



SECTION 6.0 PRELIMINARY PLAT STATUTORY LAND SUBDIVISION – STEP 2

Section 6.01 Purpose

This section describes the second step in the process for the subdividing of land in compliance with [Florida Statutes, Chapter 177](#) and City regulations. The issuance of a [Preliminary Plat](#) Development Order is the second step in the formal platting process followed by [Final Plat](#) approval.

Section 6.02 Neighborhood Meeting

Prior to the submission of an application for a [preliminary plat](#), 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.

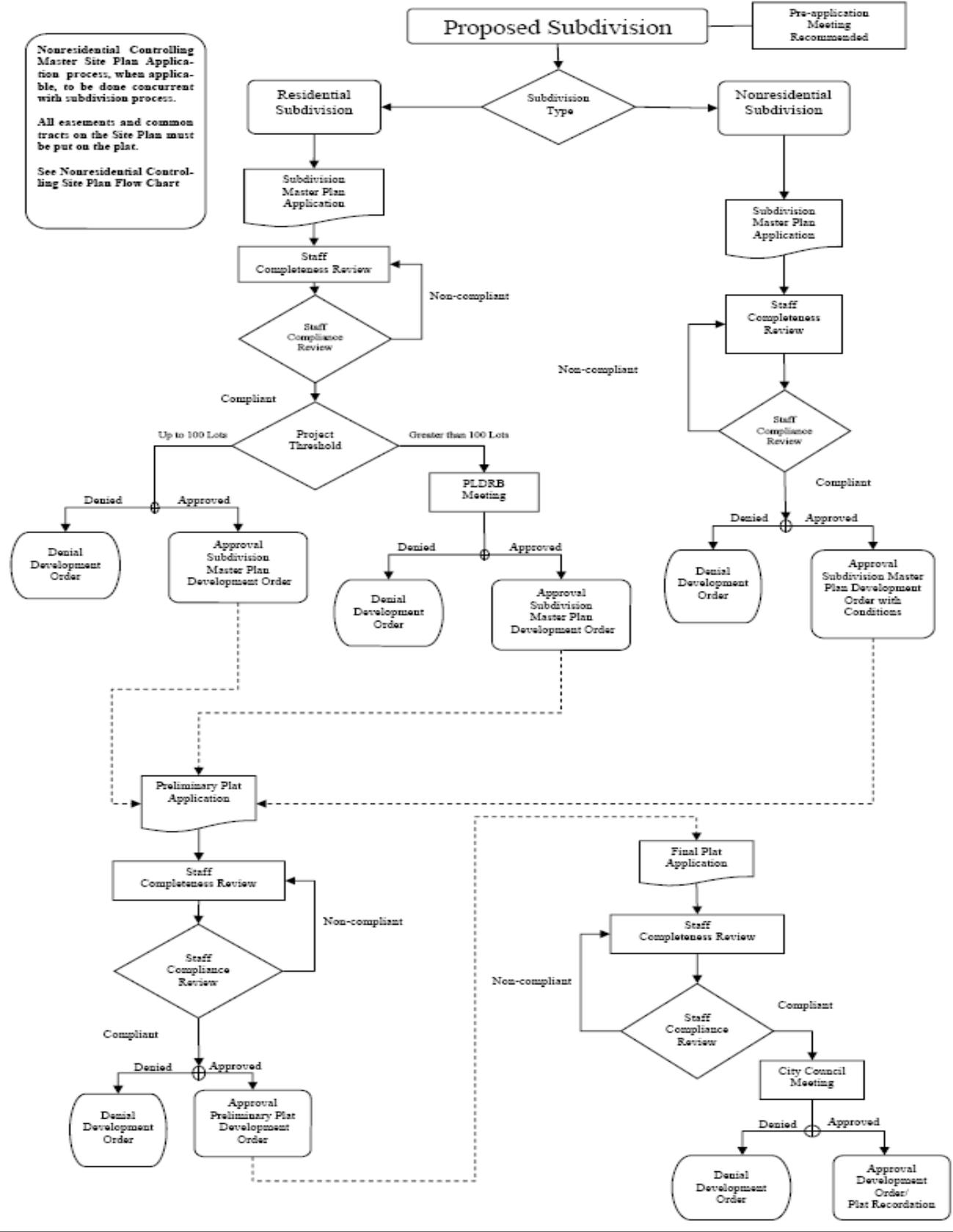
The Planning Manager may waive the requirement for a neighborhood meeting if the project is part of a multiphase project for which meetings were previously held. For consideration of a waiver, contact the Planning Division at 386-986-3736 for a determination. Refer to [subsection 2.05.02](#) of the [Unified Land Development Code \(LDC\)](#).

Section 6.03 Application Process

- A. The Applicant shall submit a complete [application package](#) to the City. A meeting with City Staff is recommended for submittal of the application package.
- B. Per [subsection 2.05.04](#) of the [LDC](#), the application package will undergo a completeness review by the City.
- C. Upon acceptance, the application package shall be reviewed for compliance.
- D. The City shall issue a [Preliminary Plat](#) Development Order upon satisfying compliance review. 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 the next step of the approval process.

Subdivision Flow Chart

Nonresidential Controlling Master Site Plan Application process, when applicable, to be done concurrent with subdivision process.
 All easements and common tracts on the Site Plan must be put on the plat.
 See Nonresidential Controlling Site Plan Flow Chart





- 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 |

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)



SUBDIVISION PRELIMINARY PLAT APPLICATION SUBMITTAL CHECKLIST

Residential

Nonresidential

= 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 preliminary plat and construction plans. 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. 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. Traffic statement when generating fewer than 10 pm peak hour trips or a Traffic Study when exceeding ten (10) pm peak hour trips (as determined by the Traffic Engineer or Transportation Planner).

E. Current boundary survey prepared by a Florida licensed professional surveyor and mapper (PSM). (The PSM that prepared the boundary survey shall be the same PSM preparing the plat.) At a minimum, the survey shall:

1. Be signed and sealed by the Florida licensed PSM that prepared the survey.

2. Be Prepared with the benefit of the current title opinion.

3. Depict all existing on-site or adjacent easements, including drainage, electricity, gas, water, wastewater, or other pipeline or utility easements.

4. Depict all existing on-site improvements, including buildings, structures, drainage facilities, or other utilities.

5. Any and all wetlands.

6. Flood zone of parcel(s).

7. Streets adjacent to the tract, including rights-of-way and pavement widths.

F. Plat of proposed subdivision (3 sets) including, at a minimum, the following:

1. Prepared at a scale of 1" equals 100', signed and sealed by a Florida licensed professional surveyor and mapper (PSM). The name, street, and mailing address of the PSM must be included on each sheet.

2. To ensure legibility, all lettering shall have a **minimum** height of twelve one-hundredths (0.12) inches.



- 3. PSM shall state that the plat was prepared under his or her direction and supervision and that the plat complies with all of the survey requirements under [FS 177](#). The printed name and registration number of the PSM shall be located directly below the statement along with the printed name, address, and certificate of authorization number of the legal entity, if any. A PSM practicing independently of a legal entity must include his or her address.
- 4. Name of proposed subdivision on the face of the plat and all sheets. The name of the subdivision shall not be the same or in any way so similar to any recorded plat in the same county as to confuse the records or to mislead the public as to the identity of the subdivision. An exception to this is when the subdivision is further divided as an additional unit or section by the same developer or the developer's successors in title. In that case, the additional unit, section, or phase shall be provided with the subdivision name. Words such as "the", "replat," or "a" may not be used as the first word of the subdivision name.
- 5. Proposed subdivision illustrated on a single sheet and, if necessary, a key map noting specific sheets for details.
- 6. Vicinity map drawn at a scale of not less than 1" = 400', or other scale approved by the City Engineer.
- 7. On each sheet, the legal description of property to include the section, township, range, and total acreage to be located immediately under the name of the plat. The legal description shall be the same as in the title certification. The description must be so complete that from it, without reference to the plat, the starting point and boundary can be determined.
- 8. All section lines and quarter section lines occurring within the subdivision shall be indicated by lines drawn upon the plat, with appropriate words and figures.
- 9. Location, width, **and names** of all streets, waterways, or other rights-of-way shall be shown, as applicable.
- 10. Prominent "north arrow" shall be drawn on every sheet.
- 11. All Blocks, numbered.
- 12. All Lots, numbered either by progressive numbers or if in blocks, progressively numbered in each block.
- 13. Dimensions of all lots, parcels, or tracts.
- 14. Square footage noted on each lot or on a table on the plat.
- 15. Signature blocks. Signature blocks on plat shall be located either on the right side of the plat and / or at the bottom of the plat. They are **not** permitted on the left side or the top of the plat. (See FORMS for examples of signature blocks).
- 16. Location and width of proposed easements and existing easements identified in the title opinion or certification. The intended use of each easement must be clearly stated. Where easements are not coincident with property lines, they must be labeled with bearings and distances and tied to the principal lot, tract, or right-of-way.
- 17. Dedication and approval language that must:
 - a. Be executed by all persons, corporations, or entities whose signature would be required to convey record fee simple title to the lands being dedicated in the same manner in which deeds are required to be executed.
 - b. Be executed by all mortgagees having a record interest in the lands being subdivided.
 - c. Specify to whom all streets, alleys, easements, rights-of-way, and public areas shown on such plat are being dedicated.
- 18. Area for "General Notes" with line items stating:
 - a. "Nothing herein shall be construed as creating an obligation upon any governing body to perform any act of construction or maintenance within such dedicated areas except when the obligation is voluntarily assumed by the governing body."



- b. The bearing or azimuth reference shall be clearly stated and, in all cases, the bearings used shall be referenced to some well-established monument line.
 - c. Flood Insurance Rate Map (FIRM) information.
 - d. All utilities shall be located underground.
 - e. Any development agreement applicable to the subject property.
 - f. Covenants and Restrictions recordation information.
 - g. The plat was prepared with the benefit of an Opinion of Title with the name of the preparer of the document as well as the date.
 - h. "NOTICE: This plat, as recorded in its graphic form, is the official depiction of the subdivided lands described herein and will in no circumstances be supplanted in authority by any other graphic or digital form of the plat. There may be additional restrictions that are not recorded on this plat that may be found in the public records of this county."
19. Area for "Notes Regarding Easements" to include line items for:
- a. Every type of easement whether existing or proposed and their intended use clearly stated.
 - b. Any easement that will be recorded by a separate instrument shall have the recordation information provided.
 - c. "All platted utility easements shall provide that such easements shall also be easements for the construction, installation, maintenance, and operation of cable television services; provided, however, no such construction, installation, maintenance, and operation of cable television services shall interfere with the facilities and services of an electric, telephone, gas, or other public utility. In the event a cable television company damages the facilities of a public utility, it shall be solely responsible for the damages. This section shall not apply to those private easements granted to or obtained by a particular electric, telephone, gas, or other public utility. Such construction, installation, maintenance, and operation shall comply with the National Electrical Safety code as adopted by the Florida Public Service Commission."
20. All contiguous properties identified by subdivision title, plat book, and page, or, if unplatted, land shall be so identified. If the subdivision platted is a part or the whole of a previously recorded subdivision, sufficient ties shall be shown to controlling lines appearing on the earlier plat to permit an overlay to be made; the fact of its being a replat shall be stated as a subtitle under the name of the plat on each sheet included. The subtitle must state the name of the subdivision being replatted and the appropriate recording reference.
21. Sufficient survey data shall be shown to positively describe the bounds of every lot, block, street easement, and all other areas shown on the plat.
22. Curvilinear lot lines shall show the radii, arc distances, and central angles. Radial lines will be so designated. Direction of nonradial lines shall be indicated.
23. Sufficient angles, bearings, or azimuth to show direction of all lines shall be shown, and all bearings, angles, or azimuth shall be shown to the nearest second of arc.
24. The centerlines of all streets shall be shown as follows:
- a. noncurved lines: distances together with either angles, bearings, or azimuths.
 - b. curved lines: arc distances, central angles, and radii, together with chord and chord bearing or azimuths.
25. When it is not possible to show line or curve data information on the map, a tabular form may be used. The tabular data must appear on the sheet to which it applies.
26. Park and recreation parcels, as applicable, shall be so designated.
27. All interior excepted parcels as described in the description of the lands being subdivided shall be clearly indicated and labeled "Not a part of this plat".



- 28. The purpose of all areas dedicated must be clearly indicated on the plat.
- 29. A legend of all symbols and abbreviations shall be shown.

- G. Construction plans (3 sets) prepared by a professional engineer 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. Plans signed and sealed by the professional engineer that prepared the plans.
 - 2. One (1) sheet is required to depict the entire subdivision with a key referencing other sheets, if necessary.
 - 3. 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 be included on the map.
 - 4. Project name and north arrow indicator provided on each sheet of plans.
 - 5. Construction phasing, if applicable.
 - 6. A space measuring at least 4" in width by 3" in height shall be provided in the upper right corner at the top of **each** sheet of plans to be reserved for the City's approval stamp.
 - 7. Street rights-of-way, pavement widths, typical pavement sections, grades and elevations, plan and profiles, cross-sections, and street names.
 - a. Minimum street width is 24' for 2-way roads and 16' for 1-way roads.
 - b. Fire Department access roadway(s) shall be within 50' of fire department access door.
 - c. Provide turning radius for the largest emergency vehicle with the longest wheelbase.
 - d. Dead end roads in excess of 150' shall be provided with a turn around for emergency vehicles.
 - e. Dead end roads shall require a minimum of 47.5' radius turn around / cul-de-sac or other approved turn around (approved on a case-by-case basis).
 - 8. Easements including locations, dimensions, and purposes.
 - 9. Specific soil types and their limitations for planned use. Soil information is to be taken from the most recent soil survey of Flagler County, Florida.
 - 10. Tree survey on all sheets meeting tree survey requirements per [subsection 11.02.02](#) of the [LDC](#).
 - 11. All existing and proposed structures.
 - 12. Dimensions of all existing and proposed structures.
 - 13. Setbacks from the property lines to all structures.
 - 14. Location and setbacks for freestanding signs.
 - 15. Zoning of all adjacent properties and properties across rights-of-ways with the name of the rights-of-way(s) included.
 - 16. Wetlands, watercourses, 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.
 - 17. Notes with line items to include:
 - a. All utilities shall be located underground.
 - b. Contractor to attend a mandatory preconstruction meeting with City Staff prior to any disturbance of the property.
 - c. Conservation easements with the recording information (O.R. Book and Page Number), if applicable.
 - d. Any other pertinent information that should be noted.



- 18. If phasing proposed, include construction-phasing lines and note that the development order will be for the proposed phase only.
- 19. Sight triangles.
- 20. Location and setbacks of proposed subdivision signage.
- 21. Subdivision signage specifications.
- 22. Plans for all underground utilities including, but not limited to, sanitary sewers, storm sewers, water lines, and electric lines. Show connections to existing systems and invert and top elevations of all structures.
- 23. Details and sections for all grade changes, dikes, or created waterbodies.
- 24. Bulkheads and bridges; engineering plans and cross-sections.
- 25. Street centerline dimensions, block and lot layouts, lot and block numbers.
- 26. Areas to be used for purposes other than residential and public with the purposes, location, and dimensions of each indicated.
- 27. Provide adequate size piping to provide required fire flow.
- 28. Minimum 6" pipe or larger, as required, for water supply to the hydrants.
- 29. Access grades shall not exceed 1' drop in 20'.
- 30. Minimum height of overhead obstructions shall not be less than 13'6".
- 31. Fire hydrant spacing shall be as follows: 500' residential; 300' commercial.
- 32. Gated communities shall require installation of a KNOX key override switch(s) for emergency vehicle access.
- 33. Communities with secondary emergency vehicle access gate(s) shall require a KNOX padlock for access.
- 34. Depict location of all well sites, if any.
- 35. Depict sidewalks, connections, and width.
- 36. Provide sidewalk specifications

H. Landscape Plans (3 sets) to include:

- 1. Designed, signed, and sealed by Florida registered landscape architect.
- 2. Tree survey on all sheets.
- 3. All landscape buffer lines shown and labeled on plans.
- 4. Overhead power lines shown on plans and shade trees planted a minimum of 15' away.
- 5. Fire hydrants shown on plan with trees and shrubs at proper clearances.
- 6. All HVAC equipment, utility structures, and backflow preventers screened from public view.
- 7. Requirement for all trees and plants to be Florida Number 1 or better quality.
- 8. Size, quantity, and variety of all trees and plants and shrubs / groundcovers with spacing.
- 9. Tree protection barricade detail if existing trees are to be retained.
- 10. Clearing limits on the plan and description of sod or mulch limits.
- 11. Type of sod to be used (Bahia required for non-irrigated areas).
- 12. All disturbed areas of the rights-of-way sodded with Bahia sod.
- 13. Provide tree-staking details.
- 14. Ensure there are no conflicts with underground water and sewer lines where trees are proposed.
- 15. If applicable, all parking lot islands curbed to protect the shrubs and trees from vehicular damage.
- 16. Tree mitigation calculations to be submitted on standard mitigation form.
- 17. Ensure the tree density of 1 tree / 2500 square feet of total site area are met.
- 18. 50% of the pervious area of the site must be planted in non-native or xeric plants.
- 19. If applicable, vehicular use area (VUA) calculations (VUA is the total of all parking areas, keyways, and associated drives) must be submitted that include:
 - a. VUA divided by 4,000 = number of 250 square foot minimum parking lot islands.
 - b. All VUA islands must contain one (1) tree per each 250 square feet of credit with shrubs



- 20. Trees from the Shade Tree list are a minimum of 12' - 14' tall and 3½" caliper.
- 21. Understory trees from the Understory Tree list are a minimum of 6' - 7' tall and 2" caliper.
- 22. Show in tabulation from all VUA islands used for credit by number w/location map.
- 23. VUA island placement allowing runs of no more than 10 spaces without an island unless allowed optional designs meeting requirements of [subsection 11.03.04.B.2, Chapter 11](#) of the [LDC](#) are met.
- 24. A minimum of 10% landscape area interior to the parking lot area required.
- 25. Littoral zone plantings around all stormwater detention ponds or littoral zone alternative.
- 26. Note on plans that as-built landscape plans required from the project landscape architect.

- I. Irrigation Plans (3 sets) submittal:
 - 1. Irrigation plans required on 2nd submittal due to likely changes on plan for 1st submittal; however, development order will not be issued without a complete plan.
 - 2. Separation of rotor and spray heads on different zones.
 - 3. Irrigation of 50% of pervious area of site separately for xeric / native plantings.
 - 4. Elimination of overspray onto roads, parking areas, buildings, signs, and sidewalks.
 - 5. Matched precipitation with head-to-head coverage.
 - 6. Bubblers, drip lines, side strip nozzles for hedges are recommended for water conservation.
 - 7. Soil moisture sensor provided with buried soil probes in each water use zone.
 - 8. Card in controller that indicates what portion of the site each zone covers.
 - 9. A nozzle chart listing manufacturer, discharge rate of heads, and symbols for type of heads.
 - 10. Type of controller, size of valves, and a pipe sizing chart if pipe is not individually labeled.
 - 11. All heads in parking lot islands shrubbery need to be specified to be on 12" high pop heads.
 - 12. Valves specified to be in plastic valve boxes with wire connections waterproofed.
 - 13. Irrigation heads specified to not be closer than 12" to the building walls.
 - 14. Mainlines specified to be a minimum of 18" deep and laterals 12" deep (specify type of pipe).
 - 15. Pressure backflow preventers provided on all metered water connections.
 - 16. Connections to wells or surface waterbodies and include backflow devices or check valves.
 - 17. If non-enclosed above ground piping is used, pipe is specified to be galvanized or brass.
 - 18. All non-enclosed PVC pipe above ground is schedule 40.
 - 19. Watering schedule provided with zone run times, start times, and days of watering.
 - 20. Irrigation trenching indicated to be outside the drip lines of existing trees where possible.
 - 21. Risers are a minimum distance of 2' from the edge of all parking lot vehicle overhang areas.
 - 22. Note on plans that as-built irrigation plans required from the project landscape architect.

J. Application for Water/Wastewater Service form.

K. Pump station calculations, if applicable.

L. Water model report.

M. Commitment letters from providers for essential services (i.e. electric or gas, telephone, cable, etc.) that adequate service will be available at the time of impact.

N. Plat approval letter from Florida Power & Light (FPL). (Contact Patti Hersch with FPL @ patti.hersch@fpl.com for more information.)

O. St. Johns River Water Management District permit (SJRWMD) (if permit not issued, provide copy of application submitted to SJRWMD).



- P.** Department of Environmental Protection (DEP) permit (if permit not issued, provide copy of application submitted to DEP).
- Q.** Environmental assessment report from an environmental consultant regarding:
 - 1. Wetland Quality Assessment Methodology (WQAM) for wetland impacts and associated systems.
 - 2. Endangered and threatened species and species of special concern.
- R.** Cultural resource field survey report.
- S.** Stormwater Pollution Prevention Plans.
 - 1. Erosion and sedimentation control notes and details provided.
- T.** Street Lighting plan.
- U.** Neighborhood meeting documentation as required in [subsection 2.05.02](#) of the [LDC](#).
- V.** Road(s) Owned / Maintained by: _____ CITY _____ POA / HOA _____ CDD
- W.** Right-of-Way Dedication Information (may attach additional sheets, if necessary)

Name of ROW	Miles	Estimated Improvement

- X.** Drainage Owned / Maintained by: _____ CITY _____ POA / HOA _____ CDD
- Y.** If residential component proposed, submit School Planning and Concurrency Application for School Impact Analysis (see [FORMS](#) in Section 8 of this manual).
- Z.** Optional exhibits, such as photographs, letters of support from neighboring property owners, or other information intended to support the Applicant's position, may be submitted.
- AA.** 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.
- BB.** [Site Development Permit Fee Calculation Sheet](#).
- CC.** Nonrefundable filing fee \$1,000 plus \$25 per lot (check 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.

Official Use Only	
Application Received	
Date:	Time:
By:	



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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.