



Updated October 1, 2021

City of Ormond Beach Site Plan Review Committee Application

Planning Department

22 South Beach Street, Room 104, Ormond Beach, FL 32174

(386) 676-3238

www.ormondbeach.org

comdev@ormondbeach.org

INSTRUCTIONS

Submittals to the Site Plan Review Committee require either a (1) pre-application meeting or a (2) pre-application waiver. Please complete this application and submit to comdev@ormondbeach.org to receive an invitation to upload to Project Dox. Please upload all site plans (individual sheets of the site plan sheets) and related documents. Assistance is available by e-mailing comdev@ormondbeach.org or calling (386) 676-3238.

PROJECT INFORMATION

Project Type:*	*Complete fee sheet (page 3)		
Project Name:			
Project Address:			
Volusia County parcel number(s):			
Description:			
Pre-application date:		Pre-application waiver granted:	

PROJECT COORDINATOR

Name:			
Address:			
City, State, Zip code:			
Telephone:			
E-mail:			

APPLICANT INFORMATION

Same as project coordinator		Same as property owner	
Name:			
Address:			
City, State, Zip code:			
Telephone:			
E-mail:			

PROPERTY OWNER	
Same as project coordinator	Same as property owner
Name:	
Address:	
City, State, Zip code:	
Telephone:	
E-mail:	

VIEW ONLY ACCESS TO PROJECT DOX (Provides viewing access to the project)			
Name:		E-mail	
Name:		E-mail	
Name:		E-mail	
Name:		E-mail	

CERTIFICATION
<p>By submitting this application, I hereby certify that the information provided is true and correct to the best of my knowledge and that I am aware of the application submittal requirements and the review process for this application. I authorize Ormond Beach staff to access the subject property during typical business hours to review the site plan application.</p> <p style="text-align: right;">Signature: _____</p> <p>STATE OF FLORIDA COUNTY OF _____</p> <p>The forgoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ as _____ (title*) for _____ (name of corporation*), who () provided _____ as identification, or () who is personally known to me.</p> <p style="text-align: right;">_____ Notary Public, State of Florida My Commission Expires:</p> <p>* If you are executing this document on behalf of a corporation please complete the spaces with your title and the name of your company as indicated.</p>



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City of Ormond Beach Site Plan Review Committee Application Fees

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INSTRUCTIONS

Site plan submittals require the submittal of applications per Ordinance 2021-30, codified in Section 8-10, Application processing fees, of the Code of Ordinances. All applications shall calculate the fees which shall be verified by city staff. **Assistance is available by e-mailing comdev@ormondbeach.org or calling (386) 676-3238.**

SITE PLAN FEES (Ordinance 2021-30 - Section 8-10 of Code of Ordinances)

Check all that apply	SPRC reviews	Fee	Applicant determined fees	Staff verification of fees
	Concept plan (comment review)	\$100		
	Downtown CRA, initial application	\$300		
	Downtown CRA, minor modification	\$600		
	Easement Release	\$200		
	Initial application	\$2,000		
	Lot Split	\$350		
	Minor modification (existing buildings)	\$700		
	Neighborhood meeting newspaper advertisement	\$350		
	Outside of the city utility connection	\$600		
	Resubmittals	\$300 (after 3rd submittal)		
	Site work only (no new building square footage)	\$300		
	Surface water management plan	\$350		
	Traffic Impact Analysis	\$3,000 deposit, actual cost of review		
	Other:			
TOTALS:				

NOTES

1. Checks are payable to the City of Ormond Beach.
2. Public hearing applications shall have separate application fees.
3. Site plan fees include landscape and wetland reviews.
4. Application fees are due with the submittal of the site plan application.



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INSTRUCTIONS

Please complete key project information regarding the SPRC application. Items that are not applicable can be marked as NA. Assistance is available by e-mailing comdev@ormondbeach.org or calling (386) 676-3238.

PLANNING

Land Use:		Zoning:	
Property acreage:		Phasing proposed?:	
Existing building square footage:		New building square footage:	
Parking required:		Parking provided:	
Impervious area (acres):		Previous area (acres):	
Water meter size:		Irrigation source:	

CONCURRENCY

Proposed project average daily trips: ⁽¹⁾	
Proposed water generation: ⁽²⁾	
Proposed sewer generation: ⁽³⁾	
Note 1:	Trip generation from the ITE Trip generation manual. Daily trip projects over 1,000 require traffic impact analysis.
Note 2:	Residential, water = 243 gallons per day per unit. Commercial/Industrial water = (SF/100) X 15 gallons of water per day.
Note 3:	Residential, sewer = 281 gallons per day per unit. Commercial/Industrial sewer = Water gallons per day X 85% of water generation.

PROPERTY CHARACTERISTICS

Floodplain designation:		Fill in the floodplain (acres):	
Wetlands on site? (yes/no):		Acres of wetlands on-site:	
Wetland impacts (acres):			
Type of wetland mitigation:			
Wooded site? (yes or no) :			
If wooded site, calculated required natural area (project site X 15%):			
If wooded site, natural area provided:			