



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 [Nonresidential Controlling 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

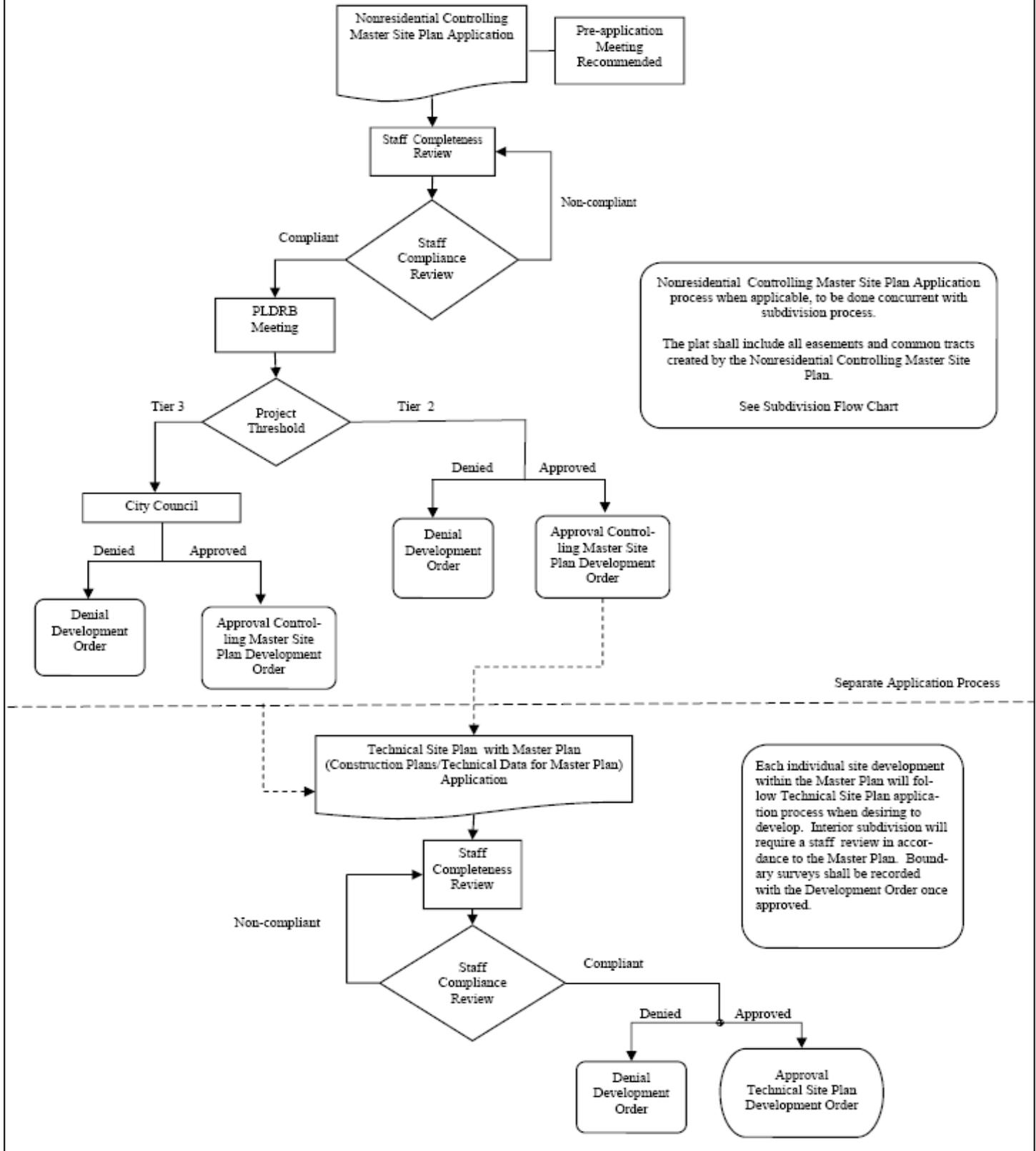
1. The Applicant shall submit a complete [application package](#) to the City. A meeting with City Staff is recommended for submittal of the application package.
2. Per [subsection 2.05.04.H](#) of the [LDC](#), the application package will undergo a completeness review by the City.
3. The City will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



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





- 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)



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.
- 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')



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