATE OF FLORIDA, COUNTY OF VOLUSIA**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification.

(Notary Stamp)

\_\_\_\_\_  
Signature of Notary Public Date



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**APPLICATION FOR TREE REMOVAL PERMIT**

(Land Development Code, Ordinance 96-25, Article X. Tree Permits)

**I. TYPE OF TREE REMOVAL APPLICATION** (*Check one*):

- Concurrent with Final Site Plan/Development Order** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Section 1004.01)
- Without Development Order Review** (Section 1004.02)
- In Connection with Building or Related Improvements** (Section 1004.04)

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

**III. SUBJECT PROPERTY INFORMATION:**

**Property Owner's Name(s):** \_\_\_\_\_

**Owners Mailing Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Property Address or Location:** \_\_\_\_\_

**Tax Parcel #'s:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Size:** \_\_\_\_\_  
\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Size:** \_\_\_\_\_

or  See attached list of properties (*multiple owners and/or properties*)

**IV. ALL COMMUNICATION CONCERNING THIS APPLICATION WILL BE DIRECTED TO THE UNDERSIGNED** (*If a corporation, please note contact person*):

**Applicant's Name:** \_\_\_\_\_

**Applicant's Status:**  Owner  Attorney for Owner  
 Agent for Owner  Contract Purchaser

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

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

Required fees must be paid at the time of filing. The applicant is responsible for submitting all information and exhibits in such form and completeness that will allow all reviewers to judge whether or not the subject application complies with all applicable regulations. **If the applicant is not the property owner, proper authorization must accompany this application.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IV. ITEMS REQUESTED TO BE SUPPLIED AT THE TIME OF SUBMISSION:**

- 2 copies Tree Survey [recommended Scale 1"=20'] with trees by location, common name and DBH.
- Existing trees to be removed, to be relocated, or to be retained
- Replacement stock to be planted
- Trees to be maintained
- Trees to be maintained requiring protection
- Detail of and method of protection
- Existing and proposed utility easements,
- Existing and proposed site improvements
- Legal Description(s) and Parcel Number(s)
- Removal and replacement calculations
- Reason for removal if not concurrent with FSP
- Scale, North Arrow, and Legend
- Identification of Historic and Specimen trees
- If not already on site plan, identify natural vegetation retention areas and tree protection areas
- Application Fee (Date: \_\_\_\_\_, \$ \_\_\_\_\_, cash / ck # \_\_\_\_\_, Initials \_\_\_\_\_)









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**City of Deltona Fire Department  
Fire Loss Management Division**  
1685 Providence Blvd □ Deltona FL 32725  
(407) 860-7177 ♦ Fax (407) 860-7198

## **A customer’s guide for submitting construction or renovation plans to the Deltona Fire Marshal’s Office**

The following information is a *general guide* to assist developers, contractors and subcontractors with submitting plans for review with the Deltona Fire Marshals office. It is intended to help avoid conflicts between contractors and to facilitate the plans review process.

- A. All plans for a project shall be submitted and approved prior to any construction permit being issued. These plans would include the following were applicable.**
1. **All construction plans** and plan packages **shall** be submitted through the Building Department.
  2. **The final site plan.**
    - This plan **shall** show the water main size, fire hydrant location and hydrant detail.
    - The fire hydrant **shall** be to City specifications. See Attachment.
    - Fire Department access to the building **shall** be accessible to fire apparatus from two sides, (LDC 410.05(2) and be constructed with an all-weather driving surface of not less than 20 ft of unobstructed width, turning radius and a minimum vertical clearance of 13 ft 6 inch. SBCCI Standard Fire Prevention Code 602.6.1
    - The fire lanes **shall** be established by the fire marshal on private property, devoted to public use, City Ordinance No. 16-98, and shall comply with NFPA 1, 3-5.2. Posted sign(s) **“NO PARKING / FIRE LANE”** and painted yellow roadway shall be installed.
    - A maximum building height **shall** be 35 feet for fire fighting accessibility.
    - Dumpster location **shall** be noted on plans and shall be a minimum of 10 feet from any structure.
    - In new residential developments permanent dead-end streets **shall** not exceed one thousand (1000) feet in length. LDC 402.12.
    - On the Landscaping plans no plants, trees, fence growth, trash or other material **shall** be placed in a fashion that prevents the operation of or the access to any fire hydrant or fire department connection. SBCCI Standard Fire Prevention Code 602.5.1



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3. **Construction plan.** This plan **shall** be sealed by a Florida certified Engineer meet, all of the requirements of the currently adopted issue of the NFPA Life Safety code 101, The SBCCI Standard

Fire Prevention code, Florida Statutes Chapter 533 /Part VII/ 553.79. referenced associated codes, and other conditions set forth in the developers agreement.

- Emergency lights, Exit Lights with battery back-up, fire extinguisher(s) placement, exterior shut trip (if applicable) **shall** be located on this plan.
- Addresses shall be approved numerical numbers/letters (minimum 3 inch in contrasting color) for all new buildings or change of occupancy so that the numbers/letters are plainly visible and legible from the street or roadway. SBCCI Standard Fire Prevention Code

4. **Hood system.** This plan **shall** be submitted and sealed by a Florida certified hood system mechanical engineer with specification sheets attached and conform to NFPA 96, Florida Fire Marshals Rules, and referenced associated codes.

5. **Extinguishing system.** This plan **shall** be submitted and sealed by a Florida certified extinguishing contractor with all specification sheets attached and conform to NFPA96, Florida Fire Marshals Rules, and referenced associated codes.

6. **Fire alarm system.** This plan **shall** be submitted and sealed by a Florida certified fire alarm Contractor with all specification sheets attached and conform to NFPA 72, Florida Fire Marshals Rules, FSS 553.79(e) and referenced associated codes.

- Shall meet the required DB levels. Possible addition of horns and/or horn/strobes at final.
- A waterproof exterior horn/strobe **shall** be installed in place of the water bell.

7. **Fire Sprinkler system.** This plan shall be sealed by a Florida certified fire sprinkler contractor with all specification sheets attached and conform to NFPA 13, Florida Fire Marshals Rules, FSS 533/Part VII/553.79(c)(e) and referenced associated codes.

- Underground & aboveground systems **shall** be tested at a minimum of 200 psi for 2 hours with all pipe joints/connections visible. No drop in pressure will be acceptable.
- Where FSS 553.79 (c) is applicable there **shall** be a 30-minute pressure test @ 50lbs over normal operating pressure.
- The Fire Department Connection **shall** be placed on the sprinkler system side of the back flow preventor and be within 150 feet of the fire hydrant.



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- B. All new construction or change of occupancy shall require a lock box to be installed prior to final inspection. SBCCI Standard Fire Prevention Code 603.18**
- **These lock boxes take 3 to 4 weeks to be delivered. An application for the box may be picked up at the Fire Marshals office or contact them at 407-860-7190 or 407-575-0306**
- C. Inspections-** All inspections **shall** be called in through the Building Department, Independent Inspection 1-800-422-5220. To insure an appointment time schedule 24 hours in advance for the Fire Inspector, please call 407-575-0306.
- All fire related inspections **shall** require the fire system contractor to be present and ready to go at the scheduled time.
  - If the contractor is not ready at the scheduled time the Fire Inspector will fail the inspection and the contractor will have to re-call the Building Department Independent Inspection for a new inspection.
- D. Fire hydrant** under ground inspections **shall** require a visual inspection of all connections, thrust blocks, tie rods and pipe.
- The fire hydrant **shall** be to City specifications. See Attachment.
  - If a fire hydrant is required to be installed for this project, it **shall** be installed, operational and approved by the Deltona Fire Marshal prior to any combustible construction materials being brought on site and before vertical construction will be allowed to begin.
  - In case of a residential developments the main size **shall** be a minimum 6 inches and commercial developments the size shall be a minimum 8 inches.
  - A fire hydrant **shall** be located with 300 feet of a commercial structure either existing or new installation and 500 feet in new residential subdivisions (greatest distance to a house shall be 250 feet).
  - Do not back fill the fire hydrant without the fire inspectors on site approval.
  - The engineer of record **shall** provide certification that the water distribution system meets the required flow at 20 psi before building final. LDC 206.02(4)(a)
- E. Any changes to the approved plans or equipment shall be pre-approved by the Fire Marshal and as built drawings submitted prior to final inspection.**
- F. Attachments:**
- Hydrant Specification.**
  - Florida Statutes Chapter 533 /Part VII/ 553.79.**
  - Sprinkler System check-off list. NFPA 13**







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- 13. Lots and blocks of adjacent recorded plats, giving plat book and page number along with names of such plats.
- 14. Current zoning and existing uses of subject property and of adjacent and surrounding properties.
- 15. Proposed location of water and wastewater treatment facilities.
- 16. Name of sewer and potable water suppliers.
- 17. All existing on-site or adjacent easements including, drainage, electricity, gas, water, wastewater, or other pipeline or utility easements.
- 18. The legal description of the property proposed for platting.
- 19. Any other appropriate information thought necessary by the prospective applicant to make a schematic presentation.
- 20. Identify known wildlife corridors for Federal and State endangered species, threatened species or species of special concern.
- 21. Identify known plants and animals which inhabit the site that are listed as Federal and State endangered species, threatened species or species of special concern.
- 22. Identify known historic or archaeological sites.
- 23. Non-Concurrency Affidavit.

An SKP shall be considered and approved by the DRC at a scheduled meeting. The applicant or his representative must be present at the meeting. Written comments and recommendations concerning level of development in any flood prone areas and other issues concerning the SKP will be given to the applicant at or before the meeting, as available. If the applicant is aggrieved by the DRC's flood prone determination, an appeal from only the flood prone determination may be made to the City Commission by filing a Notice of Appeal with the Department of Development Services, City of Deltona. All other issues relating to the SKP are advisory only for the purpose of assisting the developer in preparing subsequent applications and are not subject to appeal.

For the purposes of Concurrency Testing, an SKP is also defined as a Preliminary Development Order pursuant to Article XIV of the Land Development Code. The developer must submit a Non-Concurrency Affidavit to defer any Concurrency. determination until a subsequent Development Order application.

The DRC may approve, approve with conditions, continue or deny the SKP application. A revised application may be submitted in order to resolve any conditions of the DRC's determination. After approval of the SKP, the developer may file an Overall Development Plan Development Order (ODP) application. The ODP application must be consistent with the approved SKP Development Order.

**II. Overall Development Plan (ODP) Procedures**

For an ODP, submit an application and six (6) copies of the following exhibits:

- 1. **All items required for Sketch Plan review under Subsection 203.02.**
- 2. **General information:**
  - a. Name of subdivision; name, address, telephone number of the Property Owner/Developer, subdivision designer, professional engineer and registered surveyor.



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- b. Date of survey and schematic plan preparation, north point and graphic scale.
- c. Total acreage in tract, acreage in public or other land usage, total number of lots, linear feet in streets and project density.
- d. Names and location of adjoining subdivisions and streets.
- e. Other supplemental materials or any deed restrictions or protective covenants for the subdivision and any other information considered by either the applicant or the DRC to be pertinent to the review of the ODP.

**3. Existing Site Data**

- a. City limits lines (if any), property lines, rights-of-way, pavement widths, easements, streets, driveways, railroads, utility transmission lines, storm sewers, ditches and culverts, sanitary sewers, water mains, bridges, buildings, bulkhead and bulkhead lines.
- b. Wooded, wetland, and one hundred year flood plain areas, marshes, water courses, ponds, and other similar conditions affecting the site.
- c. Topography of the site at not more than two (2) foot vertical contour intervals based on mean sea level data furnished by a professional engineer or surveyor.

**4. Proposed Site Data**

- a. Street rights-of-way and pavement widths.
- b. Other rights-of-way or easements.
- c. Schematic plans of all underground utilities, including but not limited to, sanitary sewers, storm sewers, water lines or electric lines if located underground. Schematic details indicating proximity and/or connections to existing systems or proposals for development of new systems.
- d. Proposals for dikes or any created water bodies or changed water courses.
- e. Locations of bulkheads and bridges; if any.
- f. Typical lot dimensions.
- g. Parks, school sites, and other public uses, if any.
- h. Designation of areas to be used for purposes other than residential and public, if any.
- i. Surface drainage patterns with direction of flow and method of disposal on site and off site.
- j. Approximate spot elevations sufficient to indicate proposed grading of the streets and landscapes.
- k. Plans and information pursuant to all other applicable Articles of the Land Development Code.

**5. Non-Concurrency Affidavit**

An ODP application will be reviewed by the DRC at a scheduled meeting. The applicant or his representative must be, present at the meeting. Written comments and recommendations concerning the ODP will be given to the applicant at or before the meeting, as available.

For the purpose of Concurrency Testing an ODP is also defined as a Preliminary Development Order pursuant to Article XIV of the Land Development Code. The developer must submit a

Non-Currency Affidavit to defer any Concurrency determination until the Final Development Order application.









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including a three inch (3") binding margin on the left side and a one inch (1") margin on the other three sides (**THERE WILL BE NO EXCEPTIONS TO THESE DIMENSIONAL REQUIREMENTS AS THE CLERKS OFFICE WILL NOT ACCEPT A FINAL PLAT FOR RECORDING UNLESS THESE REQUIREMENTS ARE STRICTLY ADHERED TO**). To ensure legibility, all lettering upon the plat shall have a minimum height of 0.10 inches.

**The following Certificates shall have been signed prior to submittal of the Final Plat: Dedication, Joinder and Consent to Dedication, all required acknowledgments, Certificate of Surveyor.**

4. Full payment of any monies due pursuant to the approved Development Order and/or the Land Development Code and/or City Commission.
5. A check payable to the Clerk of the Circuit Court for recording costs.
6. The LDM will obtain the required proof of payment of property taxes. Please note that after November 1, the current years taxes must be paid in addition to any prior years.
7. If the developer has elected to construct or complete construction of the required improvements after the issuance of the FPL Development Order, the following shall be submitted in addition to (1), (2) and (3) above:
  - a. A signed and sealed professional engineers estimate of the total construction costs (includes landfill) or a signed contract which encompasses all proposed improvements and the construction costs of any required improvements and the construction costs of any required improvements which remain uncompleted.
  - b. A Performance Guarantee in the amount of 115% of the total construction costs or construction costs of the improvements which remain uncompleted, in accordance with Subsection 501.01 (1) of the Land Development Code, or
8. If the developer has elected to complete construction of the required improvements before issuance of the Final Plat Development Order the following shall be submitted in addition to (1), (2) and (3) above:
  - a. A signed and sealed professional engineer's certification that the required improvements have been completed in accordance with the approved PPL and the total construction costs (includes landfill).
  - b. If fire hydrants were installed, the professional engineer must certify that the water distribution system of the development meets the National Fire Protection Association capacity requirements for fire hydrants and have been approved by the City Fire Marshall.
  - c. A Maintenance Guarantee as provided in Section 501.01 in the amount of 15% of the total construction cost acceptable to the City Attorney's Office and the City Engineer.
  - d. One (1) mylar and two (2) sealed blue lines of as-built construction plans by the professional engineer which encompass all required improvements. If the as-built construction plans were prepared on an appropriate CAD system, the applicant shall provide such computer disks to the Department of Development Services.
  - e. Adequate test reports signed and sealed by a professional engineer, as required by the City Engineer, to assure that all improvements substantially meet City of Deltona Standards and Specifications.
  - f. If the Final Plat was prepared on a CAD system a diskette containing the final version of the Final Plat shall be submitted.



