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)

Nonresidential Controlling Master Site Plan Application

Pre-application Meeting
Recommended

Staff Completeness Review

Staff Compliance Review

Non-compliant

PLDRS Meeting

Compliant

Tier 3

Project Threshold

Tier 2

City Council

Denied

Approved

Denied Development Order

Approval Controlling Master Site Plan Development Order

Denied Development Order

Approval Controlling Master Site Plan Development Order

Separate Application Process

Technical Site Plan with Master Plan (Construction Plans/Technical Data for Master Plan) Application

Staff Completeness Review

Staff Compliance Review

Non-compliant

Compliant

Denied

Approved

Denied Development Order

Approval Technical Site Plan Development Order

Each individual site development within the Master Plan will follow Technical Site Plan application process when desiring to develop. Interior subdivision will require a staff review in accordance to the Master Plan. Boundary surveys shall be recorded with the Development Order once approved.
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
   __________________________Subdivision Name; ____Section; _____ Block; ______ Lot
   __________________________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
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<th>APPLICANT / AGENT:</th>
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<th>ENGINEER OR PROFESSIONAL:</th>
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<tr>
<th>ATTORNEY:</th>
<th>DEVELOPER OR DOCKMASTER:</th>
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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
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
Nonresidential Controlling Master Site Plan Application Submittal Checklist

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.


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’)
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

Obama 1, 2009 (Revised 4-9-2010)
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        Signature

____________________________________  ___________________________________
Print name       Print name

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

(SEAL)

________________________________________________________
Signature of Notary Public, State of Florida
JOINDER AND CONSENT AFFIDAVIT

JOINDER AND CONSENT BY __________________________________________
Name of Lending Institution / Mortgage Holder

COME NOW, ______________________________________ and Joins and Consents to the

covenants and conditions set forth herein and hereunto sets his hand and seal this ___ day

of _____________________, 20___.

ATTEST:     _____________________________________
Name of Lending Institution

_____________________________  _________________________________
Corporate Secretary    Corporate President

______________________________ _________________________________
Printed Name     Printed Name

ACKNOWLEDGEMENT

The foregoing instrument was acknowledged before me this _____ day of ______________, 20___, by

_______________________________________________, who is/are personally known to me or who

has produced ____________________________ as identification and who did execute said

instrument for the purpose therein expressed.

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

NOTARY PUBLIC   (SEAL)

_____________________________________________________
NOTARY PUBLIC SIGNATURE