



SECTION 6.0 PRELIMINARY PLAT STATUTORY LAND SUBDIVISION – STEP 2

Section 6.01 Purpose

This section describes the second step in the process for the subdividing of land in compliance with [Florida Statutes, Chapter 177](#) and City regulations. The issuance of a [Preliminary Plat](#) Development Order is the second step in the formal platting process followed by [Final Plat](#) approval.

Section 6.02 Neighborhood Meeting

Prior to the submission of an application for a [preliminary plat](#), it is the responsibility of the Applicant to hold a neighborhood meeting for the below listed project types.

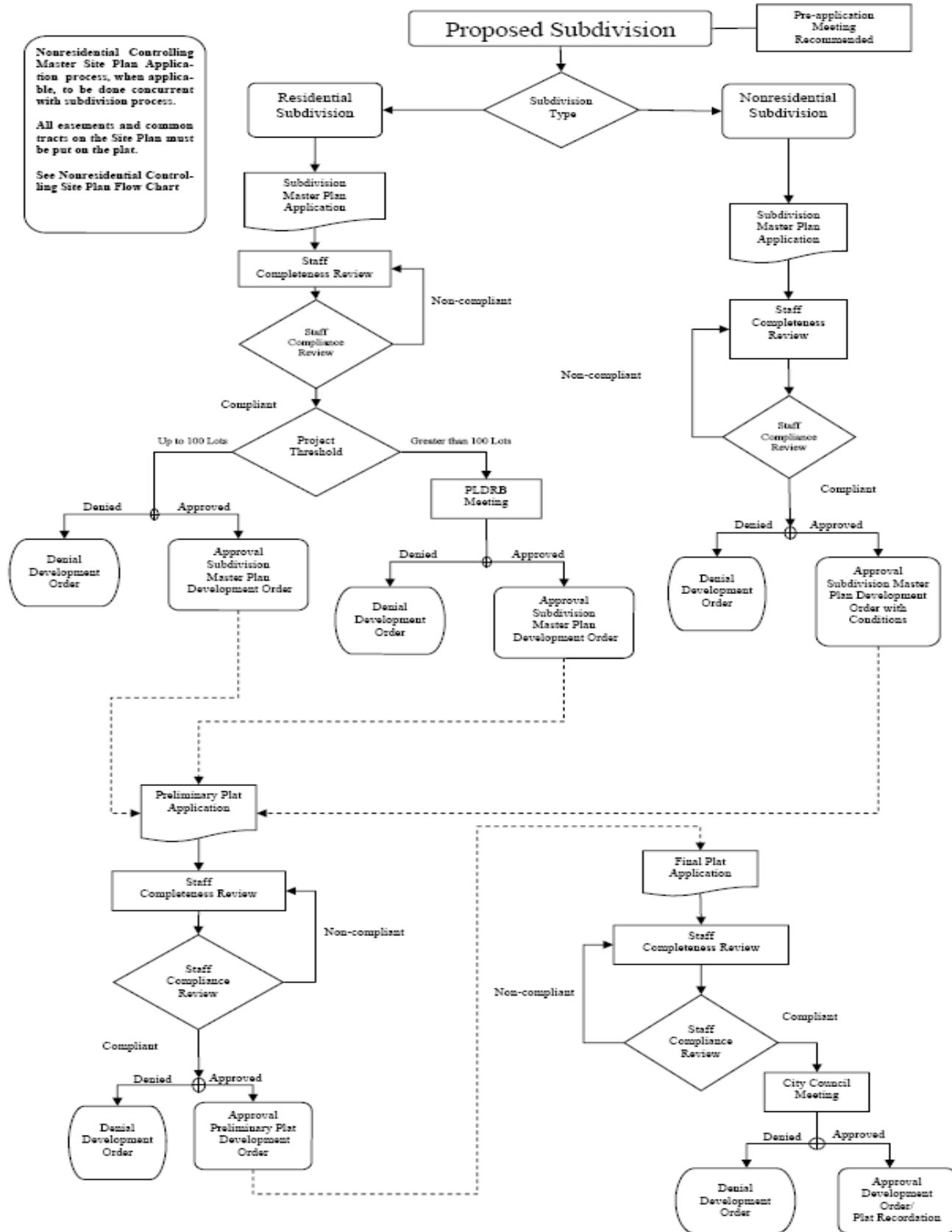
- A. Single-family and multifamily residential developments of forty (40) units or more, unless waived by the Planning Manager.
- B. Other projects as deemed necessary by the Planning Manager on a case-by-case basis based upon potential impacts to the City or abutting or proximate property owners.

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 6.03 Application Process

- A. The Applicant shall submit a complete [application package](#) electronically to the City via our on-line portal. A meeting with City Staff is recommended for submittal of the application package.
- B. Per [subsection 2.05.04](#) of the [LDC](#), the application package will undergo a completeness review by the City.
- C. Upon acceptance, the application package shall be reviewed for compliance.
- D. The City shall issue a [Preliminary Plat](#) 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 the next step of the approval process.

Subdivision Flow Chart



**GENERAL APPLICATION:**

- | | | |
|--|--|---|
| <input type="checkbox"/> Nonstatutory Land Division/Parcel Reconfiguration | <input type="checkbox"/> Rezoning | <input type="checkbox"/> Special Exception |
| <input type="checkbox"/> Subdivision Master Plan | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Vacating Plat |
| <input type="checkbox"/> Master Site Plan | <input type="checkbox"/> Nonresidential Controlling Master Site Plan | <input type="checkbox"/> Final Plat |
| <input type="checkbox"/> Technical Site Plan | <input type="checkbox"/> Site Plan Addition | <input type="checkbox"/> Development Order Modification |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Parking Flexibility | |
| <input type="checkbox"/> Wireless Communication Facility (new structure) | | |

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



CITY OF PALM COAST TECHNICAL MANUAL

OWNER:

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

APPLICANT / AGENT:

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

MORTGAGE HOLDER:

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

ENGINEER OR PROFESSIONAL:

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

PLANNER:

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

TRAFFIC ENGINEER:

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

SURVEYOR:

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

LANDSCAPE ARCHITECT:

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

ATTORNEY:

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

DEVELOPER OR DOCKMASTER:

Name:
Mailing Address:
Phone Number:
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 by means of __ physical presence or __online notarization, on this _____ day of _____, 20____ by _____ who is/are personally known to me, or who has/have produced _____ as identification. (SEAL)

Signature of Notary Public, State of Florida

General Application (sheet 2 of 2)



SUBDIVISION PRELIMINARY PLAT APPLICATION SUBMITTAL CHECKLIST

Residential

Nonresidential

☐ = **Mandatory**
 ☐ = **As applicable**
 ☐ = **sub items**

The following checklist is a tool to facilitate compliance for the submittal package. Place a check in each check box below to indicate that the item has been addressed. As indicated in the above key legend, an item with a red square indicates the item is mandatory. The green square indicates it may or may not be applicable. Use the drop down to indicate if the item is applicable (X) or if the item is not applicable (NA). If applicable, then the item is mandatory.

At a minimum, the documents listed below are required to process a request for a Preliminary Plat. 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.

					INTAKE	PLC- Planning/Project Manager	PLENV - Environmental	PLLA - Landscape	PLENG-Engineering			
					PLSW - Stormwater (Operation)	UD1-Utility	ARCHR-Architectural	TRENG - Traffic	BLD - Building	FD1 - Fire	OASUR- 2nd Party Surveyor	CA1 - City Attorney
1				Responsibility		Checklist Items					LDC Reference / Florida Building Code (FBC) / Florida Fire Prevention Code (FFPC)	
2						Application Form						
3				INTAKE		Electronically filed and signed by owner or property owners representative.						
4						Authorization Letter						
5				INTAKE		Electronically filed by property owner to authorize a representative.						
6						Corporate Identity						
7				INTAKE		Electronically filed by property owner or managing agent as listed in the Division of Corporation.						
8						Neighborhood Meeting Documents						
9					1	Neighbor meeting					Sec. 2.05.02.	
10				PLC	a	Single-family and multifamily residential developments of forty (40) units or more, unless waived by the Planning Manager.						
11				PLC	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.						
12						School Planning and Concurrency Application						
13				INTAKE		If residential component proposed, submit School Planning and Concurrency Application School Impact Analysis (see FORMS in Section 8 of the City of Plam Coast Technical Manual).						
14						Title Opinion						
15				INTAKE	1	Prepared by an attorney at law licensed to practice in Florida or a certificate by an abstractor or a title company.						
16				INTAKE	2	Current title with all back up documentation (i.e. easements, etc.). Title Opinion to be dated within six (6) months of the date of application submittal.						
17				INTAKE	3	List of all mortgages not satisfied or released of record or otherwise terminated by law.						
18				PLC	4	Shows the record title to the land as described and shown on the survey.					NA	
19				PLC	5	List all encumbrances (i.e. easements, etc.) on the subject property.					NA	



SUBDIVISION PRELIMINARY PLAT APPLICATION SUBMITTAL CHECKLIST

20					Current Survey	
21			PLC	1	Prepared by a registered land surveyor licensed to practice in the State of Florida.	NA
22			PLC	2	Contains the legal description and total acreage of the subject property.	NA
23			PLC	3	Surveyors certificate of accuracy.	NA
24			PLC	4	Depict all existing on-site or adjacent easements, including drainage, electricity, gas, water, wastewater, or other pipeline or utility easements.	NA
25			PLC	5	Depict all existing on-site improvements, including buildings, structures, drainage facilities, and utilities.	NA
26			PLC	6	Street adjacent to the tract, including rights-of-way and pavement widths.	NA
27			PLC	7	Completed with the benefit of a title opinion that states it is current.	NA
28			PLC	8	Prepared in compliance with Florida Status Section 472.027 and Florida Administrative Code Chapter 5J-17.	NA
29			PLENV	9	All wetlands and conservation easements with upland buffers depicted if applicable.	Sec. 10.01.06
30			PLENV	10	Flood Insurance Rate Map (FIRM) information: community panel number, date, flood zones(s) and Base Flood Elevation data in NAVD 88'. Flood boundary shall be depicted.	Sec. 10.02.07
31			PLLA	11	All protected trees per LDC 11.02.	Sec. 11.02.01; 11.02..02
32					Plat of proposed subdivision including, at a minimum, the following:	
33			OASUR/CA1	1	Prepared at a scale of no greater than 1" equals 100', signed and sealed by a Florida licensed professional surveyor and mapper (PSM). The name, street, and mailing address of the PSM must be included on each sheet.	
34			OASUR/CA1	2	To ensure legibility, all lettering shall have a minimum height of twelve one-hundredths (0.12) inches.	
35			OASUR/CA1	3	PSM shall state that the plat was prepared under his or her direction and supervision and that the plat complies with all of the survey requirements under FS 177. The printed name and registration number of the PSM shall be located directly below the statement along with the printed name, address, and certificate of authorization number of the legal entity, if any. A PSM practicing independently of a legal entity must include his or her address.	
36			OASUR	4	Name of proposed subdivision in bold legible letter on the face of the plat and all sheets. The name of the subdivision shall not be the same or in any way so similar to any recorded plat in the same county as to confuse the records or to mislead the public as to the identity of the subdivision. An exception to this is when the subdivision is further divided as an additional unit or section by the same developer or the developer's successors in title. In that case, the additional unit, section, or phase shall be provided with the subdivision name. Words such as "the", "replat," or "a" may not be used as the first word of the subdivision name.	
37			OASUR/CA1	5	Proposed subdivision illustrated on a single sheet and, if necessary, a key map noting specific sheets for details.	
38			OASUR/CA1	6	Vicinity map drawn at a scale of not less than 1" = 400', or other scale approved by the City Engineer.	
39			OASUR/CA1	7	On each sheet, include the name of the Subdivision, section, township and range.	
40			OASUR/CA1	8	All section lines and quarter section lines occurring within the subdivision shall be indicated by lines drawn upon the plat, with appropriate words and figures.	
41			OASUR/CA1	9	Location, width, and names of all streets, waterways, or other rights-of-way shall be shown, as applicable.	
42			OASUR/CA1	10	Prominent "north arrow" and bar scale shall be drawn on every sheet.	
43			OASUR/CA1	11	All Blocks, numbered.	
44			OASUR/CA1	12	All Lots, numbered either by progressive numbers or if in blocks, progressively numbered in each block.	
45			OASUR	13	Dimensions of all lots, parcels, or tracts.	
46			OASUR	14	Square footage noted on each lot or on a table on the plat.	
47			OASUR/CA1	15	Signature blocks. Signature blocks on plat shall be located either on the right side of the plat and / or at the bottom of the plat. They are not permitted on the left side or the top of the plat. (See FORMS for examples of signature blocks).	
48			OASUR/CA1	16	Location and width of proposed easements and existing easements identified in the title opinion or certification. The intended use of each easement must be clearly stated. Where easements are not coincident with property lines, they must be labeled with bearings and distances and tied to the principal lot, tract, or right-of-way.	



SUBDIVISION PRELIMINARY PLAT APPLICATION SUBMITTAL CHECKLIST

49				17	Dedication and approval language that must:	
50			OASUR/CA1	a	Be executed by all persons, corporations, or entities whose signature would be required to convey a record fee simple title to the lands being dedicated in the same manner in which deeds are required to be executed.	
51			OASUR/CA1	b	Be executed by all mortgagees having a record interest in the lands being subdivided.	
52			OASUR/CA1	c	Specify to whom all streets, alleys, easements, rights-of-way, and public areas shown on such plat are being dedicated.	
53				18	18. Area for "General Notes" with line items stating:	
54			OASUR/CA1	a	"Nothing herein shall be construed as creating an obligation upon any governing body to perform any act of construction or maintenance within such dedicated areas except when the obligation is voluntarily assumed by the governing body."	
55			OASUR/CA1	b	The bearing or azimuth reference shall be clearly stated and, in all cases, the bearings used shall be referenced to some well-established monument line and monumented line.	
56			OASUR/CA1	c	Flood Insurance Rate Map (FIRM) information.	
57			OASUR/CA1	d	All utilities shall be located underground.	
58			OASUR/CA1	e	Any development agreement applicable to the subject property.	
59			OASUR/CA1	f	Covenants and Restrictions recordation information.	
60			OASUR/CA1	g	The plat was prepared with the benefit of an Opinion of Title with the name of the preparer of the document as well as the date.	
61			OASUR/CA1	h	"NOTICE: This plat, as recorded in its graphic form, is the official depiction of the subdivided lands described herein and will in no circumstances be supplanted in authority by any other graphic or digital form of the plat. There may be additional restrictions that are not recorded on this plat that may be found in the public records of this county."	
62			OASUR/CA1	19	Area for "Notes Regarding Easements" to include line items for:	
63			OASUR/CA1	a	Every type of easement whether existing or proposed and their intended use clearly stated.	
64			OASUR/CA1	b	Any easement that will be recorded by a separate instrument shall have the recordation information provided.	
65			OASUR/CA1	c	"All platted utility easements shall provide that such easements shall also be easements for the construction, installation, maintenance, and operation of cable television services; provided, however, no such construction, installation, maintenance, and operation of cable television services shall interfere with the facilities and services of an electric, telephone, gas, or other public utility. In the event a cable television company damages the facilities of a public utility, it shall be solely responsible for the damages. This section shall not apply to those private easements granted to or obtained by a particular electric, telephone, gas, or other public utility. Such construction, installation, maintenance, and operation shall comply with the National Electrical Safety code as adopted by the Florida Public Service Commission."	
66			OASUR/CA1	20	All contiguous properties identified by subdivision title, plat book, and page, or, if unplatted, land shall be so identified. If the subdivision platted is a part or the whole of a previously recorded subdivision, sufficient ties shall be shown to controlling lines appearing on the earlier plat to permit an overlay to be made; the fact of its being a replat shall be stated as a subtitle under the name of the plat on each sheet included. The subtitle must state the name of the subdivision being replatted and the appropriate recording reference.	
67			OASUR/CA1	21	Sufficient survey data shall be shown to positively describe the bounds of every lot, block, street easement, and all other areas shown on the plat.	
68			OASUR	22	Curvilinear lot lines shall show the radii, arc distances, and central angles. Radial lines will be so designated. Direction of nonradial lines shall be indicated.	
69			OASUR	23	Sufficient angles, bearings, or azimuth to show direction of all lines shall be shown, and all bearings, angles, or azimuth shall be shown to the nearest second of arc.	
70				24	The centerlines of all streets shall be shown as follows:	
71			OASUR	a	Noncurved lines: distances together with either angles, bearings, or azimuths.	



SUBDIVISION PRELIMINARY PLAT APPLICATION SUBMITTAL CHECKLIST

72		OASUR	b	Curved lines: arc distances, central angles, and radii, together with chord and chord bearing or azimuths.	
73		OASUR	25	When it is not possible to show line or curve data information on the map, a tabular form may be used. The tabular data must appear on the sheet to which it applies.	
74		OASUR/CA1	26	Park and recreation parcels, as applicable, shall be so designated.	
75		OASUR/CA1	27	All interior excepted parcels as described in the description of the lands being subdivided shall be clearly indicated and labeled "Not a part of this plat".	
76		OASUR/CA1	28	The purpose of all areas dedicated must be clearly indicated on the plat.	
77				Closure Report (Surveyor Report)	
78		OASUR	1	Closure Report to include Exterior Boundary, Roadways, Individual Lots and Tracts/Parcels	
79				Construction Plan (no greater than 1"=50')	
80		PLENG	1	Plans signed and sealed by the professional engineer that prepared the plans.	Sec. 9.01.04.A
81		PLC	2	One (1) sheet is required to depict the entire subdivision with a key referencing other sheets, if necessary.	
82		PLC	3	Cover sheet to include:	NA
83		PLC	a	Title of project	NA
84		PLC	b	Name, address, phone #, and e-mail address of the owner, engineer, landscape architect, surveyor, architect, environmentalist and developer (as applicable)	NA
85		PLC	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.	NA
86		PLC	4	Site Data analysis with the following information:	NA
87		PLC	a	Site size (in square feet and/or acreage)	Table 3-3 (Res.) or Table 3-5 (Non-Res.)
88		PLC	b	Zoning of property	NA
89		PLC	c	FLUM of property	NA
90		PLC	d	Intended uses and total square footage for buildings for each use, if applicable.	NA
91		PLC	e	Total building(s) square footage-Gross Floor Area- (measure from outside walls); include square footage of any space with a roof (e.g. covered entry, open porch, portico, etc.), if applicable.	NA
92		PLC	f	Total building footprint as percentage of site and area (via sq. ft. or acreage), if applicable.	NA
93		PLC	g	Vehicular Use Area (VUA) percentage and area, if applicable.	Sec. 11.03.04.B.
94		PLC	h	Sidewalk(s) percentage of site and area	NA
95		PLC	i	Impervious Surface Ratio (ISR) and area	Table 3-3 (Res.) or Table 3-5 (Non-Res.)/Sec. 3.05.03.B.
96		PLC	j	Floor Area Ratio (FAR) and area (only for non-residential), if applicable.	Table 3-5
97		PLC	k	Pervious Ratio and area	Table 3-3 (Res.) or Table 3-5 (Non-Res.)
98		PLC	l	Parking calculations to include # required, existing, proposed vehicle spaces and bicycle rack spaces. Also include required/provided ADA accessible spaces, if applicable.. (Parking Flexibility Study if applicable)	Table 5-3, Sec. 5.04, Bikes Sec. 5.04.03
99		PLC	m	Total # of residential units (density calculation per LDC) and breakdown of multi-family units by bedroom and living area.	Table 3-3 and Sec. 3.05.03.A.
100		PLC	5	Project name and north arrow indicator and scale provided on each sheet of plans.	NA
101		PLENV	6	Flood Zone information (FIRM) Panel information on cover sheet and delineate the extent of flood zone boundaries with reference to base flood elevation(s) if applicable on plans.	Sec. 10.02.07
102		PLC	7	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.	NA
103		PLC/AII	8	Easements including locations, dimensions, and types (show both existing and proposed).	Sec. 9.02.03., 11.03.05.C.1; 11.03.05.C.3; 11.03.05.C.6
104		PLC	9	All existing and proposed structures depicting dimensions and locations.	Table 3-3 (Res.) or Table 3-5 (Non-Res.)
105		PLC	10	Setbacks from the property lines to all structures unless setbacks are obviously met.	Table 3-3 (Res.) or Table 3-5 (Non-Res.)
106		PLC	11	Zoning of all adjacent properties and properties across rights-of-ways with the name of the rights-of-way(s) included.	NA



SUBDIVISION PRELIMINARY PLAT APPLICATION SUBMITTAL CHECKLIST

107			PLENV	12	Wetlands and associate upland buffer(s), 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.	Sec. 10.01.06
108				13	Notes with line items to included on site plan:	
109			PLENG	a	All utilities shall be located underground.	Sec. 9.01.03.A.1
110			PLENG	b	Contractor to attend a mandatory preconstruction meeting with City staff prior to any disturbance of the property.	Sec. 9.03.02.C
111			PLENV	c	Conservation easements with upland buffers delineated if applicable with the recording information (O.R. Book and Page #), if applicable.	Sec. 10.01.06
112			PLC/PLENG	d	Any other pertinent information that should be noted.	NA
113			PLENG/BLD (for ADA only)	14	Parking detail for each parking stall scenario (i.e. parallel space, angled parking, etc.), including accessible spaces, ADA requirements, if applicable.	Table 5-4; Florida Building Code-Accessibility (FBCA) Section 208 and Table 208.2.
114			PLC	15	Location of bike racks and detail specifications, if applicable.	Sec. 5.04.03
115			PLC	16	Street centerline dimensions, block and lot layouts, lot and block numbers.	
116			PLC	17	Areas to be used for purposes other than residential and public with the purposes, location, and dimensions of each indicated	
117			PLENG/FD1	18	Auto Turn Diagram	
118			All	19	If phasing proposed, include construction phasing lines and note that the development order will be for the proposed phase only.	Sec. 9.01.04.K
119			PLENG/PLLA	20	Sight triangles.	Sec. 5.02.06., 11.03.01.L; TABLE 11-3
120			PLC/PLLA	21	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.	Sec. 11.03.01.H
121			PLC	22	Show the minimum height of vehicular overhead obstructions shall not be less than 13'6".	
122			PLC/PLENG	23	Must provide 2 ingress and egress locations for single-family and multi-family residential developments of 50 units or greater.	Sec. 5.02.04.B.
123			PLC/PLENG	a	Primary, secondary and emergency access roads including site access locations, minimum access clearance widths and heights, lane widths for multi-lane / two-way roads, turning radius (including turning radius of any turn-arounds), lengths of dead-ends listed; gates and other controlled access points with width clearance dimensions. All fire department access roads shall be designed for a minimum 75,000 lb. apparatus / equipment weight.	Sec. 5.02
124			PLENV	24	Depict location of any PUBLIC SUPPLY well sites and show 500' radius setback.	Sec. 10.03.02
125			PLC/PLENG	25	Depict internal and external walkways/sidewalks, connections, width and provide specifications. (Sidewalk fund if applicable)	Sec. 5.03.02
126			PLENG/BLD (for ADA only)	26	ADA compliance regarding width, slope, railings, truncated domes, and other ADA warning devices	ADA Requirements
127			PLLA	27	Show width and type of Landscape Buffers.	Sec. 11.03.05
128			PLLA	28	Tree Survey on all sheets meeting tree survey requirements.	Sec. 11.02..02
129			PLLA	29	Dimensioned radii of all retention and detention ponds.	Sec. 11.03.01.G
130			PLENG	30	Specific soil types and their limitations for planned use. Soil information is to be taken from the most recent soil survey of Flagler County, Florida.	
131			PLENG	31	Internal Vehicular Circulation	Sec. 5.04.02.D
132			PLENG	32	Street Names to be shown on all plans	
133			PLENG	33	Internal Signage and Striping	Sec. 9.01.03.B
134			PLC	34	Interconnectivity between project including access agreement	Sec. 5.02.04



SUBDIVISION PRELIMINARY PLAT APPLICATION SUBMITTAL CHECKLIST

135				Grading, Drainage and Erosion Control Plan (no greater than 1'=50')		
136			PLENG	1	Base information as outlined above under "Site Plan"	
137			PLENG	2	Provide predevelopment drainage plan	
138			PLENG	3	Grading and Drainage Plan	
139			PLENG	a	Show existing and proposed contours at one foot (min) intervals with spot elevations as needed for clarity and to adequately depict drainage patterns (NAVD 1988 DATUM)	Sec. 9.01.04.C
140			PLENG/PLENV	b	Details and sections for all grade changes. Location, extent, amount, and proposed final grades of any filling, grading, or excavation. Where the placement of fill is proposed, the amount, type, and source of fill material; compaction specifications; a description of the intended purpose of the fill areas; and evidence that the proposed fill areas are the minimum necessary to achieve the intended purpose Existing and proposed alignment of any proposed alteration of a watercourse.	Sec. 10.02.07.A.5 - .7
141			PLENG/BLDG	c	Grading to include lowest floor / top of foundation / finished slab elevations for all buildings and structures. Slopes / grades perpendicular to all sides of all buildings for a minimum distance of ten (10) feet from foundations with slopes expressed in percentages. Minimum slopes of 2% for impervious surfaces and 5% (6 inches fall within the first 10 feet); finished ground surface elevations adjacent to all corners of buildings and various intervals (approximately every ten feet) along buildings indicating minimum ground-earth separation of four (4), six (6) or eight (8) inches depending on construction materials and finishes used in exterior wall construction. Include details of surface improvements required to facilitate drainage away / perpendicular from foundations where 5% slope in the first ten feet cannot be provided.	Florida Building Code-Building (FBCB) Section 1804.4
142			PLENG	4	Contour and spot elevations along roadways at a minimum 100-ft. intervals indicating centerline, edge of pavement, shoulder, swales, ditches, and roadway right-of-way	Sec. 9.01.04.C
143			PLENG	5	Street rights-of-way, pavement widths, typical pavement sections, grades and elevations, plan and profiles, cross-sections, and street names.	5.02.02
144			PLENG	a	Minimum street width is 24' for 2-way roads and 16' for 1-way roads.	
145			PLENG	b	Fire Department access roadway(s) shall be within 50' of fire department access door.	
146			PLENG	c	Provide turning radius for the largest emergency vehicle with the longest wheelbase.	
147			PLENG	d	Dead end roads in excess of 150' shall be provided with a turn around for emergency vehicles.	
148			PLENG	e	Dead end roads shall require a minimum of 52" radius turn around / cul-de-sac or other approved turn around (approved on a case-by-case basis).	TABLE 5-2
149			PLENG	6	Demolition and/or relocation plan for existing items	
150			PLENG	7	Details of construction and connection to adjacent roads serving project	
151			PLENG/PLSW	8	Stormwater Management System (PLSW review if required by PLENG):	
152			PLENG/PLSW	a	Section views of all proposed retention/detention ponds, swales, berms, etc. indicating top of bank, bottom, normal water level, 5-year, 25-year and 100-yr stormwater elevations.	Sec. 9.01.04.E
153			PLENG/PLSW	b	Side slopes with vegetation requirements or other erosion control measures called out	Sec. 9.04.03.C.9
154			PLENG/PLSW	c	Construction details for all proposed manholes, inlets, and other stormwater control structures	Sec. 9.01.04.F
155			PLENG/PLSW	d	Location, size, length, and elevations of all proposed piping systems and related structures	Sec. 9.01.04.G
156			PLENG/PLSW	e	Stormwater Analysis with pipe calculations	Sec. 9.04.03.C.7
157			PLENG/PLSW	f	Bulkheads and bridges; engineering plans and cross-sections	
158			PLENG/PLSW	g	Geotechnical report signed and sealed by a professional engineer	Sec. 9.04.03.D
159			PLENG	9	Erosion and Sediment Control Plan:	Sec. 9.04.06.
160			PLENG	a	Location and details for all BMPs	Sec. 9.04.06.B
161			PLENG	b	Temporary and permanent vegetation requirements	Sec. 9.04.06.D
162			PLENG	c	Include a Stormwater Pollution Prevention Plan (SWPPP)	Sec. 9.04.07
163			PLENG/PLSW/UD1	10	Copies of permits from all regulatory agencies having jurisdiction (prior to commencement of construction)	Sec. 9.01.04.J
164			PLLA	11	Tree Protection Fencing	Sec. 11.02.04.C
165			PLLA	12	Please Note: Existing trees shown to remain should have no alteration of grade made within their Tree Protection Zone. If grading as shown proposes to alter grade within this TPZ then field adjustments will need to be made to avoid this. This may require the use of retaining walls.	Sec. 11.02.04.C



SUBDIVISION PRELIMINARY PLAT APPLICATION SUBMITTAL CHECKLIST

166				Utility Plans (no greater than 1'=50')	Sec. 9.07., LDC Technical Manual Section 6
167			UD1	1 Review potable, sewer, reclaim systems. Include dimension of backflow pad. Show scale.	Sec. 9.07.02.B
168			UD1	2 Review plats for easements and possible parcels for pump stations.	Sec. 9.02.03
169			UD1	3 Provide adequate size piping to provide required fire flow.	Sec. 9.07.03.C.1
170			UD1	4 Minimum 6" pipe or larger, as required.	Sec. 9.07.03.C.1
171			UD1	5 Pump Station Calculation	Sec. 9.07.04.D
172			UD1	6 Water and Sewer:	
173			UD1	a Pipe data including size, lengths, and material	Sec. 9.07.02.B
174			UD1	b All conflicts with other utility and drainage systems	Sec. 9.07.02.B
175			UD1	c All manhole locations, invert and rim elevations	Sec. 9.07.02.B
176			UD1	d Size, type, and location of fittings, valves, hydrants, air release/vacuum relief valves	Sec. 9.07.02.B
177			UD1	e Pipe restraint requirements and method of restraint	Sec. 9.07.02.B
178			UD1	f Details of connections to existing system	Sec. 9.07.02.B
179			UD1	g Location and construction details for wastewater pumping stations including size and type of pumps	Sec. 9.07.04.D
180			UD1	h All utility related accesses and easements	Sec. 9.02.03
181			UD1	i Construction notes regarding cover, horizontal and vertical control, special construction requirements and related details	Sec. 9.07.02.B
182			UD1	7 Location of existing and proposed potable and irrigation wells	
183			UD1	8 Utility Agreement	
184				Application for Water/Wastewater Service form	
185			UD1	1 Water Service form	
186			UD1	2 Wastewater Service form	
187				Water Model	
188			UD1	1 Water Model Report	
189				Landscape Plans (no greater than 1'=50')	
190			PLLA	1 Designed, signed, and sealed (on final set) by a registered Florida landscape architect.	Sec. 11.03.01.I
191			PLLA	2 A tree survey showing all protected trees per LDC section 11.02.	Sec. 11.02.01; 11.02..02
192			PLLA	3 All easements shown on plans.	Sec. 11.03.05.C.1; 11.03.05.C.3; 11.03.05.C.6
193			PLLA	4 All landscape buffer lines shown on plans . Label type and dimension. Verify all plantings per Tables 11-5 and 11-6 of LDC Chapter 11.	Sec. 11.03.05
194			PLLA	5 Tree removal plan if needed, that shows landscape buffer lines on plan and tree protection barricades around any trees to remain that are within the silt fence. Provide mitigation calculations on standard mitigation form from the Landscape Technical Manual. Provide specimen/historic preservation calculations per table 11-1.	Sec. 11.02
195			PLLA	6 Tree Density calculations shown on plans. 1 tree/ 2500 sf of property area, excluding ponds, lakes and canals.	Sec. 11.03.01.A
196			PLLA	7 If re-use water is not being used, verify 50% of pervious area is being landscaped with drought tolerant or native plants and grasses. Show calculations on plan.	Sec. 11.03.01.D
197			PLLA	8 Verify that any signage has plantings around the entire perimeter.	Sec. 11.03.01.F
198			PLLA	9 Littoral zone plantings around all stormwater detention ponds or littoral zone alternative	Sec. 11.03.01.G
199			PLLA	10 All HVAC equipment, utility structures, and backflow preventers screened from public view.	Sec. 11.03.01.H
200			PLLA	a Screening planting hedges need to be a minimum of 30" tall at time of planting and continuous.	TABLE 11-4
201			PLLA	11 Provide street tree plantings 50' O.C. in any common areas where new streets or shared private access roads have been created.	Sec. 11.03.01.J
202			PLLA	12 Overhead power lines shown on plans and shade trees planted at a minimum of 15' away.	Sec. 11.03.01.K
203			PLLA	13 All site lighting poles shown on plans and shade trees planted at a minimum distance of 15' away.	Sec. 11.03.04.B.3.a
204			PLLA	14 All utilities shown as a greyed out layer on plans and shade trees planted at a minimum of 10' away.	Sec. 11.03.01.K
205			PLLA	a Fire hydrants shown on plan with trees and shrubs at proper clearance.	
206			PLLA	15 Show site triangles on plans per Table 11-3 of LDC Chapter 11. Shrubs higher than 2' or trees with branches lower than 7' not to be planted in sight triangles.	11.03.01.L; TABLE 11-3



SUBDIVISION PRELIMINARY PLAT APPLICATION SUBMITTAL CHECKLIST

207		PLLA	16	Verify that foundational plantings are provided per LDC 11.03.02.	11.03.02
208		PLLA	17	Wildfire hazard assessment as needed.	11.03.02.A.2; 11.03.02.B.2; 11.03.02.C.3
209		PLLA	18	Requirement for all trees and plants to be a Florida Number 1 or better quality.	11.03.03.A
210		PLLA	19	Size, quantity, and variety of all trees and plants and shrubs / ground covers with spacing.	11.03.03.A
211		PLLA	a	Shade trees are a minimum of 3 1/2" caliper.	TABLE 11-4
212		PLLA	b	Understory trees are a minimum of 1 1/2" caliper and 30 gallon container.	TABLE 11-4
213		PLLA	c	Vehicular Use Area island understory trees are a minimum height of 12-14'.	TABLE 11-4
214		PLLA	20	Type of sod to be used (Bahia required for non-irrigated areas).	Sec. 11.03.03.B
215		PLLA	21	All disturbed areas of the right-of-way to be sodded with Bahia sod.	Sec. 9.06.01.A.7.c; 11.03.03.B
216		PLLA	22	Mulch material needs to be specified with depth between 2-4" deep.	Sec. 11.03.07.A
217		PLLA	23	Clearing limits on the plan and description of sod or mulch limits.	Sec. 11.03.03.B
218		PLLA	24	Provide short screening plantings of parking areas visible from right-of-way and adjoining properties where not already provided by buffer screening plantings. 2' setback if 18' parking stalls.	Sec. 11.03.04.A
219		PLLA	25	Provide VUA calculations on plans and verify all plantings are meeting requirements spelled out in LDC 11.03.04.B.	Sec. 11.03.04.B
220		PLLA	a	Internal parking lot landscaping need to be a minimum of 10% of VUA area excluding areas beneath vehicular canopies.	Sec. 11.03.04.B
221		PLLA	b	VUA landscape islands shall have at least (1) tree credit for every 165 sf of required internal parking lot landscaping area. (Shade Trees = 2 credits, Palm Trees = 1.5 credits, Understory Trees = 1 credit)	Sec. 11.03.04.B.1.a; 11.03.04.B.3.d
222		PLLA	c	Show in tabulation form all VUA islands used for credit by number with location map.	
223		PLLA	d	VUA landscape islands shall be a minimum of 150 sf. pervious area. If planted with a shade tree then a minimum of 300 sf (unless using alternate planting requirements for parking lot islands per LDC 11.03.04.B.4) and 9' wide OR 450 sf with shade tree and light pole. Terminal islands must be a minimum of 5' wide.	Sec. 11.03.04.B.1.a; 11.03.04.B.1.b; 11.03.04.B.2.c; 11.03.04.B.3.a
224		PLLA	e	Detail sheet that includes tree staking details and if any trees are to be retained include CoPC Standard Tree Protection Zone Detail, CoPC Root Pruning Detail and CoPC Tree Protection Fencing Detail.	Sec. 11.02.04.C; 11.03.07
225		PLLA	f	All VUA parking lot islands curbed to protect the shrubs and trees from vehicular damage.	Sec. 11.03.04.B.3.b
226		PLLA	g	VUA islands placement allowing runs of no more than 10 spaces without an island unless allowed optional designs meeting requirements of Section 11.03.04.B.2 are met.	Sec. 11.03.04.B.2.a
227		PLLA	26	Note on plans that as-built landscape plans are required from the project's landscape architect.	Sec. 11.03.09.B.2
228		PLENV	27	Delineate the extent of wetlands and associated upland buffers	Sec. 10.01.06
229		PLLA	28	Show location of irrigation source	
230				Irrigation Plan (no greater than 1'=50')	
231		PLLA	1	Required on 2 nd submittal due to likely changes on plan for 1 st submittal, but Development Order will not be issued without a complete plan.	
232		PLLA	2	Minimize runoff or spraying of irrigation water onto impervious areas and adjacent properties.	Sec. 11.03.06.B.1
233		PLLA	3	Irrigation design to locate plants into water use zones having the same irrigation needs and provide head to head coverage within each individual zone..	Sec. 11.03.06.B.1
234		PLLA	4	Water source shall be provided from the lowest quality water source available and feasible for the site. Order of water source from lowest to highest quality is the following: 1. Reclaimed water 2. Stormwater, lake or canal 3. Groundwater (well) 4. Potable water	Sec. 11.03.06.B.2
235		PLLA	5	Temporary irrigation systems should include an irrigation schedule and use super absorbents in planting backfill, as well as native or xeric plants and trees. Specifications shall be included to provide one of the following: 1. Automatic irrigation 2. Hand watering via hose bib or other water source 3. Water truck hand watering 4. Automated water bags	Sec. 11.03.06.B.3
236		PLLA	6	Bubblers, drip lines, side strip nozzles for hedges are recommended for water conservation.	Sec. 11.03.06.B.1
237		PLLA	7	Mainlines and lateral lines shown on plans.	Sec. 11.03.06.B.4
238		PLLA	8	Backflow preventers provided on all metered water connections.	Sec. 11.03.06.B.5
239		PLLA	9	Permitted wells shall have a serviceable double-check valve.	Sec. 11.03.06.B.5
240		PLLA	10	Irrigation to be installed with a moisture sensing device or smart irrigation system.	Sec. 11.03.06.B.6



SUBDIVISION PRELIMINARY PLAT APPLICATION SUBMITTAL CHECKLIST

241			PLLA	11	If re-use water is being used add note to plans that states all heads, pipes, valve box covers and bubblers to be coded in purple. Include City's standard re-use water signage detail on plans and indicate their locations on plan.	BUILDING CODE
242			PLLA	12	Note on plans that as-built irrigation plans (signed and sealed) required from the project landscape architect.	Sec. 11.03.09.B.2
243					Street Lighting Plan (no greater than 1'=50')	Sec. 9.08.05.
244			PLENG	1	Pole location and height(s). Locations should be shown on the Landscape Plan and Utility Plan. This will ensure that the poles are not located over the utilities or close to the trees.	Sec. 9.08.05.D
245			PLENG	2	The Lighting Plan should contain the following notes (these notes can be shown on a Detail Sheet):	
246			PLENG	a	No lights about 90 degrees above horizontal plane, except accent lighting.	
247			PLENG	b	Light shielding requirements shall protect from glare, light spillage to pedestrians, aircraft and cars.	
248			PLENG	c	Mercury Vapor shall not be allowed.	
249			PLENG	d	Lighting Plan meet the requirements of Section 14 of IESNA RP-20-98 lighting 1998 or current edition.	
250			PLENG/ARCHR	3	Light head product cut sheet to include lighting equipment specifications indicating compliance with the Florida Building Code-Energy Conservation (these details can be shown on a Detail Sheet)	Sec. 9.08.05.D
251			PLENG	4	Pole base detail - direct bury, etc. (these details can be shown on a Detail Sheet)	Sec. 9.08.05.D
252			BLD	5	Conduit Size(Electrical Information to be provided with building permit)	
253					Architectural Plans (Required for town homes)	
254			ARCHR	1	Building elevations depicting:	
255			ARCHR	a	Name, address, phone number, and e-mail address of architect.	
256			ARCHR	b	Illustrate all building elevations and label the illustration as to which direction (north, south, east, or west) the building elevation is oriented.	
257			ARCHR	c	Illustrate height and linear width of all building(s).	
258			ARCHR	d	Label all types of materials proposed for building.	Sec. 13.02.06
259			ARCHR	e	Label roof type and material and note roof pitch, as applicable.	Sec. 13.02.06.D; 13.04.03
260			ARCHR	f	Label proposed colors of all portions of the building(s) and provide Light Reflectance Value.	Sec. 13.02.06
261			ARCHR	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.	Sec. 13.04.02.C
262			ARCHR	h	All elements of articulation are to be noted on the plan as well as their color and dimensions.	Sec. 13.04.02
263			ARCHR	i	Provide massing techniques, articulation techniques, and fenestration per LDC 13.04.02 and entrance articulation per LDC 13.04.04.	Sec. 13.04.02
264			ARCHR	j	All awnings shall be depicted as well as dimensions and specifications for the awnings.	Sec. 13.04.05
265			ARCHR	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.	Sec. 13.04.06
266			ARCHR	l	Mechanical equipment should be depicted on elevations. When visible from the public right-of-way, mechanical equipment shall be screened by walls, fencing, roofing elements, or landscaping. Screening shall be extended at least one foot above the equipment being screened. Ground-mounted equipment (except transformers) shall be within 20' of principal structure.	Sec. 13.04.07.A
267			ARCHR	m	Areas for outdoor storage, trash collection and loading shall be incorporated into the primary building design.	Sec. 13.04.07.B
268			ARCHR	2	Dumpster / Recyclable enclosure specifications to include type, height, material and finishes.	Sec. 13.04.07.B
269			ARCHR	3	Walls and/or fences to be depicted and specifications t include type, height, material and finishes.	
270					Recreation (Residential Subdivisions Only)	
271			PLC	1	Required recreation facilities, active and passive, per Land Development Code and the Recreation and Open Space Element of the City's Comprehensive Plan.	Sec. 3.05.04
272					Signage	
273				1	Location and setbacks of proposed subdivision signage.	
274			PLC	2	Location and setbacks for freestanding signs.	
275			PLC	3	Subdivision signage specifications.	



SUBDIVISION PRELIMINARY PLAT APPLICATION SUBMITTAL CHECKLIST

276					Stormwater Calculation Report	
277			PLENG	1	Signed and Sealed	Sec. 9.01.04.A
278					Master Stormwater System "letter of authorization"	
279			PLENG	1	Required from the owner of the system. St. John's modification letter requested.	
280					St. Johns River Water Management District permit (SJRWMD) permit	
281			PLENG	1	Permit (if permit not issued, provide applications)	Sec. 9.01.04.J
282					Department of Environmental Protection (FDEP) permit	
283			PLENG	1	Permit (if permit not issued, provide applications)	Sec. 9.01.04.J
284					Environmental Assessment Report	
285			PLEVN	1	Wetland Quality Assessment Methodology (WQAM)	Sec. 10.01.05
286			PLEVN	2	Endangered and threatened species and species of special concern (listed species shall be mandatory at application submittal and be done by a QEP)	Sec. 10.01.03, 10.04.03
287					Cultural Resource Report	
288			PLEVN	1	SHIPPO Letter	Sec. 10.05.02
289					Traffic	
290				1	Report/Statement	
291			TRENG	a	Trip generation numbers when generating up to 24 peak hour two-way trips.	
292			TRENG	b	Statement required when generating 25 to 99 peak hour two-way trips. Per TPO Guidelines.	
293			TRENG	c	TIA required when generating 100 or more peak hour two-way trips. Per TPO Guidelines.	
294			TRENG	2	Access driveway(s) spacing	
295			TRENG	3	Turn Lane Analyses/Requirements	
296			TRENG/PLC	4	Concurrency/Prop share agreements	
297					Building Services (includes electrical and fire code review)	
298			BLD	1	Location of existing and proposed fire hydrants both on-site and those off-site that are used to determine minimum fire-flow calculations	FFPC 18.5.1-18.5.4
299			BLD	2	Fire-flow calculations based on area and proposed construction type for all buildings and structures	FFPC T18.4.5.2.1
300			BLD	3	Location of Fire Department Connection (FDC), if applicable	FFPC 13.1.4.1
301			BLD	4	Dimensioned distances from the closest fire department access to each building measured along exterior walls of each building indicating no point of exterior wall is more than 150 feet from fire department access for buildings not provided with a fire sprinkler system throughout and no point of exterior wall is more than 450 feet from fire department access for buildings provided with a fire sprinkler system throughout. This item is applicable for townhouses and clubhouses within the subdivision.	FFPC 18.2.3.2.2
302			FD1	5	Gated communities shall require installation of a KNOX key override switch(s) for emergency vehicle access.	FFPC 18.2.2.1
303			FD1	6	Communities with secondary emergency vehicle access gate(s) shall require a KNOX padlock for access.	FFPC 18.2.2.2
304			FD1	7	Fire hydrant spacing shall be as follows: 500' residential; 300' commercial.	FFPC 18.5 – Distance required by AHJ
305					Drainage Owned/Maintained by :	
306			PLENG/PLSW	1	City of Palm Coast	
307			PLENG/PLSW	2	POA/HOA	
308			PLENG/PLSW	3	CDD	
309					HOA/POA Documents	
310				1	Provide draft of HOA/POA Documents	
311						

Property Owner Letter of Authorization
*******IF APPLICANT IS NOT THE PROPERTY OWNER*******

Dear Planning Manager,

I/We, _____ being the
(All property owners)

current property owner(s) of the property legally described as

Parcel # _____ and also described as

Subdivision _____ Section _____, Block _____, Lot _____.

Street address _____

Do hereby designate and authorize _____
(name of authorized agent)

representing _____
(All property owners)

To sign on my/our behalf, as my/our agent to submit an application for a

(type of application)

Or execute a Development Order 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 by means of ☐ physical presence

or ☐ online notarization _____ 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

Print

NOTARY: This instrument was acknowledged before me on this by means of ☐ physical presence or ☐ online notarization _____ 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



CITY OF PALM COAST TECHNICAL MANUAL

JOINDER AND CONSENT AFFIDAVIT

COME NOW, _____ Joins and Consents to the covenants and conditions set forth herein and hereunto sets his hand and seal this _____ day of _____, 20____ for the property legally described as Lot(s) _____ of Block _____, of Section _____, Map _____ of pages _____ of the Public Records of Flagler County, Florida. Parcel ID No's _____

ATTEST:

Name of Lending Institution /Mortgage Holder

Corporate Secretary

Corporate President

Printed Name

Printed Name

ACKNOWLEDGEMENT

The foregoing instrument was acknowledged before me by means of ___ physical presence or ___ online notarization, this _____ day of _____, 20____, by _____ the _____ of _____, is are personally known to me or who has produced _____ as identification and who did execute said instrument for the purpose therein expressed.

Notary Public (SEAL)

Notary Public Signature



SCHOOL PLANNING AND CONCURRENCY APPLICATION / SCHOOL IMPACT ANALYSIS FLAGLER COUNTY PUBLIC SCHOOLS, FACILITIES PLANNING DEPARTMENT 1769 EAST MOODY BLVD - BUILDING # 2 BUNNELL, FLORIDA 32110

Instructions: Please submit two copies of completed application, location map and fee for each new residential project to the appropriate local government.

I. Application Type

☐ Check one only:

☐ School Capacity Determination (Land Use & Zoning) ☐ Letter of No Impact ☐ Letter of Exemption

☐ Time Extension ☐ Project Amendment / Re-evaluation ☐ Non Binding Determination

School Capacity Availability Letter of Determination (Site Plan & Subdivision) See attached Fee Schedule. Make check payable to your local Government. In the event that a Mitigation Agreement is necessary, an additional fee may be required.

II: Project Information:

Project Name: _____ Local Government: _____

Parcel ID#: _____ (attach separate sheet for multiple parcels):

Location/Address of Subject property: _____ (attach location map)

Closest Major Intersection: _____

III: Ownership/Agent Information:

Owner/Contract Purchaser Name(s): _____

Agent/Contact Person: _____

Mailing address: _____

Telephone #: _____ Fax #: _____ E-mail: _____

IV: Development Information:

Project Data			
Current		Proposed	
Future Land Use:		Future Land Use:	
Zoning:		Zoning:	
Residential Units Proposed			
Single Family Detached:	Single Family Attached:	Apartments:	Mobile Homes:
Total Units:	Total Acres:	Phased Project: Yes <input type="checkbox"/> No <input type="checkbox"/>	



**SCHOOL PLANNING AND CONCURRENCY APPLICATION / SCHOOL IMPACT
ANALYSIS FLAGLER COUNTY PUBLIC SCHOOLS, FACILITIES PLANNING DEPARTMENT**

Applicant shall provide the information above to the Flagler County School District to calculate student generation, evaluate school capacity and address any potential mitigation. The applicant is responsible for obtaining any additional information required to complete the review process. For further information regarding this application process, please contact the local government with jurisdiction.

I hereby certify the statements and/or information contained in this application with any attachments submitted herewith are true and correct to the best of my knowledge.

Disclaimers:

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

I further acknowledge that the School Board of Flagler County may not defend any challenge to my proposed application and that it may be my sole obligation to defend any and all action and approvals of this application. Submission of this application initiates a process and does not imply approval by the School Board of Flagler County and any of its staff.

I further acknowledge that I have read the information contained in this application and have had sufficient opportunity to inquire with regard to matters set forth therein and accordingly, fully understand all applicable procedures and matters relating to this application. I hereby represent that I have the lawful right and authority to file this application.

Signature: _____

Owner: Agent: _____

Date: _____

If applicant is not the owner of record, a letter of authorization from the property owner(s) must be included with this form at the time of application submittal. If owner is a company/corporation, please submit documentation that signatory is registered agent of the company.

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.