



SITE PLAN ADDITION 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 information listed below is required to process a request for an addition to a nonresidential 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 an appointment for submittal of the application package by contacting a Land Development Technician at (386) 986-3736.

- ☐ 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. Submit letter of corporate identity, if corporation involved.
- ☐ D. 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).
- ☐ E. Current survey:
- ☐ 1. Prepared by a registered land surveyor licensed to practice in the State of Florida.
- ☐ 2. Contains the legal description and total acreage of the subject property.
- ☐ 3. Surveyor's certificate of accuracy.
- ☐ 4. Completed with the benefit of a title opinion that states it is current.
- ☐ F. Site plan (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. 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 also be included on the map.
- ☐ d. Site Data analysis with the following information:
- (1) Site size (in square feet and acreage)
- (2) Zoning of property
- (3) Intended uses and total square footage for each use



- (4) Total building(s) square footage (measure from outside walls); include square footage of any space with a roof (e.g. covered entry, open porch, portico, etc.). Clearly indicate the total square footage of existing structures, total of proposed square footage, and total of existing and proposed square footage combined
 - (5) Number of floors
 - (6) Vehicular Use Area (VUA) square footage (breakdown existing & proposed)
 - (7) Sidewalk(s) square footage (breakdown existing & proposed)
 - (8) Impervious Surface Ratio (ISR) ratio
 - (9) Floor Area Ratio (FAR) ratio
 - (10) Percentage of Pervious area
 - (11) Parking calculations to include number of proposed and existing spaces and handicap spaces
 - (12) Total number of nonresidential units **and** residential units per acre, if applicable
- ☐ e. Project name and north arrow indicator provided on each sheet of plans.
- ☐ f. Flood Zone information (FIRM)
- ☐ 3. 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.
- ☐ 4. Street rights-of-way, pavement widths, typical pavement sections, grades and elevations, plan and profiles, cross-sections, and street names.
- ☐ 5. Easements including locations, dimensions, and purposes.
- ☐ 6. All existing and proposed structures.
- ☐ 7. Dimensions of all existing and proposed structures.
- ☐ 8. Setbacks from the property lines to all structures.
- ☐ 9. Pad location and setbacks for all dumpsters and recyclable containers.
- ☐ 10. Location and setbacks for freestanding signs.
- ☐ 11. Zoning of all adjacent properties and properties across rights-of-ways with the name of the rights-of-way(s) included.
- ☐ 12. Wetlands, water courses, waterbodies, and other natural resources to be located on the site.
- ☐ 13. Notes with line items to include:
 - ☐ e. All utilities shall be located underground.
 - ☐ f. Contractor to attend a mandatory preconstruction meeting with City Staff prior to any disturbance of the property.
 - ☐ g. Conservation easements with the recording information (O.R. Book and Page Number), if applicable.
 - ☐ h. Any other pertinent information that should be noted.
- ☐ 14. Parking detail for each parking stall scenario (i.e. parallel space, angled parking, etc.), including handicap spaces
- ☐ 15. Location of bike racks and specifications
- ☐ 16. Sight triangles
- ☐ 17. Location of all mechanical equipment and utility boxes. Ground-mounted mechanical equipment shall be located within 20' of the principal structure, except transformers.
- ☐ 18. Location of all outdoor storage areas (includes shopping cart storage), loading and unloading areas, satellite dishes, truck parking (this includes fleet storage), and other service support equipment (i.e. ice machines and dispensers, outdoor vending machines, and propane tanks and refilling areas, etc.) and label each.
- ☐ 19. 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.
- ☐ 20. Details and sections for all grade changes, dikes, or created waterbodies.
- ☐ 21. Bulkheads and bridges; engineering plans and cross-sections.



- ☐ 22. Provide adequate size piping to provide required fire flow.
- ☐ 23. Fire hydrant spacing.
- ☐ 24. Depict external sidewalks, connections, and width and provide specifications.
- ☐ 25. Depict internal sidewalk, connections, and width and provide specifications.

☐ **G.** Landscape and Irrigation Plans (3 sets), if applicable, that are designed, signed, and sealed by a registered Florida landscape architect.

☐ **H.** Architectural Elevations for Structures, if applicable, depicting:

☐ 1. Building elevations depicting:

- ☐ a. Name, address, phone number, and e-mail address of architect.
- ☐ b. Illustrate all building elevations and label the illustration as to which direction (north, south, east, or west) the building elevation is oriented.
- ☐ c. Illustrate height and width of building(s).
- ☐ d. Label all types of materials proposed for building.
- ☐ e. Label roof type and material and note roof pitch, as applicable.
- ☐ f. Label proposed colors of all portions of the building(s), must compliment existing structures.
- ☐ g. Note glass type and percentage of light reflectance rating for reflective glass and light transmittance rating for darkly tinted glass windows. All plans submitted to the City shall include the glass manufacturer's visible light reflectance, visible light transmittance ratings, and Low-E glass specifications for evaluation.
- ☐ h. All elements of articulation are to be noted on the plan as well as their color.
- ☐ i. Illustrate distance from ground to window for windows located on the first floor.
- ☐ j. All awnings shall be depicted as well as specifications for the awnings.
- ☐ k. Light fixtures are to be illustrated for the exterior of the building(s) and shall be architecturally compatible with the style, materials, colors, and details of the building.
- ☐ l. Service areas and mechanical equipment, as well as any other service support equipment, which will be attached or mounted to any building, shall be illustrated on the building elevations. All service areas and mechanical equipment (ground or roof) including, but not limited to, a/c condensers, heating units, electric meters, satellite dishes, irrigation pumps, ice machines and dispensers, outdoor vending machines, and propane tanks, displays and refilling areas, shall be screened from public view using architectural features consistent with the structure, or landscaping of sufficient density and maturity at planting to provide opaque screening.

☐ 2. Dumpster / Recyclable enclosure specifications to include:

- ☐ a. type ☐ b. height ☐ c. material ☐ d. color

☐ 3. Freestanding signs and specifications to include:

- ☐ a. type ☐ b. height ☐ c. material ☐ d. color

☐ 4. Walls and/or fences to be depicted and specifications to include:

- ☐ a. type ☐ b. height ☐ c. material ☐ d. color

☐ **I.** Stormwater calculations and Geotechnical Reports, original signed and sealed.

☐ **J.** St. Johns River Water Management District permit (SJRWMD) or Modification approval letter.



K.

Traffic

1. Report/Statement

a. Trip generation numbers when generating up to 24

b. Statement required when generating 25 to 99 peak

c. TIA required when generating 100 or more peak



2. Access driveway(s) spacing



3. Turn Lane Analyses/Requirements

4. Concurrency/Prop share agreements



L.

Pump Station calculations, **if** applicable.



M.

Lighting Plan, if applicable.

N.

[Site Development Permit Fee Calculation Sheet](#), if applicable.

O.

Nonrefundable filing fee established by resolution:
(Check made payable to 'City of Palm Coast').



- ☐ **K.** Traffic statement required when generating fewer than 10 peak hour trips; 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.** Pump Station calculations, **if** applicable.
- ☐ **M.** Lighting Plan, if applicable.
- ☐ Nonrefundable filing fee: \$400.00 (payable to 'City of Palm Coast').

**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:**

Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
E-mail Address:	E-mail Address:

APPLICANT / AGENT:**MORTGAGE HOLDER:**

Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
E-mail Address:	E-mail Address:

ENGINEER OR PROFESSIONAL:**PLANNER:**

Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
E-mail Address:	E-mail Address:

TRAFFIC ENGINEER:**SURVEYOR:**

Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
E-mail Address:	E-mail Address:

LANDSCAPE ARCHITECT:**ATTORNEY:**

Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
E-mail Address:	E-mail Address:

DEVELOPER OR DOCKMASTER:

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)



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

Print name

Signature of property owner

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