



THE CITY OF DAYTONA BEACH
GROWTH MANAGEMENT & PLANNING
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 Doug Gutierrez, Planning Manager, at 386.671.8160 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 9 a.m. – 12 p.m. via TEAMS.

- Applicants may attend TRT meetings; they are given on a first-come first served basis at a scheduled time. Each applicant will be provided between 15 and 30 minutes of time.

APPLICATION SUBMITTAL:

- Application submittals are due by noon on Thursdays and should be delivered to the Planning Dept. **WE HAVE TRANSITIONED TO A PAPERLESS PROCESS. All applications and associated documentation must be submitted electronically via our external portal <https://daytonabeach.ims16.com/>.**
- **All fees** are due with the application submittal. Please provide a Cover Letter with a Summary List of all items included in the submittal. Please **DO NOT** scan copies of the check.
- All applications are reviewed for sufficiency. Application submittal and acceptance shall follow the Land Development Code, Article 3, Section 3.3.C.6.
- Applicants **should** receive their comments by the close of business on Friday, two weeks following submittal. **Based on the type of application, additional review time may be required.**
- When resubmitting, please provide a cover letter, 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.
- 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 electronic file shall be named consistent with the below file naming conventions.**
- 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, NO LARGER THAN 35 SHEETS EACH, 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	<p>All professionals are responsible for determining legal sufficiency for certification practices of their documents. The following information is provided as assistance for your use:</p> <ol style="list-style-type: none"> 1. Florida Statute 61G15-23.004: 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-Plat.dwg	AutoCAD Plat drawing file(s)	
ACAD-xxxSurvey.dwg	AutoCAD Survey drawing file (s) <i>where xxx= "Boundary" and/or "Tree"and/or "Topographic"</i>	
Survey.pdf & dwg	Survey	
SitePlan.shp & dwg	Civil Site Plan drawing shapefile	
Site Plan.pdf & dwg	Civil Site Plan drawings package	
Architectural.pdf	Architectural drawing package	
Proof ofOwnership.pdf	Proof of Ownership	
Owner Authorization.pdf	Owner Authorization	
Application .pdf	Application Form	
PermitSummary.pdf	Engineer's Permit Summary	
Stormwater Calcs.pdf	Stormwater Calculations – Signed and Sealed	
Storm PipeCalcs.pdf	Stormwater Pipe Calculations – Signed and Sealed	
Lift StationCalcs.pdf	Lift Station Calculations – Signed and Sealed	
Fire FlowCalcs.pdf	Fire Flow Calculations – Signed and Sealed	
Demand Calculations.pdf	Water and Wastewater Demand Calculations – Signed and	
TIA.pdf	Traffic Impact Analysis (TIA)	
Concurrency.pdf	Concurrency Application	
Submittal Contents.pdf	List of all files on submitted	
Address Plan.excel	Internal addressing plan for Preliminary Plat	

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 THURSDAYS AT 12 NOON. SEE APPLICATION PACKET CHECKLIST FOR SPECIFIC ITEMS	3.3.C
△	STAFF REVIEWS FOR COMPLETENESS	STAFF REVIEW FOR SUFFICIENCY 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 PER 3.3.C.4	3.3.C.4
△	APPLICANT RESUBMITS REVISED APPLICATION PACKET AND RESPONDS TO REVIEWERS' COMMENTS* (2ND SUBMITTAL) INCLUDE DEV# ON ALL RESUBMITTALS	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 PER 3.3.C.4	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.) INCLUDE DEV# ON ALL RESUBMITTALS	REPEAT UNTIL ALL COMMENTS ARE RESOLVED/APPLICATION IS APPROVED	3.3.C.4
△	EXCEPT WHEN PROVIDED OTHERWISE, NO APPLICATION SHALL BE DEEMED ACCEPTED UNTIL IT IS PROPERLY SIGNED AND ALL REQUIRED INFORMATION IS PROVIDED.	GENERAL APPLICATION REQUIREMENTS.	Appendix A
ADDITIONAL STEPS FOR APPLICATIONS REQUIRING BOARD AND/OR CITY COMMISSION APPROVAL			
△	NEIGHBORHOOD MEETING <u>MAIL</u> NOTIFICATION & <u>POSTING</u> (IF NEIGHBORHOOD MEETING IS REQUIRED)	ONLY APPLIES TO CERTAIN APPLICATIONS, 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/ REDEVELOPMENT BOARD MEETING	3.3.B
△	REQUIRED WRITTEN SUMMARY OF MEETING TO STAFF	AT LEAST 14 DAYS PRIOR TO PLANNING OR REDEVELOPMENT 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, SEE 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 REDEVELOPMENT 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
△	<u>MAIL</u> NOTIFICATION FOR PLANNING BOARD & CITY COMMISSION HEARING	AT LEAST 10 DAYS FOR PLANNING BOARD, 15 DAYS PRIOR TO CC 2nd READING (10 DAYS FOR SOME, OTHERS DO NOT REQUIRE THIS STEP, SEE TABLE 3.3.E.3)	3.3.E.3
△	POSTING OF THE PROPERTY	AT LEAST 10 DAYS PRIOR TO CC 2nd READING (OTHERS MAY NOT BE REQUIRED TO DO THIS STEP AT ALL, SEE TABLE 3.3.E.3)	3.3.E.3.D
△	TURN IN AFFIDAVIT OF POSTING	3 DAYS PRIOR TO CC 2nd READING (OTHERS MAY NOT BE 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)

2026 Board of Adjustment Meeting Schedule

Meeting Date	Day	Time	Location	Submittal Deadline
January 15, 2026	Thursday	2:30 PM	Commission Chambers	December 22, 2025
February 19, 2026	Thursday	2:30 PM	Commission Chambers	January 19, 2026
March 19, 2026	Thursday	2:30 PM	Commission Chambers	February 23, 2026
April 16, 2026	Thursday	2:30 PM	Commission Chambers	March 23, 2026
May 21, 2026	Thursday	2:30 PM	Commission Chambers	April 20, 2026
June 18, 2026	Thursday	2:30 PM	Commission Chambers	May 25, 2026
July 16, 2026	Thursday	2:30 PM	Commission Chambers	June 22, 2026
August 20, 2026	Thursday	2:30 PM	Commission Chambers	July 20, 2026
September 17, 2026	Thursday	2:30 PM	Commission Chambers	August 24, 2026
October 15, 2026	Thursday	2:30 PM	Commission Chambers	September 21, 2026
November 19, 2026	Thursday	2:30 PM	Commission Chambers	October 19, 2026
December 17, 2026	Thursday	2:30 PM	Commission Chambers	November 23, 2026

HISTORIC PRESERVATION BOARD

2026 CALENDAR
December 16, 2025
January 20, 2026
February 17, 2026
March 17, 2026
April 21, 2026
May 19, 2026
June 16, 2026
July 21, 2026
August 18, 2026
September 15, 2026
October 20, 2026
November 17, 2026
December 15, 2026

*Third Tuesday of the Month

TIME: 6:00 PM PLACE: Commission Chambers

The City of Daytona Beach
2026 Redevelopment Board Agenda Process & Meeting Schedule
 Effective January 1, 2026

Requests to be scheduled on the Board meeting agenda should be completed and submitted to the Redevelopment Director no later than three weeks prior to the Board meeting. If no requests requiring Board action in accordance with Section 2.3 of the City’s Land Development Code are submitted by this time, the Redevelopment Director may initiate cancellation of the meeting.

Draft agendas are completed by the Board Redevelopment Project Manager no later than two weeks prior to the Board attendance necessary to establish a quorum; (2) if a quorum is determined then notice of the Board meeting will be provided to the City Clerk, Board Attorney, Recording Secretary, IT Support, Police, applicant(s) and other staff and individuals scheduled to present an agenda item. Confirmation of attendance at Board meetings is verified by the Board Redevelopment Project Manager.

Board packets (final) agenda, minutes, and reports) are completed, emailed, and mailed to Board members, one week prior to the Board meeting. Hand delivery in lieu of mailing is also permitted provided Board packets are delivered no later than 5 days prior to the Board meeting.

Board packets are posted on the City’s website no later than 5 days prior to the Board meeting.

Board Meeting Schedule 2026			
DRB	MRB	BRB	DDA
Downtown Redevelopment Board	Midtown Redevelopment Board	Beachside Redevelopment Board	Downtown Development Authority
1 st Tuesday	2 nd Tuesday	2 nd Wednesday	2 nd Thursday
Commission Chambers 12 Noon – 2:00 pm	Commission Chambers 6:00 pm – 8:00 pm	Commission Chambers 6:00 pm – 8:00 pm	Rm. 149 A&B* 3:00 pm 5:00 pm
January 6	January 13	January 14	January 8
February 3	February 10	February 11	February 12
March 3	March 10	March 11	March 12
April 7	April 14	April 8	April 9
May 5	May 12	May 13	May 14
June 2	June 9	June 10	June 11
July 7	July 14	July 8	July 9
August 4	August 11	August 12	August 13
September 1	September 8	September 9	September 9 & 23*
October 6	October 13	October 14	October 8
November 3	November 10	November 11	November 12
December 1	December 8	December 9	December 10

**** In September, DDA will hold budget hearings at 6:00 pm in the City Commission Chambers on Wednesday during both City Commission meetings in lieu of its regular monthly meeting.**

All public meetings are held in the City Commission Chambers.

All three Redevelopment boards are supported by The City of Daytona Beach Redevelopment Director.

The schedule listed below for each Board is subject to change or cancellation.

Please check the City’s official calendar on the City’s website for any revisions to this schedule.

2026 PLANNING BOARD MEETING SCHEDULE

Meeting Date	Day	Time	Location
January 22, 2026	Thursday	6:00 PM	Commission Chambers
February 26, 2026	Thursday	6:00 PM	Commission Chambers
March 26, 2026	Thursday	6:00 PM	Commission Chambers
April 23, 2026	Thursday	6:00 PM	Commission Chambers
May 28, 2026	Thursday	6:00 PM	Commission Chambers
June 25, 2026	Thursday	6:00 PM	Commission Chambers
July 23, 2026	Thursday	6:00 PM	Commission Chambers
August 27, 2026	Thursday	6:00 PM	Commission Chambers
September 24, 2026	Thursday	6:00 PM	Commission Chambers
October 22, 2026	Thursday	6:00 PM	Commission Chambers
November 19, 2026	*Thursday	6:00 PM	Commission Chambers
December 17, 2026	*Thursday	6:00 PM	Commission Chambers

***Due to the Thanksgiving and Christmas holidays, the proposed meeting date for November and December have been scheduled on the third Thursday of the month.**

2026 General Notice Schedule ^{1 2 3}

Neighborhood Meeting Mail Notice 1st Class Mail & Post to property (at least 10-Calendar Days notice) ¹	TRT comments / Traffic resolved (at Calendar Days prior to Planning Board Meeting) ³	Required Neighborhood Meeting (at least 21-Days prior to Board Meeting) ³	Agenda Packet Review by Planning Director (14 Calendar days prior to Planning Board)	Required Written Summary of Meeting (at least 14-Calendar Days prior to Planning Board Meeting)	Planning Board Mail Notification (at least 10-Calendar Days prior to Planning Board Meeting)	Planning Board Meeting Date	Executed Agreement Due if applicable (1 week after Planning Board meeting)	Request Commission Action (RCA) to Attorney's Office (3 weeks prior to City Commission 1st reading)	Commission Mail Notification (at least 15-Calendar Days prior to City Commission 2nd Reading) See Table 3.3.E3 ¹	Commission - 1st Reading (Generally 2 months after Planning Board)	Posting of the property at least 10- Days prior to Commission 2nd Reading) 10 Day Ad ²	Turn in Affidavit of Posting (3-Days prior to Commission 2nd Reading)	City Commission - 2nd Reading (Generally 2 weeks after 1st Reading)
22-Dec-25	23-Dec-25	1-Jan-26	8-Jan-26	8-Jan-26	12-Jan-26	22-Jan-26	29-Jan-26	11-Feb-26	3-Mar-26	4-Mar-26	8-Mar-26	15-Mar-26	18-Mar-26
26-Jan-26	27-Jan-26	5-Feb-26	12-Feb-26	12-Feb-26	16-Feb-26	26-Feb-26	5-Mar-26	11-Mar-26	31-Mar-26	1-Apr-26	5-Apr-26	12-Apr-26	15-Apr-26
23-Feb-26	24-Feb-26	5-Mar-26	12-Mar-26	12-Mar-26	16-Mar-26	26-Mar-26	2-Apr-26	15-Apr-26	5-May-26	6-May-26	10-May-26	17-May-26	20-May-26
23-Mar-26	24-Mar-26	2-Apr-26	9-Apr-26	9-Apr-26	13-Apr-26	23-Apr-26	30-Apr-26	13-May-26	2-Jun-26	3-Jun-26	7-Jun-26	14-Jun-26	17-Jun-26
27-Apr-26	28-Apr-26	7-May-26	14-May-26	14-May-26	18-May-26	28-May-26	4-Jun-26	10-Jun-26	30-Jun-26	1-Jul-26	5-Jul-26	12-Jul-26	15-Jul-26
25-May-26	26-May-26	4-Jun-26	11-Jun-26	11-Jun-26	15-Jun-26	25-Jun-26	2-Jul-26	15-Jul-26	4-Aug-26	5-Aug-26	9-Aug-26	16-Aug-26	19-Aug-26
22-Jun-26	23-Jun-26	2-Jul-26	9-Jul-26	9-Jul-26	13-Jul-26	23-Jul-26	30-Jul-26	19-Aug-26	8-Sep-26	9-Sep-26	13-Sep-26	20-Sep-26	23-Sep-26
27-Jul-26	28-Jul-26	6-Aug-26	13-Aug-26	13-Aug-26	17-Aug-26	27-Aug-26	3-Sep-26	16-Sep-26	6-Oct-26	7-Oct-26	11-Oct-26	18-Oct-26	21-Oct-26
24-Aug-26	25-Aug-26	3-Sep-26	10-Sep-26	10-Sep-26	14-Sep-26	24-Sep-26	1-Oct-26	14-Oct-26	3-Nov-26	4-Nov-26	8-Nov-26	15-Nov-26	18-Nov-26
21-Sep-26	22-Sep-26	1-Oct-26	8-Oct-26	8-Oct-26	12-Oct-26	22-Oct-26	29-Oct-26	11-Nov-26	1-Dec-26	2-Dec-26	6-Dec-26	13-Dec-26	16-Dec-26
19-Oct-26	20-Oct-26	29-Oct-26	5-Nov-26	5-Nov-26	9-Nov-26	19-Nov-26	26-Nov-26	16-Dec-26	5-Jan-27	6-Jan-27	10-Jan-27	17-Jan-27	20-Jan-27
16-Nov-26	17-Nov-26	26-Nov-26	3-Dec-26	3-Dec-26	7-Dec-26	17-Dec-26	24-Dec-26	13-Jan-27	2-Feb-27	3-Feb-27	7-Feb-27	14-Feb-27	17-Feb-27

Note: When deadlines fall on holidays or weekends, actual deadline is previous working day.

Dates are subject to change.

* Denotes changes due to Holiday or Conflict

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.)

<https://codbus.sharepoint.com/sites/GrowthManagementandPlanning/Shared Documents/DEVELOPMENT REVIEW PROCESS/TRT Forms/2026 Development Review Application/2025 forms/UDA & pieces/2026 General Notice Schedule>