



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 to the City a completed [application package](#) with a nonrefundable filing fee of \$200.00 (payable to 'City of Palm Coast'). 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.



- 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)



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 (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