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.

<table>
<thead>
<tr>
<th>A.</th>
<th>Completed application form filed by the original applicant or property owner.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Application notarized</td>
</tr>
<tr>
<td>B.</td>
<td>If original applicant is not the property owner, submit letter of authorization.</td>
</tr>
<tr>
<td>C.</td>
<td>Cover letter providing a summary of all modifications.</td>
</tr>
<tr>
<td>D.</td>
<td>Modified sheets (3 sets): any other information pertinent to the application:</td>
</tr>
<tr>
<td>1.</td>
<td>Sheets must be 2’ x 3’ and drawn to an engineer’s scale of not less than 1” = 40’</td>
</tr>
<tr>
<td>2.</td>
<td>Signed and sealed by the professional engineer, architect, and/or landscape architect that prepared the plans.</td>
</tr>
<tr>
<td>3.</td>
<td>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.</td>
</tr>
<tr>
<td>4.</td>
<td>Modification(s) illustrated within a ‘bubbled’ area.</td>
</tr>
<tr>
<td>5.</td>
<td>Site Data revised, if applicable.</td>
</tr>
<tr>
<td>6.</td>
<td>Any other information pertinent to the modification.</td>
</tr>
<tr>
<td>E.</td>
<td>Stormwater calculations and Geotechnical Reports, original signed and sealed, if applicable.</td>
</tr>
<tr>
<td>F.</td>
<td>SJRWMD permit or Modification approval letter, if applicable.</td>
</tr>
<tr>
<td>G.</td>
<td>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 – <a href="http://www.ci.palm-coast.fl.us">www.ci.palm-coast.fl.us</a>.</td>
</tr>
<tr>
<td>H.</td>
<td>If applicable, Site Development Permit Fee Calculation Sheet.</td>
</tr>
<tr>
<td>I.</td>
<td>Nonrefundable filing fee established by resolution.</td>
</tr>
<tr>
<td>1.</td>
<td>In the amount of 25% of the original application fee.</td>
</tr>
<tr>
<td>2.</td>
<td>Check made payable to ‘City of Palm Coast’.)</td>
</tr>
</tbody>
</table>
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
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     Printed or typed name(s): _________________________________
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