



Applicant's Handbook: Future Land Use Map Amendment





COMMUNITY DEVELOPMENT DEPARTMENT

Dear Applicant,

The Community Development Department has developed the *Applicant's Handbook: Future Land Use Map Amendment* in order to assist you in preparing an application for a Future Land Use Map amendment. Sections 1-3 of this handbook provide information about the application process including: the pre-application meeting, application submittal and review, and public hearings and State review. Sections 4-6 of this handbook provide information about the application requirements, including: cover letter requirements, application form instructions, and data and analysis required to accompany an application. Hyperlinks are located throughout this handbook in order to provide additional information and guidance to you.

As always, our Planning staff is ready to assist you in this process. If you have any questions, please feel free to contact Ray Tyner, Planning Manager, at (386) 986-3736 or rttyner@palmcoastgov.com.

Sincerely,

Steve Flanagan
Community Development Director

160 LAKE AVENUE, SUITE 136, PALM COAST, FL 32164 •
TEL (386) 986-3736 • FAX (386) 986-2590

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SECTION 1 - PRE-APPLICATION MEETING

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A pre-application meeting is required, unless waived by staff, before a [Future Land Use Map](#) (FLUM) amendment application will be accepted. A pre-application meeting is an opportunity for the applicant to present, conceptually, the proposed amendment and/or project to the City for review before the applicant spends time and money to complete an application.

Before scheduling a pre-application meeting, an applicant should review the [City's Comprehensive Plan](#) to determine whether the FLUM proposed amendment and/or project is consistent with the Comprehensive Plan. An applicant should also review the [City's Land Development Code](#) to determine if the proposed FLUM amendment and/or project will comply with the Code. An applicant can contact Ray Tyner at (386) 986-3736 or rttyner@palmcoastgov.com to discuss a possible FLUM amendment and/or schedule a pre-application meeting.

At the pre-application meeting, the applicant should be prepared to discuss the proposed FLUM amendment and/or project with staff, along with any major issues. Staff will be available to answer the applicant's questions about the application requirements, review process, public hearing process, and the City's Comprehensive Plan and Land Development Code.

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SECTION 2 - APPLICATION SUBMITTAL AND REVIEW

APPLICATION SUBMITTAL

Once an applicant has completed the application, including the required data and analysis, the applicant should submit the application package to the [Community Development Department](#) and pay the appropriate application fees (see below). The Community Development Department is located at [160 Lake Ave., Suite 136, Palm Coast, FL 32164](#). Only complete applications will be accepted for review and processing. Staff will return any applications that are not complete and/or do not contain the required data and analysis.

The application package should include: an application form and cover letter with signature(s) in blue ink and all required data and analysis; a copy of the signed application form and cover letter and all required data and analysis; and a CD with an electronic version in [Adobe® Portable Document Format \(PDF\)](#) of the signed application form and cover letter and all required data and analysis.

The City of Palm Coast fees for FLUM amendment applications are as follows:

Future Land Use Map (FLUM) Amendment Application Fees*	
FLUM Amendment for Subject Property 1.00 acre or less	\$ 500.00
FLUM Amendment for Subject Property greater than 1.00 acre but less than 10.00 acres	\$ 500.00 plus \$ 5.00 per acre or fraction thereof
FLUM Amendment for Subject Property 10.00 acres or greater	\$ 1,000.00 plus \$ 20.00 per acre or fraction thereof
<i>* Cost of Public Notice Requirements (see Section 3 - Public Hearings) is Responsibility of Applicant and Not Included in the Application Fees</i>	

APPLICATION REVIEW

Once an applicant has submitted a complete application package, staff will review the application package in a timely manner to ensure that the application and the required data and analysis are sufficient. In order to ensure that the application is found sufficient and no unnecessary delays occur, an applicant should review [Section 4 - Cover Letter Requirements](#), [Section 5 - Application Form Instructions](#), and [Section 6 - Required Data and Analysis](#) before submitting an application. Staff will contact the applicant if the application is deficient and request additional information to correct the deficiency.

When an application package is found sufficient, staff will contact the applicant to schedule the necessary public hearings as described in [Section 3 - Public Hearings](#).

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SECTION 3 - PUBLIC HEARINGS AND STATE REVIEW

PUBLIC HEARINGS

After staff determines that the application package is sufficient, staff will schedule the necessary public hearings. There are two categories of FLUM amendments, Large-Scale and Small-Scale FLUM amendments. FLUM amendments are considered Large-Scale when the subject property is 10 acres or greater. (For more information, see Chapter 163.3184 and 163.3187, Florida Statutes). Large-Scale FLUM amendments undergo State Review ([see next page](#)), and are transmitted to the [Florida Department of Economic Opportunity \(FDEO\), Office of Community Planning and Development](#).

For all FLUM amendments, staff will schedule the necessary public hearings based upon staff and applicant availability.

Three (3) public hearings are required for proposed FLUM amendments: one (1) before the [Planning and Land Development Regulation Board \(PLDRB\)](#), which acts as the Local Planning Agency, and two (2) before the [City Council](#). The PLDRB meets on the third Wednesday evening of the month. The City Council meets on the first (evening) and third (morning) Tuesday of the month.

As deemed necessary by the Land Use Administrator, a neighborhood meeting may be required prior to the first public hearing for a FLUM application ([For more information, see Section 2.05.02 of the City of Palm Coast Land Development Code](#)). Any affected party may submit comments or testify at the public hearings. The applicant is required to attend the public hearings to present and respond to the public concerns regarding the proposal. After receiving staff's recommendation and input from both the applicant and any affected parties, the PLDRB makes a recommendation to the City Council. If the PLDRB does not support the application, the applicant may revise the proposed FLUM amendment to respond to the concerns identified prior to the City Council public hearings. The City Council considers the FLUM amendment with staff and PLDRB recommendations for approval and transmittal (only Large-Scale FLUM amendments are transmitted to FDCA) at the 1st Public Hearing and for adoption at the 2nd Public Hearing.

If adopted by the City Council, Small Scale and Expedited State Review Large Scale FLUM amendments become effective 31 days after adoption, unless there is a challenge.

STATE REVIEW (*LARGE-SCALE FLUM AMENDMENTS ONLY*)

Large Scale FLUM amendments require a transmittal hearing (1st public hearing) and adoption hearing (2nd public hearing). If the City Council approves the Large-Scale FLUM amendment for transmittal, staff will transmit the proposed FLUM amendment package to the State (i.e. FDEO) for review. The FDEO and other regional and State agencies review the proposed FLUM amendment package and within 30 days, the FDCA and other State agencies send comments directly to the City. The applicant will be provided a copy of all comment letters from the FDCA and State agencies and may be asked to provide additional data and analysis in order to respond to the comments.

The City Council shall hold the adoption hearing (2nd public hearing) within 180 days after receipt of agency comments to consider adoption of the Large-Scale FLUM amendment, if the City fails within 180-days to hold a second public hearing, the amendments, shall be deemed withdrawn unless extended by agreement and notice to the

FDCA and any affected party that provided comments on the amendment.

PUBLIC NOTIFICATION REQUIREMENTS

Prior to any public hearing, the applicant must take the following actions:

- ◆ Pursuant to Florida Statutes, Section 163.3174(4)(a), the Local Planning Agency (the Planning and Land Development Regulation Board) shall hold at least one public hearing on the proposed comprehensive plan amendment. This public hearing shall be advertised in a newspaper at least 10 days in advance of the hearing. The cost of the public notice shall be paid by the applicant.
- ◆ Pursuant to Florida Statutes, advertisement for transmittal public hearing (1st public hearing) must be published 7 days prior to public hearing.
- ◆ Pursuant to Florida Statutes, advertisement for adoption public hearing (2nd public hearing) must be published 5 days prior to public hearing.

Required advertisements for comprehensive plan amendments must meet the following requirements:

- ◆ The advertisement must be placed in a paper of general circulation in the county (or municipality) and of general interest and readership in the community pursuant to Chapter 50, Florida Statutes, and not one of limited subject matter. Whenever possible, the ad should be placed in a newspaper published at least five (5) days a week.
- ◆ The advertisement must be two (2) columns wide by ten (10) inches long in a standard size or a tabloid newspaper.
- ◆ The headline must be in type no smaller than eighteen (18) point.
- ◆ The advertisement must not be placed in the portion of the newspaper where legal notices and classified ads appear.
- ◆ For map amendments, the advertisement should contain a geographic location map that clearly indicates the area within the local government covered by the amendment, including major street names as a means of identification of the general area.

SECTION 4 - COVER LETTER REQUIREMENTS

The application should include an original cover letter addressed to the City of Palm Coast and at a minimum discuss:

- ♦ The size of the subject property in acres or fractions thereof;
- ♦ The existing land use(s) of the subject property and abutting properties;
- ♦ The present FLUM designation(s) of the subject property and the abutting properties;
- ♦ The proposed FLUM designation of the subject property; and
- ♦ Justification for the requested FLUM amendment.

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SECTION 5 - APPLICATION FORM INSTRUCTIONS

This section provides instructions to assist an applicant in properly completing the [Future Land Use Map Amendment Application Form](#). The application form can be filled out electronically using [Adobe® Acrobat Reader](#).

PART A - REQUEST

A.1 Project Name - Provide the project name. If there is no project name, leave this space blank and staff will provide an appropriate project name.

A.2 Future Land Use Amendment Type - Indicate by checking the appropriate box whether this FLUM amendment is Large-Scale or Small-Scale. In order to qualify for Small-Scale, the property subject to the FLUM amendment must be less than 10 acres. *(For more information, see [Chapter 163.3187, Florida Statutes](#))*

A.3 Subject Property Address - Provide the address of the subject property. If no official address has been assigned by Flagler County E-911, provide a description of the general location.

A.4 Parcel Identification Number(s) - Provide the parcel identification number(s) for the subject property. Do not rely upon the parcel identification number(s) that may be listed on the deed. Contact the [Flagler County Property Appraiser's Office](#) at (386) 313-4150 for confirmation.

A.5 Use of Property - Provide the existing and proposed use of the property. *(Example: Existing = Vacant, Proposed = Condominiums)*

A.6 FLUM Designation - Provide the existing and proposed FLUM designation for the subject property. This information can be obtained at the Pre-Application Meeting, or by contacting the [Community Development Department](#) at (386) 986-3736.

A.7 Zoning District - Provide the existing and proposed zoning district for the subject property. This information can be obtained at the Pre-Application Meeting, or by contacting the Community Development Department at (386) 986-3736.

PART B - APPLICANT INFORMATION

B.1 Applicant - Indicate by checking the appropriate box whether the owner of the subject property is the applicant or an authorized agent is the applicant. If the owner is the applicant, skip B.2 - B.4.

B.2 Agent Name and Title - Provide the agent's name and title.

B.3 Agent Company - Provide the agent's company, or firm.

B.4 Agent Address - Provide the agent's postal address.

B.5 Contact Information - If the owner is the applicant, provide the owner's contact information. If the authorized agent is the applicant, provide the agent's contact information.

B.6 Owner Name(s) - Provide the owner name(s).

B.7 Owner Address(es) - Provide the owner postal address(es).

PART C - ADDITIONAL INFORMATION

C.1 Contract for Sale or Option - Indicate by checking the appropriate box whether there is a contract for sale or option to purchase the subject property. If there is no contract for sale or option to purchase the subject property, skip C.2 and C.3.

C.2 Parties Involved - List the parties involved in the contract for sale or option to purchase the subject property.

C.3 Contract/Option - Indicate by checking the appropriate box whether the contract for sale or option to purchase the subject property is contingent or absolute.

C.4 Pre-Application Meeting - Provide the date of the pre-application meeting. If the pre-application meeting was waived by staff, check the corresponding box. Do not initial, staff will confirm that the pre-application meeting was waived and initial.

C.5 Received and Read Applicant's Handbook - Indicate by checking the appropriate box whether the applicant has received and read this document.

PART D - DATA AND ANALYSIS CHECKLIST

For information about the documents listed in the Part D - Data and Analysis Checklist, see [Section 6 - Data and Analysis Required](#).

PART E - ACKNOWLEDGEMENTS, AUTHORIZATION, AND CERTIFICATION

Read the acknowledgements, authorization, and certification statements. The applicant should sign, type or print his or her name, and date in blue ink. If the applicant is the property owner, all of the property owners should sign, type or print their names, and date in blue ink. The form must be notarized.

SECTION 6 - DATA AND ANALYSIS REQUIREMENTS

This section provides details and information about the preferred methodology for the data and analysis that must, unless otherwise indicated, accompany a FLUM amendment application. If alternative methodology is used than what is described in this section, clearly identify the methodology and data sources. Alternative methodology used must meet professionally accepted standards. All maps and exhibits should clearly depict natural and environmental features of the property and should be no larger than 11" by 17".

PROOF OF OWNERSHIP / PROPERTY INFORMATION

- ◆ Attach an original recorded warranty deed for the subject property indicating proof of ownership.
- ◆ Attach a boundary survey with the legal description of the subject property.
- ◆ Attach a development timetable (including phasing schedule), if known, for the subject property.
- ◆ Attach a copy of the sales or option to purchase contract, if applicable.

AGENT AUTHORIZATION

- ◆ Attach a signed and notarized agent authorization form, if the owner of the subject property is not the applicant and has assigned an agent to file the application and make binding statements and commitments regarding the amendment request.

DENSITY / INTENSITY AND POPULATION

- ◆ Using Table 8.1, calculate the residential and non-residential development potential under the existing and proposed FLUM designations and the net change. For the residential development potential, multiply the number of acres by the residential density (dwelling units per acre) for the corresponding FLUM designation. For the non-residential development potential, multiply the number of acres by the non-residential intensity (floor-area-ratio) for the corresponding FLUM designation by 43,560 square feet/acre.
- ◆ Calculate the population potential under the existing and proposed FLUM designations and the net change. Multiply 2.40 (people per dwelling unit) by the residential development potential to calculate the population potential.
- ◆ If a proposed use or development plan is known, calculate the residential development potential, non-residential development potential, and the population potential under the proposed use or development plan.

Table 6.1 - FLUM Designation Maximum Density/Intensity Allowed		
FLUM Designation	Residential Density	Non-Residential Intensity
Residential	12du/acre	0.30 FAR
Institutional	N/A	0.30 FAR
Mixed Use	15du/ac	0.55 FAR
Industrial	N/A	0.50 FAR
Greenbelt	1du/ac	0.30 FAR
Conservation	N/A	N/A
DRI	Limited by DRI Development Order	

PUBLIC FACILITIES AVAILABILITY

Transportation - Provide traffic data and analysis for the proposed FLUM amendment based on approved methodology and the calculated development potential. The applicant must contact the City Transportation Planner, at (386) 986-3736 to receive methodology approval. The City's latest [Facility Status Report](#) and the Florida Department of Transportation (FDOT) [Level-of-Service \(LOS\) planning spreadsheet for Flagler County](#) should be used to develop the traffic data and analysis. The traffic data and analysis should cover the following:

- A. Trip Generation - Determine the trip generation for the calculated development potentials under the existing FLUM designation, proposed FLUM designation, net change, and the known proposed use or development plan using the latest edition of [ITE Trip Generation Manual](#). For City roads, trip generation for daily and PM Peak Hour trips are required.
- B. Trip Distribution and Assignment - Determine the trip distribution on all roadways within the applicable maximum radius of influence using the latest Central Florida Regional Planning Model (i.e. CFRPM). As a guide, the maximum radius of influence for small-scale FLUM amendments with no-residential component is 1-mile. For all others, the maximum radius of influence is 2-miles. For non-residential trip distribution, provide the results for both the maximum and typical traffic. Assign trips to the impacted roadways based on the trip distribution obtained.
- C. Impact on Existing LOS - Determine the impact on existing LOS by adding the distributed generated trips under the net change to the existing traffic volumes on all roadways identified in the maximum radius of influence. If any of the roadways are negatively impacted (operating below the adopted LOS), provide an alternative determination based on the distributed generated trips under the known proposed use or development plan. For non-residential trip distribution, provide the results for both the maximum and typical traffic.
- D. Impact on 10-Year LOS - Determine the impact on 10-Year LOS by adding the distributed generated trips under the net change to the 10-year projected traffic volumes using the published historic growth rates for City roads and the FDOT LOS planning spreadsheet for State roads in the maximum radius of influence. If any of the roadways are negatively impacted (operating below the adopted LOS), provide an alternative determination based on the distributed generated trips under the known proposed use or development plan. For non-residential trip distribution, provide the results for both the maximum and typical traffic.

Potable Water - Provide potable water data and analysis for the proposed FLUM amendment that covers the following:

- A. Facilities - Indicate who will provide potable water service, or that the site will be served by private well. Identify the distance in linear feet to the nearest potable water line. Indicate the street right-of-way in which the line is located.
- B. Demand - Determine the potable water demand for the calculated development potentials under the existing FLUM designation, proposed FLUM designation, net change, and the known proposed use or development plan. For residential development potential, multiply the number of dwelling units by 300 gallons per day per dwelling unit. For non-residential development potential, multiply the number of square feet by 0.17 gallons per day per square foot.

- C. Impact on 5 Year LOS - Determine the impact on 5 Year LOS by adding the potable water demand calculated for the development potential under the net change to the 5-year projected water demand using historic growth rates. Contact the [Utility Department](#) at (386) 986-2355 for data needed to derive these figures.
- D. Potable Water Availability Worksheet - Provide a completed [St. Johns River Water Management District Potable Water Availability Worksheet](#). Contact the Utility Department at (386) 986-2355 for data needed to complete the worksheet.
- E. Letter from Utility Department - Provide a letter from the Utility Department stating:
 - ♦ What formal, legal steps (if any) the Utility Department must undertake to extend service to the site, and when the Utility Department will undertake such steps; and
 - ♦ That the Utility Department would support and recommend amending the Comprehensive Plan service area maps in conjunction with the applicant's FLUM amendment (if necessary); and
 - ♦ That the expansion of service to the site would not have a negative impact on the levels of service for the Utility Department's existing service areas.

Wastewater - Provide wastewater data and analysis for the proposed FLUM amendment that covers the following:

- A. Facilities - Indicate who will provide wastewater service, or that the site will be served by private well. Identify the distance in linear feet to the nearest sanitary sewer line. Indicate the street right-of-way in which the line is located.
- B. Reuse - Indicate if reuse water service is available and if so, who will provide the service and the distance in linear feet to the nearest reuse water line. Indicate the street right-of-way in which the line is located.
- C. Demand - Determine the wastewater demand for the calculated development potentials under the existing FLUM designation, proposed FLUM designation, net change, and the known proposed use or development plan. For residential development potential, multiply the number of dwelling units by 197 gallons per day per dwelling unit. For non-residential development potential, multiply the number of square feet by 0.10 gallons per day per square foot.
- D. Impact on 5 Year LOS - Determine the impact on 5 Year LOS by adding the wastewater demand calculated for the development potential under the net change to the 5-year projected wastewater demand using historic growth rates. Contact the Utility Department at (386) 986-2355 for data needed to derive these figures.
- E. Letter from Utility Department - Provide a letter from the Utility Department stating:
 - ♦ What formal, legal steps (if any) the Utility Department must undertake to extend service to the site, and when the Utility Department will undertake such steps; and
 - ♦ That the Utility Department would support and recommend amending the Comprehensive Plan service area maps in conjunction with the applicant's FLUM amendment (if necessary); and
 - ♦ That the expansion of service to the site would not have a negative impact on the levels of service for the Utility Department's existing service areas.

Solid Waste - For a proposed FLUM amendment to a designation that allows residential development, calculate the demand for solid waste service and capacity by multiplying the associated population as previously calculated under the existing FLUM designation, proposed FLUM designation, net change, and the known proposed use or development plan. Multiply the calculated population by the LOS standard of 8.61 pounds per capita per day.

Public Recreation and Open Space - For a proposed FLUM amendment to a designation that allows residential development, provide public recreation and open space data and analysis that addresses the following:

- A. Recreation Facilities - Identify the City public recreation and park facilities that would service the property. Data needed to complete this section can be found in the Recreation and Open Space Element Data and Analysis.
- B. Demand - Calculate the demand for public recreation and open space by the associated population as previously calculated under the existing FLUM designation, proposed FLUM designation, net change, and the known proposed use or development plan. Multiply the calculated population by the LOS standard of 0.008 acres per capita per day (i.e. 8 acres per 1000 people).

Public Schools - For a proposed FLUM amendment to a designation that allows residential development, provide public schools data and analysis that addresses the following:

- A. Public School Facilities - Identify the public schools that would service the property. Contact the [Flagler County School District](#) at (386) 437-7526 to determine the school attendance zones for the subject property.
- B. Demand - Calculate the demand for public schools (for each level and total) by the associated population as previously calculated under the existing FLUM designation, proposed FLUM designation, net change, and the known proposed use or development plan. Multiply the calculated population by the following student generation rates: Elementary - 0.146, Middle - 0.082, High - 0.104, and Total - 0.332.

ENVIRONMENTAL AND CULTURAL RESOURCES

Provide a preliminary environmental site assessment (PESA) for the proposed FLUM amendment that includes, but not limited to, the following information:

- A. Site Location and Description - Site location map; aerial photo exhibit; and [United States Geological Survey](#) (i.e. USGS) Quadrangle excerpt exhibit.
- B. Soil Survey - Soil type map identifying soil types and details regarding potential limitations per the Soil Survey of Flagler County, Florida.
- C. Surface Waters and Wetlands - Provide an inventory and map identifying the type and location of any surface waters and wetlands on the subject property. Provide an assessment of the quality of these resources. For wetlands, provide type, size, quality and functions, i.e. Uniform Mitigation Assessment Methodology (UMAM) scores (*For more information, see [Rule 62-345, Florida Administrative Code](#)*). Identify potential impacts to wetlands, on-site and adjacent. Provide Wetland Mitigation Plans where disruption above code requirements is proposed to accommodate the proposed FLUM amendment.

- D. Vegetative Cover - Provide an inventory and map identifying the type and location of vegetation on the subject property. Provide an assessment of the quality of these resources. Include a [Florida Land Use Cover and Forms Classification System](#) (FLUCFCS) map or exhibit.
- E. Flood Zones - Indicate the location and extent of floodplains and the Coastal Planning Area, including areas subject to seasonal or periodic flooding. Include a flood zone map clearly showing the location of the property and the applicable [Flood Insurance Rate Map](#) (FIRM) / [Federal Emergency Management Agency](#) (FEMA) designation.
- F. Listed Animal and Plant Species - Provide an inventory and map identifying listed animal and/or plant species that utilize or are on the subject property. Identify and map [Federal and State listed species](#) include endangered, threatened, and species of concern and habitats of significant value to the listed species. If listed species are present, please provide an explanation of measures that will be taken to avoid or minimize adverse impacts these species or their habitat. If there are no known or reported occurrences, could listed species reasonably be expected to be present based on the site-specific habitat? If yes, please provide a brief explanation.
- G. Wellfield Protection Zones - Indicate whether the property is located in or adjacent to a wellfield protection zone. Include a map clearly showing the location of the property in relation to the nearest wellfield protection zone.
- H. Cultural Resources - Identify and describe known historic and archaeological sites.
- I. Other Environmental Considerations
 - ◆ Water Quality
 - ◆ Proximity to public supply well
 - ◆ Impacts to potable water supply
 - ◆ Location and extent of other environmental sensitive features
- J. Potential Regulatory Agency Jurisdiction - Briefly describe various governmental agencies with jurisdiction over lands or development practices within the project area.
- K. Conclusion - The PESA shall include sufficient environmental data and analysis to demonstrate and conclude that the proposed development intensification is generally suitable and will not negatively impact natural resources.

CONSISTENCY WITH COMPREHENSIVE PLAN

Provide a detailed explanation regarding which goals, objectives and policies that the proposed FLUM amendment is consistent with and/or implements. If the proposed FLUM amendment conflicts with a goal, objective or policy, explain what measures are being proposed to mitigate the potential conflict.

OTHER

Land Use Compatibility Analysis - Provide an explanation of how the proposed FLUM amendment is compatible with the existing adjacent and nearby land uses. Describe how the proposed FLUM amendment would be compatible with the adjacent and nearby FLUM designations.

For the purposes of this analysis, compatibility means land uses that are congruous, similar and in harmony with one another because they do not create or foster undesirable health, safety or aesthetic effects arising from direct association of dissimilar, contradictory or discordant activities. These effects might include the impacts of intensity of use, traffic, hours of operation, aesthetics, noise, vibration, smoke, hazardous odors, radiation, and other land use conditions.

Intergovernmental Coordination Analysis - Provide a map identifying all local government jurisdictions within 2-miles of the property subject to the proposed FLUM amendment. Indicate whether the subject property is located within the utility service area or future annexation area of a jurisdiction other than the City of Palm Coast.

Urban Sprawl Analysis - An Urban Sprawl Analysis may be requested by staff if the proposed FLUM amendment would apply a FLUM designation that would allow development outside the City's generally urbanized area. The Department of Community Affairs evaluates proposed FLUM amendments for consistency with [Chapter 163.3177\(6\)\(a\)9, Florida Statutes](#), which establishes criteria for determining whether a proposed FLUM amendment discourages the proliferation of urban sprawl. Provide statements addressing the applicability of the proposed FLUM amendment to each sprawl indicator listed in the statute.

Proof of Meeting(s) with Neighborhood and Home Owner's Associations - Provide proof of meetings with neighborhood and/or Home Owner's Associations.

Letter of Support (Optional) - Letters of support from neighboring property owners or other information that is intended to support the proposed FLUM amendment may be provided for informational purposes. Such information will not be used for the basis of findings of fact, recommendations, or approval of the requested FLUM amendment.



COMMUNITY DEVELOPMENT DEPARTMENT USE ONLY

Application # _____ Submittal Date _____

Application Fee Paid ☐ Yes ☐ No Acceptance Date _____

Application Fee Amount \$ _____ Project Manager _____

Notes _____

PART A - REQUEST

A.1 Project Name _____

A.2 Future Land Use Map (FLUM) Amendment Type ☐ Large-Scale ☐ Small-Scale

A.3 Subject Property Address _____

A.4 Parcel Identification Number(s) _____

	<u>Existing</u>	<u>Proposed</u>
A.5 Use of Property	_____	_____
A.6 FLUM Designation	_____	_____
A.7 Zoning District	_____	_____

PART B - APPLICANT INFORMATION

B.1 Applicant ☐ Owner *(If Checked, Skip B.2 - B.4)* ☐ Authorized Agent

B.2 Agent Name _____ Title _____

B.3 Agent Company _____

B.4 Agent Address _____

B.5 Contact Information Phone _____ Fax _____

Email Address _____

B.6 Owner Name _____

B.7 Owner Address _____

PART C - ADDITIONAL INFORMATION

C.1 Contract for Sale or Option to Purchase ☐ Yes ☐ No *(If Checked, Skip C.2 and C.3)*

C.2 Parties Involved _____

C.3 Contract/Option ☐ Contingent ☐ Absolute

C.4 Pre-Application Meeting Date _____ ☐ Waived by Staff
 _____ Initials *(Staff Only)*

C.5 Received and Read Applicant's Handbook ☐ Yes ☐ No



PART D - DATA AND ANALYSIS CHECKLIST

Proof of Ownership / Property Information ☐ Original Recorded Warranty Deed

☐ Boundary Survey and Legal Description ☐ Development Timetable

☐ Sales or Option to Purchase Contract (*if applicable*)

Agent Authorization ☐ Signed and Notarized Authorization Form (*ONLY if Agent is Applicant*)

Density / Intensity and Population ☐ Density/Intensity and Population Analysis

Public Facilities Availability ☐ Traffic Data and Analysis ☐ Potable Water Data and Analysis

☐ Potable Water Availability Worksheet ☐ Wastewater Data and Analysis ☐ Letter from Utility Department

☐ Solid Waste Data and Analysis ☐ Public Recreation and Open Space Data and Analysis

☐ Public Schools Data and Analysis

Environmental and Cultural Resources ☐ Preliminary Environmental Site Assessment

Consistency with Comprehensive Plan ☐ Comprehensive Plan Consistency Analysis

Other ☐ Land Use Compatibility Analysis ☐ Intergovernmental Coordination Analysis

☐ Urban Sprawl Analysis (*May be Required*) ☐ List of Property Owners

☐ Proof of Meetings(s) with Neighborhood and Home Owners' Associations

☐ Letters of Support (*Optional*)

PART E - ACKNOWLEDGEMENTS, AUTHORIZATION, AND CERTIFICATION

By my signature hereto, I do hereby certify that the information contained in this Application is true and correct to the best of my knowledge, and understand that deliberate misrepresentation of such information will be grounds for denial or reversal of this application and/or revocation of any approval based upon this Application.

I hereby authorize City staff to enter upon my property at any reasonable time for the purposes of investigating and reviewing this request. I hereby agree to place a public notice sign (placard) on my property at a location(s) to be determined by City staff.

I further acknowledge that the City of Palm Coast may not defend any challenges to my proposed Future Land Use Map amendment (Comprehensive Plan Text amendment) and related development approvals, and that it may be my sole obligation to defend any and all actions and approvals, which authorize the use or development of my property. Submission of this form initiates a process and does not imply approval by the City of Palm Coast or any of its boards, commissions or staff.

I further acknowledge that I have read the information contained in this application form pertaining to proposed amendments to the official Zoning Map, official Future Land Use Map, and/or Comprehensive Plan and have had sufficient opportunity to inquire with regard to matters set forth therein and. Accordingly, I 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.

APPLICANT SIGNATURE(S) AND NOTARIZATION (if applicant is the property owner, all property owners must sign & signatures notarized) - *PLEASE USE BLUE INK*

Signature

Type or Print Name

Date

Signature

Type or Print Name

Date

Signature

Type or Print Name

Date

(SEAL)

State of _____ County of _____

The foregoing application as acknowledge before me this _____ day of

_____, _____ by _____

_____, who

is/are personally known to me, or who has/have produced

_____ as identification.

Signature of Notary of Public







**CITY OF PALM COAST APPLICANT
AUTHORIZATION FORM
(ORIGINAL ONLY)**

An authorized applicant is defined as:

- The property owner of record: or
- An agent of said property owner (power of attorney to represent and bind the property owner must be submitted with the application); or
- Contract purchaser (a copy of a fully executed sales contract must be submitted with the application containing a clause or clauses allowing an application to be filed).

I _____, the fee simple owner of the following
(Owner's Name)
described property (provide Legal Description) _____

hereby petition the City of Palm Coast to amend the Comprehensive Plan, Future Land Use Map,

(circle one or more) from _____

to _____ and affirm that

_____ is hereby designated to act as my/our
authorized agent and to file the attached application for the stated amendment and make binding
statements and commitments regarding the amendment request.

I certify that I have examined the application and that all statements and diagrams submitted are true and accurate to the best of my knowledge. Further, I understand that this application, attachments and fees become part of the Official Records of the City of Palm Coast, Florida and are not returnable.

SWORN TO AND SUBSCRIBED before me this _____ day of _____, 20____.

Notary Public in and for the County and
State Aforementioned.
My Commission Expires: _____

Provided Upon Request





Community Development
Department 