

**CITY OF PORT ORANGE**  
**CHECKLIST - MINOR SUBDIVISION/SUBDIVISION EXEMPTION APPLICATIONS**

Applicants are required to schedule a pre-application meeting prior to submitting an application to the city for review and approval. *To schedule a pre-application meeting, contact the Planning Manager, Penelope Cruz, at (386) [506-5671/pcruz@port-orange.org](mailto:506-5671/pcruz@port-orange.org).* All documents must be submitted in typewritten form in one package. Below is a list of the minimum requirements necessary for acceptance of a minor subdivision application. Any missing information will result in an incomplete application that will be rejected for processing and review until such time as the items are provided (additional fee is assessed for incomplete submittals). Please note, the Community Development Department reserves the right to request additional information as necessary to process your request.

**Application Fee:** \$2,000

**Note:** The initial processing and review fee only includes the initial staff review and one resubmittal. Separate resubmittal fees will be assessed for each additional resubmittal thereafter (see the attached fee schedule for more information).

***The application fee does not include any legal advertising or recording fees associated with this application. The advertising and recording fees will be billed separately by the City Clerk's office. For an estimate of the advertising and recording fees, contact the City Clerk's office at (386) 506-5566.***

**Checklist of Required information:**

- Completed application signed by the property owner;
- Separate notarized authorization from the property owner (this is only required if the applicant or agent is someone other than the property owner);
- A letter outlining the request;
- Deed for the subject property (verifying ownership);
- Six (6) copies of the signed and sealed survey of the property (two (2) are to be original signed and sealed);
- Six (6) copies of the proposed plan showing existing as, well as proposed, revisions (two (2) are to be original signed and sealed);
- Application fee; and
- One (1) complete electronic copy on CD of all submittal items saved as PDF files.