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.
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
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<th><strong>OWNER:</strong></th>
<th><strong>APPLICANT / AGENT:</strong></th>
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<th><strong>MORTGAGE HOLDER:</strong></th>
<th><strong>ENGINEER OR PROFESSIONAL:</strong></th>
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<th><strong>SURVEYOR:</strong></th>
<th><strong>LANDSCAPE ARCHITECT:</strong></th>
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<tr>
<th><strong>ATTORNEY:</strong></th>
<th><strong>DEVELOPER OR DOCKMASTER:</strong></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 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’).
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        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
coyents 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