



REQUIRED SUPPORT DOCUMENTS

CONSTRUCTION EAST OF THE COASTAL CONSTRUCTION SETBACK LINE (CCSL)

- One set of the site plan on 24" x 36" paper, drawn to scale, indicating present and proposed structures, based on a certified survey. **The survey/site plan must include the existing and proposed height for the dune and/or structures east of the CCSL.**
- Certification from the landowner of record that the applicant has authorization to make application for the requested construction, if applicant is not owner.
- A list of names and addresses of property owners within 150 feet of the affected property. This distance, measured in an airline at the closest points between two properties, is available at the Volusia County Tax Assessor's office. Keep in mind that this list may include properties on the other side of roads, waterways, or other property one might consider a boundary, if they are within 150 feet of the subject parcel.
- A DEP permit application. It needs to be filled out to demonstrate that the applicant understands DEP approval is also required for any construction east of the Coastal Construction Control Line.
- A letter from Volusia County indicating the proposed work will not encroach on any County rights-of-way.

**APPLICATIONS THAT DO NOT CONTAIN ALL REQUIRED SUPPORT DOCUMENTS
WILL NOT BE ACCEPTED.**



SURROUNDING OWNERS REQUEST FORM



Surrounding Property Owners: \$25.00 Pre-Paid Flat Fee (please allow 5 business day for processing)

To be completed by Property Owner or Agent:

Date of Request: _____

Tax Parcel Number: _____

Check one below:

- 1. Adjacent only:
- 2. Radius: Number of feet needed _____ (ie 100, 300, 500 ft)

Owner or Agent Name: _____

Current Mailing Address: _____

Phone Number: _____ Email Address (required if information is to be sent in electronic format): _____@_____

Owner or Agent Signature: _____ Date _____

Select Desired Format:

Printed List (To be pick-up) Certified Printed List Required? (Circle yes if needed) **Yes**

If picking up a printed list please office to pick up from:

- DeLand New Smyrna Beach Daytona Beach Orange City

OR

Your selection from one of the electronic formats below. If an electronic format is chosen, it will be emailed to the email address provided above.

- Text (Tab Delimited)
- Excel (.xls)
- Lotus 1-2-3 (.wks)
- Dbase (.dbf)

Please read the disclaimer below and initial. Request will not be processed without customer initials.

DISCLAIMER: Volusia County Property Appraiser and staff are constantly working to provide and publish the most current and accurate information possible. No warranties, expressed or implied are provided for the data herein, its use, or its interpretation. No responsibility or liability is assumed for inaccuracies or errors. Please govern yourself accordingly.

Customer Initials: _____

Received by Staff: _____ **PA Office:** _____ **Paid?** _____

Forward Request to: Sandy Hulvey, Volusia County Property Appraiser's Office
123 W. Indiana Avenue, Room 102
Deland, Florida 32720
Phone 386-822-5720 or FAX 386-740-5179