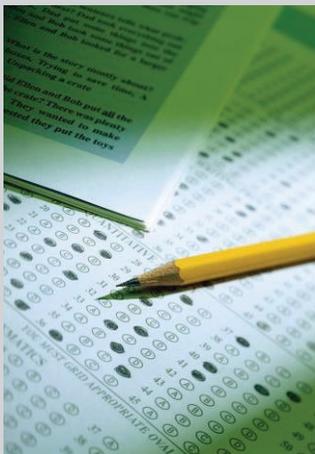




# CITY OF PALM COAST TECHNICAL MANUAL

## SECTION VIII

### Process, Applications, Checklists, Flowcharts, Forms, and Maps



*Effective November 17, 2008*

Prepared by:  
Community Development Department



## TABLE OF CONTENTS

<b>PROCESS</b>	<b>1</b>
<b>SECTION 1.0 GENERAL</b>	<b>2</b>
Section 1.01 Purpose	2
Section 1.02 Adoption and Amendment	2
Section 1.03 Definitions	2
<b>SECTION 2.0 OFFICIAL ZONING MAP AMENDMENTS</b>	<b>3</b>
Section 2.01 Purpose	3
Section 2.02 Neighborhood Meeting	3
Section 2.03 Application Process	3
Section 2.04 Notification Requirement	3
<b>SECTION 3.0 SPECIAL EXCEPTION</b>	<b>4</b>
Section 3.01 Purpose	4
Section 3.02 Application Process	4
Section 3.03 Notification Requirement	4
<b>SECTION 4.0 NONSTATUTORY LAND DIVISION OR PARCEL RECONFIGURATION</b>	<b>5</b>
Section 4.01 Purpose	5
Section 4.02 Application Process	5
<b>SECTION 5.0 SUBDIVISION MASTER PLAN</b>	<b>6</b>
Section 5.01 Purpose	6
Section 5.02 Neighborhood Meeting	6
Section 5.03 Application Process	6
<b>SECTION 6.0 PRELIMINARY PLAT</b>	<b>8</b>
Section 6.01 Purpose	8
Section 6.02 Neighborhood Meeting	8
Section 6.03 Application Process	8
<b>SECTION 7.0 FINAL PLAT</b>	<b>9</b>
Section 7.01 Purpose	9
Section 7.02 Application Process	9
<b>SECTION 8.0 VACATING PLATS</b>	<b>10</b>
Section 8.01 Purpose	10
Section 8.02 Notification Requirement	10
Section 8.03 Application Process	10



## TABLE OF CONTENTS

<b>SECTION 9.0</b>	<b>MASTER SITE PLAN</b>	<b>11</b>
Section 9.01	Purpose	11
Section 9.02	Applicability	11
Section 9.03	Neighborhood Meeting	11
Section 9.04	Application Process	11
<b>SECTION 10.0</b>	<b>NONRESIDENTIAL CONTROLLING MASTER SITE PLAN</b>	<b>13</b>
Section 10.01	Purpose	13
Section 10.02	Applicability	13
Section 10.03	Application Process	13
<b>SECTION 11.0</b>	<b>TECHNICAL SITE PLAN</b>	<b>15</b>
Section 11.01	Purpose	15
Section 11.02	Applicability	15
Section 11.03	Neighborhood Meeting	15
Section 11.04	Application Process	16
<b>SECTION 12.0</b>	<b>VARIANCE (NOT FOR FLOOD HAZARD, MARINAS, OR WELLFIELD)</b>	<b>17</b>
Section 12.01	Purpose	17
Section 12.02	Application Process	17
Section 12.03	Notification Requirement	17
<b>SECTION 13.0</b>	<b>VARIANCE FROM MARINA FACILITY REGULATIONS</b>	<b>18</b>
Section 13.01	Purpose	18
Section 13.02	Application Process	18
Section 13.03	Notification Requirement	18
<b>SECTION 14.0</b>	<b>VARIANCE FROM FLOOD DAMAGE PROTECTION REGULATIONS</b>	<b>19</b>
Section 14.01	Purpose	19
Section 14.02	Application Process	19
Section 14.03	Notification Requirement	19
<b>SECTION 15.0</b>	<b>VARIANCE FROM WELLFIELD PROTECTION REGULATIONS</b>	<b>20</b>
Section 15.01	Purpose	20
Section 15.02	Application Process	20
Section 15.03	Notification Requirement	20
<b>SECTION 16.0</b>	<b>ADMINISTRATIVE DEVIATIONS</b>	<b>21</b>
Section 16.01	Purpose	21
Section 16.02	Applicability	21
Section 16.03	Application Process	21
Section 16.04	Notification Requirement, as applicable	22



## TABLE OF CONTENTS

<b>SECTION 17.0</b>	<b>VESTED RIGHTS DETERMINATION</b>	<b>23</b>
Section 17.01	Purpose	23
Section 17.02	Application Process	23
<b>SECTION 18.0</b>	<b>APPEAL OF ADMINISTRATIVE DECISION OF THE LAND USE ADMINISTRATOR</b>	<b>24</b>
Section 18.01	Purpose	24
Section 18.02	Application Process	24
Section 18.03	Notification Requirement	24
<b>SECTION 19.0</b>	<b>APPEAL OF PLANNING AND LAND DEVELOPMENT REGULATION BOARD DECISION</b>	<b>25</b>
Section 19.01	Purpose	25
Section 19.02	Application Process	25
Section 19.03	Notification Requirement	25
<b>SECTION 20.0</b>	<b>PARKING FLEXIBILITY</b>	<b>26</b>
Section 20.01	Purpose	26
Section 20.02	Applicability	26
Section 20.03	Application Process	26
<b>SECTION 21.0</b>	<b>FLOOD ZONE DETERMINATION</b>	<b>27</b>
Section 21.01	Purpose	27
Section 21.02	Application Process	27
<b>SECTION 22.0</b>	<b>PRIMARY WELLFIELD ZONE MAP PRELIMINARY REVIEW</b>	<b>28</b>
Section 22.01	Purpose	28
Section 22.02	Application Process	28
<b>SECTION 23.0</b>	<b>QUALIFIED ENVIRONMENTAL PROFESSIONAL</b>	<b>29</b>
Section 23.01	Purpose	29
Section 23.02	Application Process	29
<b>SECTION 24.0</b>	<b>WIRELESS COMMUNICATION FACILITY (NEW STRUCTURES)</b>	<b>30</b>
Section 24.01	Purpose	30
Section 24.02	Application Process	30
<b>SECTION 25.0</b>	<b>WIRELESS COMMUNICATION FACILITY COLLOCATION</b>	<b>31</b>
Section 25.01	Purpose	31
Section 25.02	Application Process	31
<b>SECTION 26.0</b>	<b>HOME OCCUPATION</b>	<b>32</b>
Section 26.01	Purpose	32
Section 26.02	Applicability	32
Section 26.03	Application Process	36
Section 26.04	Notification Requirement	37



## TABLE OF CONTENTS

<b>SECTION 27.0</b>	<b>SEASONAL PROMOTIONS AND SALES</b>	<b>38</b>
Section 27.01	Purpose	38
Section 27.02	Applicability	38
Section 27.03	Application Process	38
<b>SECTION 28.0</b>	<b>BINDING LOT AGREEMENT</b>	<b>39</b>
Section 28.01	Purpose	39
Section 28.02	Vacating of Easements	39
Section 28.03	Application Process	39
<b>SECTION 29.0</b>	<b>RESCINDING BINDING LOT AGREEMENT</b>	<b>40</b>
Section 29.01	Purpose	40
Section 29.02	Application Process	40
<b>SECTION 30.0</b>	<b>DEVELOPMENT ORDER EXTENSION</b>	<b>41</b>
Section 30.01	Purpose	41
Section 30.02	Review Authority	41
Section 30.03	Application Process	41
<b>APPLICATIONS</b>		<b>42</b>
General Application		43
Vested Rights Determination		45
Appeal		46
Flood Zone Determination		47
Primary Wellfield Zone Map Preliminary Review		48
Qualified Environmental Professional (QEP)		49
Wireless Communication Facility (new structures) – supplemental application		50
Wireless Communication Facility Collocation		51
Home Occupation		52
Seasonal Promotions and Sales		56
Binding Lot Agreement		57
Rescinding Binding Lot Agreement		58
Development Order Extension		59
Concurrency Deferral Application		61



## TABLE OF CONTENTS

<b>CHECKLISTS</b>	<b>63</b>
Official Zoning Map (Rezoning)	64
Special Exception	66
Nonstatutory Land Division or Parcel Reconfiguration	68
Subdivision Master Plan	70
Subdivision Preliminary Plat	73
Subdivision Final Plat	80
Plat Vacation	84
Master Site Plan	85
Nonresidential Controlling Master Site Plan	88
Technical Site Plan	91
Site Plan Addition	98
Variance (excluding Marinas, Floodplain, and Wellfield)	102
Variance – Marina Facility	104
Variance – Flood Damage Protection	106
Variance – Wellfields	108
Vested Rights Determination	110
Appeal	111
Parking Flexibility	112
Qualified Environmental Professional (QEP)	114
Wireless Communication Facility (new structures)	115
Wireless Communication Facility Collocation	118
Home Occupation	120
Binding Lot Agreement	121
Rescission of Binding Lot Agreement	122
Development Order Modification	123
<b>FLOW CHARTS</b>	<b>124</b>
Zoning Map Amendment	125
Special Exception	126
Nonstatutory Subdivision	127
Subdivisions (statutory)	128
Vacating Plat	129
Master Site Plan / Technical Site Plan	130
Nonresidential Controlling Master Site Plan	131



## TABLE OF CONTENTS

<a href="#">Technical Site Plan (without master site plan)</a>	132
<a href="#">Variance</a>	133
<a href="#">Wellfield Protection Administrative Process (includes map)</a>	134
<a href="#">Binding Lots and Rescinding Binding Lot Agreements</a>	135

### **FORMS** **136**

<a href="#">Property Owners Letter of Authorization</a>	137
<a href="#">Property Owner Letter of Authorization for Home Occupation</a>	138
<a href="#">Affidavit of Corporate Identify / Authority</a>	139
<a href="#">Joinder and Consent</a>	140
<a href="#">Letter Rescinding Binding Lot Agreement</a>	141
<a href="#">Affidavit for Rescission of Binding Lot Agreement</a>	142
<a href="#">Notification Affidavit for Rezoning</a>	143
<a href="#">Notification Affidavit for Variance / Special Exception</a>	144
<a href="#">Master Plan Development Agreement Sample</a>	145
<a href="#">Flood Insurance Rate Map (FIRMettes) Instructions</a>	163
<a href="#">School Planning and Concurrency Application / School Impact Analysis</a>	164
<a href="#">School Planning and Concurrency Application / School Impact Analysis Affidavit</a>	165
<a href="#">School Planning and Concurrency Application / School Impact Analysis Fee Schedule</a>	166
<a href="#">Site Development Permit Fee Calculation Sheet</a>	167
<a href="#">Site Development Permit Fee Implementation Sheet</a>	168
<a href="#">Examples of Signature Blocks for Plats</a>	169

### **MAPS** **171**

<a href="#">Wellfield Protection Zone</a>	172
<a href="#">Flood Insurance Rate map (FIRMettes)</a>	173



# PROCESS



## SECTION 1.0 GENERAL

### Section 1.01 Purpose

The purpose of the Procedures and Forms portion of the *City of Palm Coast Technical Manual (Technical Manual)* is intended to help users of the [Unified Land Development Code \(LDC\)](#) by providing information on application submittal requirements and review procedures for each review process. This *Technical Manual* shall not be interpreted to conflict with the [LDC](#).

### Section 1.02 Adoption and Amendment

The *Technical Manual* shall be approved administratively by the Land Use Administrator and may be amended by the authority of the Land Use Administrator.

### Section 1.03 Definitions

Refer to [Chapter 14 – Glossary](#) in the [LDC](#).



## SECTION 2.0 OFFICIAL ZONING MAP AMENDMENT (REZONING)

### Section 2.01 Purpose

This section describes the process to [amend the City's Official Zoning Map](#) through a recommendation to City Council by the Planning and Land Development Regulation Board and a final action by City Council. An application to rezone a parcel of land may be filed by the Land Use Administrator, the City Council, the Planning and Land Development Regulation Board, the property owner(s), or agent of the property owner(s) representing fifty-one percent (51%) or more of the property involved.

### Section 2.02 Neighborhood Meeting

Prior to the first hearing, it is the responsibility of the Applicant to hold a neighborhood meeting. Refer to [subsection 2.05.02](#) of the [Unified Land Development Code \(LDC\)](#).

### Section 2.03 Application Process

- A. The Applicant shall submit a complete [application package](#) to the City. A meeting with City Staff is recommended for submittal of the application package. If rezoning to a [Master Planned Development \(MPD\) District](#), include a hard copy of a draft development agreement as part of the application (refer to [Section 2.14](#) of the [LDC](#)). Additionally, the agreement shall be in WORD format, provided on a disk or e-mailed to the City. (A sample [MPD Development Agreement](#) may be found in this *Technical Manual* under '[Forms](#)').
- B. Per [subsection 2.05.04](#) of the [LDC](#), the application package will undergo a completeness review by the City.
- C. Upon acceptance, the application package shall be reviewed for compliance.
- D. The City will schedule the application on the next available Planning and Land Development Regulation Board agenda for a recommendation to City Council upon satisfying compliance review.
- E. Following the recommendation of the Planning and Land Development Regulation Board, the City will place the application on the next available City Council agenda. Because a rezoning requires approval by Ordinance, the City Council shall hold two (2) public hearings regarding the rezoning application.

### Section 2.04 Notification Requirement

Refer to [subsection 2.05.03](#) and [Table 2-2](#) of the [LDC](#). The Applicant shall submit an [affidavit](#) to the City, on a form provided by the City, as a measure of compliance.



## SECTION 3.0 SPECIAL EXCEPTION

### Section 3.01 Purpose

This section describes the process for a [Special Exception](#). This process is for the review of uses that would not normally be appropriate within a zoning district, but if subject to appropriate limitations, conditions, and safeguards, would promote health, safety, welfare, convenience, and comfort of the public. The special exception process can only be applied to those uses noted as special exception uses in [Chapter 3](#) and in [Chapter 4](#) of the [Unified Land Development Code \(LDC\)](#).

### Section 3.02 Application Process

- A. The Applicant shall submit a complete [application package](#) to the City. A meeting with City Staff is recommended for submittal of the application package.
- B. Per [subsection 2.05.04](#) of the [LDC](#), the application package will undergo a completeness review by the City.
- C. Upon acceptance, the application package shall be reviewed for compliance.
- D. The City will schedule the application on the next available Planning and Land Development Regulation Board agenda for a public hearing upon satisfying compliance review. The Planning and Land Development Regulation Board is the level of authority to authorize the issuance of a [Special Exception](#) Development Order. If a [Special Exception](#) Development Order Approval is issued, it does not authorize the disturbance of any part of the subject property involved, but authorizes the filing of an application for another development order or building permit.

### Section 3.03 Notification Requirement

Refer to [subsection 2.05.03](#) and [Table 2-2](#) of the [LDC](#). The Applicant shall submit an [affidavit](#) to the City, on a form provided by the City, as a measure of compliance.



## SECTION 4.0 NONSTATUTORY LAND DIVISION

### Section 4.01 Purpose

This section describes the process for the [dividing or reconfiguration of land that is deemed nonstatutory](#) according to [Florida Statutes](#), the qualification of which complies with one of the following:

- A. The combination or reconfiguration of previously platted lots or portions of such lots where the total number of lots is not increased and the resultant lots comply with City requirements.
- B. The public acquisition by purchase, acceptance of deed of dedication, or exercise of the right of eminent domain of strips of land for the widening or opening of streets, or acquisition of property for public purposes or public amenities.
- C. The division of land into no more than three (3) lots, parcels, tracts, tiers, blocks, units, or any other division of land of into no fewer than 20 acres each provided:
  1. Said division of land does not create a new street.
  2. Each resulting lot, tract, or parcel shall have access to a public street and no public improvement may be dedicated including, but not limited to, any dedication of rights-of-way, easement, or physical improvement of any kind intended for public use.
  3. Each lot, tract, or parcel shall meet or exceed the minimum requirements of the zoning district in which it is located adjacent to the public street.
  4. The owner of the subject property shall not be allowed to further subdivide under this section.

### Section 4.02 Application Process

- A. The Applicant shall submit a complete [application package](#) to the City. A meeting with City Staff is recommended for submittal of the application package.
- B. Per [subsection 2.05.04](#) of the [Unified Land Development Code \(LDC\)](#), the application package will undergo a completeness review by the City.
- C. Upon acceptance, the application package shall be reviewed for compliance.
- D. The City shall issue a development order and submit the reconfigured parcel or newly created division of land to the Flagler County Clerk's Office for recording purposes upon satisfying compliance review. The Applicant is responsible for payment of all fees associated with the recording costs.



## SECTION 5.0 SUBDIVISION MASTER PLAN STATUTORY LAND SUBDIVISION – STEP 1

### Section 5.01 Purpose

This section describes the first step in the process for the subdividing of land in compliance with [Florida Statutes, Chapter 177](#) and City regulations. It is the intent of the City to afford the developer a level of approval prior to going through a great deal of expense while ensuring that the layout of the subdivision is properly planned. The formal platting process is divided into three (3) steps. The issuance of a [Subdivision Master Plan](#) Development Order is the first step in the formal platting process followed by a [Preliminary Plat](#) Development Order and [Final Plat](#) approval, respectively.

### Section 5.02 Neighborhood Meeting

Prior to the submission of an application for a [subdivision master plan](#), it is the responsibility of the Applicant to hold a neighborhood meeting for the below listed project types.

- A. Single-family and multifamily residential developments of forty (40) units or more, unless waived by the Planning Manager.
- B. Other projects as deemed necessary by the Planning Manager on a case-by-case basis based upon potential impacts to the City or abutting or proximate property owners.

The Planning Manager may waive the requirement for a neighborhood meeting if the project is part of a multiphase project for which meetings were previously held. For consideration of a waiver, contact the Planning Division at 386-986-3736 for a determination. Refer to [subsection 2.05.02](#) of the [Unified Land Development Code \(LDC\)](#).

### Section 5.03 Application Process

- A. **Nonresidential Subdivision and/or Residential Subdivision up to 100 units.**
  - 1. The Applicant shall submit a complete [application package](#) to the City. A meeting with City Staff is recommended for submittal of the application package.
  - 2. Per [subsection 2.05.04](#) of the [LDC](#), the application package will undergo a completeness review by the City.
  - 3. Upon acceptance, the application package shall be reviewed for compliance.
  - 4. The City shall issue a [Subdivision Master Plan](#) Development Order upon satisfying compliance review. The issuance of the development order does not authorize the disturbance of any part of the subject property involved, but authorizes the filing of an application for a development order in the next step of the approval process.
- B. **Residential Subdivision greater than 100 units.**
  - 1. The Applicant shall submit a complete [application package](#) to the City. A meeting with City Staff is recommended for submittal of the application package.
  - 2. Per [subsection 2.05.04](#) of the [LDC](#), the application package will undergo a completeness review by the City.
  - 3. Upon acceptance, the application package shall be reviewed for compliance.



4. The application shall be scheduled on the next available Planning and Land Development Regulation Board agenda upon satisfying compliance review. The Planning and Land Development Regulation Board is the level of approval to authorize the issuance of a [Subdivision Master Plan](#) Development Order for a residential subdivision greater than 100 units. The issuance of the development order does not authorize the disturbance of any part of the subject property involved, but authorizes the filing of an application for a development order in the next step of the approval process.



## SECTION 6.0 PRELIMINARY PLAT STATUTORY LAND SUBDIVISION – STEP 2

### Section 6.01 Purpose

This section describes the second step in the process for the subdividing of land in compliance with [Florida Statutes, Chapter 177](#) and City regulations. The issuance of a [Preliminary Plat](#) Development Order is the second step in the formal platting process followed by [Final Plat](#) approval.

### Section 6.02 Neighborhood Meeting

Prior to the submission of an application for a [preliminary plat](#), it is the responsibility of the Applicant to hold a neighborhood meeting for the below listed project types.

- A. Single-family and multifamily residential developments of forty (40) units or more, unless waived by the Planning Manager.
- B. Other projects as deemed necessary by the Planning Manager on a case-by-case basis based upon potential impacts to the City or abutting or proximate property owners.

The Planning Manager may waive the requirement for a neighborhood meeting if the project is part of a multiphase project for which meetings were previously held. For consideration of a waiver, contact the Planning Division at 386-986-3736 for a determination. Refer to [subsection 2.05.02](#) of the [Unified Land Development Code \(LDC\)](#).

### Section 6.03 Application Process

- A. The Applicant shall submit a complete [application package](#) to the City. A meeting with City Staff is recommended for submittal of the application package.
- B. Per [subsection 2.05.04](#) of the [LDC](#), the application package will undergo a completeness review by the City.
- C. Upon acceptance, the application package shall be reviewed for compliance.
- D. The City shall issue a [Preliminary Plat](#) Development Order upon satisfying compliance review. The issuance of the development order does not authorize the disturbance of any part of the subject property involved, but authorizes the filing of an application for the next step of the approval process.



## SECTION 7.0 FINAL PLAT STATUTORY LAND SUBDIVISION – STEP 3

### Section 7.01 Purpose

This section describes the third and final step in the process for the subdividing of land in compliance with [Florida Statutes, Chapter 177](#) and City regulations. The formal platting process is divided into three (3) steps: The issuance of a [Subdivision Master Plan](#) Development Order, [Preliminary Plat](#) Development Order, and [Final Plat](#) approval, respectively.

### Section 7.02 Application Process

- A. The Applicant shall submit a complete [application package](#) to the City. A meeting with City Staff is recommended for submittal of the application package.
- B. The construction plans and plat must be e-mailed to the City or provided on a disk as part of the application package.
- C. Per [subsection 2.05.04](#) of the [Unified Land Development Code \(LDC\)](#), the application package will undergo a completeness review by the City.
- D. Upon acceptance, the application package shall be reviewed for compliance.
- E. City Staff will schedule the application on the next available City Council agenda upon satisfying compliance review. At that time the City shall contact the Applicant to have the Mylar appropriately executed and submitted to the City.
- F. Upon [final plat](#) approval by City Council, the City shall submit the Mylar to the Flagler County Clerk's Office for recording. The execution of the Mylar by the Mayor shall be deemed to be the execution of a development order. All costs associated with the recording of the plat shall be at the expense of the Applicant. The recording of the plat does not authorize the disturbance of any part of the subject property involved, but authorizes the filing of an application for a development order or building permit.



## SECTION 8.0 VACATING PLATS

### Section 8.01 Purpose

This section describes the process for [vacating a plat](#), or portion thereof, from the official records of the City of Palm Coast in accordance with [Florida Statutes, Chapter 177](#) and City regulations. The vacating of a plat, or portion thereof, will result in the property returned to acreage. It must be shown that the persons making application for said vacation own the fee simple title to the whole or that part of the tract covered by the plat sought to be vacated, and it must be further shown that the vacation of said lands will not affect the ownership or right of convenient access of persons owning other parts of the subdivision.

### Section 8.02 Notification Requirement

Persons making application for [vacation of plats](#) either in whole or in part shall give notice of their intention to apply to the City to [vacate the plat](#) by publishing a legal notice in the local newspaper approved by the City. The notice shall be published in two (2) issues of the approved newspaper and a copy of each notice shall be part of the application as proof of publication.

### Section 8.03 Application Process

- A. The Applicant shall submit a complete [application package](#) to the City. A meeting with City Staff is recommended for submittal of the application package.
- B. Per [subsection 2.05.04](#) of the [Unified Land Development Code \(LDC\)](#), the application package will undergo a completeness review by the City.
- C. Upon acceptance, the application package shall be reviewed for compliance.
- D. The City will schedule the application on the next available City Council agenda upon satisfying compliance review. The execution of a resolution by the Mayor shall be deemed to be the execution of a development order.



## SECTION 9.0 MASTER SITE PLAN

### Section 9.01 Purpose

This section describes the process for approval of a [master site plan](#). This type of application is **optional** as the intent of a master site plan is to provide a review of the basic development concepts without significant engineering design, prior to proceeding with [final plat](#) and/or [technical site plan](#) approval.

### Section 9.02 Applicability

The [master site plan](#) review process is optional for all moderate and major site plans that include residential, nonresidential, and mixed use development occurring on various contiguous sites or outparcels to ensure that development takes place in a coordinated and efficient manner. The levels of authority for approval for moderate and major plans are divided into tiers as follows:

**A. Moderate: Tier 2 – Planning and Land Development Regulation Board**

Nonresidential projects over 40,000 square feet of building up to 100,000 square feet of building and/or residential projects over 41 residential units not to exceed 100 units.

**B. Major: Tier 3 – City Council**

Nonresidential projects over 100,000 square feet of building and/or residential projects over 100 residential units.

### Section 9.03 Neighborhood Meeting

Prior to the submission of an application for a [master site plan](#), it is the responsibility of the Applicant to hold a neighborhood meeting for the below listed project types.

**A.** Single-family and multifamily residential developments of forty (40) units or more, unless waived by the Planning Manager.

**B.** Other projects as deemed necessary by the Planning Manager on a case-by-case basis based upon potential impacts to the City or abutting or proximate property owners.

The Planning Manager may waive the requirement for a neighborhood meeting if the project is part of a multiphase project for which meetings were previously held. For consideration of a waiver, contact the Planning Division at 386-986-3736 for a determination. Refer to [subsection 2.05.02](#) of the [Unified Land Development Code \(LDC\)](#).

### Section 9.04 Application Process

**A. Tier 2**

1. The Applicant shall submit a complete [application package](#) to the City. A meeting with City Staff is recommended for submittal of the application package.
2. Per [subsection 2.05.04.H](#) of the [LDC](#), the application package will undergo a completeness review by the City.
3. Upon acceptance, the application package shall be reviewed for compliance.



4. The City will schedule the application on the next available Planning and Land Development Regulation Board agenda upon satisfying compliance review. The Planning and Land Development Board is the level of approval to authorize the issuance of a moderate [Master Site Plan](#) Development Order. The issuance of the development order does not authorize the disturbance of any part of the subject property involved, but authorizes the filing of an application for another development order.

**B. Tier 3**

1. The Applicant shall submit a complete application package to the City. A meeting with City Staff is recommended for submittal of the application package.
2. Per [subsection 2.05.04.H](#) of the [LDC](#), the application package will undergo a completeness review by the City.
3. Upon acceptance, the application package shall be reviewed for compliance.
4. The City will schedule the application on the next available Planning and Land Development Regulation Board agenda for a recommendation to City Council upon satisfying compliance review.
5. Following the recommendation of the Planning and Land Development Regulation Board, the City will place the application on the next available City Council agenda. The City Council is the level of authority to authorize the issuance of a major [Master Site Plan](#) Development Order. The issuance of the development order does not authorize the disturbance of any part of the subject property involved, but authorizes the filing of an application for another development order.



## SECTION 10.0 NONRESIDENTIAL CONTROLLING MASTER SITE PLAN

### Section 10.01 Purpose

This section describes the process for approval of a [nonresidential controlling master site plan](#). This type of application is **optional** as the intent of a [nonresidential controlling master site plan](#) is to provide an opportunity to master plan a multiple nonresidential use site prior to finalization of engineering designs.

### Section 10.02 Applicability

The [nonresidential controlling master site plan](#) review process is optional for all moderate and major [nonresidential site plan development](#) occurring on various contiguous sites or outparcels to ensure that development takes place in a coordinated and efficient manner. The levels of authority for approval for moderate and major plans are divided into tiers as follows:

**A. Moderate: Tier 2 – Planning and Land Development Regulation Board**

Nonresidential projects over 40,000 square feet of building up to 100,000 square feet of building.

**B. Major: Tier 3 – City Council**

Nonresidential projects over 100,000 square feet of building.

### Section 10.03 Application Process

**A. Tier 2**

1. The Applicant shall submit a complete [application package](#) to the City. A meeting with City Staff is recommended for submittal of the application package.
2. Per [subsection 2.05.04.H](#) of the [Unified Land Development Code \(LDC\)](#), the application package will undergo a completeness review by the City.
3. Upon acceptance, the application package shall be reviewed for compliance.
4. The City will schedule the application on the next available Planning and Land Development Regulation Board agenda upon satisfying compliance review. The Planning and Land Development Regulation Board is the level of approval to authorize the issuance of a moderate [Master Site Plan](#) Development Order. The issuance of the development order does not authorize the disturbance of any part of the subject property involved, but authorizes the filing of an application for another development order.

**B. Tier 3**

1. The Applicant shall submit a complete [application package](#) to the City. A meeting with City Staff is recommended for submittal of the application package.
2. Per [subsection 2.05.04.H](#) of the [LDC](#), the application package will undergo a completeness review by the City.
3. The City will schedule the application on the next available Planning and Land Development Regulation Board agenda for a recommendation to City Council upon satisfying compliance review.



- 4, Following the recommendation of the Planning and Land Development Regulation Board, the City will place the application on the next available City Council agenda. The City Council is the level of authority to authorize the issuance of a major [Master Site Plan](#) Development Order. The issuance of the development order does not authorize the disturbance of any part of the subject property involved, but authorizes the filing of an application for another development order.



## SECTION 11.0 TECHNICAL SITE PLAN

### Section 11.01 Purpose

This section describes the process for approval of a [technical site plan](#). This type of application is to ensure that site development, including mixed-use development on a single site, takes place in an orderly and efficient manner through a process that provides adequate review based on the size and complexity of the proposed development. The level of detail on the plans shall be that of construction plans and technical specifications. The review is based on not only conformance to Code, but also conformance with an approved master plan, if applicable.

### Section 11.02 Applicability and Approval Authority

The [technical site plan](#) review process is for all projects that include residential, nonresidential, and mixed use development. The level of authority for approval is divided into 3 tiers, described as minor, moderate, and major, and described as follows:

**A. Minor: Tier 1 – Planning Manager**

Nonresidential projects up to 40,000 square feet of building and/or residential projects not to exceed 40 residential units.

**B. Moderate: Tier 2 – Planning and Land Development Regulation Board**

Nonresidential projects over 40,000 square feet of building up to 100,000 square feet of building and/or residential projects over 41 residential units not to exceed 100 units.

**C. Major: Tier 3 – City Council**

Nonresidential projects over 100,000 square feet of building and/or residential projects over 100 residential units.

For projects that have received a [Master Site Plan](#) Development Order for Tier 2 and Tier 3 type projects shall not be required to reappear before the level of authority for that type of project. City Staff shall review the application and, upon compliance of all regulations, the Planning Manager shall have the authority to grant the issuance of a [Technical Site Plan](#) Development Order.

### Section 11.03 Neighborhood Meeting

Prior to the submission of an application for a [technical site plan](#), it is the responsibility of the Applicant to hold a neighborhood meeting for the below listed project types.

**A.** Single-family and multifamily residential developments of forty (40) units or more, unless waived by the Planning Manager.

**B.** Other projects as deemed necessary by the Planning Manager on a case-by-case basis based upon potential impacts to the City or abutting or proximate property owners.

The Planning Manager may waive the requirement for a neighborhood meeting if the project is part of a multiphase project for which meetings were previously held. For consideration of a waiver, contact the Planning Division at 386-986-3736 for a determination. Refer to [subsection 2.05.02](#) of the [Unified Land Development Code \(LDC\)](#).



## Section 11.04 Application Process

### A. Tier 1

1. The Applicant shall submit a complete [application package](#) to the City. A meeting with City Staff is recommended for submittal of the application package.
2. Per [subsection 2.05.04](#) of the [LDC](#), the application package will undergo a completeness review by the City.
3. Upon acceptance, the application package shall be reviewed for compliance.
4. The City shall issue a Technical Site Plan Development Order upon satisfying compliance review. The Planning Manager is the level of approval to authorize the issuance of a minor [Technical Site Plan](#) Development Order. The issuance of the development order does not authorize the disturbance of any part of the subject property involved, but authorizes the filing of an application for a building permit.

### B. Tier 2

1. The Applicant shall submit a complete [application package](#) to the City. A meeting with City Staff is recommended for submittal of the application package.
2. Per [subsection 2.05.04](#) of the [LDC](#), the application package will undergo a completeness review by the City.
3. Upon acceptance, the application package shall be reviewed for compliance.
4. The City will schedule the application on the next available Planning and Land Development Regulation Board agenda upon satisfying compliance review. The Planning and Land Development Regulation Board is the level of approval to authorize the issuance of a moderate [Technical Site Plan](#) Development Order. The issuance of the development order does not authorize the disturbance of any part of the subject property involved, but authorizes the filing of an application for a building permit.

### C. Tier 3

1. The Applicant shall submit a complete [application package](#) to the City. A meeting with City Staff is recommended for submittal of the application package.
2. Per [subsection 2.05.04](#) of the [LDC](#), the application package will undergo a completeness review by the City.
3. Upon acceptance, the application package shall be reviewed for compliance.
4. The City shall schedule the application on the next available Planning and Land Development Regulation Board agenda for a recommendation to City Council upon satisfying compliance review.
5. Following the recommendation of the Planning and Land Development Regulation Board, the City will schedule the application on the next available City Council agenda. The City Council is the level of approval to authorize the issuance of a major [Technical Site Plan](#) Development Order. The issuance of the development order does not authorize the disturbance of any part of the subject property involved, but authorizes the filing of an application for a building permit.



## SECTION 12.0 VARIANCE

(This section is NOT for a Variance from Marina Facilities, Flood Damage Protection or Wellfield Protection regulations – See specific Sections for each)

### Section 12.01 Purpose

This section describes the process for a [variance](#) from the [Unified Land Development Code \(LDC\)](#) with the exception of regulations regarding [marina facilities](#), [flood protection](#), or [wellfield protection](#). Requesting a [variance](#) is asking for relief from the provisions of the [LDC](#) when there are conditions peculiar to the property that creates undue construction or development hardships when complying with the [LDC](#) (i.e., setbacks, living area, and impervious surface ratio). A [variance](#) may **not** be requested for a use.

### Section 12.02 Application Process

- A. The Applicant shall submit a complete [application package](#) to the City. A meeting with City Staff is recommended for submittal of the application package.
- B. Per [subsection 2.05.04](#) of the [LDC](#), the application package will undergo a completeness review by the City.
- C. The City will schedule the application on the next available Planning and Land Development Regulation Board agenda for a public hearing upon satisfying the completeness review. The Planning and Land Development Regulation Board is the level of authority to authorize the issuance of a [Variance](#) Development Order. The issuance of an approval development order does not authorize the disturbance of any part of the subject property involved, but authorizes the filing of an application for another development order or building permit.

### Section 12.03 Notification Requirement

Refer to [subsection 2.05.03](#) and [Table 2-2](#) of the [LDC](#). The Applicant shall submit an [affidavit](#) to the City, on a form provided by the City, as a measure of compliance.



## SECTION 13.0 VARIANCE from MARINA FACILITY REGULATIONS

### Section 13.01 Purpose

This section describes the process for a [variance](#) from the [marina facility](#) regulations of the [Unified Land Development Code \(LDC\)](#). [Marina facility](#) permits, when approved, shall be approved in the form of a development order that may be subject to such terms and conditions as the Planning and Land Development Regulation Board or Planning Manager may deem appropriate consistent with the provisions of the [LDC](#). Except as may be provided in the [LDC](#), no person may cause, suffer, or allow construction of a [marina facility](#) without first obtaining a permit from the City. Except as provided in the [LDC](#), and after issuance of a permit or permit amendment to the [marina facility](#), no person may cause, suffer, or allow the operation of a [marina facility](#) without first obtaining from City Staff a final inspection and authorization to begin operation of the [marina facility](#) as described in the [LDC](#).

### Section 13.02 Application Process

- A. The Applicant shall submit a complete [application package](#) to the City. A meeting with City Staff is recommended for submittal of the application package.
- B. Per [subsection 2.05.04](#) of the [LDC](#), the application package will undergo a completeness review by the City.
- C. The City will schedule the application on the next available Planning and Land Development Regulation Board agenda for a public hearing. The Planning and Land Development Board is the level of authority to authorize the issuance of a [Variance](#) Development Order and shall evaluate the [variance](#) request based upon the criteria outlined in [subsection 4.16.11](#) of the [LDC](#) when making a decision. The issuance of an approval development order does not authorize the disturbance of any part of the subject property involved, but authorizes the filing of an application for another development order or building permit.

### Section 13.03 Notification Requirement

Refer to [subsection 2.05.03](#) and [Table 2-2](#) of the [LDC](#). The Applicant shall submit an [affidavit](#) to the City, on a form provided by the City, as a measure of compliance.



## SECTION 14.0 VARIANCE from FLOOD DAMAGE PROTECTION REGULATIONS

### Section 14.01 Purpose

This section describes the process for a [variance](#) from the [flood damage protection](#) regulations of the [Unified Land Development Code \(LDC\)](#). The granting of a [variance](#) from these regulations will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.

### Section 14.02 Application Process

- A. The Applicant shall submit a complete [application package](#) to the City. A meeting with City Staff is recommended for submittal of the application package.
- B. Per [subsection 2.05.04](#) of the [LDC](#), the application package will undergo a completeness review by the City.
- C. The City will schedule the application on the next available Planning and Land Development Regulation Board agenda for a public hearing upon satisfying completeness review. The Planning and Land Development Regulation Board is the level of authority to authorize the issuance of a [Variance](#) Development Order and shall consider the variance criteria outlined in [subsection 10.02.12.B](#) of the [LDC](#) when making a decision on the [variance](#) request. The issuance of an approval development order does not authorize the disturbance of any part of the subject property involved, but authorizes the filing of an application for another development order or building permit.

### Section 14.03 Notification Requirement

Refer to [subsection 2.05.03](#) and [Table 2-2](#) of the [LDC](#). The Applicant shall submit an [affidavit](#) to the City, on a form provided by the City, as a measure of compliance.



## SECTION 15.0 VARIANCE from WELLFIELD PROTECTION REGULATIONS

### Section 15.01 Purpose

This section describes the process for a [variance](#) from the [wellfield protection](#) regulations of the [Unified Land Development Code \(LDC\)](#).

### Section 15.02 Application Process

- A. The Applicant shall submit a complete [application package](#) to the City. A meeting with City Staff is recommended for submittal of the application package.
- B. Per [subsection 2.05.04](#) of the [LDC](#), the application package will undergo a completeness review by the City.
- C. The City will forward a recommendation to the Utility Advisory Committee upon satisfying completeness review.
- D. The Utility Advisory Committee may perform a complete technical review and provide a recommendation to the Planning and Land Development Regulation Board.
- E. The City will schedule the application on the next available Planning and Land Development Regulation Board agenda for a public hearing with the provided recommendation(s). The Planning and Land Development Regulation Board is the level of authority to authorize the issuance of a [Variance](#) Development Order and shall consider the variance criteria outlined in [subsection 10.03.08](#) of the [LDC](#) when making a decision on the variance request. The issuance of an approval development order does not authorize the disturbance of any part of the subject property involved, but authorizes the filing of an application for another development order or building permit.

### Section 15.03 Notification Requirement

Refer to [subsection 2.05.03](#) and [Table 2-2](#) of the [LDC](#). The Applicant shall submit an [affidavit](#) to the City, on a form provided by the City, as a measure of compliance.



## SECTION 16.0 ADMINISTRATIVE DEVIATION OF DEVELOPMENT STANDARDS

### Section 16.01 Purpose

This section describes the process for an [administrative deviation](#) from certain standards of the [Unified Land Development Code \(LDC\)](#). The process is specifically intended to promote high standards of site design, to provide flexibility in the administration of standards in recognition of site-specific conditions, and to establish conditions to ensure compatibility where standards are modified.

### Section 16.02 Applicability

- A. The Planning Manager may approve an [administrative deviation](#) of standards to grant relief from any of the following requirements of the [LDC](#), up to a maximum reduction of five percent (5%) of the standard:
  1. Distance between structures.
  2. Parcel dimensions (not area).
  3. Setbacks.
- B. The Planning Manager may grant a deviation in order to protect a specimen or historic tree, in which case one (1) parking space or two percent (2%) of the total parking requirements, whichever is greater, may be eliminated.
- C. The Planning Manager may also grant an [administrative deviation](#) of standards to the site planning or development standards of the [LDC](#) in compliance with the [subsection 2.13](#) of the [LDC](#) based on the finding that the waiver is necessary to accomplish a reasonable accommodation of the needs of a disabled person, in compliance with the Americans with Disabilities Act.

### Section 16.03 Application Process

- A. The Applicant shall submit to the City a letter requesting an [administrative deviation](#) and associated fee. The letter shall provide a detailed response to the review findings outlined in [subsection 2.13.04](#) and [subsection 2.05.05](#). A meeting with City Staff is recommended for submittal of the application package.
- B. Per [subsection 2.05.04](#) of the [LDC](#), the application package will undergo a completeness review by the City.
- C. The Planning Manager may make a decision to deny, approve, or approve with conditions the administrative deviation request upon satisfying the completeness review. The Planning Manager shall consider the review findings outlined in [subsection 2.13.04](#) of the [LDC](#), and/or any subsection in the [LDC](#) that specifically provides review findings for a specific standard, when making a decision on the request. *However, in the event the Planning Manager decides to refer the application to the Planning and Land Development Regulation board for a decision, a public hearing for a [variance](#) will be necessary in which case City Staff will schedule the application on the next available Planning and Land Development Regulation Board agenda.* The issuance of an approval development order does not authorize the disturbance of any part of the subject property involved, but authorizes the filing of an application for another development order or building permit.



#### **Section 16.04 Notification Requirement, as applicable**

If a public hearing before the Planning and Land Development Regulation Board is determined, refer to [subsection 2.05.03](#) and [Table 2-2](#) of the [LDC](#) for notification requirements. The Applicant shall submit an [affidavit](#) to the City, on a form provided by the City, as a measure of compliance.



## SECTION 17.0 VESTED RIGHTS DETERMINATION

### Section 17.01 Purpose

This section describes the process for a [vested rights determination](#). [Vested rights determinations](#) are classified as major development orders, therefore, under the authority of the City Council to determine whether or not it has been clearly and convincingly demonstrated that the real property subject to the application has vested status. Vested rights is defined as *“The right to undertake and complete the development and use of property under the terms and conditions of an approved site-specific development plan or an approved phased development plan for a specified time, regardless of changes in the [Unified Land Development Code \(LDC\)](#).”*

### Section 17.02 Application Process

- A. The Applicant shall submit a complete [application](#) package to the City. A meeting with City Staff is recommended for submittal of the application package.
- B. Per [subsection 2.05.04](#) and [Section 2.15](#) of the [LDC](#), the application package will undergo a completeness review by the City.
- C. The City will schedule the application on the next available City Council agenda for a public hearing upon satisfying completeness review. The City Council may refer the matter to the Planning and Land Development Regulation Board for an advisory opinion and review, or to a special master or hearing officer for findings of fact relative to the matter, or may make both such referrals. During the hearing, the Applicant shall present all of the evidence in support of the application. The technical rules of evidence in judicial proceedings shall not be applicable, but all testimony given shall be under oath. After making a final determination of vested rights status, the City Council shall provide the Applicant with a development order setting forth the determination of vested rights status.

If the City Council determines that vested rights exist and that development may proceed, the Applicant shall have the right to rely upon such written notification and the real property is vested, and the determination that the real property is vested shall be final and not subject to appeal, revocation, or modification. The issuance of an approval development order does not authorize the disturbance of any part of the subject property involved, but authorizes the filing of an application for another development order or building permit.

The City Council's decision to deny vested rights status shall be final, subject to appeal in accordance with state law.



## SECTION 18.0 APPEAL OF ADMINISTRATIVE DECISION OF THE LAND USE ADMINISTRATOR

### Section 18.01 Purpose

This section describes the process for the [appeal of an administrative decision](#) made by the Land Use Administrator. The application may be filed by any person aggrieved by an administrative decision or interpretation of the Land Use Administrator regarding the provisions of the [Unified Land Development Code \(LDC\)](#). The appeal shall be initiated within fifteen (15) calendar days of the rendering of the administrative decision or interpretation. Failure to file an appeal within the timeframe specified and exhaust all administrative remedies provided for in the [LDC](#) shall constitute a waiver of all rights to appeal the interpretation or determination by the City.

### Section 18.02 Application Process

- A. The Applicant shall submit a complete [application](#) package to the City. A meeting with City Staff is recommended for submittal of the application package.
- B. Per [subsection 2.05.04](#) and [2.16.01](#) of the [LDC](#), the application package will undergo a completeness review by the City.
- C. The City will schedule the application on the next available Planning and Land Development Regulation Board agenda for a public hearing upon satisfying compliance review. The Planning and Land Development Regulation Board shall review the application and either grant or deny the request in accordance with the following:
  1. In exercising the powers granted, the Planning and Land Development Regulation Board may, in conformity with the provisions of the [LDC](#), reverse or affirm, wholly or in part, or may modify the order, requirements, decision, or determinations of the Land Use Administrator.
  2. Any petition for a hearing before the Planning and Land Development Regulation Board may be withdrawn prior to action thereon at the discretion of the Applicant upon written notice to the City. The withdrawal of an application will result in a refund of the application fee.
  3. When considering an appeal, all of the following factors, at a minimum, shall be evaluated:
    1. Whether the action requested in the appeal is consistent with the [Comprehensive Plan](#);
    2. Whether the action requested in the appeal complies with all relevant and appropriate portions of the [LDC](#); and
    3. Whether there was an error of fact or law in the decision of the Land Use Administrator.
- D. At the conclusion of the appeal hearing, the Planning and Land Development Regulation Board shall issue a final decision on the appeal in the form of a development order.

### Section 18.03 Notification Requirement

An application filed to appeal the decision of the Land Use Administrator shall not require a notification to abutting property owners.



## SECTION 19.0 APPEAL OF PLANNING AND LAND DEVELOPMENT REGULATION BOARD DECISION

### Section 19.01 Purpose

This section describes the process for the [appeal of a decision made by the Planning and Land Development Regulation Board](#). The application may be filed by the owner or abutting property owner to which the decision is applicable, or the Land Use Administrator. The appeal shall be initiated within thirty (30) calendar days of the rendering of the decision by the Planning and Land Development Regulation Board.

### Section 19.02 Application Process

- A. The Applicant shall submit a complete [application](#) package to the City. A meeting with City Staff is recommended for submittal of the application package.
- B. Per [subsection 2.05.04](#) and [2.16.01](#) of the [Unified Land Development Code \(LDC\)](#), the application package will undergo a completeness review by the City.
- C. The City will schedule the application on the next available City Council agenda for a public hearing upon satisfying completeness review. The public hearing shall be a *de novo* hearing and shall be considered in accordance with the procedure as outlined in [subsection 2.16.02](#) of the [LDC](#). The rendering of a decision shall be made in a written development order and filed in the office of the City Clerk.

### Section 19.03 Notification Requirement

- A. An application filed appealing a quasi-judicial decision of the Planning and Land Development Regulation Board shall cause the Applicant to send notification, certified mail: return receipt requested, to abutting property owners. Abutting property means any property that is immediately contiguous to property that may be subject to a hearing or that is immediately across any road or public right-of-way from the property subject to such hearings. Refer to [subsection 2.05.03](#) of the [LDC](#).
- B. In the event the Applicant is the appellant, the Applicant shall be responsible in sending by certified mail: return receipt requested, notification to all abutting property owners. Refer to [subsection 2.05.03](#) of the [LDC](#). The Applicant shall submit an affidavit to the City, on a form provided by the City, as a measure of compliance.
- C. In the event that an abutting property owner is the appellant, the City will send a special letter to the Applicant of which the Planning and Land Development Regulation Board decision was made stating that an appeal has been filed and that they or their representative will be called upon to act as an opposition spokesperson.

An application filed to [appeal the decision of the Planning and Land Development Regulation Board](#) when appealing the decision of the Land Use Administrator shall not require a notification to abutting property owners.



## SECTION 20.0 PARKING FLEXIBILITY

### Section 20.01 Purpose

This section describes the process to request a deviation from specific parking requirements set forth in [Chapter 5](#) of the [Unified Land Development Code \(LDC\)](#) when utilizing an existing structure for a new or expanded use or when desiring to modify existing parking.

### Section 20.02 Applicability

The Planning Manager may approve the following:

- A. An adjustment in the total parking requirements where it is demonstrated that the application of the parking ratios is inappropriate to a proposed use because the mix of existing or proposed uses with consideration being afforded toward calculating net floor area when demonstrated. A request for adjustment may require the submittal of a site plan, traffic study, and floor plan, which address the rationale for adjusting parking requirements. Considerations and approval shall be contingent upon the continued operation of like or similar uses as identified under the approved plan. A change in the use category of parking shall require separate consideration.
- B. *De minimis* variations of parking lot design or standards if it is found that a substantial public benefit would be attained.
- C. More parking spaces than the required minimum for large-scale commercial and home improvement centers provided they are constructed of a pervious surface up to the maximum spaces as set forth in [Chapter 5](#) of the [LDC](#). Pervious surface materials may include pervious pavement, brick pavers, stabilized grass parking, or any other permanent pervious standards supported by Green Building principles.

### Section 20.03 Application Process

- A. The Applicant shall submit a complete [application package](#) to the City. A meeting with City Staff is recommended for submittal of the application package.
- B. Per [subsection 2.05.04](#) and [2.16.01](#) of the [LDC](#), the application package will undergo a completeness review by the City.
- C. Upon satisfying the completeness review, the Planning Manager may issue a development order to deny, approve, or approve with conditions the parking flexibility request. The issuance of an approval development order does not authorize the disturbance of any part of the subject property involved, but authorizes the filing of an application for another development order or building permit.



## SECTION 21.0 FLOOD ZONE DETERMINATION

### Section 21.01 Purpose

This section describes the formal process to facilitate a [flood zone](#) determination request.

### Section 21.02 Application Process

- A. The Applicant shall be required to submit to the City a completed [flood zone determination request](#) and associated fee adopted by resolution.
- B. The request will undergo a review by the City.
- C. The Planning Manager will issue a letter of determination once a determination is made.



## SECTION 22.0 PRIMARY WELLFIELD ZONE MAP – PRELIMINARY REVIEW

### Section 22.01 Purpose

This section describes the process to request a preliminary review of the [primary wellfield](#) zone map.

### Section 22.02 Request Process

- A. The Applicant shall be required to submit to the City a completed [primary wellfield zone map preliminary review request](#) and associated fee adopted by resolution.
- B. The request will undergo a review by the City.
- C. The Planning Manager will issue a letter of findings once the review is completed.



## SECTION 23.0 QUALIFIED ENVIRONMENTAL PROFESSIONAL

### Section 23.01 Purpose

This section explains the process to determine if an individual meets the requirements to be considered a qualified environmental professional as described in the Unified Land Development Code (LDC).

### Section 23.02 Application Process

- A. The Applicant shall be required to complete a qualified environmental professional application, on a form provided by the City, and submit to the City. A meeting with City Staff is recommended for submittal of the application package.
- B. The application package will undergo a review by the City.
- C. The Planning Manager will issue a letter of findings once the review is completed.



## SECTION 24.0 WIRELESS COMMUNICATION FACILITY (NEW STRUCTURES)

### Section 24.01 Purpose

This section describes the process for a new [wireless communications facility \(WCF\)](#) as allowed in the [Unified Land Development Code \(LDC\)](#).

### Section 24.02 Application Process

- A. The Applicant shall be required to complete a [general application](#) for site plan review and the [supplement wireless communication facility application](#), on forms provided by the City, and submit the package to the Planning Division. Three (3) complete application packages are required at the time of application submittal.
- B. Within twenty (20) business days and as outlined in [subsection 4.20.06](#) of the [LDC](#), the application package will undergo a completeness review for acceptance and, once accepted, reviewed for compliance. Any application deemed inaccurate, or otherwise not compliant with current codes, statutes, and/or ordinances, the Applicant will have ten (10) business days from the date of notification of application discrepancy to address the discrepancy, or the application will be denied.
- C. Once reviewed, the City may issue a Wireless Communication Facility Development Order. The issuance of the development order does not authorize the disturbance of any part of the subject property.
- D. The Applicant must apply for a building permit.

For information regarding wireless communication facility permits, contact the Information Technology Department at (386) 986-4732.



## SECTION 25.0 WIRELESS COMMUNICATION FACILITY COLLOCATION

### Section 25.01 Purpose

This section describes the process for collocating on an existing [wireless communications facility \(WCF\)](#) as allowed in the [Unified Land Development Code \(LDC\)](#).

### Section 25.02 Application Process

- A. The Applicant shall be required to complete a [wireless communication facility collocation application](#), on a form provided by the City, and submit a complete package to the Building Department. Three (3) complete application packages are required at the time of application submittal.
- B. Applicants will be notified within twenty (20) business days of submission if the application is complete. Incomplete applications will be placed on hold until all required documents have been submitted.
- C. The review process will begin upon satisfying completeness review. If any application is deemed inaccurate, or otherwise not compliant with current codes, statutes, and ordinances, the Applicant will have ten (10) business days to address the discrepancy, or the application is denied.

For information regarding wireless communication facility permits, contact the Information Technology Department at (386) 986-4732.



## SECTION 26.0 HOME OCCUPATION

### Section 26.01 Purpose

This section describes the process for a home occupation (home based business) development order. [Section 4.12](#) of the [Unified Land Development Code \(LDC\)](#) has provisions to reasonably allow a home to be used as a “doing business address” for a low impact business activity from the home while ensuring that it is limited and controlled so to not negatively impact the residential areas where the home is located. Home occupations are limited by performance standards, requirements, and prohibitions. Procedures related to applications, evaluations, approvals, inspections, and revocations provide controls to ensure the home occupations to not adversely impact surrounding properties. With regard to Class 2 and Class 3 Home Occupation Development Orders, the City shall notify the owners (as listed with the Flagler County Property Appraiser) of the lots immediately abutting the lot and immediately across rights-of-ways that abut the lot. (Refer to [Table 3-2](#) in the [LDC](#) to determine if the zoning district of the home permits the home occupation by right or by the granting of a special exception. A [special exception](#) requires a public hearing before the Planning and Land Development Regulation Board. The Planning and Land Development Regulation Board may vote to deny, approve, or approve with conditions the application request.

### Section 26.02 Applicability

- A. [Home occupations](#) are categorized into three (3) classes as follows:

#### Class 1

Class 1 Home Occupations are limited, in-home business offices that are indistinguishable from activities associated with any typical office employee bringing home work outside of regular information-oriented business activities are limited to paperwork, computer, mail, telephone, and filing. Although home storage of a single vehicle used for business purposes is acceptable, Class 1 Home Occupations do not allow for on-site storage of any inventory, trailers, or mechanical equipment used for home occupation activities.

#### Class 2

Class 2 Home Occupations are in-home business offices that have the potential to create some impacts beyond Class 1 activities due to limited on-site storage of material, inventory, chemicals, work vehicles, trailers, equipment, limited product assembly, or business-related traffic from customers or deliveries. Businesses among those typically classified as Class 2 Home Occupations include offices for subcontractors or lawn services where work vehicles, equipment, and/or trailers are stored at the home. Pool cleaning services are also included if chemicals are stored at the home. Other examples include arts and crafts businesses, such as stained glass or candle making, and other businesses that involve light assembly.

#### Class 3

Class 3 Home Occupations are in-home business offices that have the potential to create some impacts beyond Class 2 activities due to increases of on-site storage of material, inventory, work vehicles, trailers, equipment, or business-related traffic from customers or deliveries. Class 3 Home Occupations are permitted on large, estate-sized residential properties, including farmland, where ample buffering prevents impacts to surrounding properties. Examples of Class 3 Home Occupations are small family businesses, such as horse boarding and riding stable operations. Other examples include plant nurseries or vegetable growing operations with limited sales to the public.



## **B. Performance Standards, Requirements, and Prohibitions**

### **1. Home Occupation Requirements**

All home occupations (Class 1, 2, and 3) shall:

- a. Be completely subordinate to the residential nature of the home; and
- b. Not change the structural form of the home; and
- c. Not create noise, vibration, glare, fumes, odors, dust, or smoke that is detectable to the normal senses at the lot line or beyond the exterior of any common walls; and
- d. Not use equipment which creates off-site line voltage fluctuations or visual or audible interference with off-site radio or television receivers; and
- e. Not adversely affect public safety through the storage or generation of explosive, flammable, or hazardous materials in quantities which could constitute a neighborhood danger based on the required submittal of MSDS sheets or the determination of the City Fire Marshal; and
- f. The Applicant shall be the primary resident of the home.

### **C. Prohibited Home Occupations**

The following uses are prohibited home occupations; however, this list is not all-inclusive and other home occupations may be prohibited by the Planning Manager based upon the character and similarity of use, with the determination being subject to appeal as set forth in [Chapter 2](#):

1. Food preparation
2. Kennels and veterinary clinics
3. Funeral homes
4. Dance or exercise studios
5. Beauty or barbershops
6. Vehicle repair or sales
7. Animal raising
8. Medical/dental offices or clinics

### **D. Performance Standards**

Class 1, 2, and 3 Home Occupations are limited in accordance with the following performance standards. These limitations apply to business activities at the home related to the home occupation and are not intended to regulate business activities that occur outside of the home. [Table 4-4](#) describes the performance standard limitations.



**Table 4 - 4: Performance Standard Limitations for Home Occupations**

Traffic Generation	Customers	None permitted.	Maximum of one (1) per week.	Maximum of ten (10) per week.
	Deliveries	Maximum of one (1) per week.	Maximum of two (2) per week.	Maximum of ten (10) per week.
	Employees – Either working out of the home or convening at the home at any time.	Limited to residents of the home. No outside employees are permitted to visit the home for business related purposes.	Limited to residents of the home. No outside employees are permitted to visit the home for business related purposes.	Limited to residents of the home plus a maximum of two (2) outside employees who are not residents of the home.
	Other business trips	Maximum of two (2) round trips per day.	Maximum of six (6) round trips per day.	Maximum of the (10) round trips per day.
Business Area and Storage	Office space	Maximum of one (1) room.	Maximum of one (1) room in primary residence; or business may be located in separate ancillary on-site building.	Up to thirty-five (35) percent of gross floor area of primary residence; or business may be located in separate, ancillary on-site building.
	Storage of inventory / equipment	None permitted.	All inventory and equipment must be stored inside. A maximum of one (1) single car stall of a garage area may be utilized. An on-site storage shed or the office may be used instead of the garage stall.	All inventory and equipment must be stored inside. Full garage area or ancillary on-site building may be utilized.

**THIS SPACE INTENTIONALLY LEFT BLANK**



### Home Component Class 1 Class 2 Class 3

Storage of chemicals	Limited to common household items, such as bleach or ammonia based cleaning products, stored in a single closet. MSDS sheets not warranted.		All chemicals must be stored inside. A maximum of one (1) single car stall of a garage area may be utilized. An on-site storage shed may be used instead of the garage stall. MSDS sheets required. Fire extinguisher required.	All chemicals must be stored inside. Full garage area or ancillary on-site building may be utilized. MSDS sheets required. A fire extinguisher is required.
Vehicles and Trailers	Vehicle number and type	Maximum of one (1) sedan, SUV, or pickup truck for business	Maximum of one (1) sedan, SUV, or pickup truck for business	Maximum of two (2) vehicles for business.
	Vehicle dimensions	Maximum height – seven (7) ft. Maximum length – twenty (20) ft.	Maximum height – seven and a half (7.5) ft. Maximum length – twenty-two (22) ft.	Maximum height – eight (8) ft. Maximum length – twenty-two (22) ft.
	Exterior ladders and pipe racks	None permitted.	None permitted if vehicle stored outside of garage.	Permitted.
	Gross vehicle weight	Maximum 8,500 lbs.	Maximum 10,500 lbs.	Maximum 20,000 lbs.
	Trailers	None permitted.	Maximum of one (1) stored in garage.	Maximum of two (2). May be stored outside if fully screened from public right-of-way and neighboring properties.
Solid Waste Generation	Quantity	Maximum of one (1) thirty-two (32)-gallon residential waste container per week.	Maximum of two (2) thirty-two (32)-gallon residential waste containers per week.	Maximum of four (4) thirty-two (32)-gallon residential waste containers per week.
	Hazardous	None may be disposed of at home.	None may be disposed of at home.	None may be disposed of at home.
Repair and Manufacturing	Repair and manufacturing	None permitted.	Limited minor repair or manufacturing activities are permitted as well as arts & crafts, hobbies, and high tech custom/precision assembly only.	Limited repair or manufacturing activities permitted. Machinery may be operated only in short bursts (defined as no longer than ten (10) minutes per hour with cumulative maximum not to exceed one (1) hour per day).
Signage	On-site	None permitted.	None permitted, although licensee may display license if required by the state.	Maximum of one (1) sign not illuminated, limited to six (6) square feet in size.
	On vehicle(s)	Any vehicle with signage not removable signage must be parked in the garage at all times.	Any vehicle with signage not removable must be parked in the garage at all times.	Permitted.



**Category Home Component Class 1 Class 2 Class 3**

Advertising	Advertising (includes, but not limited to, telephone directories, newspapers, print media, logos, stationery, and business cards)	Post office box number only and not a street address (unless otherwise required by state law).	Post office box number only and not a street address (unless otherwise required by state law).	May use home address.
Visibility	Visibility from right-of-way and neighboring properties	The home occupation shall not be visible to neighbors. No products display or any aspect of the operation shall be visible outside the dwelling unit.	The home occupation shall not be visible to neighbors. No products display or any aspect of the operation shall be visible outside the dwelling unit.	Except for the sign permitted above, the home occupation shall not be visible to neighbors. Other outdoor activities or operations shall be fully screened from neighboring properties.

**E. Evaluation Procedures to Classify a Home Occupation**

Depending upon specific impacts and the nature of the operation, the same type of business may be classified differently. For example, a landscape business where all materials, equipment, and trailer are stored offsite may qualify as a Class 1 Home Occupation. A landscape business, where the materials, equipment, and trailer are stored in the home's garage may qualify as a Class 2 Home Occupation. If the landscape business also includes a small plant nursery, it may qualify as a Class 3 Home Occupation.

**Section 26.03 Application Process**

**A. Home Occupation Permitted by Right**

1. The Applicant shall submit a complete [application package](#) to the Zoning Division for acceptance of the application package.
2. Per [subsection 2.05.04](#) of the [LDC](#), the application package will undergo a completeness review by the City.
3. The City may issue a Home Occupation Development Order upon satisfying completeness review.
4. A business tax receipt is required and may be obtained from the Business Tax Receipt Division prior to starting the business and after issuance of the Home Occupation [Development Order](#).

**B. Home Occupations Permitted as a Special Exception**

1. The Applicant shall be required to complete a [general application](#) and the [home occupation application](#), on forms provided by the City. It is recommended to schedule a meeting with City Staff for submittal and acceptance of the [application package](#).
2. Per [subsection 2.05.04](#) of the [LDC](#), the application package will undergo a completeness review by the City.
3. The City will schedule the application on the next available Planning and Land Development Regulation Board agenda for a public hearing upon satisfying completeness review. The Planning and Land Development Regulation Board is the level of authority to authorize the issuance of a [Special Exception Development Order](#).



4. A business tax receipt is required and may be obtained from the Business Tax Receipt Division prior to starting the business and after issuance of the Home Occupation [Development Order](#).

#### **Section 26.04 Notification Requirement**

For [special exceptions](#), refer to [subsection 2.05.03](#) and [Table 2-2](#) of the [LDC](#). The Applicant shall submit an affidavit to the City, on a form provided by the City, as a measure of compliance.



## SECTION 27.0 SEASONAL PROMOTIONS AND SALES

### Section 27.01 Purpose

This section describes the process to request a [seasonal promotion or sale](#) as outlined in [subsection 4.19.04](#) of the [Unified Land Development Code \(LDC\)](#). Such use requires the issuance of a [development order](#) prior to the issuance of a business tax receipt.

### Section 27.02 Applicability

This section is applicable to [seasonal and holiday related promotions and sales](#) including, but not limited to, Christmas tree sales, pumpkin sales, fireworks, etc. The Planning Manager shall determine the types of event, other than those listed, that constitute a seasonal holiday related promotion or sale. These type uses are subject to:

- A. The use is consistent with the zoning, development, and dimensional standards of that parcel;
- B. If a tent, electric, or water is used, a building permit is required;
- C. All local business license taxes shall be paid;
- D. The use may be permitted for a maximum period of forty-five (45) consecutive days;
- E. Written, notarized permission from **all** owners of record of the property shall be submitted to the City;
- F. A plan shall be submitted illustrating the location of the space for the seasonal sale and depicting, at a minimum, the following:
  1. Adequate and safe ingress and egress;
  2. On-site parking availability; and
  3. Sanitary facilities.

### Section 27.03 Application Process

- A. The Applicant shall submit a complete [application package](#) and associated fee to the Zoning Division.
- B. Per [subsection 2.05.04](#) of the [LDC](#), the application package will undergo a completeness review by the City.
- C. The Planning Manager may issue a permit approving, or approving with conditions, the seasonal promotions and sales request upon satisfying completeness review. The issuance of a permit authorizes the filing of an application for a business tax receipt.
- D. A business tax receipt is required and may be obtained from the Business Tax Receipt Division prior to starting the business and after issuance of the Seasonal Promotion or Sale Permit.



## SECTION 28.0 BINDING LOT AGREEMENT

### Section 28.01 Purpose

This section describes the process for the binding of lots. An owner of two (2) or more contiguous lots or portions of subdivided lots may apply to the City for approval to bind the lots. This option may be necessary for the owner to construct a dwelling on two (2) lots in which the minimum development standards are not met on a single lot. This process is also necessary if a property owner desires to establish or construct an accessory use on a vacant parcel contiguous to the lot with the principal structure of that zoning district. However, no more than four (4) lots may be bound by this process.

### Section 28.02 Vacating of Easements

Most lots within the City have a five (5) utility easement around the perimeter of the lot. In addition, there may be other easements on the lot for a separate purpose (i.e. drainage easement, access easement, etc.). The vacating of an easement may be necessary when binding lots due to the proximity of a proposed structure to the easement. If an easement exists on any of the lots, 'Vacating of Easement' forms will be necessary to accompany the application. During the review process, the appropriate City department will evaluate the necessity for the easement and, if it has been determined that the easement is necessary, the result may be that the lots cannot be bound. The Applicant is responsible in obtaining written approval for the release of rights to specific easements from entities having an interest in the easement. A letter from each entity will be required with the application package. The following contact information is for use by the Applicant regarding some of the entities:

- A. AT&T: For lots north of White View Parkway: James Fountain at (386) 252-0952  
For lots south of White View Parkway: Earl Beck (386) 257-7994  
Address: 900 N. Nova Rd., Suite 230, Daytona Beach, FL 32110
- B. Bright House Networks: Larry Henderson at (386) 446-1420  
Address: 211 St. Joe Plaza Dr., Palm Coast, FL 32164
- C. Florida Power & Light (FPL): FPL Distribution Supervisor at (386) 446-1420

### Section 28.03 Application Process

- A. The Applicant shall submit a complete [application package](#) to the City. A meeting with City Staff is recommended for submittal of the application package.
- B. Per [subsection 2.05.04](#) of the [Unified Land Development Code \(LDC\)](#), the application package will undergo a completeness review by the City.
- C. Upon acceptance, the application package shall be reviewed for compliance.
- D. The City will contact the Applicant to pick up the agreement as well as the 'Vacation of Easement' forms, if required, and take to the Flagler County Clerk's Office for recording purposes upon satisfying compliance review. The Applicant is responsible for payment of all fees associated with the recording costs. The 'Binding Lot Agreement' is not official until recorded.

**Contact the Flagler County Property Appraiser's Office at (386) 313-4150 for information as to how binding lots may affect property taxes and homestead exemption.**



## SECTION 29.0 RESCINDING A BINDING LOT AGREEMENT

### Section 29.01 Purpose

This section describes the process in order to rescind a 'binding lot agreement'. The owner(s) of the lots bound together through the 'Binding Lot Agreement' process may decide that the purpose for consolidating the lots no longer exists. However, the Planning Manager may determine it necessary for the property owner to provide an easement for a specific purpose. If that is the case, it shall be the responsibility of the Applicant to submit such document(s) for review and approval prior to having the document recorded in the Flagler County Clerk's Office. Be advised that applying to rescind a "Binding Lot Agreement" does not guarantee approval.

### Section 29.02 Application Process

- A. The Applicant shall submit a complete [application package](#) to the City. A meeting with City Staff is recommended for submittal of the application package.
- B. Per [subsection 2.05.04](#) of the [Unified Land Development Code \(LDC\)](#), the application package will undergo a completeness review by the City.
- C. Upon acceptance, the application package will be reviewed for compliance.
- D. The City will contact the Applicant to pick up the approved document, as well as any other forms requiring recordation, and take to the Flagler County Clerk's Office for recording purposes upon satisfying compliance review. The Applicant is responsible for payment of all fees associated with the recording costs.



## SECTION 30.0 DEVELOPMENT ORDER EXTENSION

### Section 30.01 Purpose

This section describes the process to [extend a development order](#). In accordance with [subsection 2.05.06.E](#) of the [Unified Land Development Code \(LDC\)](#), within three (3) months before the expiration of any development order, the developer may request an extension not to exceed twelve (12) months. A maximum of three (3) extensions may be granted provided the development has a valid certificate of concurrency.

### Section 30.02 Review Authority

The Planning Manager is the level of authority to approve the extension of a development order.

### Section 30.03 Application Process

- A. The Applicant shall be required to submit to the City a completed [development order extension application](#) and associated fee. A meeting with City Staff is recommended for submittal of the application package.
- B. Per [subsection 2.05.04](#) of the [LDC](#), the application package will undergo a completeness review by the City.
- C. Upon acceptance, the application package shall be reviewed for compliance.
- D. The City will issue a letter to either deny, approve, or approve with conditions the request upon satisfying compliance review.



# APPLICATIONS



- 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)



**VESTED RIGHTS DETERMINATION**

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

PROJECT NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_

PROPERTY APPRAISER'S PARCEL IDENTIFICATION NUMBER(S): \_\_\_\_\_

WHAT DOCUMENT(S) did you receive suggesting that you had the right to develop your property (i.e. Lot of Record determination, Lot Split, Letter(s), etc)? Please list below and attach copies of such documentation.

How did you, in good faith, rely on the document(s) you received (i.e. made physical improvements, made binding commitments, etc.)? Attach documentation, such as copies of cancelled checks, receipts for expenditures, contracts, etc., as proof of reliance. Attach additional letter(s) of explanation, if necessary.

WHAT PROVISIONS of the City of Palm Coast Comprehensive Plan or Land Development Code do you believe should not apply because of vested rights (i.e., acreage requirements, exceeding maximum density, etc.)? Attach additional letter(s) of explanation, if necessary.

FLUM DESIGNATION: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_ OVERLAY DISTRICT: \_\_\_\_\_

OWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

AUTHORIZED REPRESENTATIVE (if applicable): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_ 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.

Signature of Notary Public, State of Florida

(SEAL)



**APPEAL**

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

APPLICANT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

APPEALING DECISION OF:

\_\_\_\_\_ LAND USE ADMINISTRATOR RENDERED ON \_\_\_\_\_

\_\_\_\_\_ PLANNING AND LAND DEVELOPMENT REGULATION BOARD RENDERED ON \_\_\_\_\_

SUMMARY OF THE DECISION TO BE APPEALED (MAY ATTACH ADDITIONAL SHEETS):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BASIS FOR THE APPEAL (MAY ATTACH ADDITIONAL SHEETS):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

UNIFIED LAND DEVELOPMENT CODE REFERENCE: \_\_\_\_\_

PROPERTY APPRAISER'S PARCEL # (if applicable): \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

LOCATION: \_\_\_\_\_

FUTURE LAND USE MAP DESIGNATION: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

OVERLAY DISTRICT: \_\_\_\_\_

List below any applications currently under review or recently approved associated with this application:

\_\_\_\_\_

**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.

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

(SEAL)



### **FLOOD ZONE DETERMINATION REQUEST**

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

PHYSICAL LOCATION OF SUBJECT PROPERTY: \_\_\_\_\_  
\_\_\_\_\_

PROPERTY APPRAISER'S PARCEL #(s): \_\_\_\_\_  
\_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_

ADDITIONAL INFORMATION THAT MAY ASSIST IN MAKING DETERMINATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List below any applications currently under review or recently approved associated with this application:  
\_\_\_\_\_  
\_\_\_\_\_

#### **CHECK WHICH METHOD OF DELIVERY REQUESTED TO RECEIVE INFORMATION**

U S MAIL

FAX

E-MAIL

OWNER (IF DIFFERENT THAN APPLICANT): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

-----



**PRELIMINARY REVIEW OF PRIMARY WELLFIELD ZONE MAP**

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

**DUE TO THE SENSITIVE NATURE OF PRODUCTION WELLS, WELLFIELD LOCATION(S) ARE CONSIDERED PART OF 'SECURITY SYSTEM PLAN' ELEMENT AND ARE CONSIDERED CONFIDENTIAL AND EXEMPT AS PROVIDED BY SECTION 119.071(3)(a), FLORIDA STATUTES. THE ENTITIES OR PERSONS RECEIVING SUCH INFORMATION SHALL MAINTAIN THE EXEMPT STATUS OF THE INFORMATION.**

PROPERTY APPRAISER'S PARCEL #(s): \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

ACRES / SQUARE FOOTAGE: \_\_\_\_\_ FUTURE LAND USE MAP DESIGNATION: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ OVERLAY DISTRICT: \_\_\_\_\_

FLOOD ZONE: \_\_\_\_\_ COMMUNITY PANEL #: \_\_\_\_\_ DATE: \_\_\_\_\_

PRESENT USE OF PROPERTY: \_\_\_\_\_

DETAILS OF REQUEST (MAY ATTACH ADDITIONAL SHEETS): \_\_\_\_\_

List below any applications currently under review or recently approved associated with this application:

**CHECK WHICH METHOD OF DELIVERY REQUESTED TO RECEIVE INFORMATION**

U S MAIL

FAX

E-MAIL

PROPERTY OWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

LICENSES: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

AUTHORIZED AGENT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_ 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.

Signature of Notary Public, State of Florida

(SEAL)



**QUALIFIED ENVIRONMENTAL PROFESSIONAL (QEP)**

**APPLICATION / UPDATE**

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

QEP #: \_\_\_\_\_ QEP EXPIRATION DATE: \_\_\_\_\_

TARGET QEP FIELDS (Check applicable):  WETLANDS  IMPERILED SPECIES  BOTH

APPLICANT (NAME OF PROFESSIONAL): \_\_\_\_\_

ASSOCIATED FIRM AND/OR COMPANY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

YEARS OF EXPERIENCE WITHIN CENTRAL FLORIDA: \_\_\_\_\_

AFFILIATIONS: \_\_\_\_\_

LICENSES AND/OR EDUCATION: \_\_\_\_\_

IF APPLICANT PROVIDES CONTINUING SERVICES, PROVIDE CONTRACT #: \_\_\_\_\_

SUPPORTING INFORMATION DETAILS PER SECTION VII OF THE LAND DEVELOPMENT CODE

TECHNICAL MANUAL: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List below any applications currently under review or recently approved associated with this application:

\_\_\_\_\_

**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.

Signature of Notary Public, State of Florida

(SEAL)



**WIRELESS COMMUNICATION FACILITY –**

**SUPPLEMENT APPLICATION**

CD Plus Application #: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_  
 Application submittal date: \_\_\_\_\_ Date of Acceptance: \_\_\_\_\_  
 Print Employee name accepting request: \_\_\_\_\_

Applicant's name:		
Phone:	Fax:	E-mail:
Property owner:		
Applicant's contact:		
Address:		
Phone:	Fax:	E-mail:
Lessor/Licensor:		
Address:		
Phone:	Fax:	E-mail:

Commercial Wireless Provider:		
New structure: Yes <input type="checkbox"/> No <input type="checkbox"/>		Water Tower: Yes <input type="checkbox"/> No <input type="checkbox"/>
Replace existing structure: Yes <input type="checkbox"/> No <input type="checkbox"/>		Stealth attached facility: Yes <input type="checkbox"/> No <input type="checkbox"/>
New stealth antenna support structure: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Site Address:		
Latitude (NAD83):	Longitude (NAD83):	Ground elevation (AMSL) (ft):
RAD Center (ft):	Total height of tower (ft):	Height of base (ft):
Height of antenna support structure (ft):	Height of lightning rod (ft):	
TAX parcel identification number:	Present zoning of property:	
Land use and description of property:		
FCC antenna structure registration number (ASR) (if applicable):		



**WIRELESS COMMUNICATION FACILITY COLLOCATION**

CD Plus Application #: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_  
 Application submittal date: \_\_\_\_\_ Date of Acceptance: \_\_\_\_\_  
 Print Employee name accepting request: \_\_\_\_\_

Applicant's name:		
Phone:	Fax:	E-mail:
Property owner:		
Applicant's contact:		
Address:		
Phone:	Fax:	E-mail:
Lessor/Licensor:		
Address:		
Phone:	Fax:	E-mail:

Commercial Wireless Provider:		
New structure: Yes <input type="checkbox"/> No <input type="checkbox"/>		Water Tower: Yes <input type="checkbox"/> No <input type="checkbox"/>
Replace existing structure: Yes <input type="checkbox"/> No <input type="checkbox"/>		Stealth attached facility: Yes <input type="checkbox"/> No <input type="checkbox"/>
New stealth antenna support structure: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Site Address:		
Latitude (NAD83):	Longitude (NAD83):	Ground elevation (AMSL) (ft):
RAD Center (ft):	Total height of tower (ft):	Height of base (ft):
Height of antenna support structure (ft):		Height of lightning rod (ft):
TAX parcel identification number:		Present zoning of property:
Land use and description of property:		
FCC antenna structure registration number (ASR) (if applicable):		



**DEVELOPMENT ORDER EXTENSION**

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

PROJECT NAME:	
LOCATION:	
PROPERTY OWNER:	
MAILING ADDRESS:	
PHONE #:	FAX #:
	E-MAIL:
APPLICANT:	
MAILING ADDRESS:	
PHONE #:	FAX #:
	E-MAIL:
PROPERTY APPRAISER'S PARCEL #(s):	
LEGAL DESCRIPTION:	
ZONING DISTRICT:	FUTURE LAND USE DESIGNATION:
TOTAL ACRES (size of property):	NUMBER OF LOTS:
DATE DEVELOPMENT ORDER EXPIRES:	
DATE CONCURRENCY EXPIRES:	
AMOUNT OF CONCURRENCY APPROVED FOR:	
AMOUNT OF CUNCURRENCY PAID:	
STATE REASON (S) FOR THE EXTENSION: _____	
_____	
_____	
_____	
_____	



**SIGNATURE AND NOTRIZATION**

I / We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing application as acknowledge before me on the \_\_\_\_\_ 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

**Development Order Extension Application (sheet 2 of 2)**



### **CONCURRENCY DEFERRAL APPLICATION / AFFIDAVIT**

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

Date: \_\_\_\_\_

If you wish to have your proposed development reviewed without reserving concurrency, please complete this application and notarize the deferral affidavit attached.

#### APPLICANT INFORMATION:

\* Applicant Name: \_\_\_\_\_  
\* Mailing Address: \_\_\_\_\_  
\* City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_  
\* Phone Number: \_\_\_\_\_ \* Fax: \_\_\_\_\_  
\* Email: \_\_\_\_\_

#### OWNER INFORMATION:

\* Owners Name: \_\_\_\_\_  
\* Mailing Address: \_\_\_\_\_  
\* City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_  
\* Phone Number: \_\_\_\_\_ \* Fax: \_\_\_\_\_  
\* Email: \_\_\_\_\_

#### AUTHORIZED AGENT INFORMATION:

\* Authorized Agents Name: \_\_\_\_\_  
\* Mailing Address: \_\_\_\_\_  
\* City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_  
\* Phone Number: \_\_\_\_\_ \* Fax: \_\_\_\_\_  
\* Email: \_\_\_\_\_

#### PROJECT INFORMATION:

\* Project/Subdivision Name: \_\_\_\_\_  
\* Property Address: \_\_\_\_\_  
\* Parcel Number(s): \_\_\_\_\_  
\* Legal Description: \_\_\_\_\_

#### GENERAL INFORMATION:

\* What is the existing **USE** of the site? \_\_\_\_\_  
\* What is the proposed development? \_\_\_\_\_  
\* Development Order(s) issued to date: \_\_\_\_\_

Preliminary Subdivision Plat                      or                       Technical Site Plan

● Note: [LDC Chapter 7, Section 7.04.03](#) concurrency review deferred until Technical Site Plan approval for nonresidential and Preliminary Subdivision Plat for residential.



**AFFIDAVIT OF CONCURRENCY REVIEW DEFERRAL**

COMES NOW, \_\_\_\_\_, being first duly sworn, who deposes and says:

1. That he is the \_\_\_\_\_, an officer of \_\_\_\_\_ a corporation existing under the laws of the State of Florida.
2. That he is authorized to execute the following deeds or instruments on behalf of the above named corporation: \_\_\_\_\_ relating to the following described real property:

**LEGAL DESCRIPTION:**

3. That this affidavit is made in accordance with the [Unified Land Development Code Chapter 7, Section 7.04.04](#) Deferral Option to induce the City of Palm Cost to defer traffic concurrency review until the time at which an application for site plan approval is filed for any or all of the described properties. The applicant, identified above, hereby acknowledges that development rights have not been vested and the subject parcel(s) shall be required to undergo concurrency review prior to issuance of a site plan development order. The applicant further specifically acknowledges that the issuance of a preliminary development order without concurrency creates no vested or other rights to develop the property.

**Signature of owner OR person authorized to represent this application.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Corporation**

**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**



# CHECKLISTS



## OFFICIAL ZONING MAP AMENDMENT (REZONING) 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 documents listed below are required to process a request for a rezoning. 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 property owner or property owner's representative (refer to [subsection 2.05.04.A](#) of the [Unified Land Development Code \(LDC\)](#).
1. Application notarized.
- B. For an owner's representative, submit [letter of authorization](#). Include an [affidavit of Corporate Identity](#) for any company that is the owner of the property, in which only those registered as authorized agents with the State of Florida Division of Corporations may sign for any documents.
- C. Current (within 1 year of application submittal) boundary survey:
1. Prepared by a registered land surveyor licensed to practice in the State of Florida
2. Includes the legal description and size of the property.
3. Reflective of a current Opinion of Title less than 1 year old.
4. Depicts flood zones and provides FIRM information.
- D. For a boundary survey dated greater than six (6) months prior to application submittal, the property owner shall submit a notarized affidavit stating that no changes have been made to the property since the date of the survey analysis based upon the review findings as outlined in [subsection 2.06.03](#) of the [LDC](#).
- E. Current Opinion of Title (within one (1) year of application submittal):
1. Prepared by an attorney at law licensed to practice in the State of Florida or a certification by an abstractor or a Title Company.
2. Lists all mortgage holders and encumbrances on the property.
3. Copies of all documents referenced in the title opinion are in this application package.
- F. Submit analysis based upon the review findings as outlined in [subsection 2.05.05 and subsection 2.06.03](#) of the [LDC](#).
- G. List of names, mailing addresses, and parcel identification numbers of all property owners within 300 feet of the boundaries of the property to be rezoned. Property ownership information should be obtained from the Flagler County Property Appraiser's Office.
- H. For a request to rezone property to the Master Planned Development (MPD) District, a hard copy of the draft development agreement is required as well as via e-mail or on disk in WORD format.
1. Draft MPD Agreement:
- a. on disk; **OR**
- b. sent via e-mail (provide copy of sent e-mail in application package)
2. Hard copy of draft Agreement in WORD format



- I. Neighborhood meeting documentation as required in [Subsection 2.05.02](#) of the [Unified LDC](#).
- J. If residential component proposed, recommend obtaining School Capacity Availability Letter of Determination (see [FORMS](#) in Section 8 of this manual) and submit as part of the application package.
- K. Optional exhibits may be submitted that is intended to support the Applicant's position.
- L. Other materials and documents as required by the Planning Manager shall accompany such application.
- M. Nonrefundable filing fee established by resolution:
  - Straight zoning: \$400 for one (1) acre or fewer, plus \$25 for each additional acre or any fraction thereof.
  - MPD zoning: \$800 plus \$25 per acre or fraction thereof.
  - Amendments to an existing MPD: \$400 plus \$25 per acre or any fraction thereof impacted by the proposed change (check made payable to 'City of Palm Coast').



**SPECIAL EXCEPTION  
APPLICATION SUBMITTAL CHECKLIST  
(NOT for Home Occupations)**

= 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 documents listed below are required to process a request for a special exception. 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 property owner or property owner's representative (refer to [subsection 2.05.04.A](#) of the [Unified Land Development Code \(LDC\)](#).
  - 1. Application notarized
- B. For an owner's representative, submit [letter of authorization](#).
- C. Provide copy of proof of land ownership (deed or certificate by lawyer, abstract company, or title company) that verifies the owner of record.
- D. Traffic statement when generating fewer than 10 pm peak hour trips; Traffic Study when exceeding ten (10) pm peak hour trips.
- E. Current survey prepared by a registered land surveyor licensed to practice in the State of Florida. The survey shall accurately reflect the status of the parcel within one (1) year from the date of submitting the application.
  - 1. Signed and sealed by a registered land surveyor
  - 2. Survey accompanied by an affidavit that no changes have been made to the property since the date of the survey.
- F. Cover letter addressed to "Members of the Planning and Land Development Regulation Board" that provides factual, relevant information as to the Applicant's position and provides justification for the requested use.
  - 1. Each special exception request must provide sufficient data to show compliance with the individual criteria of that particular use. See [subsections 2.05.05 and 2.07.03](#) of the [LDC](#).
- G. Scaled conceptual plan depicting the following and any other information pertinent to the application:
  - 1. Property boundaries
  - 2. Streets
  - 3. Easements
  - 4. All existing and proposed structures
  - 5. Dimensions of all existing and proposed structures
  - 6. Setbacks from the property lines to all structures
  - 7. Intended use (if applicable).
  - 8. Provide a reduced copy on 11" by 17" paper.
  - 9. If plan is in color, submit ten (10) copies



- H.** List of the names, mailing addresses, and parcel identification numbers of all abutting property owners. Property ownership information should be obtained from the Flagler County Property Appraiser's Office. (Abutting property means any property that is immediately contiguous to or that is immediately across any road or public rights-of-way from the property subject to such hearing).
- I.** If residential component proposed, recommend obtaining School Capacity Availability Letter of Determination (see [FORMS](#) in Section 8 of this manual) and submit as part of the application package.
- J.** Optional exhibits, such as photographs, letters of support from neighboring property owners, or other information intended to support the Applicant's position, may be submitted.
- K.** For projects along State Roads, contact Florida Department of Transportation (FDOT) at (386) 943-5000 for review of the proposed connections. Submit FDOT comments, conditions, or approvals along with the above stated documents.
- L.** Other materials and documents as required by the Planning Manager shall accompany such application.
- M.** Nonrefundable filing fee established by resolution: \$200 plus \$25 per acre (check made payable to 'City of Palm Coast').



## NONSTATUTORY LAND DIVISION or PARCEL RECONFIGURATION APPLICATION 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 documents listed below are required to process a request for a *nonstatutory land division* or *parcel reconfiguration*. 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. Complete [application form](#) filed by property owner or property owner's representative (refer to [subsection 2.05.04.A](#) of the [Unified Land Development Code \(LDC\)](#).
1. Application notarized
- B. For an owner's representative, submit [letter of authorization](#).
- C. Current survey (2 copies) on paper size no greater than 8.5 x 14 illustrating:
1. Prepared by a registered land surveyor licensed to practice in the State of Florida.
2. Contains the legal description and total acreage of the subject property.
3. Surveyor's certificate of accuracy.
4. All existing on-site or adjacent easements, including drainage, electricity, gas, water, wastewater, or other pipeline or utility easements.
5. All existing on-site improvements, including buildings, structures, drainage facilities, or other utilities.
6. All wetlands.
7. Flood Insurance Rate Map (FIRM) information: community panel number, date, and flood zone(s). Flood zone boundary shall be depicted.
8. Streets adjacent to the tract, including rights-of-ways and pavement widths.
9. Completed with the benefit of a current title opinion and a statement that it is current.
- D. Boundary sketch (2 copies) on paper size no greater than 8.5 x 14, prepared by a Florida registered land surveyor, depicting the proposed lot divisions or lot reconfigurations and the following:
1. Metes and bounds description of each newly created or reconfigured parcel.
2. All newly established parcels shall be labeled and numbered accordingly.
3. Any proposed easements and square footage or acreage of each newly created or reconfigured parcel.
4. Must state at top of survey "Nonstatutory Land Division" or "Nonstatutory Parcel Reconfiguration", whichever is applicable.
5. Name of project.
6. Vicinity map.
- E. Draft deed for each proposed parcel.



- F.** An Opinion of Title:
  - 1. Prepared by an attorney at law licensed to practice in Florida or a certification by an abstractor or a title company.
  - 2. Shows that record title to the land as described and shown on the survey is in the name of the person, persons, corporation, or entity wanting the division.
  - 3. List all mortgages not satisfied or released of record nor otherwise terminated by law.
  - 4. List all encumbrances (i.e. easements, etc.) on the subject property.
  - 5. Current (within six (6) months of the date of application submittal).
  
- G.** Environmental assessment report from an environmental consultant regarding:
  - 1. Wetland Quality Assessment Methodology (WQAM)
  - 2. Endangered and threatened species and species of special concern
  
- H.** Cultural resource field survey report.
  
- I.** If applicable, Florida Department of Transportation (FDOT) comments, conditions, or approvals for division of land along State Roads.
  
- J.** Any other appropriate information thought necessary by the prospective Applicant to provide a schematic presentation. (*Optional*)
  
- K.** If applicable, [Site Development Permit Fee Calculation Sheet](#).
  
- L.** Filing fee: \$250 or \$25 per acre, whichever is greater (checks payable to 'City of Palm Coast').



## SUBDIVISION MASTER PLAN APPLICATION SUBMITTAL CHECKLIST

Residential       Nonresidential

= 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 documents listed below are required to process a request for a subdivision master plan. 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 a pre-application meeting by contacting a Land Development Technician at (386) 986-3736 prior to submittal of the application package. In addition, it is also recommended to contact a Land Development Technician to schedule an appointment for submittal of the application package.

- A. Completed [application form](#) filed by property owner or property owner's representative (refer to [Subsection 2.05.04.A](#) of the [Unified Land Development Code \(LDC\)](#).
1. Application notarized
- B. For an owner's representative, submit [letter of authorization](#).
- C. Neighborhood meeting documentation as required in [subsection 2.05.02](#) of the [LDC](#) (for single-family and multifamily residential developments of 40 units or greater).
- D. Topographic survey prepared by a Florida licensed registered land surveyor. The survey shall accurately reflect the status of the parcel within one (1) year from the date of submitting the application. At a minimum, the survey shall:
1. Be signed and sealed by a registered land surveyor.
2. Depict all existing on-site or adjacent easements, including drainage, electricity, gas, water, wastewater, or other pipeline or utility easements.
3. Depict all existing on-site improvements, including buildings, structures, drainage facilities, or other utilities.
4. Any and all wetlands.
5. Flood zone of parcel(s).
6. Streets adjacent to the tract, including rights-of-way and pavement widths.
7. All protected trees per survey requirements.
8. Trees proposed for removal and those that will be preserved.
9. Be accompanied by an affidavit stating no changes made to the property since date of the survey (if the survey is dated more than 6 months of application submittal).
10. Completed with the benefit of a title opinion that states it is current.
- E. Subdivision layout (3 sets) depicting:
1. Easements, existing and proposed, to include widths. Existing easements shall have the recorded Book and Page number provided.
2. Every lot/tract/parcel and block numbered consecutively.
3. Size (acreage/square footage) of every lot/tract/parcel.
4. Lot/Tract/Parcel dimensions.
5. Street rights-of-ways illustrated to include width.
6. Sidewalks, existing and proposed, to include widths.



F. Conceptual plans (3 sets) at a scale of no less than **1" = 40'** depicting existing and proposed data for the following and any other information pertinent to the application:

- 1. Property boundaries.
- 2. A space measuring at least 4" in width by 3" in height in the upper right corner at the top of **each** sheet of plans to be reserved for the City's approval stamp.
- 3. Name of proposed subdivision
- 4. Vicinity map that depicts surrounding streets.
- 5. Zoning and existing uses of subject property.
- 6. Name, address, telephone number, and e-mail address of the:
  - a. Subdivider
  - b. Subdivision designer
  - c. Professional engineer
  - d. Registered surveyor and mapper
- 7. Summary Table illustrating:
  - a. Total acreage.
  - b. Number of proposed lots
  - c. density
  - d. Acreage and square footage of each lot, tract, or parcel.
  - e. Intended use noted for each proposed lot, tract, or parcel.
  - f. Wetland acreage, if any
- 8. The legal description of the property proposed for platting.
- 9. Specific soil types and their limitations for planned use. Obtain soil information from the most recent soil survey of Flagler County, Florida.
- 10. Base flood elevation data.
- 11. Street rights-of-way
  - a. Designed so that the elevation, at the crown of the road, is equal to or above the base flood elevation.
  - b. Pavement widths.
- 12. Easements, existing and proposed, with type of easement specified.
- 13. Typical lot dimensions.
- 14. Sidewalks including width.
- 15. Location of all bulkheads and bridges, if any.
- 16. Parks, school sites, and other public uses, if any.
- 17. Proposals for dikes or any created waterbodies or changed watercourses.
- 18. Names and location of adjoining subdivisions and streets.
- 19. Surface drainage patterns with direction of flow and method of disposal on-site and off-site.
- 20. Approximate spot elevations sufficient to indicate proposed grading of the streets and landscapes.
- 21. Location of all wetland areas.
- 22. Phasing plan, if applicable.
- 23. Parking layouts, if applicable.
- 24. Building locations, if any.

G. Conceptual Landscape Plans (3 sets) to include adjacent zoning for buffer requirement determination.

H. Tree survey depicting:

- 1. Trees per survey requirements as outlined in [subsection 11.02.02](#) of the [LDC](#).
- 2. Trees proposed for removal and those that will be preserved.



- I. Conceptual Architectural Building Elevations **for townhouses**.
- J. Conceptual Utility Plan (3 sets).
- K. Cultural resource field survey report.
- L. Environmental assessment report from an environmental consultant regarding:
  - 1. Wetland Quality Assessment Methodology (WQAM) for wetland impacts and associated systems.
  - 2. Endangered and threatened species and species of special concern.
- M. Service availability letter for water and wastewater (do not submit 'commitment' letter).
- N. If residential component proposed, recommend obtaining School Capacity Availability Letter of Determination (see [FORMS](#) in Section 8 of this manual) and submitting as part of the application package.
- O. For projects along State Roads, contact Florida Department of Transportation (FDOT) at (386) 943-5000 for review of the proposed connections. Submit FDOT comments, conditions, or approvals along with the above stated documents.
- P. Optional exhibits, i.e. photographs, letters of support from neighboring property owners, or other information intended to support the Applicant's position, may be submitted.
- Q. Nonrefundable filing fee established by resolution: \$250 or \$25 per acre, whichever is greater (check made payable to 'City of Palm Coast').



## SUBDIVISION PRELIMINARY PLAT APPLICATION SUBMITTAL CHECKLIST

Residential

Nonresidential

= 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 documents listed below are required to process a request for a preliminary plat and construction plans. 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 a pre-application meeting by contacting a Land Development Technician at (386) 986-3736 prior to submittal of the application package. In addition, it is also recommended to contact a Land Development Technician to schedule an appointment for submittal of the application package.

- A. Completed [application form](#) filed by property owner or property owner's representative (refer to [subsection 2.05.04.A](#) of the [Unified Land Development Code \(LDC\)](#).
1. Application notarized
- B. For an owner's representative, submit [letter of authorization](#).
- C. Title opinion (3 copies):
1. Prepared by an attorney at law licensed to practice in Florida or a certification by an abstractor or a title company.
2. Shows that record title to the land as described and shown on the survey is in the name of the person, persons, corporation, or entity wanting the division.
3. List all mortgages not satisfied or released of record nor otherwise terminated by law.
4. List all encumbrances (i.e. easements, etc.) on the subject property.
5. Current (within six (6) months of the date of application submittal).
- D. Traffic statement when generating fewer than 10 pm peak hour trips or a Traffic Study when exceeding ten (10) pm peak hour trips (as determined by the Traffic Engineer or Transportation Planner).
- E. Current boundary survey prepared by a Florida licensed professional surveyor and mapper (PSM). (The PSM that prepared the boundary survey shall be the same PSM preparing the plat.) At a minimum, the survey shall:
1. Be signed and sealed by the Florida licensed PSM that prepared the survey.
2. Be Prepared with the benefit of the current title opinion.
3. Depict all existing on-site or adjacent easements, including drainage, electricity, gas, water, wastewater, or other pipeline or utility easements.
4. Depict all existing on-site improvements, including buildings, structures, drainage facilities, or other utilities.
5. Any and all wetlands.
6. Flood zone of parcel(s).
7. Streets adjacent to the tract, including rights-of-way and pavement widths.
- F. Plat of proposed subdivision (3 sets) including, at a minimum, the following:
1. Prepared at a scale of 1" equals 100', signed and sealed by a Florida licensed professional surveyor and mapper (PSM). The name, street, and mailing address of the PSM must be included on each sheet.
2. To ensure legibility, all lettering shall have a **minimum** height of twelve one-hundredths (0.12) inches.



3. PSM shall state that the plat was prepared under his or her direction and supervision and that the plat complies with all of the survey requirements under [FS 177](#). The printed name and registration number of the PSM shall be located directly below the statement along with the printed name, address, and certificate of authorization number of the legal entity, if any. A PSM practicing independently of a legal entity must include his or her address.
4. Name of proposed subdivision on the face of the plat and all sheets. The name of the subdivision shall not be the same or in any way so similar to any recorded plat in the same county as to confuse the records or to mislead the public as to the identity of the subdivision. An exception to this is when the subdivision is further divided as an additional unit or section by the same developer or the developer's successors in title. In that case, the additional unit, section, or phase shall be provided with the subdivision name. Words such as "the", "replat," or "a" may not be used as the first word of the subdivision name.
5. Proposed subdivision illustrated on a single sheet and, if necessary, a key map noting specific sheets for details.
6. Vicinity map drawn at a scale of not less than 1" = 400', or other scale approved by the City Engineer.
7. On each sheet, the legal description of property to include the section, township, range, and total acreage to be located immediately under the name of the plat. The legal description shall be the same as in the title certification. The description must be so complete that from it, without reference to the plat, the starting point and boundary can be determined.
8. All section lines and quarter section lines occurring within the subdivision shall be indicated by lines drawn upon the plat, with appropriate words and figures.
9. Location, width, **and names** of all streets, waterways, or other rights-of-way shall be shown, as applicable.
10. Prominent "north arrow" shall be drawn on every sheet.
11. All Blocks, numbered.
12. All Lots, numbered either by progressive numbers or if in blocks, progressively numbered in each block.
13. Dimensions of all lots, parcels, or tracts.
14. Square footage noted on each lot or on a table on the plat.
15. Signature blocks. Signature blocks on plat shall be located either on the right side of the plat and / or at the bottom of the plat. They are **not** permitted on the left side or the top of the plat. (See FORMS for examples of signature blocks).
16. Location and width of proposed easements and existing easements identified in the title opinion or certification. The intended use of each easement must be clearly stated. Where easements are not coincident with property lines, they must be labeled with bearings and distances and tied to the principal lot, tract, or right-of-way.
17. Dedication and approval language that must:
  - a. Be executed by all persons, corporations, or entities whose signature would be required to convey record fee simple title to the lands being dedicated in the same manner in which deeds are required to be executed.
  - b. Be executed by all mortgagees having a record interest in the lands being subdivided.
  - c. Specify to whom all streets, alleys, easements, rights-of-way, and public areas shown on such plat are being dedicated.
18. Area for "General Notes" with line items stating:
  - a. "Nothing herein shall be construed as creating an obligation upon any governing body to perform any act of construction or maintenance within such dedicated areas except when the obligation is voluntarily assumed by the governing body."



- b. The bearing or azimuth reference shall be clearly stated and, in all cases, the bearings used shall be referenced to some well-established monument line.
  - c. Flood Insurance Rate Map (FIRM) information.
  - d. All utilities shall be located underground.
  - e. Any development agreement applicable to the subject property.
  - f. Covenants and Restrictions recordation information.
  - g. The plat was prepared with the benefit of an Opinion of Title with the name of the preparer of the document as well as the date.
  - h. "NOTICE: This plat, as recorded in its graphic form, is the official depiction of the subdivided lands described herein and will in no circumstances be supplanted in authority by any other graphic or digital form of the plat. There may be additional restrictions that are not recorded on this plat that may be found in the public records of this county."
19. Area for "Notes Regarding Easements" to include line items for:
- a. Every type of easement whether existing or proposed and their intended use clearly stated.
  - b. Any easement that will be recorded by a separate instrument shall have the recordation information provided.
  - c. "All platted utility easements shall provide that such easements shall also be easements for the construction, installation, maintenance, and operation of cable television services; provided, however, no such construction, installation, maintenance, and operation of cable television services shall interfere with the facilities and services of an electric, telephone, gas, or other public utility. In the event a cable television company damages the facilities of a public utility, it shall be solely responsible for the damages. This section shall not apply to those private easements granted to or obtained by a particular electric, telephone, gas, or other public utility. Such construction, installation, maintenance, and operation shall comply with the National Electrical Safety code as adopted by the Florida Public Service Commission."
20. All contiguous properties identified by subdivision title, plat book, and page, or, if unplatted, land shall be so identified. If the subdivision platted is a part or the whole of a previously recorded subdivision, sufficient ties shall be shown to controlling lines appearing on the earlier plat to permit an overlay to be made; the fact of its being a replat shall be stated as a subtitle under the name of the plat on each sheet included. The subtitle must state the name of the subdivision being replatted and the appropriate recording reference.
21. Sufficient survey data shall be shown to positively describe the bounds of every lot, block, street easement, and all other areas shown on the plat.
22. Curvilinear lot lines shall show the radii, arc distances, and central angles. Radial lines will be so designated. Direction of nonradial lines shall be indicated.
23. Sufficient angles, bearings, or azimuth to show direction of all lines shall be shown, and all bearings, angles, or azimuth shall be shown to the nearest second of arc.
24. The centerlines of all streets shall be shown as follows:
- a. noncurved lines: distances together with either angles, bearings, or azimuths.
  - b. curved lines: arc distances, central angles, and radii, together with chord and chord bearing or azimuths.
25. When it is not possible to show line or curve data information on the map, a tabular form may be used. The tabular data must appear on the sheet to which it applies.
26. Park and recreation parcels, as applicable, shall be so designated.
27. All interior excepted parcels as described in the description of the lands being subdivided shall be clearly indicated and labeled "Not a part of this plat".



- 28. The purpose of all areas dedicated must be clearly indicated on the plat.
- 29. A legend of all symbols and abbreviations shall be shown.

- G. Construction plans (3 sets) prepared by a professional engineer registered in the State of Florida on **2' x 3'** paper and drawn to an engineer's scale of **not less than 1" = 40'** depicting the following and any other information pertinent to the application:
  - 1. Plans signed and sealed by the professional engineer that prepared the plans.
  - 2. One (1) sheet is required to depict the entire subdivision with a key referencing other sheets, if necessary.
  - 3. Cover sheet to include:
    - a. Title of project
    - b. Name, address, phone number, and e-mail address of the owner, engineer, landscape architect, surveyor, and developer (as applicable)
    - c. Site location map inset with a north arrow indicator and sufficient information to locate the property in the field. Street names within the area are to be included on the map.
  - 4. Project name and north arrow indicator provided on each sheet of plans.
  - 5. Construction phasing, if applicable.
  - 6. 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.
  - 7. Street rights-of-way, pavement widths, typical pavement sections, grades and elevations, plan and profiles, cross-sections, and street names.
    - a. Minimum street width is 24' for 2-way roads and 16' for 1-way roads.
    - b. Fire Department access roadway(s) shall be within 50' of fire department access door.
    - c. Provide turning radius for the largest emergency vehicle with the longest wheelbase.
    - d. Dead end roads in excess of 150' shall be provided with a turn around for emergency vehicles.
    - e. Dead end roads shall require a minimum of 47.5' radius turn around / cul-de-sac or other approved turn around (approved on a case-by-case basis).
  - 8. Easements including locations, dimensions, and purposes.
  - 9. Specific soil types and their limitations for planned use. Soil information is to be taken from the most recent soil survey of Flagler County, Florida.
  - 10. Tree survey on all sheets meeting tree survey requirements per [subsection 11.02.02](#) of the [LDC](#).
  - 11. All existing and proposed structures.
  - 12. Dimensions of all existing and proposed structures.
  - 13. Setbacks from the property lines to all structures.
  - 14. Location and setbacks for freestanding signs.
  - 15. Zoning of all adjacent properties and properties across rights-of-ways with the name of the rights-of-way(s) included.
  - 16. Wetlands, watercourses, waterbodies, and other natural resources to be located on the site. Also, other natural resources lying within, adjacent to, affecting, or potentially impacted by the site.
  - 17. Notes with line items to include:
    - a. All utilities shall be located underground.
    - b. Contractor to attend a mandatory preconstruction meeting with City Staff prior to any disturbance of the property.
    - c. Conservation easements with the recording information (O.R. Book and Page Number), if applicable.
    - d. Any other pertinent information that should be noted.



- 18. If phasing proposed, include construction-phasing lines and note that the development order will be for the proposed phase only.
- 19. Sight triangles.
- 20. Location and setbacks of proposed subdivision signage.
- 21. Subdivision signage specifications.
- 22. Plans for all underground utilities including, but not limited to, sanitary sewers, storm sewers, water lines, and electric lines. Show connections to existing systems and invert and top elevations of all structures.
- 23. Details and sections for all grade changes, dikes, or created waterbodies.
- 24. Bulkheads and bridges; engineering plans and cross-sections.
- 25. Street centerline dimensions, block and lot layouts, lot and block numbers.
- 26. Areas to be used for purposes other than residential and public with the purposes, location, and dimensions of each indicated.
- 27. Provide adequate size piping to provide required fire flow.
- 28. Minimum 6" pipe or larger, as required, for water supply to the hydrants.
- 29. Access grades shall not exceed 1' drop in 20'.
- 30. Minimum height of overhead obstructions shall not be less than 13'6".
- 31. Fire hydrant spacing shall be as follows: 500' residential; 300' commercial.
- 32. Gated communities shall require installation of a KNOX key override switch(s) for emergency vehicle access.
- 33. Communities with secondary emergency vehicle access gate(s) shall require a KNOX padlock for access.
- 34. Depict location of all well sites, if any.
- 35. Depict sidewalks, connections, and width.
- 36. Provide sidewalk specifications

H. Landscape Plans (3 sets) to include:

- 1. Designed, signed, and sealed by Florida registered landscape architect.
- 2. Tree survey on all sheets.
- 3. All landscape buffer lines shown and labeled on plans.
- 4. Overhead power lines shown on plans and shade trees planted a minimum of 15' away.
- 5. Fire hydrants shown on plan with trees and shrubs at proper clearances.
- 6. All HVAC equipment, utility structures, and backflow preventers screened from public view.
- 7. Requirement for all trees and plants to be Florida Number 1 or better quality.
- 8. Size, quantity, and variety of all trees and plants and shrubs / groundcovers with spacing.
- 9. Tree protection barricade detail if existing trees are to be retained.
- 10. Clearing limits on the plan and description of sod or mulch limits.
- 11. Type of sod to be used (Bahia required for non-irrigated areas).
- 12. All disturbed areas of the rights-of-way sodded with Bahia sod.
- 13. Provide tree-staking details.
- 14. Ensure there are no conflicts with underground water and sewer lines where trees are proposed.
- 15. If applicable, all parking lot islands curbed to protect the shrubs and trees from vehicular damage.
- 16. Tree mitigation calculations to be submitted on standard mitigation form.
- 17. Ensure the tree density of 1 tree / 2500 square feet of total site area are met.
- 18. 50% of the pervious area of the site must be planted in non-native or xeric plants.
- 19. If applicable, vehicular use area (VUA) calculations (VUA is the total of all parking areas, keyways, and associated drives) must be submitted that include:
  - a.  $VUA \div 4,000 = \text{number of 250 square foot minimum parking lot islands}$ .
  - b. All VUA islands must contain one (1) tree per each 250 square feet of credit with shrubs



- 20. Trees from the Shade Tree list are a minimum of 12' - 14' tall and 3½" caliper.
- 21. Understory trees from the Understory Tree list are a minimum of 6' - 7' tall and 2" caliper.
- 22. Show in tabulation from all VUA islands used for credit by number w/location map.
- 23. VUA island placement allowing runs of no more than 10 spaces without an island unless allowed optional designs meeting requirements of [subsection 11.03.04.B.2, Chapter 11](#) of the [LDC](#) are met.
- 24. A minimum of 10% landscape area interior to the parking lot area required.
- 25. Littoral zone plantings around all stormwater detention ponds or littoral zone alternative.
- 26. Note on plans that as-built landscape plans required from the project landscape architect.

- I. Irrigation Plans (3 sets) submittal:
  - 1. Irrigation plans required on 2<sup>nd</sup> submittal due to likely changes on plan for 1<sup>st</sup> submittal; however, development order will not be issued without a complete plan.
  - 2. Separation of rotor and spray heads on different zones.
  - 3. Irrigation of 50% of pervious area of site separately for xeric / native plantings.
  - 4. Elimination of overspray onto roads, parking areas, buildings, signs, and sidewalks.
  - 5. Matched precipitation with head-to-head coverage.
  - 6. Bubblers, drip lines, side strip nozzles for hedges are recommended for water conservation.
  - 7. Soil moisture sensor provided with buried soil probes in each water use zone.
  - 8. Card in controller that indicates what portion of the site each zone covers.
  - 9. A nozzle chart listing manufacturer, discharge rate of heads, and symbols for type of heads.
  - 10. Type of controller, size of valves, and a pipe sizing chart if pipe is not individually labeled.
  - 11. All heads in parking lot islands shrubbery need to be specified to be on 12" high pop heads.
  - 12. Valves specified to be in plastic valve boxes with wire connections waterproofed.
  - 13. Irrigation heads specified to not be closer than 12" to the building walls.
  - 14. Mainlines specified to be a minimum of 18" deep and laterals 12" deep (specify type of pipe).
  - 15. Pressure backflow preventers provided on all metered water connections.
  - 16. Connections to wells or surface waterbodies and include backflow devices or check valves.
  - 17. If non-enclosed above ground piping is used, pipe is specified to be galvanized or brass.
  - 18. All non-enclosed PVC pipe above ground is schedule 40.
  - 19. Watering schedule provided with zone run times, start times, and days of watering.
  - 20. Irrigation trenching indicated to be outside the drip lines of existing trees where possible.
  - 21. Risers are a minimum distance of 2' from the edge of all parking lot vehicle overhang areas.
  - 22. Note on plans that as-built irrigation plans required from the project landscape architect.

J. Application for Water/Wastewater Service form.

K. Pump station calculations, if applicable.

L. Water model report.

M. Commitment letters from providers for essential services (i.e. electric or gas, telephone, cable, etc.) that adequate service will be available at the time of impact.

N. Plat approval letter from Florida Power & Light (FPL). (Contact Patti Hersch with FPL @ [patti.hersch@fpl.com](mailto:patti.hersch@fpl.com) for more information.)

O. St. Johns River Water Management District permit (SJRWMD) (if permit not issued, provide copy of application submitted to SJRWMD).



- P.** Department of Environmental Protection (DEP) permit (if permit not issued, provide copy of application submitted to DEP).
- Q.** Environmental assessment report from an environmental consultant regarding:
  - 1. Wetland Quality Assessment Methodology (WQAM) for wetland impacts and associated systems.
  - 2. Endangered and threatened species and species of special concern.
- R.** Cultural resource field survey report.
- S.** Stormwater Pollution Prevention Plans.
  - 1. Erosion and sedimentation control notes and details provided.
- T.** Street Lighting plan.
- U.** Neighborhood meeting documentation as required in [subsection 2.05.02](#) of the [LDC](#).
- V.** Road(s) Owned / Maintained by: \_\_\_\_\_ CITY      \_\_\_\_\_ POA / HOA      \_\_\_\_\_ CDD
- W.** Right-of-Way Dedication Information (may attach additional sheets, if necessary)

Name of ROW	Miles	Estimated Improvement

- X.** Drainage Owned / Maintained by: \_\_\_\_\_ CITY      \_\_\_\_\_ POA / HOA      \_\_\_\_\_ CDD
- Y.** If residential component proposed, submit School Planning and Concurrency Application for School Impact Analysis (see [FORMS](#) in Section 8 of this manual).
- Z.** Optional exhibits, such as photographs, letters of support from neighboring property owners, or other information intended to support the Applicant's position, may be submitted.
- AA.** For projects along State Roads, contact Florida Department of Transportation (FDOT) at (386) 943-5000 for review of the proposed connections. Submit FDOT comments, conditions, or approvals along with the above stated documents.
- BB.** [Site Development Permit Fee Calculation Sheet](#).
- CC.** Nonrefundable filing fee \$1,000 plus \$25 per lot (check made payable to 'City of Palm Coast').



## SUBDIVISION FINAL PLAT APPLICATION SUBMITTAL CHECKLIST

<input type="checkbox"/> Residential	<input type="checkbox"/> Nonresidential
<input type="checkbox"/> = Mandatory <input type="checkbox"/> = As applicable <input type="checkbox"/> <input type="checkbox"/> = 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 documents listed below are required to process a request for a final plat. 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 a pre-application meeting by contacting a Land Development Technician at (386) 986-3736 prior to submittal of the application package. In addition, it is also recommended to contact a Land Development Technician to schedule an appointment for submittal of the application package.

- A.** Completed [application form](#) filed by property owner or property owner's representative (refer to [subsection 2.05.04.A](#) of the [Unified Land Development Code \(LDC\)](#).
  - 1. Application notarized
  
- B.** For an owner's representative, submit [letter of authorization](#).
  
- C.** Title opinion (3 copies):
  - 1. Prepared by an attorney at law licensed to practice in Florida or a certification by an abstractor or a title company.
  - 2. Shows that record title to the land as described and shown on the survey is in the name of the person, persons, corporation, or entity wanting the division.
  - 3. List all mortgages not satisfied or released of record nor otherwise terminated by law.
  - 4. List all encumbrances (i.e. easements, etc.) on the subject property.
  - 5. Current (within six (6) months of the date of application submittal).
  
- D.** Certification from the Flagler County Tax Collector that all taxes have been paid.
  
- E.** Current boundary survey prepared by a Florida licensed professional surveyor and mapper (PSM). (The PSM that prepared the boundary survey shall be the same PSM preparing the plat.) At a minimum, the survey shall:
  - 1. Be signed and sealed by the Florida licensed PSM that prepared the survey.
  - 2. Depict all existing on-site or adjacent easements, including drainage, electricity, gas, water, wastewater, or other pipeline or utility easements.
  - 3. Depict all existing on-site improvements, including buildings, structures, drainage facilities, or other utilities.
  - 4. Any and all wetlands.
  - 5. Flood zone of parcel(s).
  - 6. Streets adjacent to the tract, including rights-of-way and pavement widths.
  - 7. Prepared with the benefit of the current title opinion.
  
- F.** Plat (3 sets) with, at a minimum, the following:
  - 1. Prepared at a scale of 1" = 100', signed and sealed by a Florida licensed PSM. The name, street, and mailing address of the PSM must be included on each sheet.
  - 2. To ensure legibility, all lettering upon the plat shall have a **minimum** height of twelve one-hundredths (0.12) inches.
  - 3. Proposed subdivision illustrated on a single sheet and, if necessary, a key map noting specific sheets for details.
  - 4. Vicinity map drawn at a scale of 1" = 400', or other scale approved by the City Engineer.



- 5. PSM shall state on the plat that the plat was prepared under his or her direction and supervision and that the plat complies with all of the survey requirements under FS 177. The printed name and registration number of the PSM shall be located directly below the statement along with the printed name, address, and certificate of authorization number of the legal entity, if any. A PSM practicing independently of a legal entity must include his or her address.
- 6. Name of proposed subdivision on the face of the plat and all sheets. The name of the subdivision shall not be the same or in any way so similar to any recorded plat in the same county as to confuse the records or to mislead the public as to the identity of the subdivision. An exception to this is when the subdivision is further divided as an additional unit or section by the same developer or the developer's successors in title. In that case, the additional unit, section, or phase shall be provided with the subdivision name. Words such as "the", "replat", or "a" may not be used as the first word of the subdivision name.
- 7. On each sheet, the legal description of property to include the section, township, range, and total acreage to be located immediately under the name of the plat. The legal description shall be the same as in the title certification. The description must be so complete that from it, without reference to the plat, the starting point and boundary can be determined.
- 8. All section lines and quarter section lines occurring within the subdivision shall be indicated by lines drawn upon the plat, with appropriate words and figures.
- 9. Location, width, **and names** of all streets, waterways, or other rights-of-way shall be shown, as applicable.
- 10. Prominent "north arrow" shall be drawn on every sheet.
- 11. Blocks, numbered.
- 12. Lots, numbered either by progressive numbers or if in blocks, progressively numbered in each block.
- 13. Dimensions of all lots, parcels, or tracts.
- 14. Square footage noted on each lot or on a table.
- 15. Signature blocks. Signature blocks on plat shall be located either on the right side of the plat and / or at the bottom of the plat. They are **not** permitted on the left side or the top of the plat.
- 16. Location and width of proposed easements and existing easements identified in the title opinion or certification. The intended use of each easement must be clearly stated. Where easements are not coincident with property lines, they must be labeled with bearings and distances and tied to the principal lot, tract, or right-of-way.
- 17. Dedication and approval language that must:
  - a. Be executed by all persons, corporations, or entities whose signature would be required to convey record fee simple title to the lands being dedicated in the same manner in which deeds are required to be executed.
  - b. Be executed by all mortgagees having a record interest in the lands being subdivided.
  - c. Specify to whom all streets, alleys, easements, rights-of-way, and public areas shown on such plat are being dedicated.
- 18. Area for "General Notes" with line items stating:
  - a. "Nothing herein shall be construed as creating an obligation upon any governing body to perform any act of construction or maintenance within such dedicated areas except when the obligation is voluntarily assumed by the governing body."
  - b. The bearing or azimuth reference shall be clearly stated and, in all cases, the bearings used shall be referenced to some well-established monument line.
  - c. Flood Insurance Rate Map (FIRM) information.



- d. All utilities shall be located underground.
  - e. Any development agreement applicable to subject property.
  - f. Covenants and Restrictions recordation information.
  - g. The plat was prepared with the benefit of an Opinion of Title with the name of the preparer of the document as well as the date.
  - h. "NOTICE: This plat, as recorded in its graphic form, is the official depiction of the subdivided lands described herein and will in no circumstances be supplanted in authority by any other graphic or digital form of the plat. There may be additional restrictions that are not recorded on this plat that may be found in the public records of this county."
19. Area for "Notes Regarding Easements" to include line items for:
- a. Every type of easement whether existing or proposed and their intended use clearly stated.
  - b. Any easements that will be recorded by a separate instrument shall have the recordation information provided.
  - c. "All platted utility easements shall provide that such easements shall also be easements for the construction, installation, maintenance, and operation of cable television services; provided, however, no such construction, installation, maintenance, and operation of cable television services shall interfere with the facilities and services of an electric, telephone, gas, or other public utility. In the event a cable television company damages the facilities of a public utility, it shall be solely responsible for the damages. This section shall not apply to those private easements granted to or obtained by a particular electric, telephone, gas, or other public utility. Such construction, installation, maintenance, and operation shall comply with the National Electrical Safety code as adopted by the Florida Public Service Commission."
20. All contiguous properties identified by subdivision title, plat book, and page, or, if unplatted, land shall be so identified. If the subdivision platted is a part or the whole of a previously recorded subdivision, sufficient ties shall be shown to controlling lines appearing on the earlier plat to permit an overlay to be made; the fact of its being a replat shall be stated as a subtitle under the name of the plat on each sheet included. The subtitle must state the name of the subdivision being replatted and the appropriate recording reference.
21. Sufficient survey data shall be shown to positively describe the bounds of every lot, block, street easement, and all other areas shown on the plat.
22. Curvilinear lot lines shall show the radii, arc distances, and central angles. Radial lines will be so designated. Direction of nonradial lines shall be indicated.
23. Sufficient angles, bearings, or azimuth to show direction of all lines shall be shown, and all bearings, angles, or azimuth shall be shown to the nearest second of arc.
24. The centerlines of all streets shall be shown as follows:
- a. Noncurved lines: distances together with either angles, bearings, or azimuths.
  - b. Curved lines: arc distances, central angles, and radii, together with chord and chord bearing or azimuths.
25. When it is not possible to show line or curve data information on the map, a tabular form may be used. The tabular data must appear on the sheet to which it applies.
26. Park and recreation parcels, as applicable, shall be so designated.
27. All interior excepted parcels as described in the description of the lands being subdivided shall be clearly indicated and labeled "Not a part of this plat".
28. The purpose of all areas dedicated must be clearly indicated on the plat.
29. A legend of all symbols and abbreviations shall be shown.



- G.** Landscape and Irrigation improvements(3 sets) :
- 1. Completion and final inspection of all common area landscape and irrigation improvements per the LDC.
  - 2. If improvements cannot be completed at the time of final plat application submittal, landscape and irrigation improvements may be bonded.

**H.** Copy of St. Johns River Water Management District (SJRWMD) permit.

**I.** Copy of Department of Environmental Protection (DEP) permit.

- J.** Provide in electronic format as an AutoCAD 14 version or later:
- 1. Approved Plat
  - 2. Construction plans
  - 3. Landscape plans

**K.** If developer elects to construct the infrastructure improvements after the issuance the recording of the plat, the following shall be provided:

- 1. Signed and sealed estimate, by the engineer of record, of the total construction cost, which includes the following:
  - a. Required subdivision public infrastructure improvements costs.
  - b. Costs of all required improvements relating to public road rights-of-way.
  - c. Costs of all required off-site public infrastructure improvements.
- 2. A performance guarantee in the form of cash bond, performance bond, or letter of credit. The cost estimate amount of the surety shall be based on 120% of the sum of the engineer's cost estimate.

INFRASTRUCTURE BONDED?  Yes  No

If so, Bond number: \_\_\_\_\_ Name of Surer: \_\_\_\_\_

LANDSCAPING BONDED?  Yes  No

If so, Bond number: \_\_\_\_\_ Name of Surer: \_\_\_\_\_

**L.** In the event that infrastructure improvements are in place at the time of final plat application submittal the developer shall provide a maintenance surety as follows:

- 1. The maintenance surety provides a guarantee that the required improvements were completed without defects in workmanship or materials.
- 2. The expiration date shall be a minimum of 12 months after the date of the final inspection of the required improvements (submit documentation on final inspection).
- 3. The amount of the maintenance surety shall be based on 20% of the costs upon which the performance surety was based, as certified under seal by the project engineer and subject to approval by the City Engineer.

**M.** Road(s) Owned / Maintained by: \_\_\_\_\_ CITY \_\_\_\_\_ POA / HOA \_\_\_\_\_ CDD

**RIGHT-OF-WAY DEDICATION INFORMATION (MAY ATTACH ADDITIONAL SHEETS IF NECESSARY)**

Name of ROW	Miles	Estimated Improvement

**N.** Nonrefundable filing fee \$1,000 plus \$15 per lot (check made payable to 'City of Palm Coast').



## PLAT VACATION 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.

[Florida Statutes 177.101](#) governs the vacating of plats subdividing land. In accordance with these guidelines, the below documents are required, at a minimum, to process a request for vacating a plat in whole or in part. Other documents and/or materials may be required as deemed necessary by the Planning Manager. This checklist **must** be completed by the Applicant **and** included with the application submittal package in order for the application to be accepted. It is recommended to schedule an appointment with a Land Development Technician at (386) 986-3736 for submittal of the application package.

- A. Completed [application form](#) filed by property owner or property owner's representative (refer to [subsection 2.05.04.A](#) of the [Unified Land Development Code \(LDC\)](#).
  - 1. Application notarized.
- B. For an owner's representative, submit [letter of authorization](#).
- C. Petition to Vacate, signed by the record owners of the whole or part of the tract covered by the plat sought to be vacated.
- D. A title opinion of an attorney at law licensed to practice in Florida or a certification by an abstractor or a title company showing that record title to the land as described and shown on the survey is in the name of the person, persons, corporation, or entity wanting the division. The title opinion or certification shall also show all mortgages not satisfied or released of record nor otherwise terminated by law. It shall also list all encumbrances (i.e. easements, etc.) on the subject property and must be current (within six (6) months of the date of application submittal).
- E. Plat copy depicting the area to be vacated.
- F. In cases when a portion of the plat is being vacated, a survey is required.
  - 1. Survey signed and sealed by a Registered Land Surveyor licensed to practice in the state of Florida.
  - 2. Survey prepared with the benefit of the current title opinion.
  - 3. Notarized affidavit stating that no changes have been made to the property since the date of the survey.
- G. Copy of the required notice, for review prior to publication. Upon approval, the Notice must be published in the local County newspaper (as determined by the Planning Manager) in which the tract or parcel is located, in not fewer than two (2) weekly issues of said newspaper.
- H. Certification from the Tax Collector of Flagler County, that all taxes have been paid.
- I. A certified engineer's or traffic planner's statement and description of the effect of the proposed vacations on traffic patterns and a conclusion therein that no property or person will be unreasonably affected or inconvenienced by the vacation.
- J. Nonrefundable filing fee: \$500 (check made payable to 'City of Palm Coast').



## MASTER SITE PLAN 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 documents listed below are required to process a request for a master site plan. 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 a pre-application meeting by contacting a Land Development Technician at (386) 986-3736 prior to submittal of the application package. In addition, it is also recommended to contact a Land Development Technician to schedule an appointment for submittal of the application package.

- A.** Completed [application form](#) filed by property owner or property owner's representative (refer to [subsection 2.05.04.A](#) of the [Unified Land Development Code \(LDC\)](#).
- a.  Application notarized
- B.** For an owner's representative, submit [letter of authorization](#).
- C.** Title opinion (3 copies):
- 1. Prepared by an attorney at law licensed to practice in Florida or a certification by an abstractor or a title company.
  - 2. Shows that record title to the land as described and shown on the survey is in the name of the person, persons, corporation, or entity wanting the division.
  - 3. List all mortgages not satisfied or released of record nor otherwise terminated by law.
  - 4. List all encumbrances (i.e. easements, etc.) on the subject property.
  - 5. Current (within six (6) months of the date of application submittal).
- D.** Current survey:
- 1. Prepared by a Florida licensed registered land surveyor.
  - 2. Completed with the benefit of the current title opinion and a statement that it is current.
  - 3. Contains the legal description and total acreage of the subject property.
  - 4. Surveyor's certificate of accuracy.
  - 5. All existing on-site or adjacent easements, including drainage, electricity, gas, water, wastewater, or other pipeline or utility easements.
  - 6. All existing on-site improvements, including buildings, structures, drainage facilities, or other utilities.
  - 7. Specific soil types and their limitations for planned use.
  - 8. All wetlands delineated by a qualified environmental professional (QEP).
  - 9. Flood Insurance Rate Map (FIRM) information: community panel number, date, and flood zone(s). Flood zone boundary shall be depicted.
  - 10. Streets adjacent to the tract, including rights-of-ways and pavement widths.
  - 11. For projects adjacent to waterway:
    - a. Mean low water
    - b. Mean high water
    - c. Edge of channel
- E.** Tree survey:
- 1. Depicting all protected trees per survey requirements of the [LDC](#).
  - 2. Depict trees proposed for removal and those that will be preserved.



- F. Conceptual Site Plan (3 sets) prepared by a professional engineer, architect, or landscape architect registered in the State of Florida on **2' x 3'** paper and drawn to an engineer's scale of **not less than 1" = 40'** depicting the following and any other information pertinent to the application:
1. Cover sheet to include:
- a. Title of project
  - b. Name, address, phone number, and e-mail address of the owner, engineer, landscape architect, surveyor, and developer (as applicable)
  - c. Site location map inset with a north arrow indicator and sufficient information to locate the property in the field. Street names within the area are to also be included on the map.
  - d. Proposed Site Data analysis with the following information:
    - (1) Site size (in square feet and acreage)
    - (2) Zoning of property
    - (3) Intended uses and total square footage for each use
    - (4) Vehicular Use Area (VUA) square footage
    - (5) Sidewalk(s) square footage
    - (6) Impervious Surface Ratio (ISR) ratio
    - (7) Floor Area Ratio (FAR) ratio
    - (8) Percentage of Pervious area
    - (9) Parking calculations to include number required and proposed spaces and handicap spaces (garage spaces, required for residential component, to be counted towards calculations)
    - (10) Total number of residential units and residential units per acre, if applicable
    - (11) Phasing information, if applicable
  - e. Project name and north arrow indicator provided on each sheet of plans.
  - f. Flood Zone information (FIRM)
  - g. Soils map with the legend of soils types provided.
2. Internal vehicular layout and include width and turning radius, as applicable.
3. Connections to adjacent roadways and stormwater facilities.
4. Underground utilities showing connections to existing systems.
5. Conceptual drainage design.
6. Proposed stormwater facilities.
7. Off-site drainage improvements and off-site traffic improvements.
8. Internal pedestrian layout and connections.
9. Easements including locations, dimensions, and purposes.
10. Location, dimensions, and setbacks from property lines of all existing and proposed improvements (to include garages for residential component – refer to [subsection 4.01.03](#) of the [LDC](#)).
11. Zoning of all adjacent properties and properties across rights-of-ways with the name of the rights-of-way(s) included.
12. Depict location of all existing and proposed well sites, if applicable.
13. Illustrate required landscape buffer area(s).



- G.** Conceptual Architectural Plans (3 sets) depicting, at a minimum,:
1. Name, address, phone number, and e-mail address of architect.
  2. A space measuring at least 4" in width by 3" in height in the upper right corner at the top of **each** sheet of plans to be reserved for the City's approval stamp.
  3. Illustrate all building elevations and label the illustration as to which direction (north, south, east, or west) the building elevation is oriented.
  4. Illustrate height and width of building(s).
  5. Depict type of roof and note roof pitch.
  6. Label proposed colors of all portions of the building(s).
  7. Light fixtures illustrated for the exterior of the building(s) and architecturally compatible with the style, materials, colors, and details of the building.
  8. Service areas and mechanical equipment, as well as any other service support equipment, which will be attached or mounted to any building. All service areas and mechanical equipment (ground or roof) including, but not limited to, air conditioning condensers, heating units, electric meters, satellite dishes, irrigation pumps, ice machines and dispensers, outdoor vending machines, and propane tanks, displays and refilling areas, shall be screened from public view using architectural features consistent with the structure, or landscaping of sufficient density and maturity at planting to provide opaque screening.
- H.** Service availability letter for water and wastewater (**do not** submit 'commitment' letter).
- I.** Traffic statement when generating fewer than 10 pm peak hour trips or Traffic study when exceeding 10 pm peak hour trips on an adjacent roadway.
- J.** Neighborhood meeting documentation as required in [subsection 2.05.02](#) of the [LDC](#) (for single-family and multifamily residential developments of 40 units or greater).
- K.** Environmental assessment report from an environmental consultant regarding:
1. Wetland Quality Assessment Methodology (WQAM), for proposed wetland impacts
  2. Endangered and threatened species and species of special concern
  3. Delineation of wetland systems
- L.** Cultural resource field survey report, as applicable.
- M.** If residential component proposed, submit School Planning and Concurrency Application for School Impact Analysis (see [FORMS](#) in Section 8 of this manual).
- N.** For projects along State Roads, contact Florida Department of Transportation (FDOT) at (386) 943-5000 for review of the proposed connections. Submit FDOT comments, conditions, or approvals along with the above stated documents.
- O.** Nonrefundable filing fee established by resolution:
1. Nonresidential buildings 10,000 square feet of area or fewer - \$400.
  2. Nonresidential buildings greater than 10,000 square feet of floor area – \$400 + \$3.00 per 1,000 square feet over 10,000 square feet.
  3. Multifamily with 20 dwelling units or fewer - \$400.
  4. Multifamily with greater than 20 dwelling units - \$400 + \$3.00 per dwelling unit (Checks made payable to 'City of Palm Coast').



# NONRESIDENTIAL CONTROLLING MASTER SITE PLAN 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 documents listed below are required to process a request for a nonresidential controlling master site plan. 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 a pre-application meeting by contacting a Land Development Technician at (386) 986-3736 prior to submittal of the application package. In addition, it is also recommended to contact a Land Development Technician to schedule an appointment for submittal of the application package.

- A. Completed [application form](#) filed by property owner or property owner's representative (refer to [subsection 2.05.04.A](#) of the [Unified Land Development Code \(LDC\)](#).
  - 1. Application notarized
- B. For an owner's representative, submit [letter of authorization](#).
- C. Survey - Prepared by a registered Florida Surveyor at the same scale as the conceptual master plan and be less than one (1) year old from the date of application submittal, abstracted, signed and sealed. A recorded plat may be submitted in place of a survey when the site and plat are identical. An as-built survey may be required, as needed.
- D. Notarized affidavit stating that no changes have been made to the property since the date of the survey.
- E. Tree survey:
  - 1. Depicting all protected trees per survey requirements of the [LDC](#).
  - 2. Depict trees proposed for removal and those that will be preserved.
  - 3. Identification of plants and animals on-site listed as endangered species and/or species of concern.
- F. Conceptual Landscape Plan (3 sets):
  - 1. Prepared by a registered Florida Landscape Architect.
  - 2. Include future land use, zoning and existing uses of adjacent parcels to determine buffer requirements.
  - 3. Illustrate required landscape areas (buffers, parking, foundation plantings, focal points, etc.).
- G. Conceptual Site Plan (3 sets) :
  - 1. General Requirements -
    - a. Prepared by a professional engineer, landscape architect, or architect registered in the State of Florida
    - b. Limited to **24" x 36"** in size and drawn to an engineer's scale of **not less than 1" = 100'**, unless otherwise permitted by Planning Manager
    - c. Font shall be no less than 10 point
    - d. Line weight hierarchy shall be consistent with common industry standards
    - e. A space measuring at least 4" in width by 3" in height in the upper right corner at the top of **each** sheet of plans to be reserved for the City's approval stamp



- f. Cover Sheet, to include:
  - (1) Title of project
  - (2) Name, address, phone number, and e-mail address of the owner, engineer, landscape architect, surveyor, and developer (as applicable)
  - (3) Site location map inset with a north arrow indicator and sufficient information to locate the property in the field. Street names within the area are to also be included on the map.
  - (4) Proposed Site Data analysis with the following information:
    - (5) Existing and Proposed FLUM Designations
    - (6) Existing and Proposed Zoning Districts
    - (7) Overlay District, if applicable
    - (8) Parcel Identification Number(s) (Property Appraiser)
    - (9) Traffic Analysis Zone(s)
    - (10) Intended uses and total square footage for each use
    - (11) Vehicular Use Area (VUA) square footage
    - (12) Sidewalk(s) square footage
    - (13) Impervious Surface Ratio (ISR) ratio
    - (14) Pervious area ratio
    - (15) Floor Area Ratio (FAR)
    - (16) Required and Provided Setbacks (table form acceptable)
    - (17) Parking calculations to include number proposed and existing spaces and handicap spaces
  - (18) Phasing information, if applicable
  - (19) Flood Zone information (FIRM)

**2. Plan Elements -**

- a. Property boundary; bearings and distances
- b. All adjacent streets and canals, names and ultimate rights of way
- c. Access points, distances between points and PM Peak volume at each access point
- d. Acceleration/deceleration lanes and turn lanes
- e. Internal vehicular layout and include width and turning radius, as applicable
- f. Connections to adjacent stormwater facilities
- g. Proposed stormwater facilities
- h. Off-site improvements (recreation, drainage, utility and/or transportation)
- i. Internal pedestrian layout and connections
- j. Easements including locations, dimensions, and purposes (do not overlap landscape buffers)
- k. Location, dimensions, and setbacks from property lines of all existing and proposed improvements
- l. Zoning of all adjacent properties and properties across rights-of-ways with the name of the rights-of-way(s) included
- m. Wetlands, water courses, waterbodies, and other natural resources to be located on the site. Also, other natural resources lying within, adjacent to, affecting, or potentially impacted by the site
- n. Sight (corner clips) and sight lines
- o. Depict location of all existing and proposed well sites, if any
- p. Pod/parcels - residential, recreation, civic and commercial, if applicable; identify each pod or parcel with a number or a letter
- q. Preserve areas
- r. Open Space
- s. Non-vehicular circulation system



- H. Conceptual Architectural Plans depicting, at a minimum:
1. Name, address, phone number, and e-mail address of architect
  2. Illustrate all building elevations of the primary use as to which direction (north, south, east, or west) the building elevation is oriented
  3. Type of roof and note roof pitch
  4. Label proposed colors of all portions of the building(s)
  5. Typical light fixtures illustrated for the exterior of the building(s)
  6. Service areas and mechanical equipment, as well as any other service support equipment that will be attached or mounted to any building.
- I. Service availability letter for water and wastewater (do **not** submit 'commitment' letter).
- J. Traffic analysis report/study. A study is required if project generates more than ten (10) pm peak hour trips on an adjacent roadway. 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).
- K. Conceptual Utility Plan.
- L. Environmental assessment report from an environmental consultant regarding:
1. Wetland Quality Assessment Methodology (WQAM)
  2. Endangered and threatened species and species of special concern
- M. Cultural resource field survey report.
- N. For projects along State Roads, contact Florida Department of Transportation (FDOT) at (386) 943-5000 for review of the proposed connections. Submit FDOT comments, conditions, or approvals along with the above stated documents.
- O. Nonrefundable filing fee established by resolution:
1. Nonresidential buildings 10,000 square feet of area or less - \$400
  2. Nonresidential buildings greater than 10,000 square feet of floor area – \$400 + \$3.00 per 1,000 square feet over 10,000 square feet
  3. Multifamily with 20 dwelling units or fewer - \$400
  4. Multifamily with greater than 20 dwelling units - \$400 + \$3.00 per dwelling unit
- (Checks made payable to 'City of Palm Coast')



## TECHNICAL SITE PLAN APPLICATION SUBMITTAL CHECKLIST

= Mandatory     = As applicable      = sub items

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At a minimum, the documents listed below are required to process a request for a technical site plan. 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 a pre-application meeting by contacting a Land Development Technician at (386) 986-3736 prior to submittal of the application package. In addition, it is also recommended to contact a Land Development Technician to schedule an appointment for submittal of the application package.

- A. Completed [application form](#) filed by property owner or property owner's representative (refer to [subsection 2.05.04.A](#) of the [Unified Land Development Code \(LDC\)](#).
1. Application notarized
- B. For an owner's representative, submit [letter of authorization](#).
- C. Submit letter of corporate identity, if corporation involved.
- D. Title opinion (3 copies):
1. Prepared by an attorney at law licensed to practice in Florida or a certification by an abstractor or a title company.
2. Shows that record title to the land as described and shown on the survey is in the name of the person, persons, corporation, or entity wanting the division.
3. List all mortgages not satisfied or released of record nor otherwise terminated by law.
4. List all encumbrances (i.e. easements, etc.) on the subject property.
5. Current (within six (6) months of the date of application submittal).
- E. Current survey:
1. Prepared by a registered land surveyor licensed to practice in the State of Florida.
2. Contains the legal description and total acreage of the subject property.
3. Surveyor's certificate of accuracy.
4. All existing on-site or adjacent easements, including drainage, electricity, gas, water, wastewater, or other pipeline or utility easements.
5. All existing on-site improvements, including buildings, structures, drainage facilities, or other utilities.
6. Specific soil types and their limitations for planned use.
7. All wetlands.
8. Flood Insurance Rate Map (FIRM) information: community panel number, date, and flood zone(s). Flood zone boundary shall be depicted.
9. Streets adjacent to the tract, including rights-of-ways and pavement widths.
10. Completed with the benefit of a title opinion that states it is current.
11. Mean low water, for projects adjacent to waterway
12. Mean high water, for projects adjacent to waterway
13. Edge of channel, for projects adjacent to waterway



- F. Site plan (3 sets) prepared by a professional engineer registered in the State of Florida on 2' x 3' paper and drawn to an engineer's scale of **not less than 1" = 40'** depicting the following and any other information pertinent to the application:
- 1. Plans signed and sealed by the professional engineer that prepared the plans.
  - 2. Cover sheet to include:
    - a. Title of project
    - b. Name, address, phone number, and e-mail address of the owner, engineer, landscape architect, surveyor, and developer (as applicable)
    - c. Site location map inset with a north arrow indicator and sufficient information to locate the property in the field. Street names within the area are to also be included on the map.
    - d. Site Data analysis with the following information:
      - (1) Site size (in square feet and acreage)
      - (2) Zoning of property
      - (3) Intended uses and total square footage for each use
      - (4) Total building(s) square footage (measure from outside walls); include square footage of any space with a roof (e.g. covered entry, open porch, portico, etc.)
      - (5) Number of floors
      - (6) Vehicular Use Area (VUA) square footage
      - (7) Sidewalk(s) square footage
      - (8) Impervious Surface Ratio (ISR) ratio
      - (9) Floor Area Ratio (FAR) ratio
      - (10) Percentage of Pervious area
      - (11) Parking calculations to include number proposed and existing spaces and handicap spaces
      - (12) Total number of residential units and residential units per acre, if applicable
      - (13) Phasing information, if applicable
    - e. Project name and north arrow indicator provided on each sheet of plans.
    - f. Flood Zone information (FIRM)
    - g. Soils map with the legend of soils types provided.
  - 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. Street rights-of-way, pavement widths, typical pavement sections, grades and elevations, plan and profiles, cross-sections, and street names.
    - a. Minimum street width is 24' for 2-way roads and 16' for 1-way roads.
    - b. Fire Department access roadway(s) shall be within 50' of fire department access door.
    - c. Provide turning radius for the largest emergency vehicle with the longest wheel base.
    - d. Dead end roads in excess of 150' shall be provided with a turn around for emergency vehicles.
    - e. Dead end roads shall require a minimum of 47.5' radius turn around / cul-de-sac or other approved turn around (approved on a case-by-case basis).
  - 5. Easements including locations, dimensions, and purposes.
  - 6. All existing and proposed structures.
  - 7. Dimensions of all existing and proposed structures.
  - 8. Setbacks from the property lines to all structures.
  - 9. Pad location and setbacks for all dumpsters and recyclable containers.
  - 10. Location and setbacks for freestanding signs.



- 11. Zoning of all adjacent properties and properties across rights-of-ways with the name of the rights-of-way(s) included.
- 12. Wetlands, water courses, waterbodies, and other natural resources to be located on the site. Also, other natural resources lying within, adjacent to, affecting, or potentially impacted by the site.
- 13. Notes with line items to include:
  - a. All utilities shall be located underground.
  - b. Contractor to attend a mandatory preconstruction meeting with City Staff prior to any disturbance of the property.
  - c. Conservation easements with the recording information (O.R. Book and Page Number), if applicable.
  - d. Any other pertinent information that should be noted.
- 14. Parking detail for each parking stall scenario (i.e. parallel space, angled parking, etc.), including handicap spaces
- 15. Location of bike racks and specifications
- 16. If phasing proposed, include construction phasing lines and note that the development order will be for the proposed phase only.
- 17. Sight triangles
- 18. Location of all mechanical equipment and utility boxes. Ground-mounted mechanical equipment shall be located within 20' of the principal structure, except transformers. Mechanical equipment includes, but is not limited to, air conditioning units, pool pumps, generators, and gas tanks.
- 19. Location of all outdoor storage areas (includes shopping cart storage), loading and unloading areas, satellite dishes, truck parking (this includes fleet storage), and other service support equipment (i.e. ice machines and dispensers, outdoor vending machines, and propane tanks and refilling areas, etc.) and label each.
- 20. Plans for all underground utilities including, but not limited to, sanitary sewers, storm sewers, water lines, and electric lines. Show connections to existing systems and invert and top elevations of all structures.
- 21. Details and sections for all grade changes, dikes, or created waterbodies.
- 22. Bulkheads and bridges; engineering plans and cross-sections.
- 23. Street centerline dimensions, block and lot layouts, and lot and block numbers.
- 24. Areas to be used for purposes other than residential and public with the purposes, location, and dimensions of each indicated.
- 25. Provide adequate size piping to provide required fire flow.
- 26. Minimum 6" pipe or larger, as required.
- 27. Access grades shall not exceed 1' drop in 20'.
- 28. Minimum height of overhead obstructions shall not be less than 13'6".
- 29. Fire hydrant spacing shall be as follows: 500' residential; 300' commercial.
- 30. Buildings with automatic fire sprinkler system(s), the distance from the fire department connection to the hydrant shall be no greater than 100'.
- 31. Gated communities shall require installation of a KNOX key override switch(s) for emergency vehicle access.
- 32. Communities with secondary emergency vehicle access gate(s) shall require a KNOX padlock for access.
- 33. Depict location of all well sites, if any.
- 34. Depict external sidewalks, connections, and width.
- 35. Provide specifications of external sidewalk
- 36. Depict internal sidewalk, connections, and width.
- 37. Provide specifications of internal sidewalk.



- G.** Landscape Plans (3 sets):
- 1. Designed, signed, and sealed by a registered Florida landscape architect.
  - 2. A tree survey on all sheets of the plans.
  - 3. All landscape buffer lines shown on plans.
  - 4. Overhead power lines shown on plans and shade trees planted at a minimum of 15' away.
  - 5. Fire hydrants shown on plan with trees and shrubs at proper clearance.
  - 6. All HVAC equipment, utility structures, and backflow preventers screened from public view.
  - 7. Visual buffer hedges need to be a minimum of 30" tall at time of planting and continuous.
  - 8. Requirement for all trees and plants to be a Florida Number 1 or better quality.
  - 9. Mulch material needs to be specified with depth not to be less than 3-4" deep.
  - 10. Size, quantity, and variety of all trees and plants and shrubs / ground covers with spacing.
  - 11. Tree protection barricade detail, if existing trees are to be retained.
  - 12. Clearing limits on the plan and description of sod or mulch limits.
  - 13. Type of sod to be used (Bahia required for non-irrigated areas).
  - 14. All disturbed areas of the right-of-way to be sodded with Bahia sod.
  - 15. Tree staking details provided.
  - 16. Shrubs higher than 3' or trees with branches lower than 7' not in sight distance triangles.
  - 17. No conflicts with underground water and sewer lines where trees are proposed.
  - 18. Ensure the lighting plan does not conflict with the tree planting or tree preservation locations.
  - 19. If new roads are being created, a street tree planting plan is provided.
  - 20. All parking lot islands curbed to protect the shrubs and trees from vehicular damage.
  - 21. Tree mitigation calculations to be submitted on standard mitigation form.
  - 22. Verify tree density of 1 tree/2,500 square feet of total site area is met.
  - 23. Verify that no more than 50% of the pervious area of the site is planted in non-native or xeric plants.
  - 24. Vehicular use area (VUA),, which is the total of all parking areas, keyways, and associated drives and calculations must be noted that include:
    - a. VUA divided by 4,000 = number of 250 square foot minimum parking lot islands.
    - b. All VUA islands must contain one (1) tree per each 250 square feet of credit with shrubs.
  - 25. Trees from the Shade Tree list are a minimum of 12-14' tall and 3½" caliper.
  - 26. Understory trees from the Understory Tree list area minimum of 6-7' tall and 2" caliper.
  - 27. Show in tabulation form all VUA islands used for credit by number with location map.
  - 28. VUA islands placement allowing runs of no more than 10 spaces without an island unless allowed optional designs meeting requirements of [subsection 11.03.04.B.2](#) are met.
  - 29. A minimum of 10% landscape area interior to the parking lot area.
  - 30. Littoral zone plantings around all stormwater detention ponds or littoral zone alternative
  - 31. Note on plans that as-built landscape plans are required from the project's landscape architect.
- H.** Irrigation plans (3 sets) :
- 1. Required on 2<sup>nd</sup> submittal due to likely changes on plan for 1<sup>st</sup> submittal, but Development Order will not be issued without a complete plan.
  - 2. Separation of rotor and spray heads on different zones.
  - 3. Irrigation of 50% of pervious area of site separately for xeric / native plantings.
  - 4. Elimination of overspray onto roads, parking areas, buildings, signs, and sidewalks
  - 5. Matched precipitation with head to head coverage.
  - 6. Bubblers, drip lines, side strip nozzles for hedges are recommended for water conservation.
  - 7. Soil moisture sensor provided with buried soil probes in each water use zone.
  - 8. Card in controller that indicates what portion of the site each zone covers.



- 9. A nozzle chart listing manufacturer, discharge rate of heads and symbols for type of heads.
- 10. Type of controller, size of valves, and a pipe sizing chart of pipe, if not individually labeled.
- 11. All heads in parking lot islands shrubbery need to be specified to be on 12" high-pop heads.
- 12. Valves specified to be in plastic valve boxes with wire connections waterproofed.
- 13. Irrigation heads specified to not be closer than 12" to the building walls.
- 14. Mainlines specified to be a minimum of 18" deep and laterals 12" deep (specify type of pipe).
- 15. Pressure backflow preventers provided on all metered water connections.
- 16. Connections to wells or surface water bodies (include backflow devices or check valves).
- 17. If non-enclosed above ground piping is used, pipe is specified to be galvanized or brass.
- 18. All non-enclosed PVC pipe above ground is schedule 40.
- 19. Watering schedule provided with zone run times, start times, and days of watering.
- 20. Irrigation trenching indicated to be outside the drip lines of existing trees where possible.
- 21. Risers are a minimum distance of 2' from the edge of all parking lot car overhang areas.
- 22. Note on plans that as-built irrigation plans required from the project landscape architect.

I. Architectural Plans:

- 1. Building elevations depicting:
  - a. Name, address, phone number, and e-mail address of architect.
  - b. Illustrate all building elevations and label the illustration as to which direction (north, south, east, or west) the building elevation is oriented.
  - c. Illustrate height and width of building(s).
  - d. Label all types of materials proposed for building.
  - e. Label roof type and material and note roof pitch, as applicable.
  - f. Label proposed colors of all portions of the building(s).
  - g. Note glass type and percentage of light reflectance rating for reflective glass and light transmittance rating for darkly tinted glass windows. All plans submitted to the City shall include the glass manufacturer's visible light reflectance, visible light transmittance ratings, and Low-E glass specifications for evaluation.
  - h. All elements of articulation are to be noted on the plan as well as their color.
  - i. Illustrate the distance from the ground to the window for windows located on the first floor.
  - j. All awnings shall be depicted as well as specifications for the awnings.
  - k. Light fixtures are to be illustrated for the exterior of the building(s) and shall be architecturally compatible with the style, materials, colors, and details of the building.
  - l. Service areas and mechanical equipment, as well as any other service support equipment, which will be attached or mounted to any building, shall be illustrated on the building elevations. All service areas and mechanical equipment (ground or roof) including, but not limited to, air conditioning condensers, heating units, electric meters, satellite dishes, irrigation pumps, ice machines and dispensers, outdoor vending machines, and propane tanks, displays and refilling areas, shall be screened from public view using architectural features consistent with the structure, or landscaping of sufficient density and maturity at planting to provide opaque screening.
- 2. Dumpster / Recyclable enclosure specifications to include:
  - a. type       b. height       c. material       d. color
- 3. Freestanding signs and specifications to include:
  - a. type       b. height       c. material       d. color



- 4. Walls and/or fences to be depicted and specifications to include:
  - a. type
  - b. height
  - c. material
  - d. color
- 5. Provide samples of all proposed colors. Refer to [Chapter 13 - subsection 13.02.06](#) in the [LDC](#).
- J. Signage Program depicting:
  - 1. Site Plan and details:
    - a. Location of freestanding signs
    - b. Location of directory signs
    - c. Location of menu boards, speaker(s) apparatus, and clearance bars
    - d. Location of directional signs
  - 2. Building Elevation(s):
    - a. Location of wall and window signs
    - b. Size of wall signs
    - c. Color of wall signs
    - d. Material of wall signs
    - e. Type of wall signs (channel letter, framed signs, projecting signs, font, style, etc.)
- K. Stormwater calculations and Geotechnical Reports.
  - 1. Original signed and sealed.
- L. If utilizing a master stormwater system, a “letter of authorization” is required from the owner of that system (typically a homeowners association).
- M. St. Johns River Water Management District permit (SJRWMD) (if permit not issued, provide applications).
- N. Department of Environmental Protection (DEP) permit (if permit not issued, provide application).
- O. Environmental assessment report from an environmental consultant regarding:
  - 1. Wetland Quality Assessment Methodology (WQAM)
  - 2. Endangered and threatened species and species of special concern
- P. Cultural resource field survey report.
- Q. Traffic statement required when generating fewer than 10 peak hour trips; A study is required if project generates more than ten (10) pm peak hour trips on an adjacent roadway. 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).
- R. Stormwater Pollution Prevention Plans.
  - 1. Erosion and sedimentation control notes and details provided.
- S. Pump Station calculations, **if** applicable.
- T. Service availability letter for water and wastewater (do **not** submit ‘commitment’ letter).



- U.** Site plan approval letter from Florida Power & Light (FPL). (FPL contact: [patti.hersch@fpl.com](mailto:patti.hersch@fpl.com) OR mail: FPL, 5910 E Highway 100, Palm Coast, FL 32164 (Attn: Patti Hersch). Submittal should include Name of Project, Address of Project, SITE PLAN, and Name and Address of requesting party. Allow minimum seven (7) days for response).
- V.** Neighborhood meeting documentation as required in [subsection 2.05.02](#) of the [LDC](#) (for single-family and multifamily residential developments of 40 units or greater).
- W.** Lighting Plan (3 sets).
- X.** If residential component proposed, submit School Planning and Concurrency Application for School Impact Analysis (see [FORMS](#) in Section 8 of this manual).
- Y.** For marinas (3 sets):
  - 1. Dredge and Spoil Management Plan.
  - 2. Procedures for Best Management Practices.
  - 3. Natural Resource Analysis Statement.
  - 4. Marine Service Station Spill Response Plan.
  - 5. Marine Facility Deviation Support Statement, if applicable.
  - 6. Facility siting assessment.
  - 7. A summary (refer to [Section 4.16 – Chapter 4](#) in the [LDC](#)):
    - a. of setback and design standard consistency.
    - b. detailing consistency with the *Comprehensive Plan*
    - c. compliance with city regulations as well as state and federal agencies.
- Z.** For projects along State Roads, contact Florida Department of Transportation (FDOT) at (386) 943-5000 for review of the proposed connections. Submit FDOT comments, conditions, or approvals along with the above stated documents.
- AA.** [Site Development Permit Fee Calculation Sheet](#).
- BB.** Nonrefundable filing fee established by resolution:
  - 1. Nonresidential buildings 10,000 square feet of area or fewer - \$400.
  - 2. Nonresidential buildings greater than 10,000 square feet of floor area – \$400 + \$3.00 per 1,000 square feet over 10,000 square feet.
  - 3. Multifamily with 20 dwelling units or fewer - \$400.
  - 4. Multifamily with greater than 20 dwelling units - \$400 + \$3.00 per dwelling unit

(Check made payable to 'City of Palm Coast').



## SITE PLAN ADDITION 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 an addition to a nonresidential site plan. 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 property owner or property owner's representative (refer to [subsection 2.05.04.A](#) of the [Unified Land Development Code \(LDC\)](#).
1. Application notarized
- B. For an owner's representative, submit [letter of authorization](#).
- C. Submit letter of corporate identity, if corporation involved.
- D. Title opinion (3 copies):
1. Prepared by an attorney at law licensed to practice in Florida or a certification by an abstractor or a title company.
2. Shows that record title to the land as described and shown on the survey is in the name of the person, persons, corporation, or entity wanting the division.
3. List all mortgages not satisfied or released of record nor otherwise terminated by law.
4. List all encumbrances (i.e. easements, etc.) on the subject property.
5. Current (within six (6) months of the date of application submittal).
- E. Current survey:
1. Prepared by a registered land surveyor licensed to practice in the State of Florida.
2. Contains the legal description and total acreage of the subject property.
3. Surveyor's certificate of accuracy.
4. Completed with the benefit of a title opinion that states it is current.
- F. Site plan (3 sets) prepared by a professional engineer registered in the State of Florida on 2' x 3' paper and drawn to an engineer's scale of **not less than 1" = 40'** depicting the following and any other information pertinent to the application:
1. Plans signed and sealed by the professional engineer that prepared the plans.
2. Cover sheet to include:
- a. Title of project
- b. Name, address, phone number, and e-mail address of the owner, engineer, landscape architect, surveyor, and developer (as applicable)
- c. Site location map inset with a north arrow indicator and sufficient information to locate the property in the field. Street names within the area are to also be included on the map.
- d. Site Data analysis with the following information:
- (1) Site size (in square feet and acreage)
- (2) Zoning of property
- (3) Intended uses and total square footage for each use



- (4) Total building(s) square footage (measure from outside walls); include square footage of any space with a roof (e.g. covered entry, open porch, portico, etc.). Clearly indicate the total square footage of existing structures, total of proposed square footage, and total of existing and proposed square footage combined
- (5) Number of floors
- (6) Vehicular Use Area (VUA) square footage (breakdown existing & proposed)
- (7) Sidewalk(s) square footage (breakdown existing & proposed)
- (8) Impervious Surface Ratio (ISR) ratio
- (9) Floor Area Ratio (FAR) ratio
- (10) Percentage of Pervious area
- (11) Parking calculations to include number of proposed and existing spaces and handicap spaces
- (12) Total number of nonresidential units **and** residential units per acre, if applicable
- e. Project name and north arrow indicator provided on each sheet of plans.
- f. Flood Zone information (FIRM)
- 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. Street rights-of-way, pavement widths, typical pavement sections, grades and elevations, plan and profiles, cross-sections, and street names.
- 5. Easements including locations, dimensions, and purposes.
- 6. All existing and proposed structures.
- 7. Dimensions of all existing and proposed structures.
- 8. Setbacks from the property lines to all structures.
- 9. Pad location and setbacks for all dumpsters and recyclable containers.
- 10. Location and setbacks for freestanding signs.
- 11. Zoning of all adjacent properties and properties across rights-of-ways with the name of the rights-of-way(s) included.
- 12. Wetlands, water courses, waterbodies, and other natural resources to be located on the site.
- 13. Notes with line items to include:
  - e. All utilities shall be located underground.
  - f. Contractor to attend a mandatory preconstruction meeting with City Staff prior to any disturbance of the property.
  - g. Conservation easements with the recording information (O.R. Book and Page Number), if applicable.
  - h. Any other pertinent information that should be noted.
- 14. Parking detail for each parking stall scenario (i.e. parallel space, angled parking, etc.), including handicap spaces
- 15. Location of bike racks and specifications
- 16. Sight triangles
- 17. Location of all mechanical equipment and utility boxes. Ground-mounted mechanical equipment shall be located within 20' of the principal structure, except transformers.
- 18. Location of all outdoor storage areas (includes shopping cart storage), loading and unloading areas, satellite dishes, truck parking (this includes fleet storage), and other service support equipment (i.e. ice machines and dispensers, outdoor vending machines, and propane tanks and refilling areas, etc.) and label each.
- 19. Plans for all underground utilities including, but not limited to, sanitary sewers, storm sewers, water lines, and electric lines. Show connections to existing systems and invert and top elevations of all structures.
- 20. Details and sections for all grade changes, dikes, or created waterbodies.
- 21. Bulkheads and bridges; engineering plans and cross-sections.



- 22. Provide adequate size piping to provide required fire flow.
- 23. Fire hydrant spacing.
- 24. Depict external sidewalks, connections, and width and provide specifications.
- 25. Depict internal sidewalk, connections, and width and provide specifications.

**G.** Landscape and Irrigation Plans (3 sets), if applicable, that are designed, signed, and sealed by a registered Florida landscape architect.

**H.** Architectural Elevations for Structures, if applicable, depicting:

1. Building elevations depicting:

- a. Name, address, phone number, and e-mail address of architect.
- b. Illustrate all building elevations and label the illustration as to which direction (north, south, east, or west) the building elevation is oriented.
- c. Illustrate height and width of building(s).
- d. Label all types of materials proposed for building.
- e. Label roof type and material and note roof pitch, as applicable.
- f. Label proposed colors of all portions of the building(s), must compliment existing structures.
- g. Note glass type and percentage of light reflectance rating for reflective glass and light transmittance rating for darkly tinted glass windows. All plans submitted to the City shall include the glass manufacturer's visible light reflectance, visible light transmittance ratings, and Low-E glass specifications for evaluation.
- h. All elements of articulation are to be noted on the plan as well as their color.
- i. Illustrate distance from ground to window for windows located on the first floor.
- j. All awnings shall be depicted as well as specifications for the awnings.
- k. Light fixtures are to be illustrated for the exterior of the building(s) and shall be architecturally compatible with the style, materials, colors, and details of the building.
- l. Service areas and mechanical equipment, as well as any other service support equipment, which will be attached or mounted to any building, shall be illustrated on the building elevations. All service areas and mechanical equipment (ground or roof) including, but not limited to, a/c condensers, heating units, electric meters, satellite dishes, irrigation pumps, ice machines and dispensers, outdoor vending machines, and propane tanks, displays and refilling areas, shall be screened from public view using architectural features consistent with the structure, or landscaping of sufficient density and maturity at planting to provide opaque screening.

2. Dumpster / Recyclable enclosure specifications to include:

- a. type       b. height       c. material       d. color

3. Freestanding signs and specifications to include:

- a. type       b. height       c. material       d. color

4. Walls and/or fences to be depicted and specifications to include:

- a. type       b. height       c. material       d. color

**I.** Stormwater calculations and Geotechnical Reports, original signed and sealed.

**J.** St. Johns River Water Management District permit (SJRWMD) or Modification approval letter.



- K.** Traffic statement required when generating fewer than 10 peak hour trips; A study is required if project generates more than ten (10) pm peak hour trips on an adjacent roadway. 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).
- L.** Pump Station calculations, **if** applicable.
- M.** Lighting Plan, if applicable.
- N.** [Site Development Permit Fee Calculation Sheet](#), if applicable.
- O.**  Nonrefundable filing fee established by resolution:  
 Check made payable to 'City of Palm Coast'.



**VARIANCE**  
**APPLICATION SUBMITTAL CHECKLIST**  
**(Excludes Marinas, Floodplain, & Wellfields)**

= 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 documents listed below are required to process a request for a variance. 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. Applications received by 3 p.m. on application deadline to be scheduled for the corresponding Planning and Land Development Regulation Board meeting date. **Be advised that it is the Applicant's responsibility to send a notice via certified mail to each abutting property owner as outlined in subsection 2.05.03 of the Unified Land Development Code (LDC).**

- A. Completed [application form](#) filed by property owner or property owner's representative (refer to [subsection 2.05.04.A](#) of the [LDC](#)).
1. Application notarized

- B. For an owner's representative, submit [letter of authorization](#).

- C. Title Opinion
1. Prepared by an attorney at law licensed to practice in Florida or a certification by an abstractor or a title company.
2. Shows that record title to the land as described and shown on the survey is in the name of the person, persons, corporation, or entity wanting the division.
3. List all mortgages not satisfied or released of record nor otherwise terminated by law.
4. List all encumbrances (i.e. easements, etc.) on the subject property.
5. Current (within six (6) months of the date of application submittal).

- D. Current survey:
1. Prepared by a registered land surveyor licensed to practice in the State of Florida.
2. Completed with the benefit of the current title opinion with a statement that it is current.
3. Contains the legal description and total acreage of the subject property.
4. Surveyor's certificate of accuracy.
5. All existing on-site or adjacent easements, including drainage, electricity, gas, water, wastewater, or other pipeline or utility easements.
6. All existing on-site improvements, including buildings, structures, drainage facilities, or other utilities.
7. Specific soil types and their limitations for planned use.
8. All wetlands.
9. Flood Insurance Rate Map (FIRM) information: community panel number, date, and flood zone(s). Flood zone boundary shall be depicted.
10. Streets adjacent to the tract, including rights-of-ways and pavement widths.



- E. Scaled plan depicting the following and any other information pertinent to the application:
1. Property boundaries
  2. Streets
  3. Easements
  4. Location, dimensions, and setback dimensions of all existing and proposed structures
  5. Intended use
  6. Submit plan on paper **no smaller than 11" by 17"**.
- F. Cover letter addressed to "Members of the Planning and Land Development Regulation Board" that provides factual, relevant information as to the Applicant's position and provides justification for the request.
1. Each variance request must provide sufficient data to show compliance with the individual criteria of that particular use. See [subsection 2.12.03.A](#) of the [LDC](#).
- G. List of names, mailing addresses, parcel identification numbers, and radius map(s) of all abutting property owners. Property ownership information should be obtained from the Flagler County Property Appraiser's Office. (Abutting property means any property that is immediately contiguous to or immediately across any road or public rights-of-way from the property subject to such hearing).
- H. Optional exhibits, such as photographs, letters of support from neighboring property owners, or other information intended to support the Applicant's position, may be submitted.
- I. Nonrefundable filing fee established by resolution: \$200 (check made payable to 'City of Palm Coast').



## VARIANCE - MARINA FACILITY 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 documents listed below are required to process a request for a marina facility variance. 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. Applications received by 3 p.m. on application deadline to be scheduled for the corresponding Planning and Land Development Regulation Board meeting date. **Be advised that it is the Applicant's responsibility to send a notice via certified mail to each abutting property owner as outlined in subsection 2.05.03 of the Unified Land Development Code (LDC).**

- A. Completed [application form](#) filed by property owner or property owner's representative (refer to [subsection 2.05.04.A](#) of the [LDC](#)).
1. Application notarized.
- B. For an owner's representative, submit [letter of authorization](#).
- C. Title Opinion
1. Prepared by an attorney at law licensed to practice in Florida or a certification by an abstractor or a title company.
2. Shows that record title to the land as described and shown on the survey is in the name of the person, persons, corporation, or entity wanting the division.
3. List all mortgages not satisfied or released of record nor otherwise terminated by law.
4. List all encumbrances (i.e. easements, etc.) on the subject property.
5. Current (within six (6) months of the date of application submittal).
- D. Current topographic and hydrographic surveys:
1. Prepared by a registered land surveyor licensed to practice in the State of Florida.
2. Completed with the benefit of the current title opinion with a statement that it is current.
3. Contains the legal description and total acreage of the subject property.
4. The surveys shall accurately reflect the status of the parcel at one (1) foot intervals.
5. Surveyor's certificate of accuracy.
6. All existing on-site or adjacent easements, including drainage, electricity, gas, water, wastewater, or other pipeline or utility easements.
7. All existing on-site improvements, including buildings, structures, drainage facilities, or other utilities.
8. Specific soil types and their limitations for planned use.
9. All wetlands and associated vegetation, including mangroves, submerged aquatic vegetation, and salt marsh.
10. Flood Insurance Rate Map (FIRM) information: community panel number, date, and flood zone(s). Flood zone boundary shall be depicted.
11. Streets adjacent to the tract, including rights-of-ways and pavement widths.
- E. Cover letter addressed to "Members of the Planning and Land Development Regulation Board" that provides factual, relevant information as to the Applicant's position and provides justification for the request.
1. Each variance request must provide sufficient data to show compliance with the individual criteria of that particular use. See [subsection 4.16.11.B](#) of the [LDC](#).



- F.** List of names, mailing addresses, parcel identification numbers, and radius map(s) of all abutting property owners. Property ownership information should be obtained from the Flagler County Property Appraiser's Office. (Abutting property means any property that is immediately contiguous to or immediately across any road or public rights-of-way from the property subject to such hearing).
- G.** Scaled plan depicting the following and any other information pertinent to the application:
1. Property boundaries
  2. Streets
  3. Easements
  4. Location, dimensions, and setbacks of all existing and proposed structures
  5. Intended use
  6. Submit plan on paper no smaller than 11" by 17"
- H.** Optional exhibits, such as photographs, letters of support from neighboring property owners, or other information intended to support the Applicant's position, may be submitted.
- I.** Nonrefundable filing fee established by resolution: \$200 (checks made payable to 'City of Palm Coast').



## VARIANCE - FLOOD DAMAGE PROTECTION

### APPLICATION SUBMITTAL CHECKLIST

Residential  Nonresidential  Subdivisions

= Mandatory  = As applicable  = sub

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 documents listed below are required to process a request for a variance from the floodplain regulations. 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. Applications received by 3 p.m. on application deadline to be scheduled for the corresponding Planning and Land Development Regulation Board meeting date. **Be advised that it is the Applicant's responsibility to send a notice via certified mail to each abutting property owner as outlined in [subsection 2.05.03](#) of the [Unified Land Development Code \(LDC\)](#).**

- A. Completed [application form](#) filed by property owner or property owner's representative (refer to [subsection 2.05.04.A](#) of the [LDC](#)).
1. Application notarized
- B. For an owner's representative, submit [letter of authorization](#).
- C. Provide copy of proof of land ownership (deed or certificate by lawyer, abstract company, or Title Company) that verifies the owner of record.
- D. Cover letter addressed to "Members of the Planning and Land Development Regulation Board" that provides factual, relevant information as to the Applicant's position and provides justification for the request.
- a. Each variance request must provide sufficient data to show compliance with the individual criteria of that particular use. See [subsection 10.02.12.B, Chapter 10](#) of the [LDC](#).
- E. Boundary survey signed and sealed by a State of Florida licensed surveyor.
1. Flood Insurance Rate Map (FIRM) panel information.
2. Grade elevation contours on one (1) foot intervals
3. Flood plain boundaries
4. Existing structures and improvements
5. All jurisdictional wetlands
- F. Elevation Certificate(s).
- G. Summary of Flood Hazard Reduction practices.



- H.** Summary of compliance with Federal and State agencies.
- I.** List of names, mailing addresses, parcel identification numbers, and radius map(s) of all abutting property owners. Property ownership information should be obtained from the Flagler County Property Appraiser's Office. (Abutting property means any property that is immediately contiguous to or immediately across any road or public rights-of-way from the property subject to such hearing).
- J.** Optional technical data, exhibits, such as photographs, letters of support from neighboring property owners, or other information intended to support the Applicant's position, may be submitted.
- K.** Technical data supporting variance request within floodway that no increase in flood levels will result during base flood discharge.
- L.** Nonrefundable filing fee established by resolution: \$200 (check made payable to 'City of Palm Coast').



## VARIANCE - WELLFIELD 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 documents listed below are required to process a request for a variance from the wellfield protection regulations. 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. Applications received by 3 p.m. on application deadline to be scheduled for the corresponding Planning and Land Development Regulation Board meeting date. **Be advised that it is the Applicant's responsibility to send a notice via certified mail to each abutting property owner as outlined in subsection 2.05.03 of the Unified Land Development Code (LDC).**

- A. Completed [application form](#) filed by property owner or property owner's representative (refer to [Subsection 2.05.04.A](#) of the [LDC](#)).
  - 1. Owner's signature notarized
  - 2. Signed by:
    - professional engineer    **OR**     professional geologist
    - (must be licensed to practice in the state of Florida)
- B. For an owner's representative, submit [letter of authorization](#).
- C. Provide copy of proof of land ownership (deed or certificate by lawyer, abstract company, or Title Company) that verifies the owner of record.
- D. Cover letter addressed to "Members of the Planning and Land Development Regulation Board" that provides factual, relevant information as to the Applicant's position and provides justification for the request.
  - 1. Each variance request must provide sufficient data to show compliance with the individual criteria of that particular use. See [subsection 10.03.08.A, Chapter 10](#) of the [LDC](#).
- E. Topographic survey, signed and sealed by Florida licensed surveyor, that depicts:
  - 1. Grade elevation contours at one (1) foot intervals
  - 2. Wellhead location
  - 3. Wetland surface water features; and
  - 4. Limits of proposed activities
- F. Site hydrogeologic assessment that addresses, at a minimum, soil characteristics, groundwater levels, groundwater directional flow, distance from wellhead, and existing groundwater quality.
- G. Technical report to demonstrate that adequate technology, practices, or other controls exist to isolate the facility or activity from the potable water supply in the event of a spill.
- H. A discussion and documentation, such as published reports, technical articles, substantiating sufficient performance, and reliability of a proposed technology or system. Include discussion of maintenance and procedures to be utilized if system fails.



- I.** Site-specific applicable groundwater protection best management practices procedures to ensure the protection of groundwater resources.
- J.** Summary of compliance Federal and State agencies.
- K.** List of names, mailing addresses, and parcel identification numbers of all abutting property owners. Property ownership information should be obtained from the Flagler County Property Appraiser's Office. (Abutting property means any property that is immediately contiguous to or immediately across any road or public rights-of-way from the property subject to such hearing).
- L.** Optional exhibits, such as photographs, letters of support from neighboring property owners, or other information intended to support the Applicant's position, may be submitted.
- M.** Other materials and documents as required by the Planning Manager shall accompany such application.
- N.** Nonrefundable filing fee established by resolution: \$200 (check made payable to 'City of Palm Coast').



## VESTED RIGHTS DETERMINATION 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 documents listed below are required to process a request for a vested rights determination. This checklist **must** be completed by the Applicant **and** included in the application submittal package in order for the application to be accepted.

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](#).
  - 1. Application notarized
- B. Substantial action taken to carry out an approved Plan.
- C. Documentation of expenditures of money for equipment.
- D. Documentation of expenditures of money for contractual obligations.
- E. Approvals for the project (permits, development orders, etc.).
- F. Documentation of expenditures after approval (reliance in good faith).
- G. Value of expenditures in proportion to the total cost of the project.
- H. Reliance on [Section 2.15. Vested Rights](#), City of Palm Coast [Unified Land Development Code](#).
- I. Reliance on [Policies 1.1.6.2, 1.1.6.3, and/or 1.1.6.4](#) in the Future Land Use Element of the City of Palm Coast [Comprehensive Plan](#).
- J. Reliance on [Florida Statutes 163.3167\(8\)](#), "Nothing in this act shall limit or modify the rights of any person to complete any development that has been authorized as a development of regional impact pursuant to Chapter 380 or who has been issued a final local development order and development has commenced and is continuing in good faith."



## APPEAL

### 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.

Within fifteen (15) calendar days of the [rendering of an administrative decision or interpretation](#), an appeal may be filed. Within thirty-(30) calendar days of the [rendering of a decision by the Planning and Land Development Regulation Board](#), an appeal may be filed. At a minimum, the documents listed below are required to process a request for an appeal. This checklist **must** be completed by the Applicant **and** included with the application submittal package in order for the application to be accepted. It is recommended to schedule an appointment with a Land Development Technician at (386) 986-3736 for submittal of the application package. Applications received by 3 p.m. on application deadline to be scheduled for the corresponding Planning and Land Development Regulation Board meeting date or City Council meeting date, as applicable.

- A. Completed [application form](#) filed by Applicant.
1. Application notarized
- B. Cover letter:
1. If appealing a decision of the 'Land Use Administrator', a cover letter addressed to "Planning and Land Development Regulation Board" that provides factual, relevant information as to the Applicant's position and provides justification for the request.
2. If appealing a decision of the Planning and Land Development Regulation Board, a cover letter addressed to "City Council" that provides factual, relevant information as to the Applicant's position and provides justification for the request.
- C. List of witnesses for the appellant. List to contain names, mailing addresses, physical addresses, and telephone numbers.
- D. **If appealing a decision of the Planning and Land Development Regulation Board** in which a public hearing was required, provide a list of names, mailing addresses, and parcel identification numbers of all abutting property owners. (Abutting property means any property that is immediately contiguous to or immediately across any road or public rights-of-way from the property subject to such hearing). *Be advised that it is the Applicant's responsibility to send a notice via certified mail to each abutting property owner as outlined in [subsection 2.05.03 of the Unified Land Development Code](#).*
- E. Materials and drawings as needed to understand clearly the substance of the appeal. (Optional)
- F. Nonrefundable filing fee: \$200 (check made payable to 'City of Palm Coast').



## PARKING FLEXIBILITY 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 documents listed below are required to process a request for flexibility to the parking requirements (refer to [subsection 5.04.02.B](#) in the *Unified Land Development Code*. 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 with a Land Development Technician at (386) 986-3736 for submittal of the application package.

**A.** Completed [application form](#).  
 1. Application notarized

**B.** Scaled plan or as-built survey depicting the following and any other information pertinent to the application:

- 1. Property boundaries
- 2. Streets
- 3. Easements
- 4. All existing and proposed structures
- 5. Dimensions of all existing and proposed structures
- 6. Setbacks from the property lines to all structures
- 7. Intended use (if applicable).
- 8. Submit plan or survey on paper no larger than 11" by 17".
- 9. Vicinity map
- 10. Flood zone information
- 11. Wetlands
- 12. Location of utilities
- 13. Driveways
- 14. Sight triangles
- 15. Dumpster locations (recycle and trash)
- 16. Site plan data providing calculations for:
  - a. impervious surface ratio (ISR)
  - b. floor area ratio (FAR)
  - c. zoning of parcel
  - d. square footage breakdown for all uses (includes buildings, vehicular use area, walkways, floors)
  - e. total number of parking spaces required (includes handicap spaces)
  - f. number of parking spaces proposed
  - g. size of parcel

**C.** Traffic study, may be required if changing or expanding the use.

**D.** Floor plan, may be required if changing or expanding the use.



- E. Documentation that a substantial public benefit will be attained, **if** requesting a variation of the parking lot design or standards.
- F. Documentation supported by Green Building Principles, **if** requesting pervious surface materials to be used for parking spaces for large-scale commercial and home improvement centers when exceeding the minimum number of required parking spaces.
- G. **If** on a site subject to a development agreement, submit copy of recorded agreement.
- H. **Optional** exhibits, such as photographs or other information intended to support the Applicant's position, may be submitted.
- I. Nonrefundable filing fee: \$200 (check made payable to 'City of Palm Coast').



## QUALIFIED ENVIRONMENTAL PROFESSIONAL (QEP) APPLICATION / UPDATE FORM 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 documents listed below are required to process a request for review of a Qualified Environmental Professional (QEP). This checklist **must** be completed by the Applicant **and** included in the application submittal package in order for the application to be accepted.

QEP #: \_\_\_\_\_ QEP EXPIRATION DATE: \_\_\_\_\_

APPLICANT (NAME OF PROFESSIONAL): \_\_\_\_\_

ASSOCIATED FIRM AND/OR COMPANY: \_\_\_\_\_

TARGET QEP FIELDS (Check applicable):  WETLANDS     LISTED SPECIES     BOTH

**A. WETLAND RESOURCES:**

- 1. [APPLICATION / UPDATE – QEP FORM](#)
- 2. COPIES DEGREES, CERTIFICATIONS, AND/OR LICENSES
- 3. SUMMARY FOR FIVE (5) PROJECTS ISSUED ENVIRONMENTAL RESOURCE PERMITS
- 4. ONE (1) SAMPLE OF UMAM PACKAGE
- 5. ONE (1) SAMPLE OF WRAP PACKAGE
- 6. OTHER (PROVIDE DETAILS BELOW)

**B. LISTED SPECIES:**

- 1. [APPLICATION / UPDATE – QEP FORM](#)
- 2. COPIES DEGREES, CERTIFICATIONS, AND/OR LICENSES
- 3. SUMMARY FOR FIVE (5) PROJECTS ISSUED ENVIRONMENTAL RESOURCE PERMITS
- 4. TWO (2) SAMPLES OF UMAM PACKAGE
- 5. TWO (2) SAMPLES OF WRAP PACKAGE
- 6. OTHER (PROVIDE DETAILS BELOW)

**C. NONREFUNDABLE FILING FEE: \$30 per hour** (check made payable to 'City of Palm Coast').



## WIRELESS COMMUNICATION FACILITY (new structures) 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 documents listed below are required to process a request for a new wireless communication facility (refer to [Section 4.20](#) in the [Unified Land Development Code \(LDC\)](#)). This checklist **must** be completed by the Applicant **and** included in the application package in order for the application to be accepted. Pending approval by an independent consultant, the City may request additional copies of supporting materials. In addition, supplemental information may be requested for the purpose of clarity or confirmation. An appointment is recommended for application submittal and acceptance. To schedule an appointment for submittal, call 386-986-3736.

A. Completed application forms filed by property owner or property owner's representative (refer to [subsection 2.05.04.A](#) of the [LDC](#)).

- 1. [General Application](#), notarized
- 2. [Supplement Wireless Communication Facility Application](#)

B. For an owner's representative, submit [letter of authorization](#).

C. Title opinion:

- 1. Prepared by an attorney at law licensed to practice in Florida or a certification by an abstractor or a title company.
- 2. Shows that record title to the land as described and shown on the survey is in the name of the person, persons, corporation, or entity wanting the division.
- 3. List all mortgages not satisfied or released of record nor otherwise terminated by law.
- 4. List all encumbrances (i.e. easements, etc.) on the subject property.
- 5. Current (within six (6) months of the date of application submittal).

D. Current survey:

- 1. Prepared by a registered land surveyor licensed to practice in the State of Florida.
- 2. Completed with the benefit of a title opinion that states it is current.
- 3. Contains the legal description and total acreage of the subject property.
- 4. Surveyor's certificate of accuracy.
- 5. All existing on-site or adjacent easements, including drainage, electricity, gas, water, wastewater, or other pipeline or utility easements.
- 6. All existing on-site improvements, including buildings, structures, drainage facilities, or other utilities.
- 7. Specific soil types and their limitations for planned use.
- 8. All wetlands.
- 9. Flood Insurance Rate Map (FIRM) information: community panel number, date, and flood zone(s). Flood zone boundary shall be depicted.
- 10. Streets adjacent to the tract, including rights-of-ways and pavement widths.

E. Cover letter addressed to "Planning Manager" that provides factual, relevant information as to the Applicant's position and provides justification for the request.

F. Scaled plan or as-built survey depicting the following and any other information pertinent to the application (refer to [Section 4.20](#) of the [LDC](#)):

- 1. Property boundaries.
- 2. Streets.
- 3. Easements.
- 4. All existing and proposed structures.
- 5. Dimensions of all existing and proposed structures.



- 6. Proposed pad locations
  - 7. Setbacks from the property lines to all structures.
  - 8. Location of all mechanical equipment.
  - 9. Submit plan or survey on paper **no larger than 11" by 17"**.
  - 10. Zoning of all adjacent properties and properties across rights-of-ways with the name of the rights-of-way noted.
  - 11. Notes with line items to include:
    - a. All utilities shall be located underground.
    - b. Contractor to attend a mandatory preconstruction meeting with City Staff prior to any disturbance of property.
    - c. All Easements with the type / purpose noted.
  - 12. A space measuring at least 4" in width by 3" in height provided in the upper right corner of each sheet of plans reserved for the City's approval stamp.
  - 13. All wetlands
  - 14. Floor Insurance Rate Map (FIRM) information consistent with information on current survey.
  - 15. Sight triangles.
  - 16. Fence(s).
- G. Landscape and Irrigation plans in compliance with [Chapter 11](#) of the [LDC](#).
- H. Building / Structural elevations to include:
  - 1. Elevations of all sides of structure(s)
  - 2. All colors depicted on each elevation
  - 3. Landscape and irrigation depicted on plans
  - 4. Prepared by an architect
  - 5. Sign specifications to include:
    - a. Height
    - b. Type
    - c. Color
    - d. Sign area calculations
  - 6. Fence(s) specifications to include:
    - a. Height
    - b. Type
    - c. Color
- I. St. Johns River Water Management District permit (SJRWMD) (if permit not issued, provide application).
- J. Department of Environmental Protection (DEP) permit (if permit not issued, provide application).
- K. Environmental assessment report from an environmental consultant regarding:
  - 1. Wetland Quality Assessment Methodology (WQAM)
  - 2. Endangered and threatened species and species of special concern
- L. Cultural resource field survey report.
- M. A map of the search ring submitted and used by the Applicant's site location.
- N. A statement that the submitted search ring is the same as utilized in the selection of the site.
- O. A map indicating the Applicant's existing radio frequency (RF) signal propagation.



- P. A map indicating the Applicant's proposed new RF signal propagation.
- Q. A statement from a qualified individual that the Applicant will comply with all Federal Communications Commission (FCC) rules regarding human exposure to RF energy. Must include:
  - 1. Individual's qualifications
- R. A statement that the Applicant will comply with applicable FCC rules regarding radio-frequency interference.
- S. Photo-simulated images of the structure's post-construction appearance to include, at a minimum, the vantage point of any adjacent roadways, existing or proposed structures, as well as samples of exterior building materials.
- T. Complete plans of the proposed facility addressing the development standards of the [LDC](#), including a structural certification by a Florida professional engineer that the facility will comply with applicable federal, state, and local codes and regulations, to include, but not limited to, EIA/TIA 222-G (as amended).
- U. A statement from the Applicant of compliance with FAA regulations, if applicable.
- V. A statement from the Applicant as to the potential visual and aesthetic impact of the proposed WCF on adjacent properties having residential zoning, if applicable.
- W. [Site Development Permit Fee Calculation Sheet](#).
- X. Optional exhibits, such as photographs, letters of support from neighboring property owners, or other information intended to support the Applicant's position, may be submitted.
- Y. For projects along State Roads, contact Florida Department of Transportation (FDOT) at (386) 943-5000 for review of the proposed connections. Submit FDOT comments, conditions, or approvals along with the above stated documents.

Required documents for building permits:

- A. Building Permit Application – must include Property Appraiser's identification number.
- B. Two (2) sets of signed and sealed construction drawings from a licensed Florida Architect or Engineer.
- C. Site plan stamped approved as part of the Site Plan Development Order.
- D. Recorded warranty deed.
- E. Authorization from the City's Information Technology (IT) Department - Site Plan Development Order issued from the City's Community Development Department.
- F. Construction Lien Law Affidavit.

**Note:** All contractors listed on the permit, including electrical, mechanical, and plumbing, must be licensed and hold a City of Palm Coast Business Tax Receipt.



## WIRELESS COMMUNICATION FACILITY COLLOCATION 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.

The documents listed below are required, at a minimum, to process a request to collocate on a wireless communication facility (refer to [Section 4.20](#) in the [Unified Land Development Code \(LDC\)](#). This checklist **must** be completed by the Applicant **and** included in the application submittal package in order for the application to be accepted. In addition, supplemental information may be requested for the purpose of clarity or confirmation. The application package shall be submitted to the Building Department.

- A. Completed [wireless communication facility collocation application](#) form filed by property owner or property owner's representative (refer to [subsection 2.05.04.A](#) of the [LDC](#).
  - 1. Application notarized
  
- B. For an owner's representative, submit [letter of authorization](#).
  
- C. Provide copy of proof of land ownership (deed or certificate by lawyer, abstract company, or Title Company) that verifies the owner of record.
  
- D. Complete plans of the proposed facility addressing the development standards as outlined in [Section 4.20](#) of the [LDC](#), including a structural certification by a Florida professional engineer that the facility will comply with applicable federal, state, and local codes and regulations to include, but not limited to, EIA/TIA 222-G (as amended).
  
- E. A statement from a qualified individual that the Applicant will comply with all Federal Communications Commission (FCC) rules regarding human exposure to radio-frequency (RF) energy. Must include:
  - 1. Individual's qualifications
  
- F. A statement that the Applicant will comply with applicable FCC rules regarding radio-frequency interference.
  
- G. Photo-simulated images of the structure's post-construction appearance to include, at a minimum, the vantage point of any adjacent roadways, existing or proposed structures, as well as samples of exterior building materials. If there is no change, it should be stated.
  
- H. Optional exhibits, such as photographs, letters of support from neighboring property owners, or other information intended to support the Applicant's position, may be submitted.
  
- I. If applicable, [Site Development Permit Fee Calculation Sheet](#).



Required documents for building permits:

- A.** Building Permit Application – must include Property Appraiser’s identification number.
- B.** Two (2) sets of signed and sealed construction drawings from a licensed Florida Architect or Engineer.
- C.** Site plan stamped approved as part of the original Site Plan Development Order.
- D.** Construction Lien Law affidavit.
- E.** Recorded warranty deed.
- F.** Authorization from the City’s Information Technology (IT) Department - Site Plan Development Order issued from the City’s Community Development Department.

**Note:** All contractors listed on the permit, including electrical, mechanical, and plumbing, must be licensed and hold a City of Palm Coast Business Tax Receipt.



## HOME OCCUPATION (as a permitted use, not a special exception) APPLICATION SUBMITTAL CHECKLIST

= Mandatory     = 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 documents listed below are required to process a request for a home occupation that is a permitted use by right as listed in [Table 3-2](#) of the [Unified Land Development Code \(LDC\)](#). A home occupation listed in [Table 3-2](#) with an "S" is deemed a special exception, which requires a public hearing before the Planning and Land Development Regulation Board to determine denial or approval. A request for a special exception must be filed using a [Special Exception Application form](#) and going through the process for a special exception as outlined in this manual and in [Section 2.07](#) of the [LDC](#). The below checklist **must** be completed by the Applicant **and** included with the application package in order for the application to be accepted. Any questions regarding a home occupation should be directed to a zoning technician at 386-986-3751. Questions regarding a business tax receipt should be directed to 386-986-3772.

- A. Completed [application form](#).
- 1. Application notarized (Original only)
  - 2. Includes [home occupation affidavit](#) – signature(s) notarized (Original only)
- B. Copy of the **recorded** warranty deed.
- C. Completed Business Tax Receipt payment form (obtain from the Business Tax Receipt Division).
- D. Fees: Nonrefundable filing fee - \$20 + \$50 Business Tax Receipt fee (annual fee may vary). Check(s) made payable to 'City of Palm Coast'.

### Additional Information:

- Fill out application form in detail. A Home Occupation Development Order shall not be granted without an interview with a Zoning Technician.
- Applying for a Home Occupation Development Order does not guarantee approval. The issuance of the Home Occupation Development Order remains with the property and does not transfer from one location to another.
- Approval from the City of Palm Coast Community Development Department is **NOT** your Business Tax Receipt. It is for zoning purposes only. A City of Palm Coast Business Tax Receipt must still be obtained from the Business Tax Receipt Department.
- Failure to comply with the [LDC](#) may result in the revocation of the Home Occupation Development Order.



## BINDING LOT AGREEMENT 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 documents listed below are required to process a request to bind together platted parcels. This checklist **must** be completed by the Applicant **and** included in the application submittal package. If a required document is not provided then a statement justifying the action is to be submitted, which will be taken into consideration. In addition, supplemental information may be requested for the purpose of clarity or confirmation. Any questions regarding the binding of lots should be directed to a zoning technician at 386-986-3751. For inquiries on how the binding of lots may affect property taxes and homestead exemption, contact the Flagler County Property Appraiser's Office at (386) 313-4150.

- A. Completed [application form](#) signed by **all** property owners and all signatures **notarized**.
- B. Copies of the recorded warranty deeds. All deeds **must** show the exact same ownership (including initials).
- C. Releasing of easements
1. Will a structure be built on the adjoining property line? Yes  No
2. Will a structure be built within the setback areas of the adjoining property line(s)?  
Yes  No
- D. Title opinion:
1. Prepared by an attorney at law licensed to practice in Florida or a certification by an abstractor or a title company.
2. Shows that record title to the land as described and shown on the survey is in the name of the person, persons, corporation, or entity wanting the division.
3. List all mortgages not satisfied or released of record nor otherwise terminated by law.
4. List all encumbrances (i.e. easements, etc.) on the subject property.
5. Current (within six (6) months of the date of application submittal).
- E. Official letters from entities approving the release of easement(s):
1. Florida Power and Light
2. AT&T
3. Bright House Networks
- F. Provide a copy of property surveys or plat maps that depict all easements on the lots. The Applicant is responsible in submitted a survey that shows **all existing structures** on the property. The information must be as recent as six (6) months. If there is not a survey, a plat map may be obtained from the Flagler County Courthouse, Recording Office, Building 1, 1769 Moody Blvd., Bunnell, Florida 32110. However, be advised that a plat map does **not** show any structures on the lot(s), but it should reflect easements. The Applicant will be responsible in obtaining detailed and correct information regarding structures and easements on the lot(s).
- G. Nonrefundable filing fee: \$50 (check made payable to 'City of Palm Coast').



## RESCISSION OF A BINDING LOT AGREEMENT 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 documents listed below are required to process a request to rescind a binding lot agreement. This checklist **must** be completed by the Applicant **and** included in the application submittal package. If a required document is not provided then a statement justifying the action is to be submitted, which will be taken into consideration. In addition, supplemental information may be requested for the purpose of clarity or confirmation. Any questions regarding the rescission of bound lots should be directed to a zoning technician at 386-986-3751.

- A. Completed [application form](#) signed by **all** property owners and all signatures **notarized**.
- B. If a mortgage exists on the property, provide a notarized affidavit from the mortgage lender authorizing the request to rescind the 'binding lot agreement'.
- C. Letter from property owner [requesting rescission of the binding lot agreement](#).
- D. [Rescission Affidavit](#) signed by **all** property owners and notarized.
- E. Copy of the original Binding Lot Agreement.
- F. Title opinion:
  - 1. Prepared by an attorney at law licensed to practice in Florida or a certification by an abstractor or a title company.
  - 2. Shows that record title to the land as described and shown on the survey is in the name of the person, persons, corporation, or entity wanting the division.
  - 3. List all mortgages not satisfied or released of record nor otherwise terminated by law.
  - 4. List all encumbrances (i.e. easements, etc.) on the subject property.
  - 5. Current (within six (6) months of the date of application submittal).
- G. Provide a current survey prepared by a Florida licensed registered land surveyor depicting the following:
  - 1. Contains the legal description and total acreage of the subject property.
  - 2. Completed with the benefit of the title opinion (same as title opinion included with the application package) that states it is current.
  - 3. Surveyor's certificate of accuracy.
  - 4. All existing on-site or adjacent easements, including drainage, electricity, gas, water, wastewater, or other pipeline or utility easements.
  - 5. All existing on-site improvements, including buildings, structures, drainage facilities, or other utilities.
  - 6. All wetlands.
  - 7. Flood Insurance Rate Map (FIRM) information: community panel number, date, and flood zone(s). Flood zone boundary shall be depicted.
  - 8. Streets adjacent to the tract, including rights-of-ways and pavement widths.
- H. Affidavit from the surveyor that **no** changes have been made to the property since the date of the survey.
- I. Nonrefundable filing fee: \$50 (check made payable to 'City of Palm Coast').



## 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.

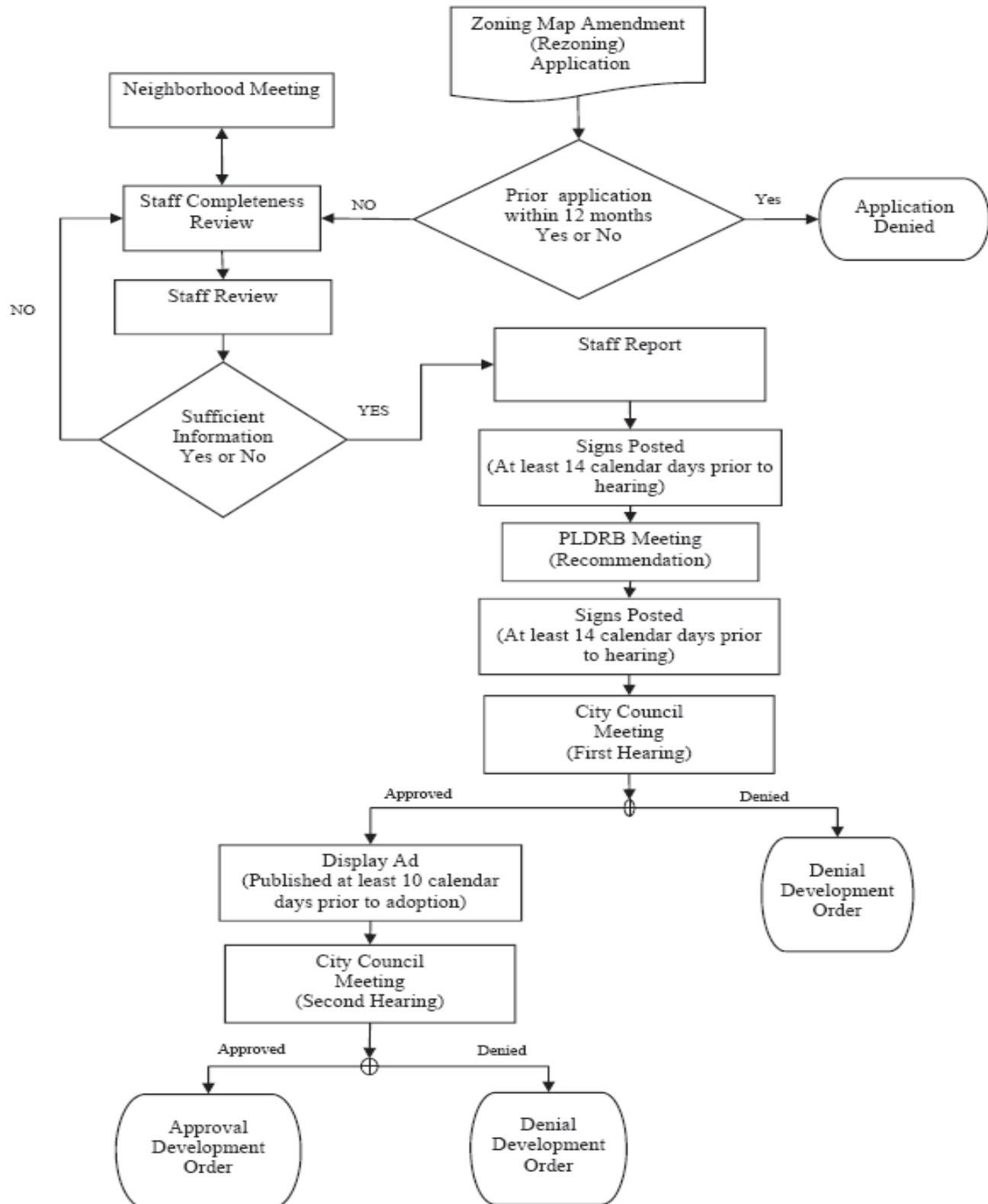
- A. Completed [application form](#) filed by the original applicant or property owner.
1. Application notarized
- B. If original applicant is not the property owner, submit [letter of authorization](#).
- C. Cover letter providing a summary of all modifications.
- D. Modified sheets (3 sets): any other 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').



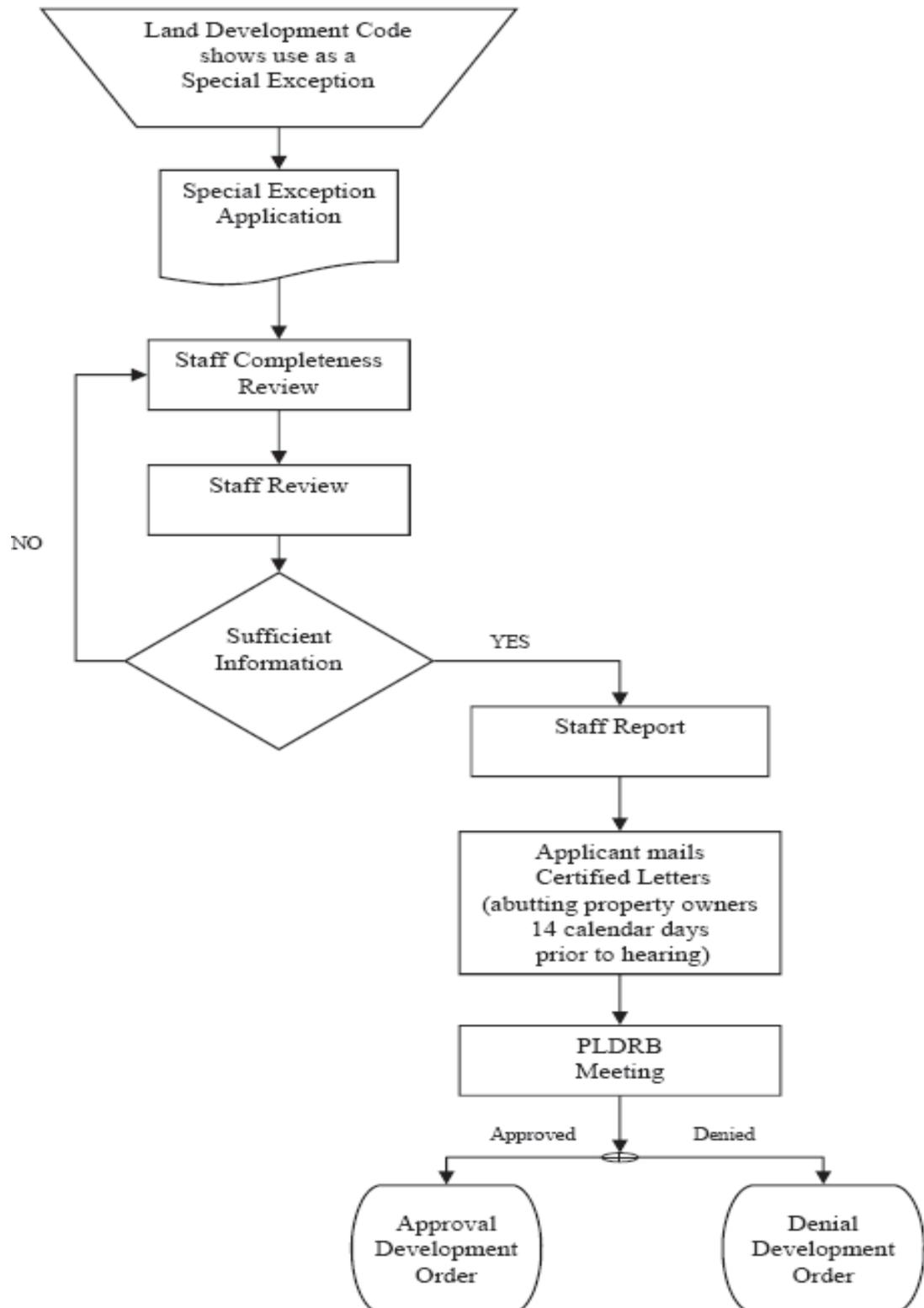
# FLOWCHARTS



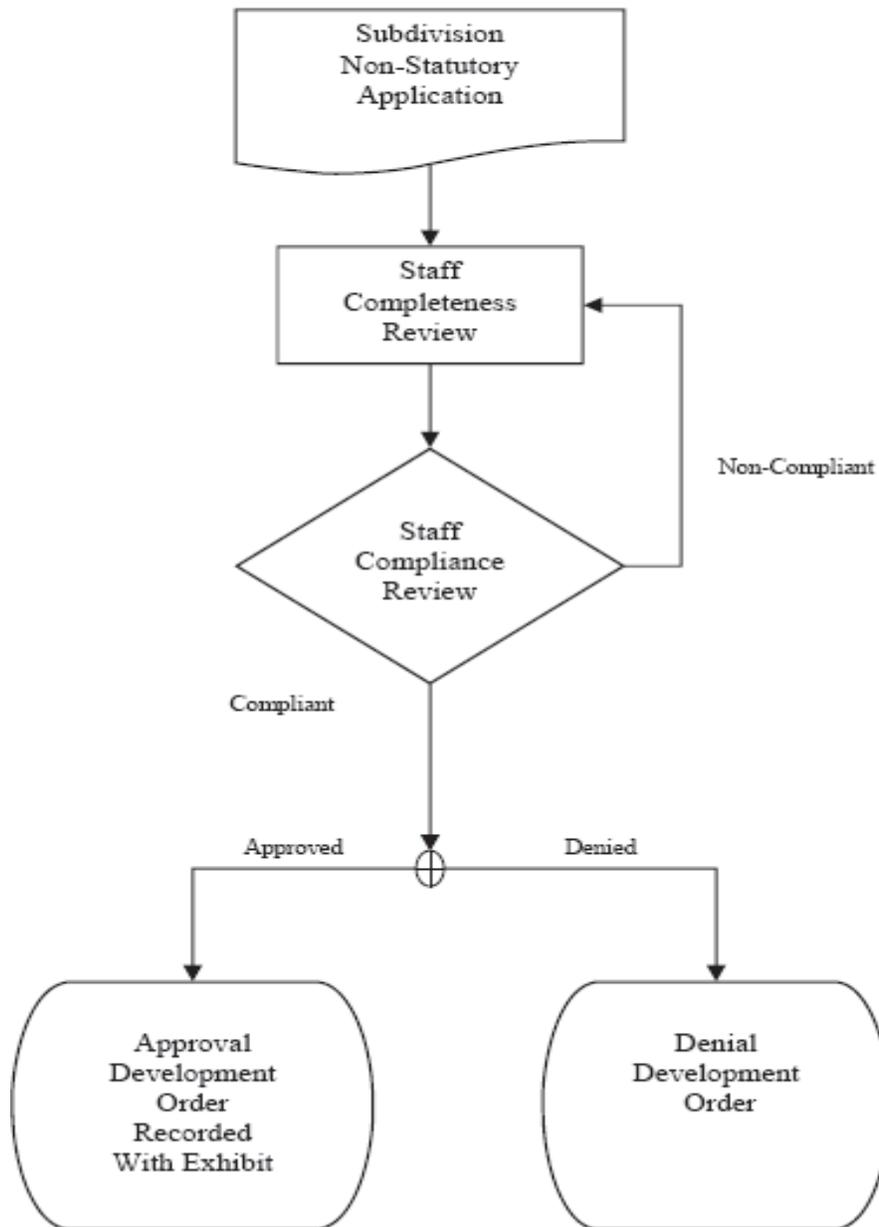
# Zoning Map Amendment



## Special Exceptions



## Non-Statutory Subdivision

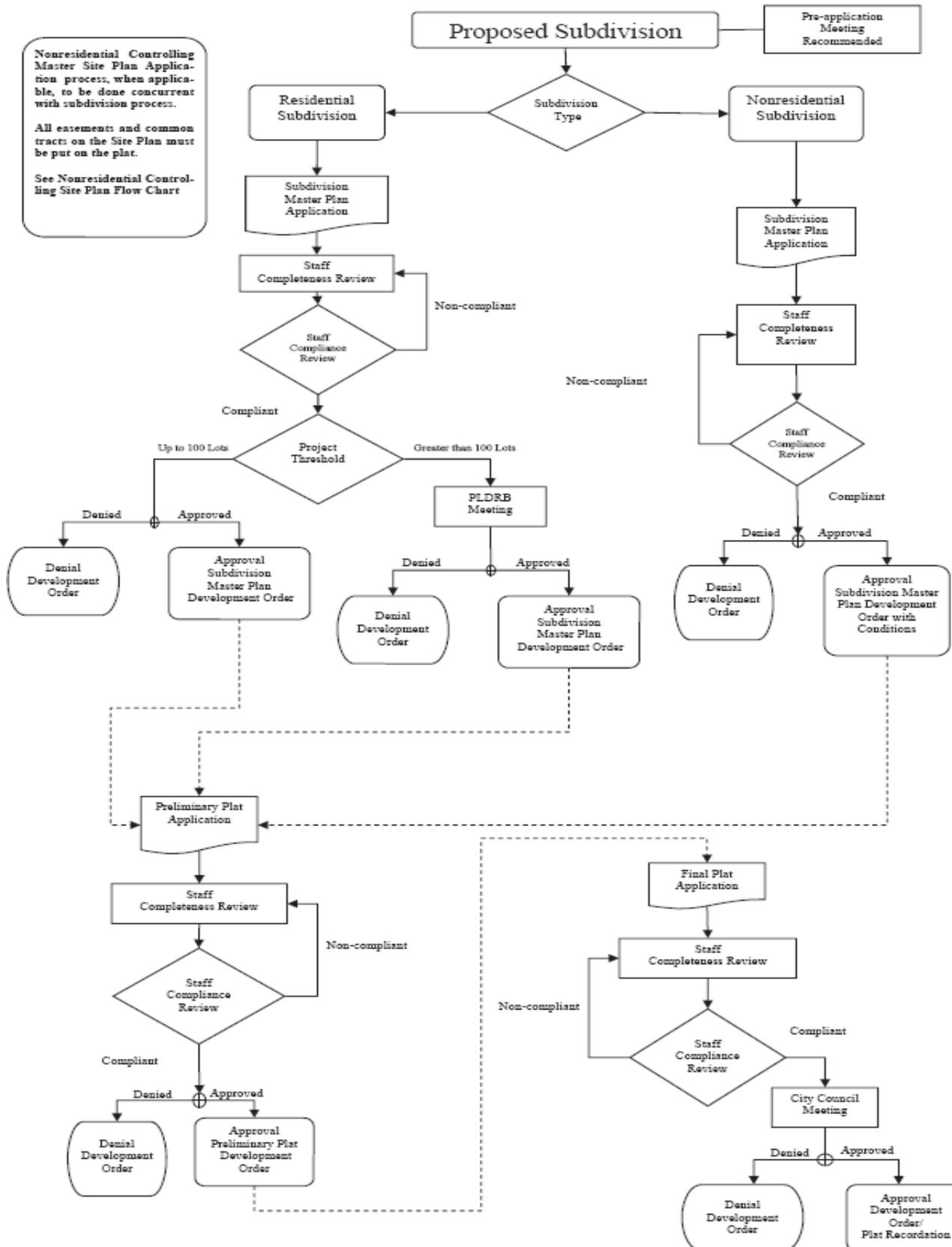


## Subdivision Flow Chart

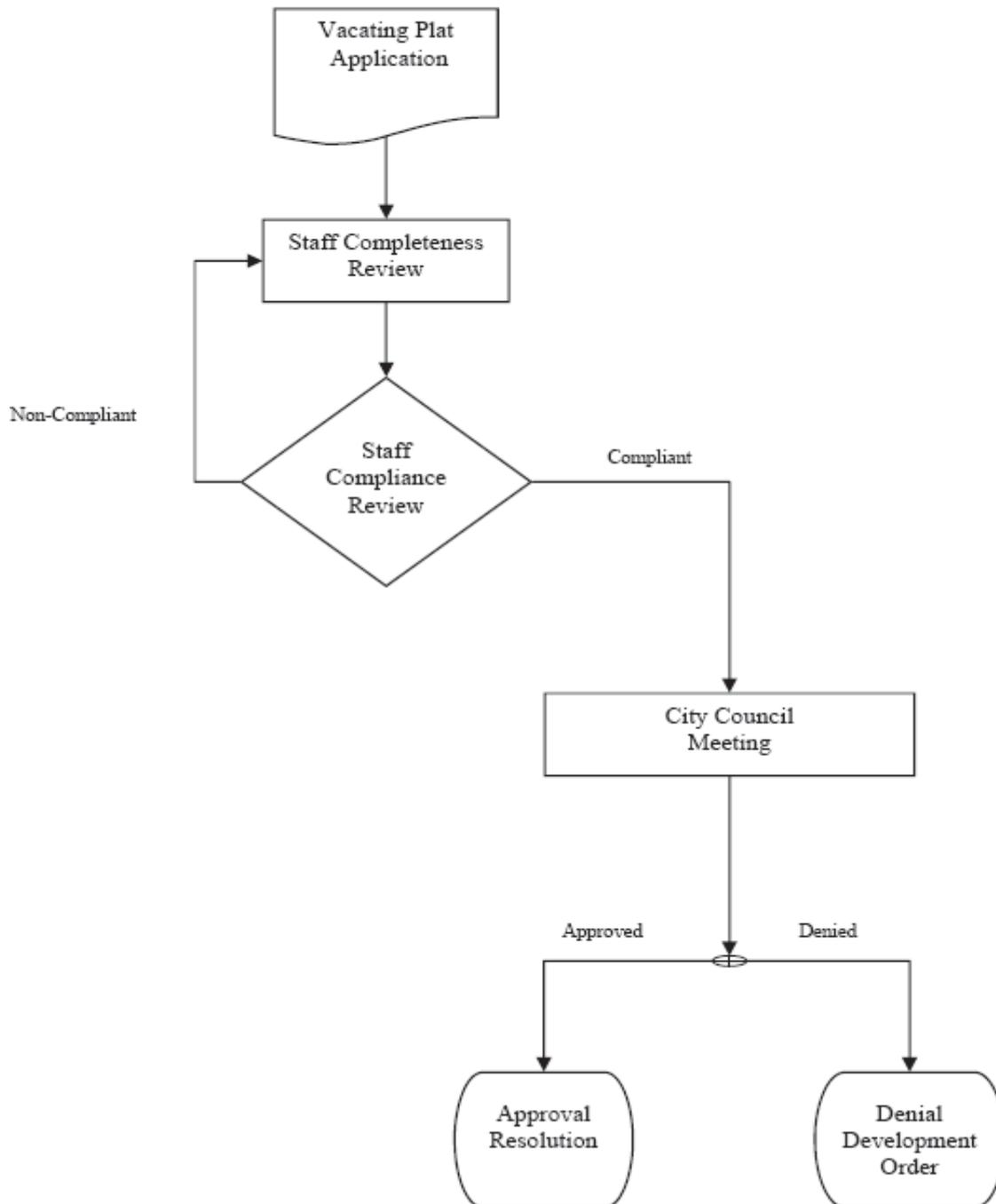
**Nonresidential Controlling Master Site Plan Application process, when applicable, to be done concurrent with subdivision process.**

All easements and common tracts on the Site Plan must be put on the plat.

See Nonresidential Controlling Site Plan Flow Chart

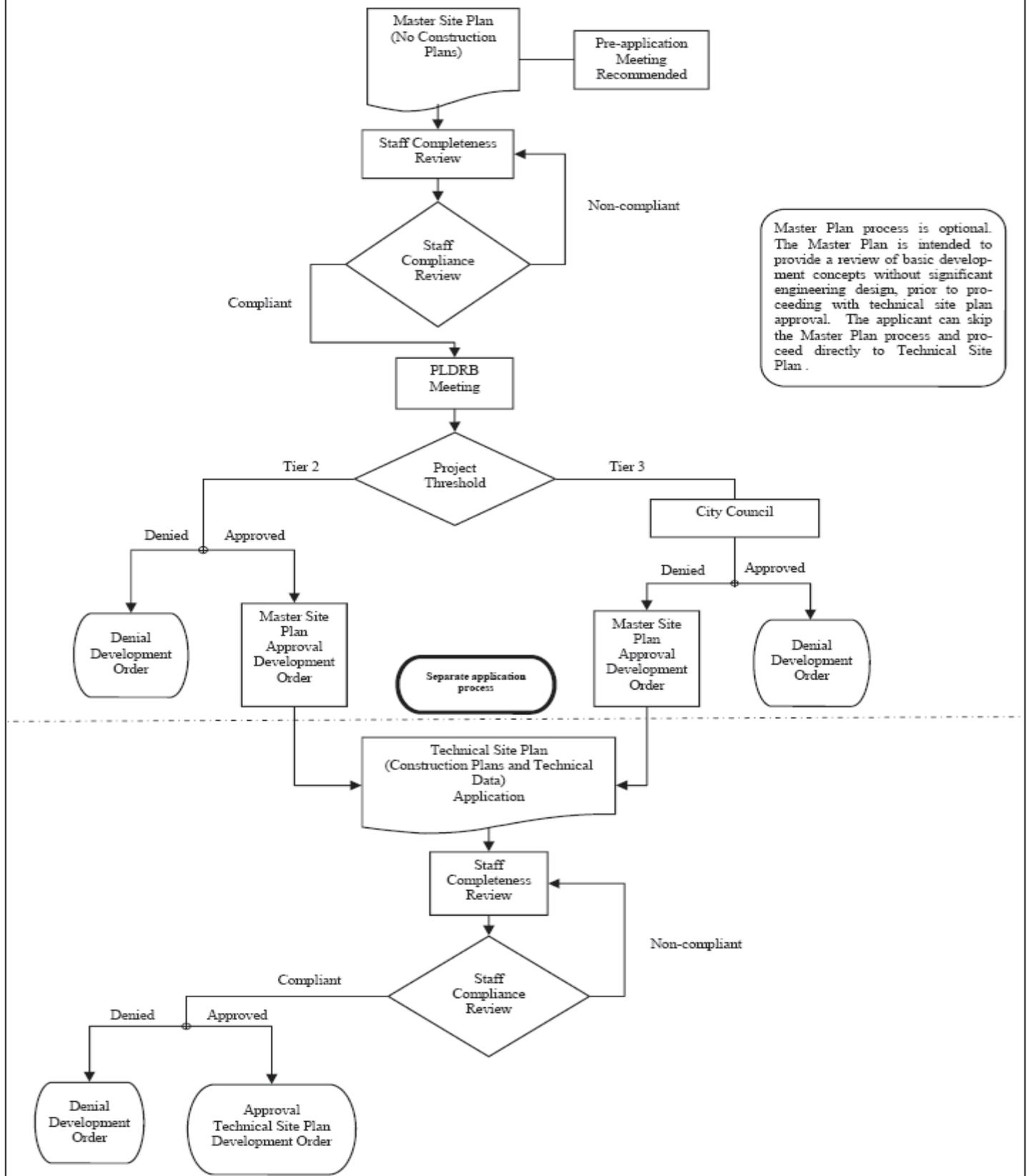


# Vacating Plat



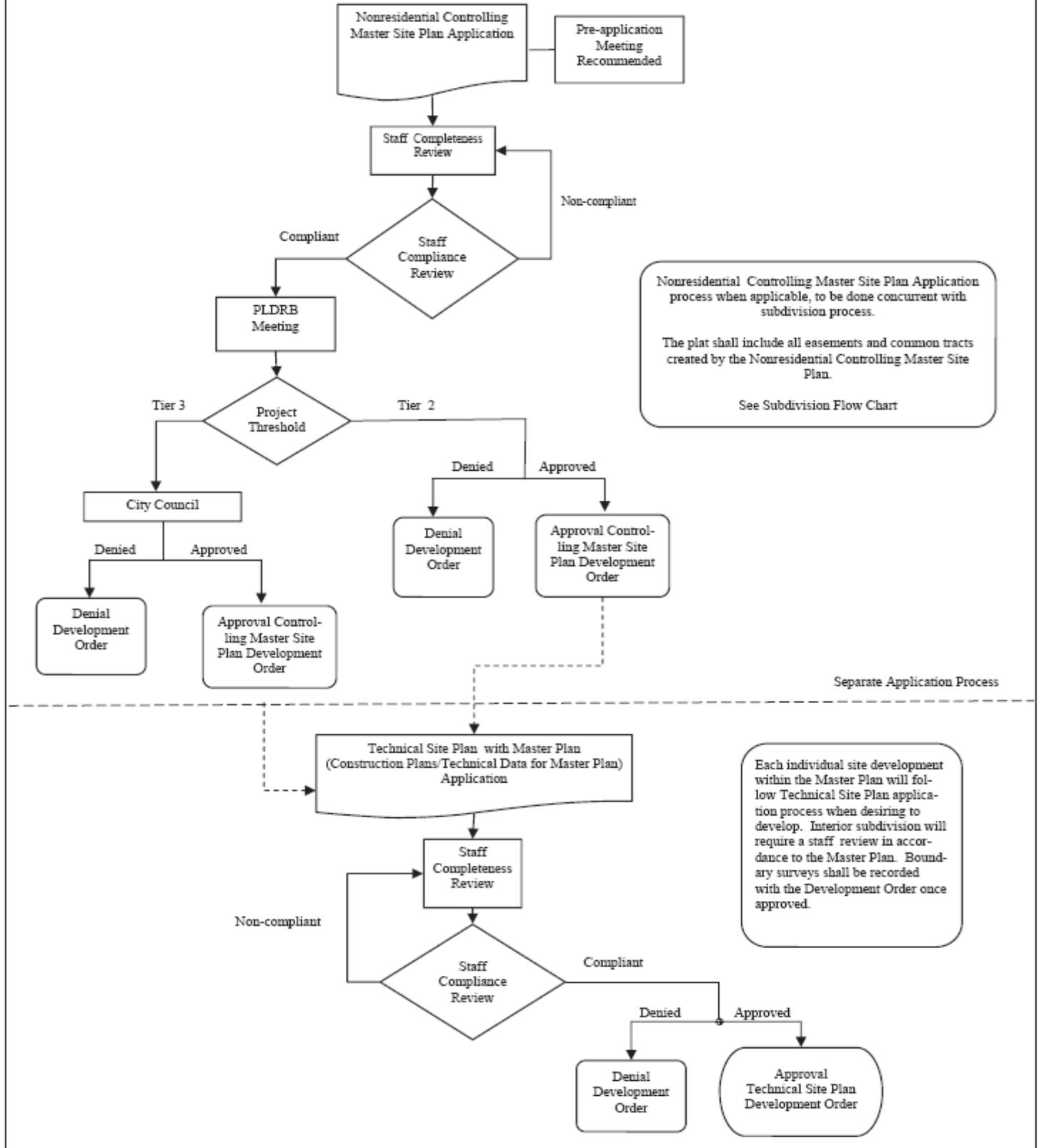


## Master Site Plan/Technical Site Plan (Tier 2 and 3 only)





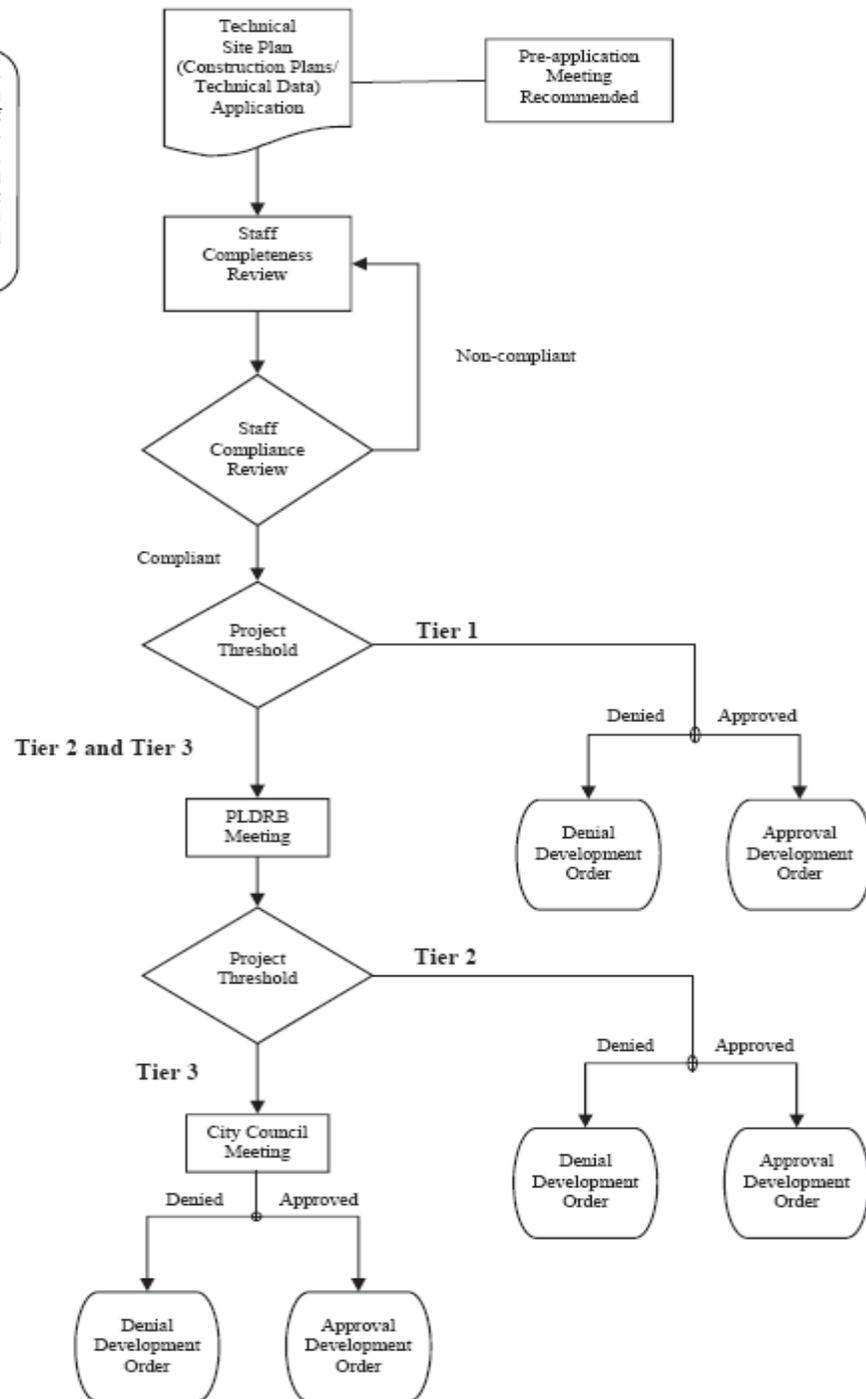
# Nonresidential Controlling Master Site Plan (Tier 2 and Tier 3 only)



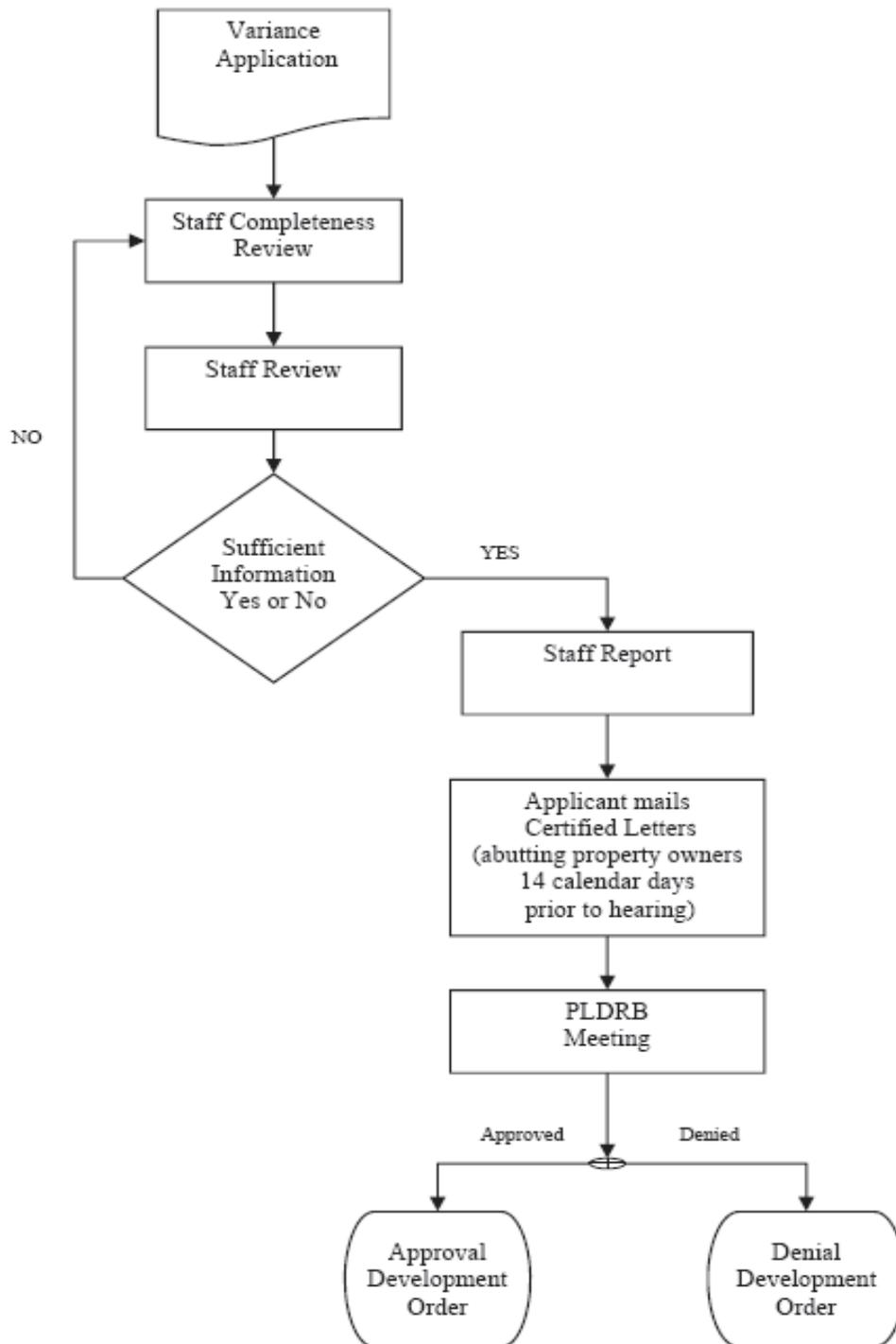


## Technical Site Plan (Without Master Site Plan)

Master Site Plan process is optional. The Master Site Plan is intended to provide a review of basic development concepts without significant engineering design, prior to proceeding with technical site plan approval. The applicant can skip the Master Plan process and proceed directly to Technical Site Plan.

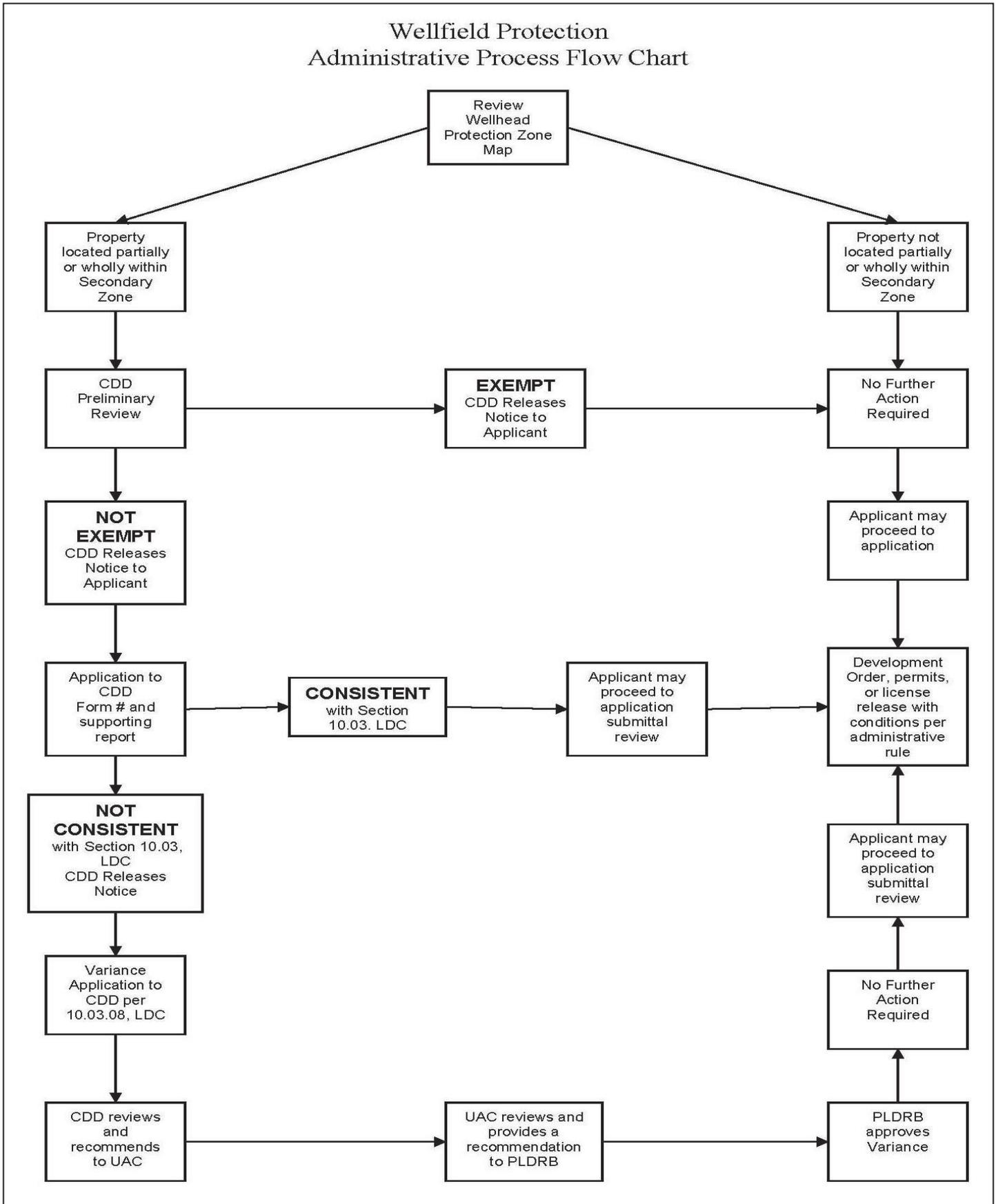


# Variance

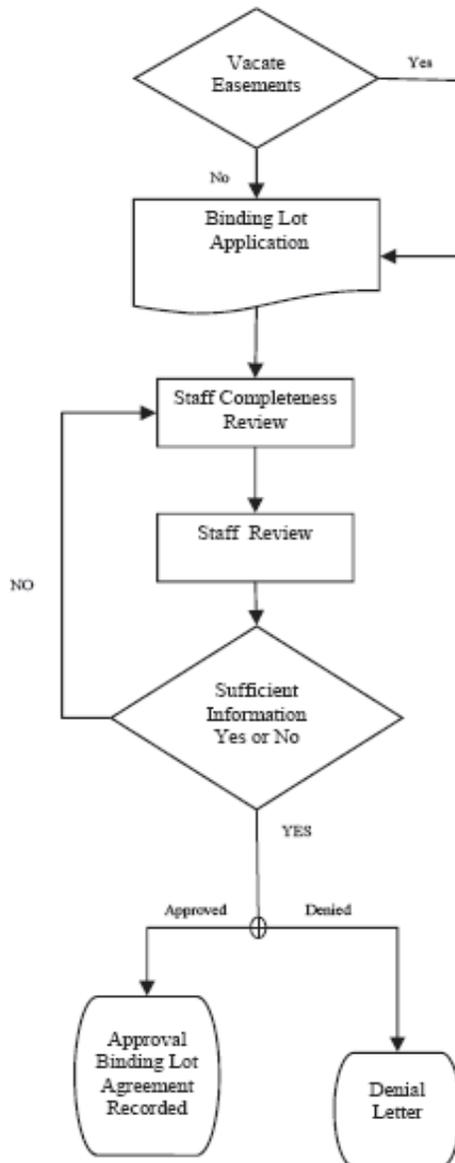




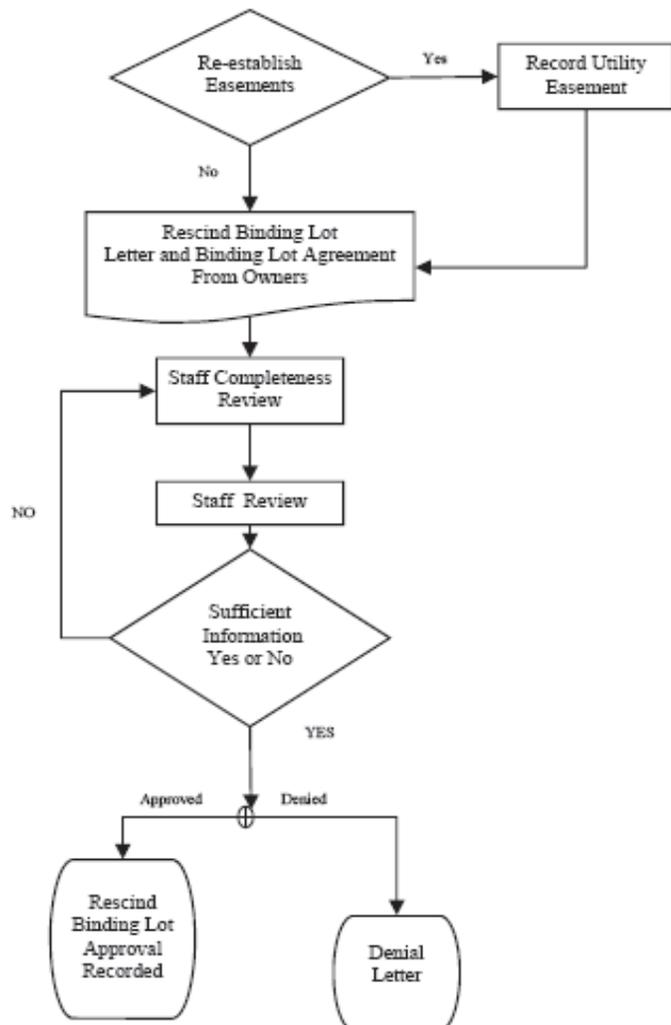
## Wellfield Protection Administrative Process Flow Chart



## Binding Lot



## Rescinding Binding Lot





# FORMS



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



**AFFIDAVIT OF CORPORATE IDENTITY / AUTHORITY**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

COMES NOW, \_\_\_\_\_, being first duly sworn, who deposes and says:

(1) That he/she is the \_\_\_\_\_, an officer of \_\_\_\_\_ corporation existing under the laws of the State of \_\_\_\_\_.

(2) That he/she is authorized to execute the following deeds or instruments on behalf of the above named corporation: \_\_\_\_\_ relating to the following described real property:

(3) That this affidavit is made to induce the City of Palm Coast to accept the above described property.

**Signature of owner OR person authorized to represent this application**

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

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
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



**NOTIFICATION AFFIDAVIT FOR OFFICIAL ZONING MAP AMENDMENT (REZONING)**

COUNTY OF FLAGLER     X  
STATE OF FLORIDA     X

Before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_ personally appeared \_\_\_\_\_ who after providing \_\_\_\_\_ as identification and who \_\_\_ **did**, \_\_\_ **did not** take an oath, and who being duly sworn, deposes and says as follows: "I have read and fully understand the provisions of this instrument" .

Two (2) signs have been posted on the subject property subject to a rezoning as described with **Application #** \_\_\_\_\_

\_\_\_ **At** least fourteen (14) calendar days before the hearing date advertising the date, time, and location of the Planning & Land Development Regulation Board (PLDRB)

**OR**

\_\_\_ **At** least fourteen (14) calendar days before the hearing date advertising the date, time, and location of the City Council hearing.

\_\_\_\_\_  
Signature of Responsible Party

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

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Signature of Person Taking Acknowledgement

SEAL

\_\_\_\_\_  
Name of Acknowledger (Typed, Printed or Stamped)

**This document, once executed, must be returned to a Land Development Technician in the City of Palm Coast Community Development Department prior to the hearing date. Failure to provide document by that time will result in the application not being placed on the agenda for a public hearing.**



**NOTIFICATION AFFIDAVIT for VARIANCE / SPECIAL EXCEPTION**

COUNTY OF FLAGLER     X  
STATE OF FLORIDA     X

Before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ personally appeared

\_\_\_\_\_ who after providing

\_\_\_\_\_ as identification and

who \_\_\_\_\_ **did**, \_\_\_\_\_ **did not** take an oath, and who being duly sworn, deposes and says as follows:

“I have read and fully understand the provisions of this instrument.”

1. Each abutting property owner (as defined in the Unified Land Development Code) of the boundary lines of **Application #** \_\_\_\_\_, has been mailed a letter by certified mail at least fourteen (14) calendar days before the hearing date notifying them of the date, time, and place of the \_\_\_\_\_, Planning & Land Development Regulation Board (PLDRB) hearing; and
2. No other documentation was provided in the envelope with the notification letter.

\_\_\_\_\_  
Signature of Responsible Party

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

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Signature of Person Taking Acknowledgement

SEAL

\_\_\_\_\_  
Name of Acknowledger (Typed, Printed or Stamped)

**This document, once executed, must be returned to a Land Development Technician in the City of Palm Coast Community Development Department at least seven (7) days prior to the hearing date. Failure to provide document by that time will result in the application not being placed on the agenda for a public hearing.**



# MASTER PLAN DEVELOPMENT AGREEMENT

Prepared by and Return to:

First and Last Name

Address

City, State, zip code

----- [SPACE ABOVE THIS LINE FOR RECORDING DATA] -----

## MASTER PLAN DEVELOPMENT AGREEMENT BETWEEN THE CITY OF PALM COAST AND \_\_\_\_\_

**THIS MASTER PLAN DEVELOPMENT AGREEMENT**, (herein referred to as the “Development Agreement”) is made and executed this (day) day of (month), 20\_\_, by and between the **CITY OF PALM COAST**, a Florida municipal corporation (herein referred to as the “City”), whose address is 160 Cypress Point Parkway, Suite B-106, Florida, 32164, and the owner of the subject property, (Owner’s name), (herein referred to from time-to-time as the “Owner” regardless of whether singular or plural ownership status) whose address is (Owner’s address).

**WITNESSETH:**

**WHEREAS**, the Owner is the owner of fee simple title to certain real property consisting of approximately (#) acres located at (subject property’s address or location) \_\_\_\_\_ in the City of Palm Coast, Flagler County, Florida, as more particularly described in Exhibit “A” attached hereto and incorporated herein by this reference (herein referred to as the “Subject Property”) [*Add map, if possible. Also, if a contract purchaser or developer is included, need to recite owner’s agency and exact relationship to the property*]; and

**WHEREAS**, the Owner requests approval for a Master Plan Development to allow \_\_\_\_\_ to be developed



and located on the Subject Property subject to the conditions set forth in this Development Agreement; and

**WHEREAS**, the Owner is in voluntary agreement with the conditions, terms, and restrictions hereinafter recited, and have agreed voluntarily to their imposition as an incident to development of the subject properties; and

**WHEREAS**, the City of Palm Coast City Council finds that this Development Agreement is consistent with the City's Comprehensive Plan and Unified Land Development Code (herein referred to as the "LDC") and that the conditions, terms, restrictions, and requirements set forth herein are necessary for the protection of the public health, safety, and welfare of the citizens of the City; and

**WHEREAS**, the City of Palm Coast City Council further finds that this Agreement is consistent with and an exercise of the City's powers under the *Municipal Home Rule Powers Act*; Article VIII, Section 2(b) of the *Constitution of the State of Florida*; Chapter 166, *Florida Statutes*; the *City of Palm Coast City Charter*; other controlling law; and the City's police powers; and

**WHEREAS**, this is a non-statutory Development Agreement which is not subject to or enacted pursuant to the provisions of Sections 163.3220 -163.3243, *Florida Statutes*.

**NOW, THEREFORE**, it is hereby resolved and agreed by and between the City and the Owner that the Owner's application for a Master Plan Development is approved subject to the following terms and conditions:

**SECTION 1. RECITALS.**

The above recitals are true and correct and are incorporated herein by this reference and form a material part of this Development Agreement upon which the City and the Owner have relied.



## **SECTION 2. REPRESENTATIONS OF OWNER.**

(a). The Owner hereby represents and warrants to the City that he/she/it/they is/are the Owner(s) of the Subject Property in accordance with the title opinion or title certification provided by the Owner to the City issued by an attorney or title insurance company licensed to provide services in the State of Florida with said title opinion or certification showing all liens, mortgages, and other encumbrances not satisfied or released of record relative to the Subject Property.

(b). The Owner represents and warrants to the City that he/she/it/they has/have the power and authority to enter into and consummate the terms and conditions of this Development Agreement; that all acts, approvals, procedures and similar matters required in order to authorize this Development Agreement have been taken, obtained or followed, as the case may be; that this Development Agreement and the proposed performance of this Development Agreement by the Owner is not an *ultra vires* act; and that, upon the execution of this Development Agreement by the parties, this Development Agreement shall be valid and binding upon the parties hereto and their successors in interest.

(c). The Owner hereby represents to the City that all required joinders and consents have been obtained and set forth in a properly executed form on this Development Agreement. Unless otherwise agreed to by the City, all liens, mortgages, and encumbrances not satisfied or released of record must be subordinated to the terms of this Development Agreement and joinders must be executed by any mortgagees. It is the responsibility of the Owner to ensure that said subordinations and joinders occur in a form and substance acceptable to the City Attorney prior to the City's execution of this Development Agreement. If the Owner fails to attain the joinder and consent, then the Owner shall lose all rights and benefits deriving hereunder.



### **SECTION 3. APPROVAL OF MASTER PLAN DEVELOPMENT.**

(a). The City Council at its regular meeting on \_\_\_\_\_ (date) \_\_\_\_\_ 20\_\_, approved a Master Plan Development for the Subject Property subject to the terms and conditions of this Development Agreement.

(b). The Owner acknowledges that if this Development Agreement is ever terminated, the approval shall be deemed null and void and the land uses approved for the Subject Property shall no longer be permitted, unless otherwise approved by the City Council.

(c). The current provisions of the *LDC*, as may be amended from time-to-time, shall be applicable to the Subject Property unless otherwise specifically stated herein. Any City Code provision not specifically so identified will not be affected by the terms of this Agreement, and will be subject to enforcement and change under the same criteria as if no Agreement were in effect.

(d). Additional conditions of approval may be included in the relevant minutes of the Planning and Land Development Regulation Board and City Council. Any representations and promises made by the Owner during the zoning review and approval process (whether oral or in writing) shall also be additional conditions of approval, if the City deems that to be appropriate.

### **SECTION 4. PERMITTED USES.**

The Owner agrees to fully comply with the following use restrictions on the Subject Property. The following uses are permitted on the Subject Property: *[List uses. Include density and intensity of uses.]*

### **SECTION 5. PROHIBITED USES.**

The Owner agrees to fully comply with the following use restrictions on the Subject Property. The following uses are prohibited on the Subject Property: (List uses):



## **SECTION 6. CONDITIONAL USES.**

The Owner agrees to fully comply with the following use restrictions on the Subject Property. The following uses are permitted on the Subject Property only if a special exception is granted by the City in accordance with the provisions of the *LDC*: (List uses):

## **SECTION 7. LAND DEVELOPMENT CODE NON-APPLICABILITY.**

(a). The requirements of this Section supersede any inconsistent provisions of the *LDC* of the City to the extent of any inconsistency.

- (1). Wetlands: *(Insert only requirements that deviate from the LDC).*
- (2). Wetland buffer: *(Insert only requirements that deviate from the LDC).*
- (3). Stormwater: *(Insert only requirements that deviate from the LDC).*
- (4). Roadways / Rights-of-Way: *(Insert only requirements that deviate from the LDC).*
- (5). Landscaping: *(Insert only requirements that deviate from the LDC).* [Attach *Landscaping Plan.*]
- (6). Signage: *(Insert only requirements that deviate from the LDC).*
- (7). Site Development Requirements: *(Insert only requirements that deviate from the LDC).*
- (8). Entry Features: *(Insert only requirements that deviate from the LDC).*
- (9). Roads, Streets, and Alleys: *(Insert only requirements that deviate from the LDC).*
- (10). Stormwater Management System: *(Insert only requirements that deviate from the LDC).*
- (11). Recreation: *(Insert only requirements that deviate from the LDC).*
- (12). Pedestrian Access: *(Insert only requirements that deviate from the LDC).*



- (13). Lighting: *(Insert only requirements that deviate from the LDC).*
- (14). Habitat: *(Insert only requirements that deviate from the LDC).*
- (15). Utilities: *(Insert only requirements that deviate from the LDC). [Attach Utility Agreement.]*
- (16). Fire Protection: *(Insert only requirements that deviate from the LDC).*
- (17). Solid Waste: *(Insert only requirements that deviate from the LDC).*
- (18). Utility Lines/Telephone/Electricity: *(Insert only requirements that deviate from the LDC).*
- (19). Police Protection: *(Insert only requirements that deviate from the LDC).*
- (20). Hurricane Evacuation: *(Insert only requirements that deviate from the LDC).*
- (21). Water Conservation: *(Insert only requirements that deviate from the LDC).*
- (22). Fencing/Walls: *(Insert only requirements that deviate from the LDC).*
- (23). Building: *(Include information related to the maximum height of structure, location of the building, setbacks, limitation on type of use, painting of the building, compliance with architectural standards, etc. Insert only requirements that deviate from the LDC).*
- (24). Hours of Operation: *(Can be used to limit hours of operations for the approval of a use. Insert only requirements that deviate from the LDC).*
- (25). Pollution and Environmental Concerns: *(Include information about minimizing the impact of use on surrounding property owner. Insert only requirements that deviate from the LDC).*
- (26). Parking: *(Include information about minimizing the impact of use on surrounding property owners. Insert only requirements that deviate from the LDC).*
- (b). The following table of uses summarizes the permitted development under the provisions of this Development Agreement:



(TABLE HERE AS NEEDED).

**SECTION 8. PHASING OF DEVELOPMENT**

(PROVIDE PHASING SCHEDULE HERE AS NEEDED).

**SECTION 9. FACILITY COMMITMENTS.**

(a). The Owner agrees that the City is not responsible for the construction or creation of public facilities or capacity in order to facilitate the development of the Subject Property. No building permits or development permits shall be issued for the subject property unless adequate capacity of concurrency monitored facilities is available concurrent with the impact on said facilities by the development.

(b). The Owner agrees to accomplish and complete, at a minimum, the following facility/infrastructure and to grant the following rights, at the Owner's sole and exclusive expense, as a condition of this development approval and in addition to the payment of all impact fees relating to the development of the Subject Property:

**(LIST OF COMMITMENTS AND HOW TITLE WILL BE CONVEYED TO CITY, IF RELEVANT AND SCHEDULES OF CONSTRUCTION COMPLETION, COST ALLOCATION AND HOOKUP OR CONNECTION SCHEDULES).**

(c). The Owner agrees to the granting of any and all utility easements to the City which the City deems necessary to serve the Subject Property with public utilities.

(d). The Owner hereby agrees that the City has shown an essential nexus between a legitimate City interest and the conditions imposed herein. Further, the Owner agrees that the City has established that all proposed conditions are roughly proportional to the impact the development upon the public problems addressed herein based upon an individualized determination that the required dedication/commitment is related in both nature and extent to the impacts of the proposed development.



## **SECTION 10. LIST OF OUTSTANDING PERMITS/APPROVALS. AND PROPER SEQUENCING.**

(a). The failure of the Development Agreement to address any specific City, County, State, or Federal permit, condition, term, or restriction shall not relieve the Owner or the City of the requirement of complying with the law governing said permitting requirements, conditions, terms, or restrictions.

(b). All required City, County, State, or Federal permits shall be obtained prior to commencement of construction.

## **SECTION 11. DEVELOPMENT FEES.**

The Owner acknowledges and agrees that the City has enacted and may in the future increase the amount of citywide impact fees or similar exactions. The Owner acknowledges that the Subject Property shall be subject to all fees in effect at the time of permitting.

## **SECTION 12. COMMON AREAS AND MAINTENANCE.**

If the development on the Subject Property is to include any common areas, to ensure the long-term ownership, maintenance, and control of those areas, prior to the issuance of any building permits, the Owner shall establish an association, in accordance with Florida law, comprised of the owners of lots or parcels with the development (the "Association"). The Association documentation shall be subject to the prior reasonable review and approval of the City to ensure adequate provisions for the on-going care and maintenance of the common areas. The documentation, whether contained in a deed restriction or otherwise, shall provide for the permanent maintenance of the Common Areas by the Association, minimum insurance requirements for the Association, adequate mechanisms to force financial participation by members of the Association and restrictions on the ability to amend these requirements without the City's approval.



### **SECTION 13. BREACH; ENFORCEMENT; ALTERNATIVE DISPUTE RESOLUTION.**

(a). In the event of a breach hereof by either party hereto, the other party hereto shall have all rights and remedies allowed by law, including the right to specific performance of the provisions hereof. In the event that the City seeks enforcement of the terms or conditions of this Development Agreement, the Owner shall be responsible for any and all costs, attorney fees, and expenses borne by the City in such enforcement action, regardless of whether litigation commences, and, if litigation does commence, both at the trial level and on appeal to include, but not be limited to, attorney fees, paralegal fees, and all assessable costs of litigation.

(b). In the event that a dispute arises under this Development Agreement, and if the City and Owner are unable to resolve the issues, the parties shall attempt to resolve all disputes informally. In the event of a failure to informally resolve all disputes, the City and Owner agree to engage in mediation before a certified Circuit Court mediator selected by the parties. In the event that the parties fail to agree to a mediator, a mediator with the Florida Conflict Resolution Consortium or, if unavailable, a certified mediator, may be selected solely by the City. The parties shall equally pay all costs of mediation.

### **SECTION 14. NOTICES.**

(a). All notices required or permitted to be given under this Agreement must be in writing and must be delivered to the City or the Owner at its address set forth below (or such other address as may be hereafter be designated in writing by such party).

(b). Any such notice must be personally delivered or sent by registered or certified mail, overnight courier, facsimile, or telecopy.



(c). Any such notice will be deemed effective when received (if sent by hand delivery, overnight courier, telecopy, or facsimile) or on that date which is three (3) days after such notice is deposited in the United States mail (if sent by registered or certified mail).

(d). The party's addresses for the delivery of all such notices are as follows:

As to the City: Jim Landon, City Manager  
160 Cypress Point Pkwy, Suite B-106  
Palm Coast, Florida, 32164

As to the Owner: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 15. SEVERABILITY.**

The terms and provisions of this Development Agreement are not severable and in the event any portion of this Development Agreement shall be found to be invalid or illegal, then the entire Development Agreement shall be null and void.

**SECTION 16. SUCCESSORS AND ASSIGNS.**

(a). This Development Agreement and the terms and conditions hereof shall be binding upon and inure to the benefit of the City and Owner and their respective successors-in-interest. The terms and conditions of this Development Agreement similarly shall be binding upon the property and shall run with the land and the title to the same.

(b). This Development Agreement touches and concerns the Subject Property.

(c). The Owner has expressly covenanted and agreed to this provision and all other terms and provisions of this Development Agreement.



## **SECTION 17. GOVERNING LAW/VENUE/COMPLIANCE WITH LAW.**

(a). This Development Agreement shall be governed by and construed in accordance with the laws of the State of Florida and the Code of Ordinances of the City Of Palm Coast.

(b). Venue for any dispute shall be in the Seventh Judicial Circuit Court in and for Flagler County, Florida.

(c). The Owner shall fully comply with all applicable local, State, and Federal environmental regulations and all other laws of similar type or nature.

(d). This Development Agreement shall not limit the future exercise of the police powers of the City to enact ordinances, standards, or rules regulating development generally applicable to the entire area of the City, such as requiring compliance with the City capital facilities plan; parks master plan, including parks and trail dedications; utility construction and connections; mandating utility capacities; requiring street development or other such similar land development regulations and requirements.

(e). If state or federal laws are enacted after execution of this Agreement, which are applicable to and preclude the parties' compliance with this Agreement, this Agreement shall be modified or revoked as necessary to comply with the relevant law.

(f). This Development Agreement shall also not be construed to prohibit the City from adopting lawfully imposed impact fees applicable to the Owner and the Master Plan Development authorized hereunder.

## **SECTION 18. TERM / EFFECTIVE DATE.**

(a). This Development Agreement shall be effective upon approval by the City Council of the City of Palm Coast, Florida and execution of this Development Agreement by all



parties. This Agreement shall terminate five (5) years from its effective date or be phased to ensure that development under this Development Agreement proceeds in good faith and the development of the master planned development is not abandoned and is not suspended in a manner that is adverse to the public interest, unless extended by mutual agreement of the parties.

(b). If construction of the \_\_\_\_\_ (*type of structure*) \_\_\_\_\_ is not substantially completed within five (5) years from the date that this Development Agreement is executed, as evidenced by \_\_\_\_\_ (*Certificate of Occupancy, final inspection, etc.*), or a phase of the Master Planned Development is not being developed in accordance with the phasing schedule set forth in this Development Agreement, or is abandoned, or is suspended in a manner that is adverse to the public interest, this Development Agreement shall expire. Progress reports regarding construction shall be provided to the City at yearly intervals.

(c). The five (5) year period may be extended by action of the City Council, after obtaining a recommendation from the Planning and Land Development Regulation Board, if, due to difficulties beyond the Owner's control and despite a good faith effort by the Owner, construction as scheduled herein is delayed. The property owner may initiate a request for an extension prior to expiration. In the interim, no development may be continued or permitted relative to the Master Plan Development.

#### **SECTION 19. RECORDATION.**

Upon approval by the City Council of the City of Palm Coast, Florida and execution of this Development Agreement by all parties, this Development Agreement and any and all amendments hereto shall be recorded by the City with the Clerk of the Circuit Court of Flagler County within fourteen (14) days after its execution by the City and the Development Agreement shall run with the land. The Owner shall pay the costs to record this Development Agreement.



## **SECTION 20. PERMITS.**

(a). The failure of this Development Agreement to address any specific City, County, State, or Federal permit, condition, term, or restriction shall not relieve the Owner or the City of the requirement of complying with the law governing said permitting requirements, conditions, terms, or restrictions.

(b). The terms and conditions of this Development Agreement do not determine concurrency for the subject development or the Subject Property.

## **SECTION 21. THIRD PARTY RIGHTS.**

This Development Agreement is not a third party beneficiary contract, and shall not in any way whatsoever create any rights on behalf of any third party.

## **SECTION 22. SPECIFIC PERFORMANCE/TIME IS OF THE ESSENCE.**

(a). Strict compliance shall be required with each and every provision of this Development Agreement.

(b). The parties agree that failure to perform the obligations established in this Development Agreement shall result in irreparable damage, and that specific performance of these obligations may be obtained by suit in equity.

(c). Time is of the essence to this Development Agreement and every right or responsibility required herein shall be performed within the times specified.

## **SECTION 23. ATTORNEY'S FEES.**

In the event of any action to enforce the terms of this Development Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees, paralegals' fees, and all costs incurred, whether the same be incurred in a pre-litigation negotiation, litigation at the trial, or appellate level.



#### **SECTION 24. FORCE MAJEURE.**

The parties agree that in the event that the failure by either party to accomplish any action required hereunder within a specific time period (“Time Period”) constitutes a default under terms of this Development Agreement and, if any such failure is due to any unforeseeable or unpredictable event or condition beyond the control of such party including, but not limited to, acts of God, acts of government authority (other than the City’s own acts), acts of public enemy or war, terrorism, riots, civil disturbances, power failure, shortages of labor or materials, injunction or other court proceedings beyond the control of such party, or severe adverse weather conditions (“Uncontrollable Event”), then notwithstanding any provision of this Development Agreement to the contrary, that failure shall not constitute a default under this Development Agreement and any Time Period prescribed hereunder shall be extended by the amount of time that such party was unable to perform solely due to the Uncontrollable Event.

#### **SECTION 25. INDEMNIFICATION.**

The Owner shall indemnify for and save the City harmless from and against any and all liability, claims for damages, and suits for any injury to any person or persons, or damages to any property of any kind whatsoever arising out of or in any way connected with the development of the Subject Property as provided for in this Development Agreement, or in any other way and for any and all acts or omissions in any manner related to the development of the Subject Property irrespective of negligence, actual or claimed, upon the part of the City, or its officers, agents or employees. This agreement by the Owner to indemnify and hold the City harmless shall include, but not be limited to, all charges, expenses and costs, including reasonable attorneys’ fees, both at trial and on appeal, incurred by the City on account of or by



reason of such injuries, damages, liability, claims, suits, or losses and all damages arising there from.

**SECTION 26. ENFORCEMENT; CITY'S RIGHT TO TERMINATE DEVELOPMENT AGREEMENT.**

(a). This Agreement shall continue to be enforceable, unless lawfully terminated, notwithstanding any subsequent changes in any applicable law that may amend any laws or ordinances frozen by this Agreement.

(b). The failure by the Owner to perform each and every one of its obligations hereunder shall constitute a default, entitling the City to pursue whatever remedies are available to it under Florida law or equity, including, without limitation, an action for specific performance and/or injunctive relief, or alternatively, the termination of this Development Agreement. Prior to the City filing any action or terminating this Development Agreement as a result of a default under this Development Agreement, the City shall first provide the Owner written notice of said default. Upon receipt of said notice, the Owner shall be provided a thirty (30) day period in which to cure the default to the reasonable satisfaction of the City prior to the City filing an action or terminating this Development Agreement. If thirty (30) days is not considered by the parties to be a reasonable period in which to cure the default, the cure period shall be extended to such cure period acceptable to the City, but in no case shall that cure period exceed ninety (90) days from initial notification of default. Upon termination of the Development Agreement, the Owner shall immediately be divested of all rights and privileges granted hereunder.



## **SECTION 27. CAPTIONS.**

Sections and other captions contained in this Development Agreement are for reference purposes only and are in no way intended to describe, interpret, define, or limit the scope, extent or intent of this Development Agreement, or any provision hereof.

## **SECTION 28. STAFF/CITY REPORTS; EXHIBITS.**

(a). The Staff reports and other City reports promulgated with regard to this Development Agreement and the development approval relating to the Subject Property are hereby incorporated into this Development Agreement as if fully set forth herein verbatim; provided, however, that the provisions of this Development Agreement shall prevail to the extent of any conflict, and said reports and documents shall be used by the City for its purposes and in its discretion to interpret the provisions of this Development Agreement, and its interpretation relative to such matters shall be conclusive and final.

(b). Each exhibit referred to and attached to this Development Agreement is an essential part of this Development Agreement. The exhibits and any amendments or revisions thereto, even if not physically attached hereto, shall be treated as if they are part of this Development Agreement.

## **SECTION 29. INTERPRETATION.**

(a). The Owner and the City agree that all words, terms and conditions contained herein are to be read in concert, each with the other, and that a provision contained under one (1) heading may be considered to be equally applicable under another in the interpretation of this Development Agreement.

(b). This Development Agreement shall not be construed more strictly against either party on the basis of being the drafter thereof, and both parties have contributed to the drafting of this Development Agreement subject, however, to the provisions of Section 24.



**SECTION 30. FURTHER ASSURANCES.**

Each party agrees to sign any other and further instruments and documents consistent herewith, as may be necessary and proper to give complete effect to the terms of this Agreement.

**SECTION 31. COUNTERPARTS.**

This Development Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one (1) and the same document.

**SECTION 32. MODIFICATIONS / AMENDMENTS/NON-WAIVER.**

(a). Amendments to and waivers of the provisions herein shall be made by the parties only in writing by formal amendment. This Development Agreement shall not be modified or amended except by written agreement executed by all parties hereto and upon approval of the City Council of the City of Palm Coast.

(b). Failure of any party hereto to exercise any right hereunder shall not be deemed a waiver of any such right and shall not affect the right of such party to exercise at some future date any such right or any other right it may have.

**SECTION 33. ENTIRE AGREEMENT; EFFECT ON PRIOR AGREEMENTS.**

This Development Agreement constitutes the entire agreement between the parties and supersedes all previous oral discussions, understandings, and agreements of any kind and nature as between the parties relating to the subject matter of this Development Agreement.

**(SIGNATURE AND NOTARY BLOCKS ON NEXT PAGE)**



**IN WITNESS WHEREOF**, the City and (Owner's name) has/have caused this Development Agreement to be duly executed by his/her/its/their duly authorized representative(s) as of the date first above written.

**OWNER'S/APPLICANT'S CONSENT AND COVENANT:**

**COMES NOW**, the Owner on behalf of itself and its successors, assigns and transferees of any nature whatsoever, and consents to and agrees with the covenants to perform and fully abide by the provisions, terms, conditions and commitments set forth in this Development Agreement.

XXXXXXXXXXXXXXXXXXXXXXX

**APPROPRIATE CORPORATE OR INDIVIDUAL SIGNATURES HERE**

**CITY OF PALM COAST, FLORIDA**

\_\_\_\_\_  
Clare M. Hoeni, City Clerk

\_\_\_\_\_  
Jon Netts, Mayor

For use and reliance of the  
Palm Coast City Council only.  
Approved as to form and legality.

/s/  
\_\_\_\_\_  
William Reischmann, City Attorney



**FLAGLER COUNTY PUBLIC SCHOOLS, FACILITIES PLANNING  
SCHOOL PLANNING AND CONCURRENCY APPLICATION / SCHOOL IMPACT ANALYSIS**

**Instructions:**

\*Please submit two copies of a completed application, location map, and the application fee. (made payable to Flagler County Public Schools) to the appropriate Municipality. Fee schedule on page three (3).

\*The Municipality will review application and forward it to the Coordinator of Planning & Intergovernmental Relations of Flagler County School.

City of Palm Coast 160 Lake Avenue Palm Coast, FL 32164	Flagler County 1769 E. Moody Blvd., Bldg. #2 Bunnell, FL 32110	City of Bunnell 201 W. Moody Blvd. Bunnell, FL 32110	City of Flagler Beach 105 S. 2 <sup>nd</sup> . Street Flagler Beach, FL 32136
---	--	--	---

**I. Application Type - Check one only**

Non-Binding Determination (Comprehensive Plan Amendment; Rezoning)	Letter of Concurrency Exemption	Project Amendment / Reevaluation
School Capacity Reservation (Only at Preliminary Plat, Final Plat, Site Plan Amendment)	Time Extension	Proportionate Share Mitigation

**II. Project Information**

**Project Name:** \_\_\_\_\_ **Local Government:** \_\_\_\_\_

**Parcel ID #:** \_\_\_\_\_

**Location / Address of Subject Property:** \_\_\_\_\_

**Closest Major Intersection:** \_\_\_\_\_

(Please attach separate sheet of multiple parcels – attach and location map)

**III. Ownership / Agent Information**

**Owner/Contract Purchaser Name(s):** \_\_\_\_\_

**Agent/Contact Person:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_



**FLAGLER COUNTY PUBLIC SCHOOLS, FACILITIES PLANNING  
SCHOOL PLANNING AND CONCURRENCY APPLICATION / SCHOOL IMPACT ANALYSIS**

**IV. Development Information**

<b>Project Data</b>			
<b>Current</b>		<b>Proposed</b>	
Future Land Use:		Future Land Use:	
Zoning:		Zoning:	
<b>Residential Units Proposed</b>			
Single Family Detached:	Single Family Attached:	Apartments:	Mobile Homes:
Total Units:	Total Acres:	Phased Project: Yes	No

**PLEASE COMPLETE THE FOLLOWING TABLE WITH THE AMOUNT AND TYPE OF UNITS IN THE APPROPRIATE ANTICIPATED YEAR OF CONSTRUCTION**

<b>Unit Type</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
<b>Single Family</b>										
<b>Multi Family</b>										
<b>Mobile Family</b>										

Applicant shall provide the information above so the Flagler County School District can calculate student generation, evaluate school capacity and address any potential mitigation. The applicant is responsible for obtaining any additional information required to complete the review process. For further information regarding the application process, please contact the local government of jurisdiction.

***I hereby certify the statement and/or information contained in this application with any attachments submitted herewith are true and correct to the best of my knowledge.***

***Disclaimers:*** By my signature hereto, I do hereby certify that the information contained in the application is true and correct to the best of my knowledge and understand that deliberate misrepresentation of such information may be grounds for denial or reversal of this application and/or revocation of any approval based upon this application.

***I further acknowledge*** that the School Board of Flagler County may not defend any challenge to my proposed application and that it may be my sole obligation to defend any and all action and approvals of this application. Submission of this application initiates a process and does not imply approval by the School Board of Flagler County and any of its staff.

***I further acknowledge*** that I have read the information contained in the application and have had sufficient opportunity to inquire with regard to matters set forth therein and accordingly, fully understand all applicable procedures and matters relating to this application. I hereby represent that I have the lawful right and authority to file this application.

**Owner / Agent:**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Print)

**Reviewed by Municipality:**

**Municipality:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Print)



**FLAGLER COUNTY PUBLIC SCHOOLS, FACILITIES PLANNING  
SCHOOL PLANNING AND CONCURRENCY APPLICATION / SCHOOL IMPACT ANALYSIS**

**FLAGLER COUNTY PUBLIC SCHOOL CONCURRENCY PLANNING SERVICE FEE SCHEDULE**

**Please make checks payable to Flagler County Public Schools**

**School Capacity Availability Reports / Letters**

***School Capacity Determinations***

Nonbinding Review – (FLU/Rezone) -----	\$200.00
Letter of Concurrency Exemption -----	\$100.00
Time Extension -----	\$150.00
Concurrency Determination Re-evaluation -----	\$150.00

***School Capacity Reservation – Certificate of School Concurrency***

3 – 10 Units -----	\$150.00
11 – 49 Units -----	\$300.00
50 + Units -----	\$500.00

***Proportionate Share Mitigation***

3 – 10 Units -----	\$500.00
11 – 49 Units -----	\$1,000.00
50 + Units -----	\$2,500.00
Appeals -----	\$1,000.00



## FLOOD INSURANCE RATE MAP (FIRMette) INSTRUCTIONS

These instructions explain how to access and print portions of Flood Insurance Rate Maps (FIRMs), called FIRMettes, using the Federal Emergency Management Agency (FEMA) web site.

Go to [www.fema.gov](http://www.fema.gov)

Select "Flood" under "Types of Disaster"

Select "Flood Maps" under "Disaster Information"

Perform search by entering a physical address into the prompted fields and select "Search by Address"

Select search result item "View" field (magnifying glass)

The MSC Viewer Window will open into a new window

When the panel is visible, use the Zoom tools as needed to select portion of the map.

Select the "Make a FIRMette button. Map must be zoomed out 100% (Maximum).

Select the paper size.

You will see three green boxes.

The large box will identify the portion of the FIRM you want for the FIRMette. The box dimensions are determined by the size of paper you selected in the previous step. Note the colored interior between the green lines, indicating that the box is active. Move the box to see the FIRMette boundaries.

The two smaller boxes are intended to capture the "Title Block" and "North Arrow" portions of the printed FIRMette. You may have to adjust the positions of the smaller boxes to ensure you capture all of the information. Select and position each box separately. Press the appropriate button on the left to make the Title Block or North Arrow active, and then move the box as needed.

To be totally correct, you must include all three print areas. (1) the are of the FIRM you wish to print, (2) the Title Block with panel number and date, and (3) the North arrow and scale.

**REMINDER:** You must be zoomed completely out in order to activate and move the colored boxes.

Select the format you wish to use in printing – Adobe or Image file. (Adobe is the usual choice)

Select "Save Your FIRMette"

Select "Open". You will see the Adobe version of your final product.

Select "Print" if you intend to print the FIRMette.

Select "Save" if you want to also save a copy of the FIRMette. Do this step after you have received your printed copy.

Printed FIRMettes are legal documents recognized by FEMA, as noted in the statement under the Title Block. A FIRMette can be used for any purpose formerly served by a paper panel.



**SCHOOL PLANNING AND CONCURRENCY APPLICATION / SCHOOL IMPACT ANALYSIS  
 FLAGLER COUNTY PUBLIC SCHOOLS, FACILITIES PLANNING DEPARTMENT  
 1769 EAST MOODY BLVD - BUILDING # 2 BUNNELL, FLORIDA 32110  
 (386) 586-5192**

**Instructions:** Please submit two copies of completed application, location map and check made out to **Flagler County Public Schools** for each new residential project to the appropriate Municipality for them to approve and forward to the Director of Plant Services.

**I. Application Type  
 Check one only:**

- Non-Binding Determination**  
 (Comprehensive Plan Amendment; Rezoning)      **Letter of Concurrency Exemption**      **Time Extension**
- School Capacity Reservation**  
 (Preliminary Plat, Final Plat, Site Plan Amendment)      **Project Amendment / Reevaluation**

**II. Project Information**

**Project Name:** \_\_\_\_\_ **Local Government:** \_\_\_\_\_

**Parcel ID #:** \_\_\_\_\_

**Location / Address of Subject Property:** \_\_\_\_\_

**Closest Major Intersection:** \_\_\_\_\_  
 (Attach separate sheet of multiple parcels – attach location map)

**III. Ownership / Agent Information:**

**Owner/Contract Purchaser Name(s):** \_\_\_\_\_

**Agent/Contact Person:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**IV. Development Information:**

Project Data			
Current		Proposed	
Future Land Use:		Future Land Use:	
Zoning:		Zoning:	
Residential Units Proposed			
Single Family Detached:	Single Family Attached:	Apartments:	Mobile Homes:
Total Units:		Total Acres:	Phased Project: Yes <input type="checkbox"/> No <input type="checkbox"/>



**SCHOOL PLANNING AND CONCURRENCY APPLICATION / SCHOOL IMPACT ANALYSIS  
 FLAGLER COUNTY PUBLIC SCHOOLS, FACILITIES PLANNING DEPARTMENT  
 1769 EAST MOODY BLVD - BUILDING # 2 BUNNELL, FLORIDA 32110  
 (386) 586-5192**

Applicant shall provide the information above to the Flagler County School District to calculate student generation, evaluate school capacity and address any potential mitigation. The applicant is responsible for obtaining any additional information required to complete the review process. For further information regarding this application process, please contact the local government with jurisdiction.

**I hereby certify the statements and/or information contained in this application with any attachments submitted herewith are true and correct to the best of my knowledge.**

**Disclaimers:** By my signature hereto, I do hereby certify that the information contained in the application is true and correct to the best of my knowledge and understand that deliberate misrepresentation of such information may be grounds for denial or reversal of this application and/or revocation of any approval based upon this application.

**I further acknowledge** that the School Board of Flagler County may not defend any challenge to my proposed application and that it may be my sole obligation to defend any and all action and approvals of this application. Submission of this application initiates a process and does not imply approval by the School Board of Flagler County and any of its staff.

**I further acknowledge** that I have read the information contained in this application and have had sufficient opportunity to inquire with regard to matters set forth therein and accordingly, fully understand all applicable procedures and matters relating to this application. I hereby represent that I have the lawful right and authority to file this application.

Signature: \_\_\_\_\_ Owner/Agent: \_\_\_\_\_

Date: \_\_\_\_\_

If applicant is not the owner of record, a letter of authorization from the property owner(s) must be included with this form at the time of application submittal. If owner is a company/corporation, please submit documentation that signatory is registered agent of the company.

**Municipality Approval:**

Municipality: \_\_\_\_\_ Name: \_\_\_\_\_ Signature: \_\_\_\_\_

<b>OFFICIAL USE ONLY</b>	
<b>APPLICATION RECEIVED</b>	
DATE: _____	TIME: _____
RECEIVED BY: _____	



**SCHOOL PLANNING AND CONCURRENCY APPLICATION / SCHOOL IMPACT ANALYSIS  
FLAGLER COUNTY PUBLIC SCHOOLS, FACILITIES PLANNING DEPARTMENT  
1769 EAST MOODY BLVD - BUILDING # 2 BUNNELL, FLORIDA 32110  
(386) 586-5192**

**FLAGLER COUNTY PUBLIC SCHOOLS  
PLANNING SERVICES FEE SCHEDULE**

**School Capacity Availability Reports / Letters**

<b>School Capacity Determination</b>	
<b><u>Nonbinding Review – (FLU/Rezone)</u></b>	\$200.00
<b><i>Letter of Concurrency Exemption</i></b>	\$100.00
<b><i>Time Extension</i></b>	\$150.00
<b><i>Concurrency Determination Re-evaluation</i></b>	\$150.00
<b><i>School Capacity Reservation - Certificate of School Concurrency</i></b>	
3 - 10 Units	\$150.00
11 – 49 Units	\$300.00
50 + Units	\$500.00
<b><i>Proportionate Share Mitigation</i></b>	
3 - 10 Units	\$500.00
11 – 49 Units	\$1,000.00
50 + Units	\$2,500.00
<b><i>Appeals</i></b>	\$1,000.00

**PLEASE MAKE CHECK PAYABLE TO FLAGLER COUNTY PUBLIC SCHOOL**



**SITE DEVELOPMENT PERMIT FEE CALCULATION SHEET**

To be submitted by the Engineer of Record (EOR) for review and approval by the Development Review Engineer

**PROJECT NAME:** \_\_\_\_\_ **APP. #:** \_\_\_\_\_

**BASE FEE:** .....\$1,100.00

**INSPECTION FEE PER ACRE:**

Maximum developable area of lot per current LDC.

\_\_\_\_\_ acres @ \$3,255.00/acre .....\$ \_\_\_\_\_

Voluntary reduced developed area:

\_\_\_\_\_ acres @ \$3,255.00/acre .....(-\$ \_\_\_\_\_)

Total area within construction limits:

\_\_\_\_\_ acres @ \$3,255.00/acre .....\$ \_\_\_\_\_

Total area of offsite improvements:

\_\_\_\_\_ acres @ \$3,255.00/acre .....\$ \_\_\_\_\_

**TOTAL INSPECTION FEE PER ACRE:**.....\$ \_\_\_\_\_

**ROADWAY INSPECTION FEE:**

Total roadway miles @ two (2) lanes each @ twelve (12) feet wide

\_\_\_\_\_ miles @ \$1,325.00/mile .....\$ \_\_\_\_\_

Approved reduction in paved surface of roadway:

\_\_\_\_\_ miles @ \$1,325.00/mile .....(-\$ \_\_\_\_\_)

**TOTAL ROADWAY INSPECTION FEE** .....\$ \_\_\_\_\_

**APPROVED GREEN INCENTIVES:**

**NOT TO EXCEED FIVE PERCENT (5%) OF TOTAL PERMIT FEE**

“Green Pavement Alternative” areas:

\_\_\_\_\_ acres @ \$3,255.00/acre .....(-\$ \_\_\_\_\_)

Mechanical Stormwater quality improvement measures:

One percent (1%) of actual cost:.....(-\$ \_\_\_\_\_)

Natural stormwater quality improvement measures:

One percent (1%) of actual cost:.....(-\$ \_\_\_\_\_)

Onsite storage capacity improvement measures:

One percent (1%) of actual cost:.....(-\$ \_\_\_\_\_)

**TOTAL APPROVER INCENTIVE ADJUSTMENTS:**.....(-\$ \_\_\_\_\_)

**TOTAL PERMIT FEE:** .....\$ \_\_\_\_\_

**APPROVED:** Signature \_\_\_\_\_

Date \_\_\_\_\_



## **SITE DEVELOPMENT PERMIT FEE IMPLEMENTATION SHEET**

### **A. BASE FEE:**

This fee is implemented to cover portions of the cost of personnel and resources associated with administration of Site Development Permit, to Include;

- Staff Assistant
- Development review tech
- Building department
- Construction Manager
- Traffic Engineer
- Final inspection

### **B. INSPECTION FEE PER ACRE:**

This fee is implemented to cover a portion of the cost of personnel and resources associated with on site inspections of a commercial project. The fee was calculated using historical data of time spent on past projects multiplied by the average salary and expenses associated with a single construction inspector, Landscape Architect, and Fire Marshal.

The acreage is to be calculated by the area within the construction limits as well as any associated offsite improvements, such as, right-of-way improvements associated with the project.

Projects with undeveloped lots will be exempt from further **Inspection fees per acre** at the time of development; all other applicable fees will apply.

### **C. ROADWAY INSPECTION FEE:**

This fee is implemented to cover a portion of the cost of personnel and resources associated with the inspection of roadway construction.

This fee includes the construction of base material and asphalt only. Infrastructure and all other improvements under the roadways are to be calculated under paragraph B. **Inspection fee per acre:** of this fee schedule.

This fee is calculated based on a two (2) lane roadways. Single turn lanes, additional lanes and single stand alone lanes are to be calculated as the appropriate portion of a two lane roadway.

### **D. RE-INSPECTION FEE:**

This fee is implemented to cover a portion of the cost of personnel and resources associated with the re-inspection of any failed inspection.

The fee is calculated based on an average time spent of two (2) hours per re-inspection for a single inspector.



## EXAMPLES OF SIGNATURE BLOCKS FOR PLATS

Signature blocks on plats shall be located either on the right side of the plat and/or at the bottom of the plat. They are **not** permitted on the left side or at the top of the plat. Below are signature blocks required for plats.

### CERTIFICATE OF REVIEW

I HEREBY CERTIFY THAT THE UNDERSIGNED IS A LICENSED PROFESSIONAL SURVEYOR AND MAPPER AND IS EITHER EMPLOYED OR UNDER CONTRACT WITH THE CITY OF PALM COAST. I ALSO CERTIFY THAT I AM NOT REPRESENTING THE OWNER OR OWNERS OF RECORD AND HAVE REVIEWED THIS PLAT AND FOUND IT TO COMPLY WITH THE REQUIREMENTS OF CHAPTER 177, FLORIDA STATUTES AND THE CITY OF PALM COAST REGULATIONS.

BY: \_\_\_\_\_ DATE \_\_\_\_\_  
FLORIDA PROFESSIONAL SURVEYOR & MAPPER

CERTIFICATE NO: \_\_\_\_\_

### CERTIFICATE OF APPROVAL BY CITY ENGINEER

THIS IS TO CERTIFY THAT ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, THIS PLAT WAS APPROVED.

BY: \_\_\_\_\_ DATE \_\_\_\_\_  
CITY ENGINEER

PRINTED NAME: \_\_\_\_\_

### CERTIFICATE OF APPROVAL BY PLANNING MANAGER

I HEREBY APPROVE THE FINAL PLAT FOR \_\_\_\_\_ SUBDIVISION.

PLANNING MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

### CERTIFICATE OF CLERK

I HEREBY CERTIFY THAT THE FOREGOING PLAT WAS FILED FOR RECORD ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ AT MAP BOOK \_\_\_\_\_, PAGES \_\_\_\_\_ THROUGH \_\_\_\_\_

CLERK: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_



CERTIFICATE OF APPROVAL BY THE CITY OF PALM COAST, FLORIDA

THIS IS TO CERTIFY THAT ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, THE FOREGOING PLAT WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA.

CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA

BY: \_\_\_\_\_  
MAYOR, CITY OF PALM COAST

PRINTED NAME: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
CITY CLERK

PRINTED NAME: \_\_\_\_\_

CERTIFICATE OF SURVEYOR

KNOW ALL MEN BY THESE PRESENTS, THAT THE UNDERSIGNED, BEING A LICENSED PROFESSIONAL SURVEYOR AND MAPPER, DOES HEREBY CERTIFY THAT ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, HE/SHE COMPLETED THE SURVEY OF THE LANDS SHOWN IN THE FOREGOING PLAT; THAT THE FOREGOING PLAT WAS PREPARED UNDER THE DIRECTION AND SUPERVISION OF THE UNDERSIGNED AND COMPLIES WITH ALL THE SURVEY REQUIREMENTS OF CHAPTER 177, PART I, FLORIDA STATUTES; THAT SAID PLAT IS A CORRECT REPRESENTATION OF THE LANDS, FLOOD ZONES AND WETLAND BOUNDARIES THEREIN DESCRIBED AND PLATTED; THAT PERMANENT REFERENCE MONUMENTS HAVE BEEN PLACED AS SHOWN THEREON AS REQUIRED BY CHAPTER 177.091(7) AND PERMANENT CONTROL POINTS WILL BE SET IN ACCORDANCE WITH SECTION 177.091(8), FLORIDA STATUTES; AND THAT SAID LAND IS LOCATED IN FLAGLER COUNTY, FLORIDA.

DATE: \_\_\_\_\_

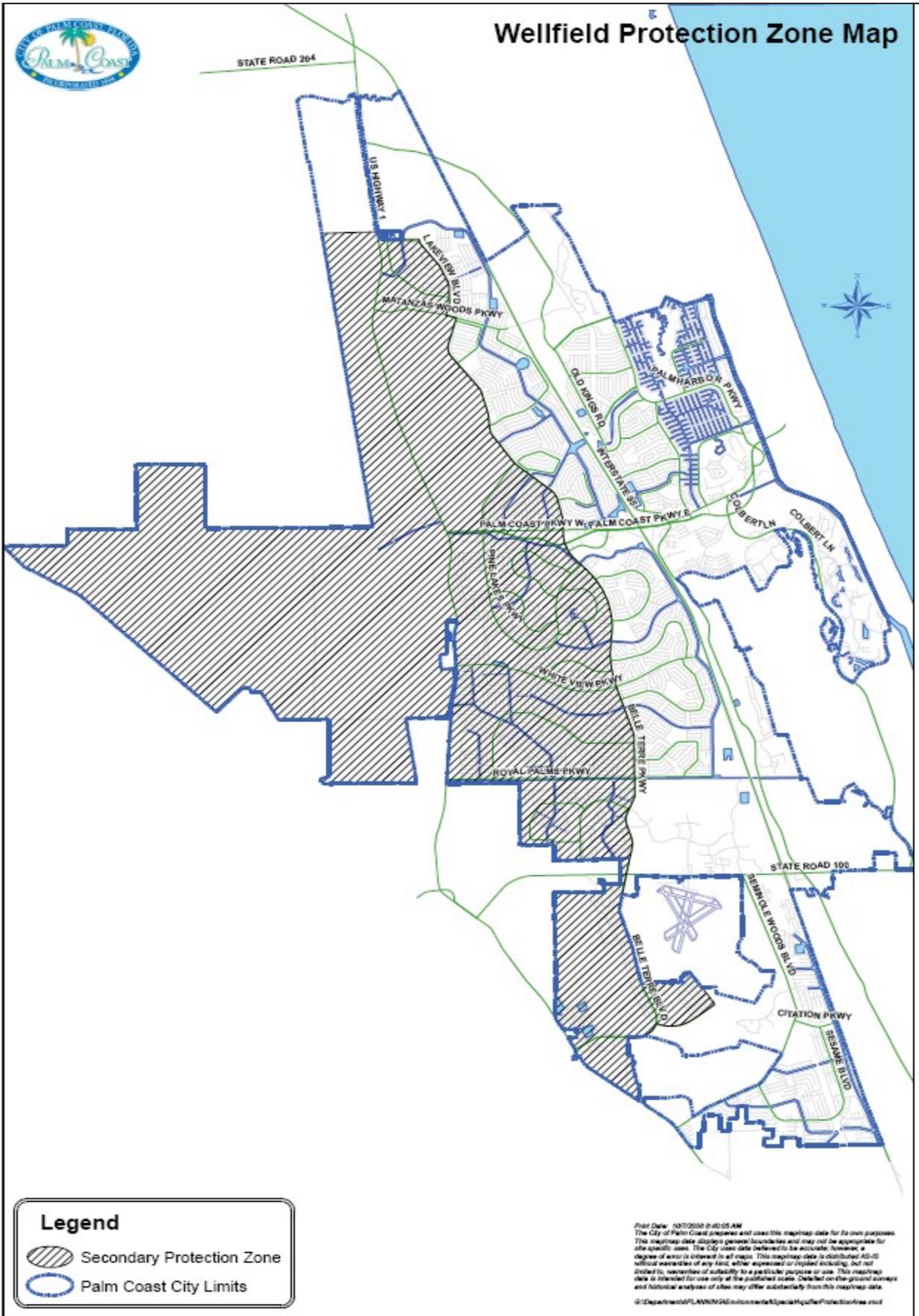
PRINT NAME: \_\_\_\_\_  
FLORIDA PROFESSIONAL SURVEYOR AND MAPPER  
CERTIFICATE NUMBER \_\_\_\_\_



# MAPS



# Wellfield Protection Zone Map



**Legend**

- Secondary Protection Zone
- Palm Coast City Limits

Print Date: 10/7/2009 8:40:55 AM  
 The City of Palm Coast prepares and uses this map/data for its own purposes. This map/data displays general boundaries and may not be appropriate for other specific uses. The City uses data believed to be accurate, however, a degree of error is inherent in all maps. This map/data is distributed AS-IS without warranties of any kind, either expressed or implied including, but not limited to, warranties of suitability for a particular purpose or use. This map/data is intended for use only at the published scale. Detailed on-the-ground surveys and historical analyses of sites may differ substantially from this map/data.  
 GIS Department \PLANNING\GIS\Environmental\Special\Map\WellfieldProtection\area.mxd

