



## DEVELOPMENT ORDER MODIFICATION APPLICATION SUBMITTAL CHECKLIST

= Mandatory     = As applicable      = sub items

The following checklist is a tool to facilitate compliance for the submittal package. Place a check in each symbol below to indicate that the item has been addressed. As indicated in the above key legend, an item with a square indicates the item is mandatory, while the triangle indicates it may or may not be applicable. If applicable, then the item is mandatory.

At a minimum, the information listed below is required to process a request for any modification to a Development Order. This checklist **must** be completed by the Applicant **and** included in the application submittal package in order for the application to be accepted. If a required document is not provided then a statement justifying the action is to be submitted, which will be taken into consideration.

It is recommended to schedule an appointment for submittal of the application package by contacting a Land Development Technician at (386) 986-3736.

- A. Completed [application form](#) filed by the original applicant or property owner.
  - 1. Application notarized
- B. If original applicant is not the property owner, submit [letter of authorization](#).
- C. Cover letter providing a summary of all modifications.
- D. Modified sheets (3 sets): any other information pertinent to the application:
  - 1. Sheets must be **2' x 3'** and drawn to an engineer's scale of **not less than 1" = 40'**
  - 2. Signed and sealed by the professional engineer, architect, and/or landscape architect that prepared the plans.
  - 3. A space measuring at least 4" in width by 3" in height shall be provided in the upper right corner at the top of **each** sheet of plans to be reserved for the City's approval stamp.
  - 4. Modification(s) illustrated within a 'bubbled' area.
  - 5. Site Data revised, if applicable.
  - 6. Any other information pertinent to the modification.
- E. Stormwater calculations and Geotechnical Reports, original signed and sealed, if applicable.
- F. SJRWMD permit or Modification approval letter, if applicable.
- G. Updated traffic statement when generating fewer than 10 peak hour trips or an updated study if project generates more than ten (10) pm peak hour trips on an adjacent roadway, if applicable. Refer to the Traffic Study Technical Manual that can be found on the City's website – [www.ci.palm-coast.fl.us](http://www.ci.palm-coast.fl.us).
- H. If applicable, [Site Development Permit Fee Calculation Sheet](#).
- I. Nonrefundable filing fee established by resolution.
  - 1. In the amount of 25% of the original application fee.
  - 2. Check made payable to 'City of Palm Coast'.



- GENERAL APPLICATION:**
- |  |  |
|--|--|
| <input type="checkbox"/> Rezoning  | <input type="checkbox"/> Special Exception                           |
| <input type="checkbox"/> Nonstatutory Land Division/Parcel Reconfiguration | <input type="checkbox"/> Vacating Plat                               |
| <input type="checkbox"/> Subdivision Master Plan                           | <input type="checkbox"/> Preliminary Plat                            |
| <input type="checkbox"/> Master Site Plan                                  | <input type="checkbox"/> Final Plat                                  |
| <input type="checkbox"/> Technical Site Plan                               | <input type="checkbox"/> Nonresidential Controlling Master Site Plan |
| <input type="checkbox"/> Variance  | <input type="checkbox"/> Site Plan Addition                          |
| <input type="checkbox"/> Wireless Communication Facility (new structure)   | <input type="checkbox"/> Parking Flexibility                         |
|  | <input type="checkbox"/> Development Order Modification              |

CD Plus Application #: \_\_\_\_\_ Application Submittal Date: \_\_\_\_\_  
 Fee Paid: \$ \_\_\_\_\_ Date of Acceptance: \_\_\_\_\_  
 Employee Name Accepting Application (print name): \_\_\_\_\_  
 Rejected on \_\_\_\_\_ Rejected by: \_\_\_\_\_  
 Reason for Rejection: \_\_\_\_\_

A. PROJECT NAME: \_\_\_\_\_

B. LOCATION OF SUBJECT PROPERTY (PHYSICAL ADDRESS): \_\_\_\_\_  
 \_\_\_\_\_

C. PROPERTY APPRAISER'S PARCEL NUMBER(s): \_\_\_\_\_  
 \_\_\_\_\_

D. LEGAL DESCRIPTION: \_\_\_\_\_ Subdivision Name; \_\_\_ Section; \_\_\_ Block; \_\_\_ Lot  
 \_\_\_\_\_  
 \_\_\_\_\_

E. SUBJECT PROPERTY ACRES / SQUARE FOOTAGE: \_\_\_\_\_

F. FUTURE LAND USE MAP DESIGNATION: \_\_\_\_\_ EXISTING ZONING DISTRICT: \_\_\_\_\_  
 OVERLAY DISTRICT: \_\_\_\_\_

G. FLOOD ZONE: \_\_\_\_\_ COMMUNITY PANEL NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

H. PRESENT USE OF PROPERTY: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I. DESCRIPTION OF REQUEST / PROPOSED DEVELOPMENT (MAY ATTACH ADDITIONAL SHEETS): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

J. PROPOSED NUMBER OF LOTS: \_\_\_\_\_

K. CHECK APPROPRIATE BOX FOR SITE PLAN:

- Tier 1 (up to 40,000 sq. ft. / 40 units)  
 Tier 2 (up to 100,000 sq. ft. / 100 units)  
 Tier 3 (exceeding 100,000 sq. ft. / 100 units)

L. LIST BELOW ANY APPLICATIONS CURRENTLY UNDER REVIEW OR RECENTLY APPROVED ASSOCIATED WITH THIS APPLICATION:  
 \_\_\_\_\_  
 \_\_\_\_\_

M. WATER/SEWER PROVIDER: \_\_\_\_\_

N. IS THERE AN EXISTING MORTGAGE?  Yes  No



**OWNER:**

**APPLICANT / AGENT:**

Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
E-mail Address:	E-mail Address:

**MORTGAGE HOLDER:**

**ENGINEER OR PROFESSIONAL:**

Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
E-mail Address:	E-mail Address:

**PLANNER:**

**TRAFFIC ENGINEER:**

Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
E-mail Address:	E-mail Address:

**SURVEYOR:**

**LANDSCAPE ARCHITECT:**

Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
E-mail Address:	E-mail Address:

**ATTORNEY:**

**DEVELOPER OR DOCKMASTER:**

Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
E-mail Address:	E-mail Address:

**I HEREBY CERTIFY THAT ALL INFORMATION ON THIS APPLICATION IS CORRECT:**

Signature of owner OR person authorized to represent this application

Signature(s) \_\_\_\_\_

Printed or typed name(s): \_\_\_\_\_

NOTARY: This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by

\_\_\_\_\_ who is/are personally known to me, or who has/have produced

\_\_\_\_\_ as identification. (SEAL)

\_\_\_\_\_  
Signature of Notary Public, State of Florida

General Application (sheet 2 of 2)



Property Owner Letter of Authorization  
\*\*\*\*\*IF APPLICANT IS NOT THE PROPERTY OWNER\*\*\*\*\*

Dear Planning Manager,

I / We,

\_\_\_\_\_

\_\_\_\_\_ (All property owners)

being the current property owner(s) of the property legally described as Parcel Number(s)

\_\_\_\_\_

and also described as Subdivision \_\_\_\_\_,

Section \_\_\_\_\_, Block \_\_\_\_\_, Lot \_\_\_\_\_, OR

\_\_\_\_\_

Street Address or Physical Location:

\_\_\_\_\_

Do hereby designate and authorize

\_\_\_\_\_ (name of agent / applicant)

representing \_\_\_\_\_ (Individual or Corporate Name)

to sign on my/our behalf, as my/our agent to submit an application for a

\_\_\_\_\_ (type of application)

for the property described above.

\_\_\_\_\_  
Signature of property owner

\_\_\_\_\_  
Signature of property owner

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print name

NOTARY: This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_ by \_\_\_\_\_ who is/are personally known to me, or  
who has/have produced \_\_\_\_\_ as identification.

(SEAL)

\_\_\_\_\_  
Signature of Notary Public, State of Florida



**JOINDER AND CONSENT AFFIDAVIT**

**JOINDER AND CONSENT BY** \_\_\_\_\_  
Name of Lending Institution / Mortgage Holder

**COME NOW,** \_\_\_\_\_ and Joins and Consents to the covenants and conditions set forth herein and hereunto sets his hand and seal this \_\_\_ day of \_\_\_\_\_, 20\_\_.

**ATTEST:** \_\_\_\_\_  
Name of Lending Institution

\_\_\_\_\_  
Corporate Secretary

\_\_\_\_\_  
Corporate President

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

**ACKNOWLEDGEMENT**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, who is/are personally known to me or who has produced \_\_\_\_\_ as identification and who did execute said instrument for the purpose therein expressed.

**WITNESS** my hand and official seal the day month and year aforesaid.

**NOTARY PUBLIC (SEAL)**

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE