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.
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

General Application (sheet 1 of 2)
### General Application (Sheet 2 of 2)

**OWNER:**

<table>
<thead>
<tr>
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<th>Name:</th>
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<tbody>
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**APPLICANT / AGENT:**

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**MORTGAGE HOLDER:**

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**ENGINEER OR PROFESSIONAL:**

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**PLANNER:**

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**TRAFFIC ENGINEER:**

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**SURVEYOR:**

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**LANDSCAPE ARCHITECT:**

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**ATTORNEY:**

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<tbody>
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**DEVELOPER OR DOCKMASTER:**

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<td>E-mail Address:</td>
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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: ________________________________

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.  

________________________________________________________

Signature of Notary Public, State of Florida

---

October 1, 2009 (Revised 4-9-2010)
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.
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’).
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

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
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:

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<tr>
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<th>Current</th>
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<tr>
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<tr>
<td>Zoning:</td>
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Residential Units Proposed

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<th>Mobile Homes:</th>
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<tbody>
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</table>

Total Units: ____________________________ Total Acres: ____________________________ Phased Project: Yes ☐ No ☐
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: ____________________________________________

Date: ________________

Owner: Agent:

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.

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<tbody>
<tr>
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<tr>
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<tr>
<td>By:</td>
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Page 2
## FLAGLER COUNTY PUBLIC SCHOOLS
### PLANNING SERVICES FEE SCHEDULE

### School Capacity Availability Reports/Letters

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
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<tbody>
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<td>$200.00</td>
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<td>Nonbinding Review – FLU/Rezone</td>
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### School Capacity Availability Letter of Determination (SCALD)
(Issued Prior to Final Plat/Site Plan or equivalent approval)

<table>
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<td>50+ Units</td>
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### Proportionate Share Mitigation

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### Appeals

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*Make check payable.....to City of Palm Coast, Flagler County or City of Bunnell.*