



## SECTION 5.0 SUBDIVISION MASTER PLAN STATUTORY LAND SUBDIVISION – STEP 1

### Section 5.01 Purpose

This section describes the first step in the process for the subdividing of land in compliance with [Florida Statutes, Chapter 177](#) and City regulations. It is the intent of the City to afford the developer a level of approval prior to going through a great deal of expense while ensuring that the layout of the subdivision is properly planned. The formal platting process is divided into three (3) steps. The issuance of a [Subdivision Master Plan](#) Development Order is the first step in the formal platting process followed by a [Preliminary Plat](#) Development Order and [Final Plat](#) approval, respectively.

### Section 5.02 Neighborhood Meeting

Prior to the submission of an application for a [subdivision master plan](#), 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 5.03 Application Process

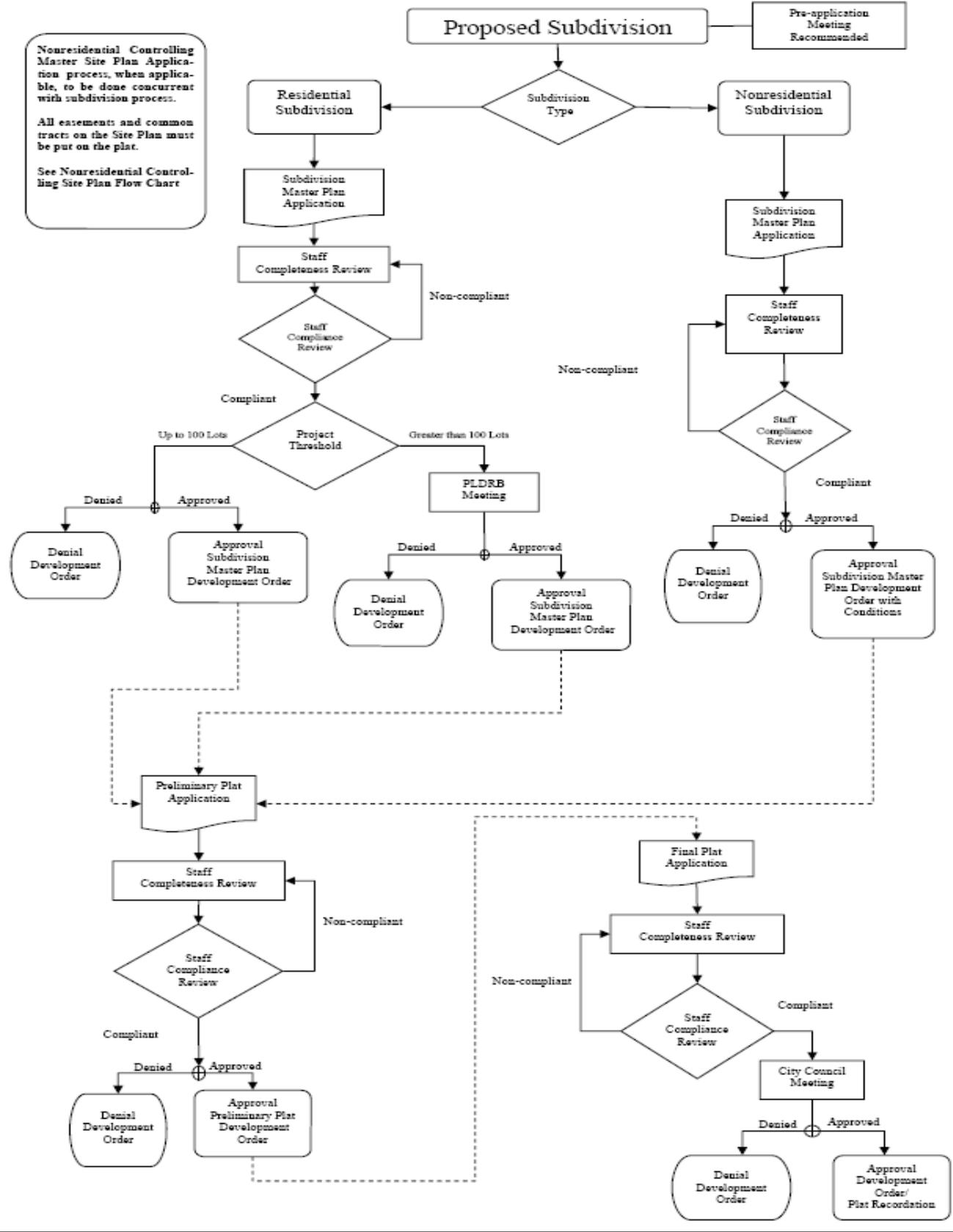
- A. **Nonresidential Subdivision and/or Residential Subdivision up to 100 units.**
  - 1. The Applicant shall submit a complete [application package](#) to the City. A meeting with City Staff is recommended for submittal of the application package.
  - 2. Per [subsection 2.05.04](#) of the [LDC](#), 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 shall issue a [Subdivision Master Plan](#) 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 a development order in the next step of the approval process.
- B. **Residential Subdivision greater than 100 units.**
  - 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](#) of the [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 application shall be scheduled 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 [Subdivision Master Plan](#) Development Order for a residential subdivision greater than 100 units. 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 a development order in 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"/> Parking Flexibility                         |
|  | <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 MASTER PLAN 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 subdivision master 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. Neighborhood meeting documentation as required in [subsection 2.05.02](#) of the [LDC](#) (for single-family and multifamily residential developments of 40 units or greater).
- D. Topographic survey prepared by a Florida licensed registered land surveyor. The survey shall accurately reflect the status of the parcel within one (1) year from the date of submitting the application. At a minimum, the survey shall:
1. Be signed and sealed by a registered land surveyor.
2. Depict all existing on-site or adjacent easements, including drainage, electricity, gas, water, wastewater, or other pipeline or utility easements.
3. Depict all existing on-site improvements, including buildings, structures, drainage facilities, or other utilities.
4. Any and all wetlands.
5. Flood zone of parcel(s).
6. Streets adjacent to the tract, including rights-of-way and pavement widths.
7. All protected trees per survey requirements.
8. Trees proposed for removal and those that will be preserved.
9. Be accompanied by an affidavit stating no changes made to the property since date of the survey (if the survey is dated more than 6 months of application submittal).
10. Completed with the benefit of a title opinion that states it is current.
- E. Subdivision layout (3 sets) depicting:
1. Easements, existing and proposed, to include widths. Existing easements shall have the recorded Book and Page number provided.
2. Every lot/tract/parcel and block numbered consecutively.
3. Size (acreage/square footage) of every lot/tract/parcel.
4. Lot/Tract/Parcel dimensions.
5. Street rights-of-ways illustrated to include width.
6. Sidewalks, existing and proposed, to include widths.



- F. Conceptual plans (3 sets) at a scale of no less than **1" = 40'** depicting existing and proposed data for the following and any other information pertinent to the application:
- 1. Property boundaries.
  - 2. 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.
  - 3. Name of proposed subdivision
  - 4. Vicinity map that depicts surrounding streets.
  - 5. Zoning and existing uses of subject property.
  - 6. Name, address, telephone number, and e-mail address of the:
    - a. Subdivider
    - b. Subdivision designer
    - c. Professional engineer
    - d. Registered surveyor and mapper
  - 7. Summary Table illustrating:
    - a. Total acreage.
    - b. Number of proposed lots
    - c. density
    - d. Acreage and square footage of each lot, tract, or parcel.
    - e. Intended use noted for each proposed lot, tract, or parcel.
    - f. Wetland acreage, if any
  - 8. The legal description of the property proposed for platting.
  - 9. Specific soil types and their limitations for planned use. Obtain soil information from the most recent soil survey of Flagler County, Florida.
  - 10. Base flood elevation data.
  - 11. Street rights-of-way
    - a. Designed so that the elevation, at the crown of the road, is equal to or above the base flood elevation.
    - b. Pavement widths.
  - 12. Easements, existing and proposed, with type of easement specified.
  - 13. Typical lot dimensions.
  - 14. Sidewalks including width.
  - 15. Location of all bulkheads and bridges, if any.
  - 16. Parks, school sites, and other public uses, if any.
  - 17. Proposals for dikes or any created waterbodies or changed watercourses.
  - 18. Names and location of adjoining subdivisions and streets.
  - 19. Surface drainage patterns with direction of flow and method of disposal on-site and off-site.
  - 20. Approximate spot elevations sufficient to indicate proposed grading of the streets and landscapes.
  - 21. Location of all wetland areas.
  - 22. Phasing plan, if applicable.
  - 23. Parking layouts, if applicable.
  - 24. Building locations, if any.
- G. Conceptual Landscape Plans (3 sets) to include adjacent zoning for buffer requirement determination.
- H. Tree survey depicting:
- 1. Trees per survey requirements as outlined in [subsection 11.02.02](#) of the [LDC](#).
  - 2. Trees proposed for removal and those that will be preserved.



- I. Conceptual Architectural Building Elevations **for townhouses**.
- J. Conceptual Utility Plan (3 sets).
- K. Cultural resource field survey report.
- L. 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.
- M. Service availability letter for water and wastewater (do not submit 'commitment' letter).
- N. If residential component proposed, recommend obtaining School Capacity Availability Letter of Determination (see [FORMS](#) in Section 8 of this manual) and submitting as part of the application package.
- O. 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.
- P. Optional exhibits, i.e. photographs, letters of support from neighboring property owners, or other information intended to support the Applicant's position, may be submitted.
- Q. Nonrefundable filing fee established by resolution: \$250 or \$25 per acre, whichever is greater (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.

<b>Official Use Only</b>	
<b>Application Received</b>	
<b>Date:</b>	<b>Time:</b>
<b>By:</b>	



**SCHOOL PLANNING AND CONCURRENCY APPLICATION / SCHOOL IMPACT  
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.**