



## 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.



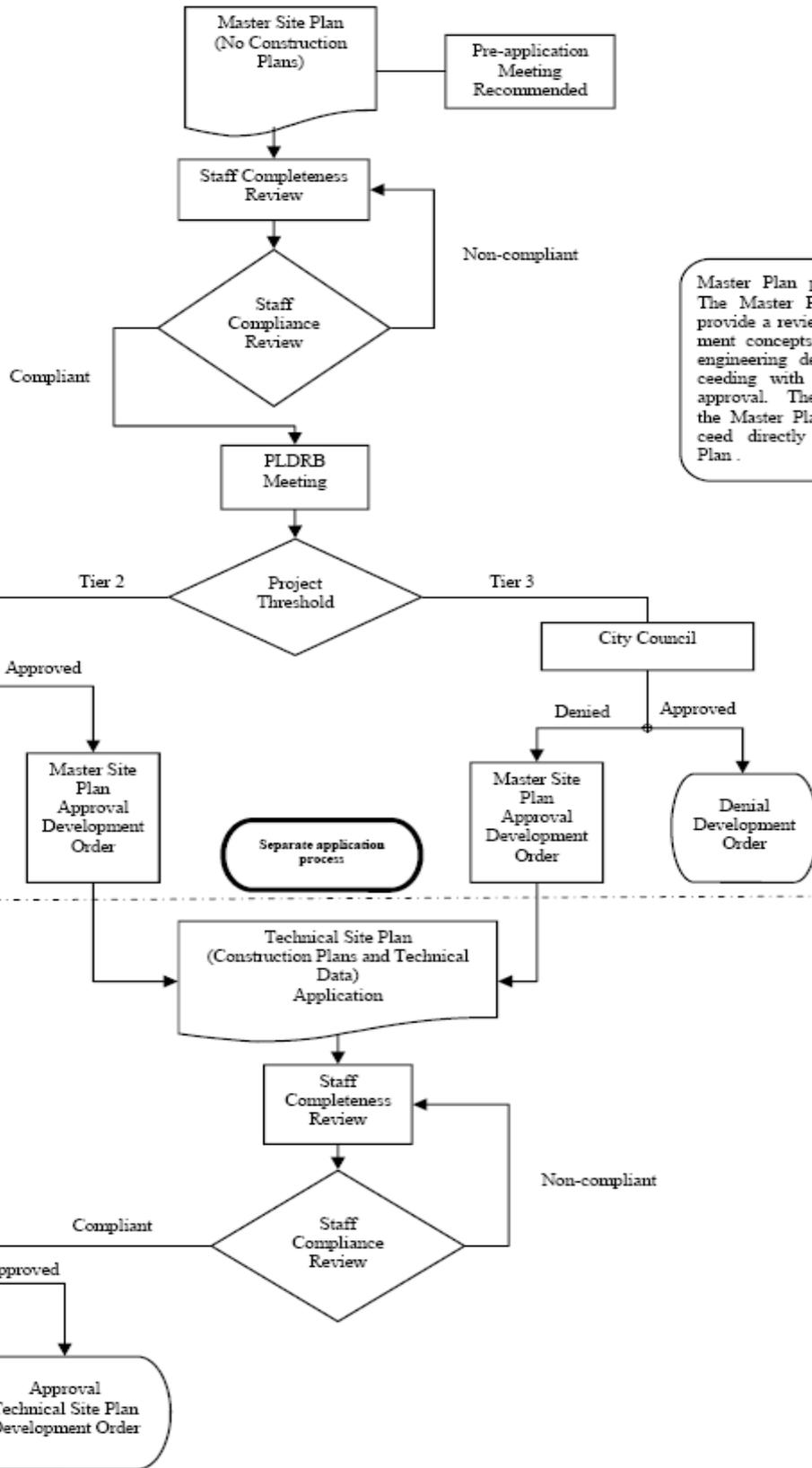
4. The City will schedule the application on the next available Planning and Land Development Regulation Board agenda upon satisfying compliance review. The Planning and Land Development Board is the level of approval to authorize the issuance of a moderate [Master Site Plan](#) Development Order. The 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.



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



Master Plan process is optional. The Master 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.



- 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"/> Development Order Modification              |
| <input type="checkbox"/> Parking Flexibility                               |  |

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)



## 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').



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



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

Instructions: Please submit two copies of completed application, location map and fee for each new residential project to the appropriate local government.

**I. Application Type**

Check one only:

- School Capacity Determination (Land Use & Zoning)   
  Letter of No Impact   
  Letter of Exemption  
 Time Extension   
  Project Amendment / Re-evaluation   
  Non Binding Determination

School Capacity Availability Letter of Determination (Site Plan & Subdivision) See attached Fee Schedule. Make check payable to your local Government. In the event that a Mitigation Agreement is necessary, an additional fee may be required.

**II: Project Information:**

Project Name: \_\_\_\_\_ Local Government: \_\_\_\_\_  
 Parcel ID#: \_\_\_\_\_ (attach separate sheet for multiple parcels):  
 Location/Address of Subject property: \_\_\_\_\_ (attach location map)  
 Closest Major Intersection: \_\_\_\_\_

**III: Ownership/Agent Information:**

Owner/Contract Purchaser Name(s): \_\_\_\_\_  
 Agent/Contact Person: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**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**

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.

<b>Official Use Only</b>	
<b>Application Received</b>	
<b>Date:</b>	<b>Time:</b>
<b>By:</b>	



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

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

**School Capacity Availability Reports/Letters**

School Capacity Determination  
Nonbinding Review – FLU/Rezone) \$200.00

School Capacity Availability Letter of Determination (SCALD)  
(Issued Prior to Final Plat/Site Plan or equivalent approval)

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

Letter of No Impact \$100.00

Letter of Exemption \$100.00

Time Extension \$100.00

Concurrency Determination Re-evaluation \$150.00

**Proportionate Share Mitigation**

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

**Appeals**

Application Fee \$1,000.00

**Make check payable.....to City of Palm Coast, Flagler County or City of Bunnell.**