



**THE CITY OF DAYTONA BEACH 2026  
GROWTH MANAGEMENT & PLANNING  
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 – Doug Gutierrez  
Growth Management & Planning  
301 South Ridgewood Avenue, 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 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.

TYPE OF REQUEST:		PRE-APP MTG DATE IF APPLICABLE:		/ / 20__	
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*			
Temporary Use (Outside Activity)	ROW Vacation	Excess Boat Slip Allocation			
Annexation-Voluntary	Certificate of Appropriateness (Major)*	Interpretation of Unlisted Use			
Semipublic Use*	Historic Overlay Amendment*	Use Determination			
Easement Vacation	No Contravene	Lot Line Adjustment			
Property Analysis	Parcel (Lot) Combination	Other (Please Describe):			
Minor Subdivision (Lot Split)	Traffic Impact Analysis (TIA)				
In a Redevelopment Area?	<input type="checkbox"/> Ballough Road	<input type="checkbox"/> Downtown	<input type="checkbox"/> South Atlantic	<input type="checkbox"/> Midtown	<input type="checkbox"/> Main Street

**SUMMARY OF APPLICATION REQUEST (PROJECT DESCRIPTION):**

**SITE & APPLICANT INFORMATION: ALL INFORMATION MUST BE COMPLETED**

Project Name:														
12-Digit Tax Parcel ID Number:						-				-				
Street Address:														
SITE INFORMATION:		Existing:	Proposed:	Abutting Property:										
Future Land Use Designation:				N		S		E		W				
Zoning Designation:														
Gross Sq. Ft. Floor Area:														
Acres of Parcel(s):														
<b>Property Owner (Provide Proof of Ownership)</b>														
Company/Contact Name:								Phone:						
Street Address:								E-mail:						
City & State:								Zip:						
<b>Lead Designer, if any (Provide Owner Authorization Form)</b>														
Company/Contact Name:								Phone:						
Street Address:								E-mail:						
City & State:								Zip:						
<b>Applicant/Authorized Agent, if any (Provide Owner Authorization Form)</b>														
Company/Contact Name:								Phone:						
Street Address:								E-mail:						
City & State:								Zip:						
Applicant/Agent Signature:								DATE:						
Print Name:														

PLEASE VERIFY YOU ARE USING THE MOST RECENT APPLICATION AVAILABLE, FOUND AT [WWW.CODB.US](http://WWW.CODB.US) UNDER PLANNING DEPARTMENT APPLICATION FORMS

# UNIFORM DEVELOPMENT REVIEW APPLICATION PACKET CHECKLIST

**ALL ITEMS MUST BE SUBMITTED 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 PAID ONLINE. FEES NOT PAID ONLINE SHOULD <b>INCLUDE AN ITEMIZED LIST FOR EACH SUBMITTED FEE AND THE PROJECT NUMBER</b> <b>**DO NOT UPLOAD A COPY OF CHECK**</b>	APPENDIX B; CURRENT FEE SCHEDULE
PROOF OF OWNERSHIP (DEED*, TAX BILL, PROPERTY APPRAISER'S DOCUMENTATION, OWNERSHIP & ENCUMBRANCES (O&E) TITLE REPORT*)	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
<p><b>WE HAVE TRANSITIONED TO A PAPERLESS PROCESS</b></p> <p><b>PAPER COPY REQUIRED FOR FINAL APPROVALS <i>ONLY</i> IF YOU WANT A COPY</b></p> <p>SITE PLAN: (2) FULL SET OF PLANS 24x36 FOLDED AND BOUND TOGETHER. <b>IF DRAWING SETS ARE LARGER THAN 35 SHEETS, SPLIT THEM INTO MULTIPLE SETS, NO LARGER THAN 35 SHEETS EACH. SITE PLANS SHOULD BE FOLDED. PLEASE DO NOT ROLL PLANS</b></p>	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 <b>**MUST BE RESOLVED TO STAFFS SATISFACTION PRIOR TO PUBLIC HEARINGS**</b>	SEC. 3.3.C.2; 6.17
LABELED LIST OF ALL DOCUMENTS SUBMITTED	SEC. 3.3.C.2; APPENDIX A (ADDITIONAL APPLICATION REQUIREMENTS FOR SITE PLAN)
PRELIMINARY PLAT – SUBMIT INTERNAL ADDRESSING PLAN REVIEW, APPROVAL AND OTHER PROCESSING OF PLATS OR REPLATS WILL BE COMPLETED WITHIN ONE YEAR FROM THE TIME OF APPLICATION SUBMITTAL AND ACCEPTANCE	APPENDIX A
<p><b>Provide a CAD drawing of the plat to the following agencies, to expedite addressing:</b></p> <p>James C. "Chris" Cromer, GISP, Volusia County Mapping and Addressing Manager 386-736-5959 ext. 12012 <a href="mailto:CCromer@volusia.org">CCromer@volusia.org</a></p> <p>Shililah Moon, CCF Volusia County Property Appraisers (GIS) 386-522-5720 x13284 <a href="mailto:Smoon@volusia.org">Smoon@volusia.org</a></p> <p>Volusia County Mapping and Addressing <a href="mailto:mapping@volusia.org">mapping@volusia.org</a></p> <p>City of Daytona Beach GIS <a href="mailto:gis@codb.us">gis@codb.us</a></p>	

**\* REQUIRED FOR MINOR SUBDIVISION (LOT SPLIT) AND PARCEL (LOT) COMBINATIONS**

# AUTHORIZATION OF OWNER

I/We \_\_\_\_\_ of \_\_\_\_\_,

hereby authorize \_\_\_\_\_ to act on my behalf with regard to

obtaining \_\_\_\_\_ regarding \_\_\_\_\_  
Name of Project

\_\_\_\_\_  
OWNER'S SIGNATURE

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ 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 # \_\_\_\_\_

# Fee Schedule

Fees can be paid online via iMS portal. If paying by check, checks payable to 'The City of Daytona Beach' <b>PLEASE INCLUDE AN ITEMIZED CHECK LIST FOR FEES</b> (Fees subject to change. All fees to be verified during the development review process)		Combine all applicable fees into one total
<b>1. Advertising fees, per public hearing</b>		
	Legal Ad (without map)	\$400
	Legal Ad with Map	\$574
	Display Ad (without map)	\$400
	Display Ad with Map	\$574
<b>2. Annexation</b>		
	Areas within the perimeter boundary of the city	No Fee
	Display Ad with Map, 2 required (public hearing)	\$1148
<b>3. Comprehensive Plan Amendments</b>		
	Small Scale	\$2,500
	Legal Ad with Map	\$574
	Large Scale	\$3,500
	Legal Ad with Map and Display Ad with Map, 2 required (public hearing)	\$1148
<b>4. Concurrency</b>		
	Certificate of Concurrency	Included in Site Plan Fee
	Traffic Impact Study <b>**MUST BE RESOLVED TO STAFF SATISFACTION PRIOR TO PUBLIC HEARINGS**</b>	\$400 or 110% of the cost from consultant to review traffic study, if necessary (\$5,000 Deposit Required)
<b>5. Development of Regional Impacts</b>		
	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
<b>6. Environmental Review</b>		
	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
<b>7. Historic Preservation</b>		
	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.
<b>8. Land Development Code Amendment</b>		
	Land Development Code - Text Amendment	\$1,000
	Land Development Code - Change of Use	\$1,000
	Display Ad, 2 required for Change of Use (\$482.48 per public hearing)	\$1148
<b>9. Rezoning</b>		
	Planned Developments (Does not include Site Plan review and approval)	\$2,000
	Amendment to Planned Development	\$1,400
	Legal Ad (without map)	\$400
	Non-substantial modification to existing Planned Development	Site Plan Review Fee
	All others including Overlays	\$1400
<b>10. Site Plan</b>		
	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. plus \$25 per 1,000 greater than 20,000 s.f. up to a maximum of \$10,000
<b>11. Subdivision</b>	
Minor Subdivision (Lot Split)	\$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
<b>12. Tree Removal</b>	
Tree removal or clearance	\$20 per tree up to \$600
Historic Tree Removal	\$175 Plus advertising fee
Landscape Bond Administration Fee	1% of bond amount
<b>13. Use Approval</b>	
Public, semipublic, and special uses. (Site plan not included)	\$1,100
<b>14. Vacations</b>	
Right-of-way vacation	\$4.50 per linear foot
All others	\$125
<b>15. Variances</b>	
Board of Adjustments – Single Family Residential – per lot	\$300
Board of Adjustments – All others – per lot	\$450
After the Fact Action	Double Fees
<b>16. Miscellaneous</b>	
Re-submittals, beginning with 4 <sup>th</sup> submittal	\$300
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	\$75
Temporary Use: Outside Activity w/Festival (Additional Permit Fees will apply)	\$1100
Interpretation of Unlisted Use	\$125
Property Analysis	\$125
Use Determination	\$125
No Contravene	\$50
Parcel (Lot) Combination	\$50
Lot Line Adjustment	\$300