



SECTION 11.0 TECHNICAL SITE PLAN

Section 11.01 Purpose

This section describes the process for approval of a [technical site plan](#). This type of application is to ensure that site development, including mixed-use development on a single site, takes place in an orderly and efficient manner through a process that provides adequate review based on the size and complexity of the proposed development. The level of detail on the plans shall be that of construction plans and technical specifications. The review is based on not only conformance to Code, but also conformance with an approved master plan, if applicable.

Section 11.02 Applicability and Approval Authority

The [technical site plan](#) review process is for all projects that include residential, nonresidential, and mixed use development. The level of authority for approval is divided into 3 tiers, described as minor, moderate, and major, and described as follows:

A. Minor: Tier 1 – Planning Manager

Nonresidential projects up to 40,000 square feet of building and/or residential projects not to exceed 40 residential units.

B. Moderate: Tier 2 – Planning and Land Development Regulation Board

Nonresidential projects over 40,000 square feet of building up to 100,000 square feet of building and/or residential projects over 41 residential units not to exceed 100 units.

C. Major: Tier 3 – City Council

Nonresidential projects over 100,000 square feet of building and/or residential projects over 100 residential units.

For projects that have received a [Master Site Plan](#) Development Order for Tier 2 and Tier 3 type projects shall not be required to reappear before the level of authority for that type of project. City Staff shall review the application and, upon compliance of all regulations, the Planning Manager shall have the authority to grant the issuance of a [Technical Site Plan](#) Development Order.

Section 11.03 Neighborhood Meeting

Prior to the submission of an application for a [technical site 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 11.04 Application Process

A. Tier 1

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 Technical Site Plan Development Order upon satisfying compliance review. The Planning Manager is the level of approval to authorize the issuance of a minor [Technical Site Plan](#) Development Order. 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 building permit.

B. Tier 2

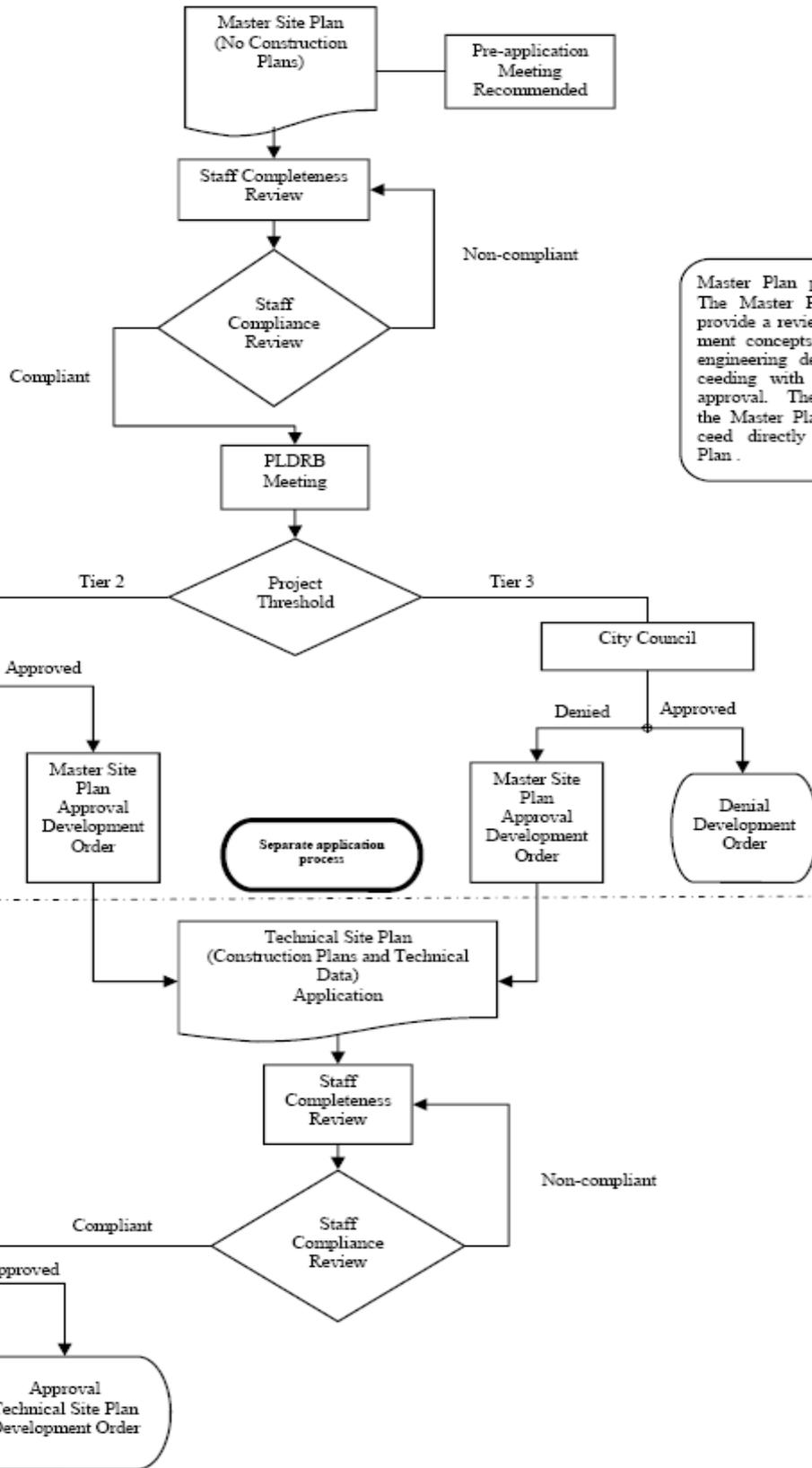
1. The Applicant shall submit a complete [application package](#) to the City. A meeting with City Staff is recommended for submittal of the application package.
2. Per [subsection 2.05.04](#) of the [LDC](#), the application package will undergo a completeness review by the City.
3. Upon acceptance, the application package shall be reviewed for compliance.
4. The City will schedule the application 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 moderate [Technical Site Plan](#) Development Order. 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 building permit.

C. Tier 3

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 schedule the application on the next available Planning and Land Development Regulation Board agenda for a recommendation to City Council upon satisfying compliance review.
5. Following the recommendation of the Planning and Land Development Regulation Board, the City will schedule the application on the next available City Council agenda. The City Council is the level of approval to authorize the issuance of a major [Technical Site Plan](#) Development Order. 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 building permit.



Master Site Plan/Technical Site Plan (Tier 2 and 3 only)

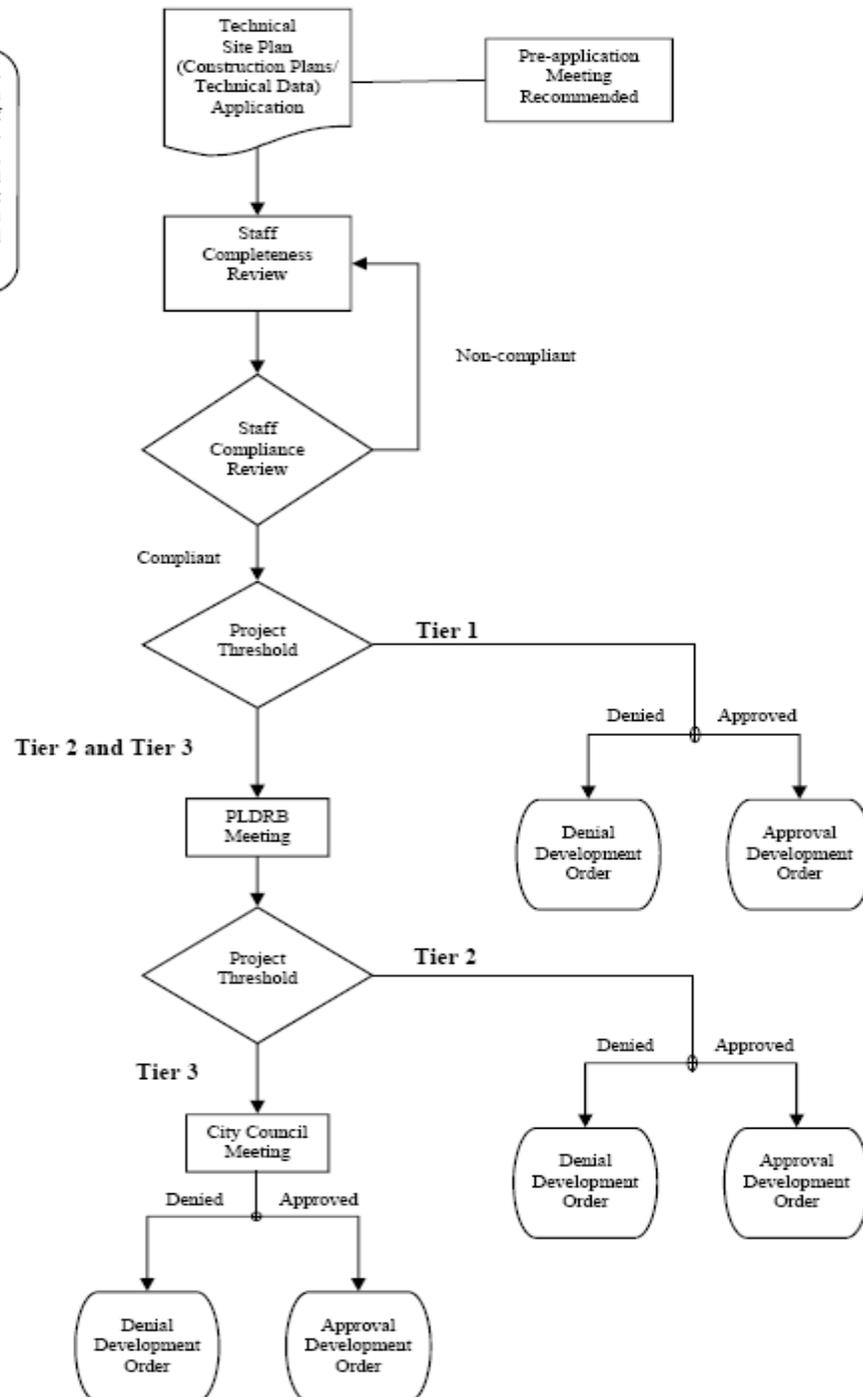


Master Plan process is optional. The Master Plan is intended to provide a review of basic development concepts without significant engineering design, prior to proceeding with technical site plan approval. The applicant can skip the Master Plan process and proceed directly to Technical Site Plan.



Technical Site Plan (Without Master Site Plan)

Master Site Plan process is optional. The Master Site Plan is intended to provide a review of basic development concepts without significant engineering design, prior to proceeding with technical site plan approval. The applicant can skip the Master Plan process and proceed directly to Technical Site Plan.





- 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:

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)



TECHNICAL SITE PLAN 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 documents listed below are required to process a request for a technical 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 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. 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. All existing on-site or adjacent easements, including drainage, electricity, gas, water, wastewater, or other pipeline or utility easements.

5. All existing on-site improvements, including buildings, structures, drainage facilities, or other utilities.

6. Specific soil types and their limitations for planned use.

7. All wetlands.

8. Flood Insurance Rate Map (FIRM) information: community panel number, date, and flood zone(s). Flood zone boundary shall be depicted.

9. Streets adjacent to the tract, including rights-of-ways and pavement widths.

10. Completed with the benefit of a title opinion that states it is current.

11. Mean low water, for projects adjacent to waterway

12. Mean high water, for projects adjacent to waterway

13. Edge of channel, for projects adjacent to waterway



- 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.)
 - (5) Number of floors
 - (6) Vehicular Use Area (VUA) square footage
 - (7) Sidewalk(s) square footage
 - (8) Impervious Surface Ratio (ISR) ratio
 - (9) Floor Area Ratio (FAR) ratio
 - (10) Percentage of Pervious area
 - (11) Parking calculations to include number proposed and existing spaces and handicap spaces
 - (12) Total number of residential units and residential units per acre, if applicable
 - (13) Phasing information, if applicable
 - e. Project name and north arrow indicator provided on each sheet of plans.
 - f. Flood Zone information (FIRM)
 - g. Soils map with the legend of soils types provided.
 - 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.
 - 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 wheel base.
 - 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).
 - 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. Also, other natural resources lying within, adjacent to, affecting, or potentially impacted by the site.
- 13. 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.
- 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. If phasing proposed, include construction phasing lines and note that the development order will be for the proposed phase only.
- 17. Sight triangles
- 18. Location of all mechanical equipment and utility boxes. Ground-mounted mechanical equipment shall be located within 20' of the principal structure, except transformers. Mechanical equipment includes, but is not limited to, air conditioning units, pool pumps, generators, and gas tanks.
- 19. 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.
- 20. 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.
- 21. Details and sections for all grade changes, dikes, or created waterbodies.
- 22. Bulkheads and bridges; engineering plans and cross-sections.
- 23. Street centerline dimensions, block and lot layouts, and lot and block numbers.
- 24. Areas to be used for purposes other than residential and public with the purposes, location, and dimensions of each indicated.
- 25. Provide adequate size piping to provide required fire flow.
- 26. Minimum 6" pipe or larger, as required.
- 27. Access grades shall not exceed 1' drop in 20'.
- 28. Minimum height of overhead obstructions shall not be less than 13'6".
- 29. Fire hydrant spacing shall be as follows: 500' residential; 300' commercial.
- 30. Buildings with automatic fire sprinkler system(s), the distance from the fire department connection to the hydrant shall be no greater than 100'.
- 31. Gated communities shall require installation of a KNOX key override switch(s) for emergency vehicle access.
- 32. Communities with secondary emergency vehicle access gate(s) shall require a KNOX padlock for access.
- 33. Depict location of all well sites, if any.
- 34. Depict external sidewalks, connections, and width.
- 35. Provide specifications of external sidewalk
- 36. Depict internal sidewalk, connections, and width.
- 37. Provide specifications of internal sidewalk.



G. Landscape Plans (3 sets):

- 1. Designed, signed, and sealed by a registered Florida landscape architect.
- 2. A tree survey on all sheets of the plans.
- 3. All landscape buffer lines shown on plans.
- 4. Overhead power lines shown on plans and shade trees planted at a minimum of 15' away.
- 5. Fire hydrants shown on plan with trees and shrubs at proper clearance.
- 6. All HVAC equipment, utility structures, and backflow preventers screened from public view.
- 7. Visual buffer hedges need to be a minimum of 30" tall at time of planting and continuous.
- 8. Requirement for all trees and plants to be a Florida Number 1 or better quality.
- 9. Mulch material needs to be specified with depth not to be less than 3-4" deep.
- 10. Size, quantity, and variety of all trees and plants and shrubs / ground covers with spacing.
- 11. Tree protection barricade detail, if existing trees are to be retained.
- 12. Clearing limits on the plan and description of sod or mulch limits.
- 13. Type of sod to be used (Bahia required for non-irrigated areas).
- 14. All disturbed areas of the right-of-way to be sodded with Bahia sod.
- 15. Tree staking details provided.
- 16. Shrubs higher than 3' or trees with branches lower than 7' not in sight distance triangles.
- 17. No conflicts with underground water and sewer lines where trees are proposed.
- 18. Ensure the lighting plan does not conflict with the tree planting or tree preservation locations.
- 19. If new roads are being created, a street tree planting plan is provided.
- 20. All parking lot islands curbed to protect the shrubs and trees from vehicular damage.
- 21. Tree mitigation calculations to be submitted on standard mitigation form.
- 22. Verify tree density of 1 tree/2,500 square feet of total site area is met.
- 23. Verify that no more than 50% of the pervious area of the site is planted in non-native or xeric plants.
- 24. Vehicular use area (VUA),, which is the total of all parking areas, keyways, and associated drives and calculations must be noted 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.
- 25. Trees from the Shade Tree list are a minimum of 12-14' tall and 3½" caliper.
- 26. Understory trees from the Understory Tree list area minimum of 6-7' tall and 2" caliper.
- 27. Show in tabulation form all VUA islands used for credit by number with location map.
- 28. VUA islands 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](#) are met.
- 29. A minimum of 10% landscape area interior to the parking lot area.
- 30. Littoral zone plantings around all stormwater detention ponds or littoral zone alternative
- 31. Note on plans that as-built landscape plans are required from the project's landscape architect.

H. Irrigation plans (3 sets) :

- 1. Required on 2nd submittal due to likely changes on plan for 1st submittal, but 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 of pipe, if 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 water bodies (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 car overhang areas.
- 22. Note on plans that as-built irrigation plans required from the project landscape architect.



I. Architectural Plans:

- 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).
 - 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 the distance from the ground to the 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, air conditioning 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
- 5. Provide samples of all proposed colors. Refer to [Chapter 13 - subsection 13.02.06](#) in the [LDC](#).
- J. Signage Program depicting:
 - 1. Site Plan and details:
 - a. Location of freestanding signs
 - b. Location of directory signs
 - c. Location of menu boards, speaker(s) apparatus, and clearance bars
 - d. Location of directional signs
 - 2. Building Elevation(s):
 - a. Location of wall and window signs
 - b. Size of wall signs
 - c. Color of wall signs
 - d. Material of wall signs
 - e. Type of wall signs (channel letter, framed signs, projecting signs, font, style, etc.)
- K. Stormwater calculations and Geotechnical Reports.
 - 1. Original signed and sealed.
- L. If utilizing a master stormwater system, a "letter of authorization" is required from the owner of that system (typically a homeowners association).
- M. St. Johns River Water Management District permit (SJRWMD) (if permit not issued, provide applications).
- N. Department of Environmental Protection (DEP) permit (if permit not issued, provide application).
- O. Environmental assessment report from an environmental consultant regarding:
 - 1. Wetland Quality Assessment Methodology (WQAM)
 - 2. Endangered and threatened species and species of special concern
- P. Cultural resource field survey report.
- Q. 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.
- R. Stormwater Pollution Prevention Plans.
 - 1. Erosion and sedimentation control notes and details provided.
- S. Pump Station calculations, if applicable.
- T. Service availability letter for water and wastewater (do **not** submit 'commitment' letter).



- U.** Site plan approval letter from Florida Power & Light (FPL). (FPL contact: patti.hersch@fpl.com OR mail: FPL, 5910 E Highway 100, Palm Coast, FL 32164 (Attn: Patti Hersch). Submittal should include Name of Project, Address of Project, SITE PLAN, and Name and Address of requesting party. Allow minimum seven (7) days for response).
- V.** 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).
- W.** Lighting Plan (3 sets).
- X.** If residential component proposed, submit School Planning and Concurrency Application for School Impact Analysis (see [FORMS](#) in Section 8 of this manual).
- Y.** For marinas (3 sets):
 - 1. Dredge and Spoil Management Plan.
 - 2. Procedures for Best Management Practices.
 - 3. Natural Resource Analysis Statement.
 - 4. Marine Service Station Spill Response Plan.
 - 5. Marine Facility Deviation Support Statement, if applicable.
 - 6. Facility siting assessment.
 - 7. A summary (refer to [Section 4.16 – Chapter 4](#) in the [LDC](#)):
 - a. of setback and design standard consistency.
 - b. detailing consistency with the *Comprehensive Plan*
 - c. compliance with city regulations as well as state and federal agencies.
- Z.** 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.
- AA.** [Site Development Permit Fee Calculation Sheet](#).
- BB.** Nonrefundable filing fee established by resolution:
 - 1. Nonresidential buildings 10,000 square feet of area or fewer - \$400.
 - 2. Nonresidential buildings greater than 10,000 square feet of floor area – \$400 + \$3.00 per 1,000 square feet over 10,000 square feet.
 - 3. Multifamily with 20 dwelling units or fewer - \$400.
 - 4. Multifamily with greater than 20 dwelling units - \$400 + \$3.00 per dwelling unit

(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



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:	



**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.