



SECTION 5.0 SUBDIVISION MASTER PLAN STATUTORY LAND SUBDIVISION – STEP 1

Section 5.01 Purpose

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

Section 5.02 Neighborhood Meeting

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

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

The Planning Manager may waive the requirement for a neighborhood meeting if the project is part of a multiphase project for which meetings were previously held. For consideration of a waiver, contact the Planning Division at 386-986-3736 for a determination. Refer to [subsection 2.05.02](#) of the [Unified Land Development Code \(LDC\)](#).

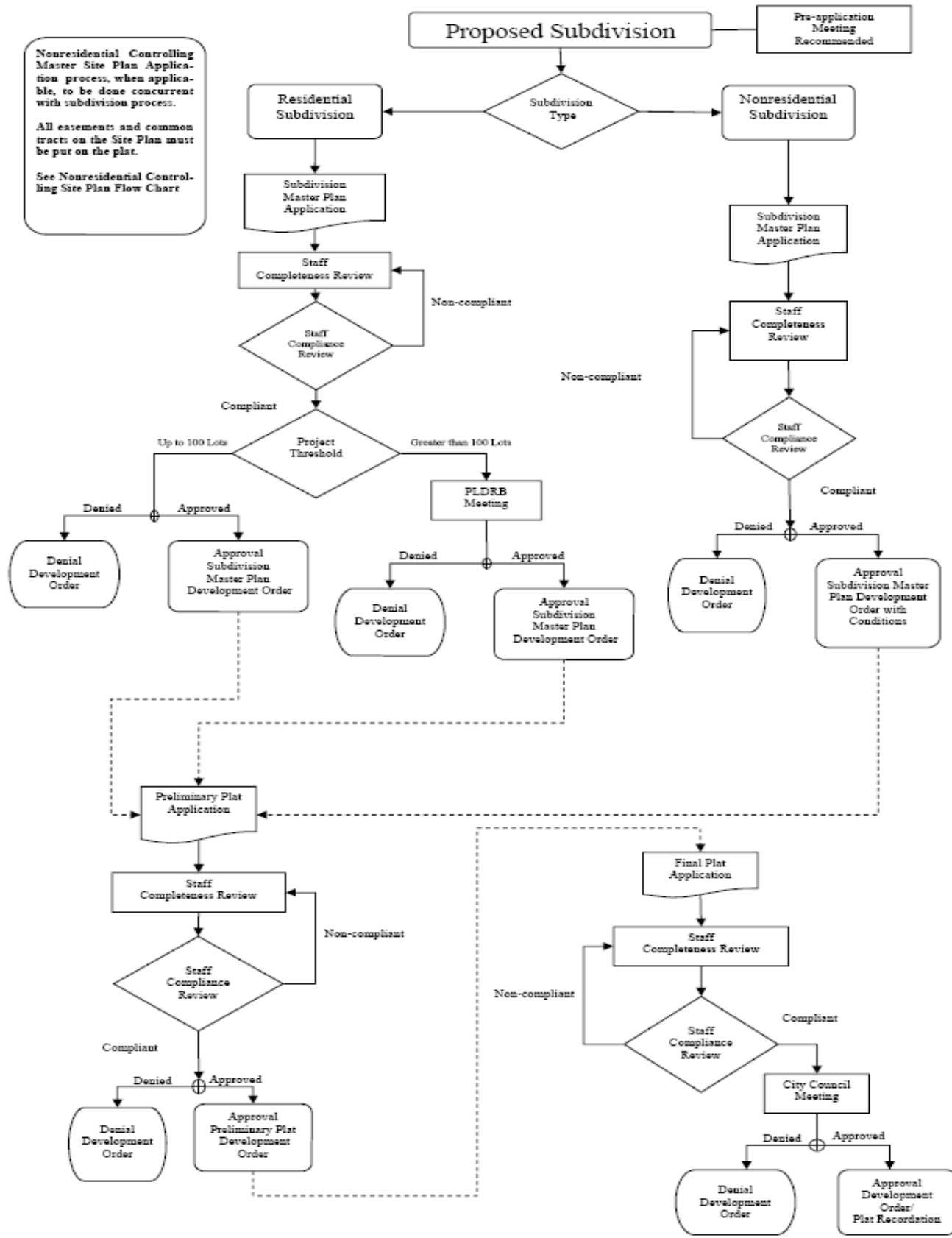
Section 5.03 Application Process

- A. **Nonresidential Subdivision and/or Residential Subdivision up to 100 units.**
 - 1. The Applicant shall submit a complete [application package](#) electronically to the City via our on-line portal. A meeting with City Staff is recommended for submittal of the application package.
 - 2. Per [subsection 2.05.04](#) of the [LDC](#), the application package will undergo a completeness review by the City.
 - 3. Upon acceptance, the application package shall be reviewed for compliance.
 - 4. The City shall issue a [Subdivision Master Plan](#) Development Order upon satisfying compliance review. The issuance of the development order does not authorize the disturbance of any part of the subject property involved, but authorizes the filing of an application for a development order in the next step of the approval process.
- B. **Residential Subdivision greater than 100 units.**
 - 1. The Applicant shall submit a complete [application package](#) to the City. A meeting with City Staff is recommended for submittal of the application package.
 - 2. Per [subsection 2.05.04](#) of the [LDC](#), the application package will undergo a completeness review by the City.
 - 3. Upon acceptance, the application package shall be reviewed for compliance.



4. The application shall be scheduled on the next available Planning and Land Development Regulation Board agenda upon satisfying compliance review. The Planning and Land Development Regulation Board is the level of approval to authorize the issuance of a [Subdivision Master Plan](#) Development Order for a residential subdivision greater than 100 units. The issuance of the development order does not authorize the disturbance of any part of the subject property involved, but authorizes the filing of an application for a development order in the next step of the approval process.

Subdivision Flow Chart



**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 MASTER PLAN APPLICATION SUBMITTAL CHECKLIST

Residential

Nonresidential



= Mandatory



= As applicable



= sub items

The following checklist is a tool to facilitate compliance for the submittal package. Place a check in each 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 Subdivision Master Plan. This checklist must be completed by the Applicant and included in the application submittal package in order for the application to be accepted. If a required document is not provided then a statement justifying the action is to be submitted, which will be taken into consideration.

It is recommended to schedule a pre-application meeting by contacting a Land Development Technician at (386) 986- 3736 prior to submittal of the application package. In addition, it is also recommended to contact a Land Development Technician to schedule an appointment for submittal of the application package.

INTAKE **PLC- Planning/Project Manager** **PLENV - Environmental** **PLLA - Landscape** **PLENG-Engineering**
PLSW - Stormwater (Operation) **UD1-Utility** **ARCHR-Architectural** **TRENG - Traffic** **BLD - Building** **FD1 - Fire**

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					Subdivision Master Plan Application Submittal Checklist	
5				INTAKE	Checklist	
6					Authorization Letter	
7				INTAKE	Electronically filed by property owner to authorize a representative.	
8					Corporate Identity	
9				INTAKE	Electronically filed by property owner or managing agent as listed in the Division of Corporation.	
10					Neighborhood Meeting Documents	
11					1 Neighbor meeting	Sec. 2.05.02.
12				PLC	a Single-family and multifamily residential developments of forty (40) units or more, unless waived by the Planning Manager.	
13				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.	
14					Proof of Ownership	
15				PLC	Provide copy of proof of land ownership (deed or certificate by lawyer, abstract company, or title company) that verifies the owner of record	



SUBDIVISION MASTER PLAN APPLICATION SUBMITTAL CHECKLIST

16					Topographic Survey	
17			PLC	1	Prepared by a registered land surveyor licensed to practice in the State of Florida.	
18				2	Must be signed and sealed by a registered land surveyor.	
19			PLC	3	The survey shall accurately reflect the status of the parcel within one (1) year from the date of submitting the application	
20			PLC	4	Contains the legal description and total acreage of the subject property.	
21			PLC	5	Surveyors certificate of accuracy.	
22			PLC	6	Depict all existing on-site or adjacent easements, including drainage, electricity, gas, water, wastewater, or other pipeline or utility easements.	
23			PLC	7	Depict all existing on-site improvements, including buildings, structures, drainage facilities, and utilities.	
24			PLC	8	Depict street adjacent to the tract, including rights-of-way and pavement widths.	
25			PLENV	9	All wetlands and conservation easements with upland buffers depicted if applicable.	Sec. 10.01.06
26			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
27			PLC	11	Streets adjacent to the tract, including rights-of-way and pavement widths.	
28			PLLA	12	Show all protected trees per LDC 11.02. (Can be shown on a separate Tree Survey Plan)	Sec. 11.02.01; 11.02.02
29			PLC	13	Be accompanied by an affidavit stating no changes made to the property since the date of the survey	
30					Street Names	
31			PLC	1	Provide a list of Street Names for approval	
32					Cover Sheet	
33			PLENG	1	Plans signed and sealed by the professional engineer that prepared the plans.	Sec. 9.01.04.A
34				2	Cover sheet to include:	
35			PLC	a	Title of project	NA
36			PLC	b	Name, address, phone #, and e-mail address of the owner, applicant/agent, engineer, landscape architect, professional surveyor and mapper	NA
37			PLC	c	Site location map inset to depict surrounding streets.	NA
38			PLC	d	North arrow indicator and scale provided on each sheet of plans.	NA
39			PLC	e	The legal description of the property proposed for platting.	NA
40			PLENV	f	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
41			PLC	g	A space measuring at least 4" in width by 3" in height in the upper right corner at the top of each sheet of plans to be reserved for the City's approval stamp.	NA
42					Conceptual Site Plan (not less than 1"=100')	
43			PLENG	1	Plans signed and sealed by the professional engineer that prepared the plans.	Sec. 9.01.04.A
44				2	Site Data analysis with the following information:	
45			PLC	a	Site size (in square feet and/or acreage)	Table 3-3 (Res.) or Table 3-5 (Non-Res.)
46			PLC	b	Zoning of property	NA
47			PLC	c	FLUM of property	NA
48			PLC	d	Sidewalk(s) percentage of site and area	NA
49			PLC	e	Impervious Surface Ratio (ISR) and area	Table 3-3 (Res.) or Table 3-5 (Non-Res.)/Sec. 3.05.03.B.
50			PLC	f	Floor Area Ratio (FAR) and area (only for non-residential)	Table 3-5
51			PLC	g	Pervious Ratio and area	Table 3-3 (Res.) or Table 3-5 (Non-Res.)



SUBDIVISION MASTER PLAN APPLICATION SUBMITTAL CHECKLIST

52				3	Site Plan	
53			PLC	a	Property boundaries.	
54			PLC	b	Zoning of all adjacent properties and properties across rights-of-ways with the name of the rights-of-way(s) included. This includes names and location of adjoining subdivisions and streets.	NA
55			PLC/All	c	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
56			PLC	d	All existing and proposed structures depicting dimensions and locations.	Table 3-3 (Res.) or Table 3-5 (Non-Res.)
57			PLC	e	Setbacks from the property lines to all structures unless setbacks are obviously met.	Table 3-3 (Res.) or Table 3-5 (Non-Res.)
58			PLC	f	Show acreage and square footage of each lot, tract, or parcel.	
59			PLC	g	Intended use noted on each proposed lot, tract, or parcel.	
60			PLC	h	Street rights-of-way. Designed so that the elevation, at the crown of the road, is equal to or above the base flood elevation. Pavement widths.	
61			PLENG	i	Show parking layout	
62			All	j	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
63			PLC	k	Sight triangles.	Sec. 5.02.06., 11.03.01.L; TABLE 11-3
64			PLC/PLENG	l	Must provide 2 ingress and egress locations for single-family and multi-family residential developments of 51 units or greater.	Sec. 5.02.04.B.
65			PLC/PLENG	m	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-around), 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, FFPC 18.2.3.3
66			PLC/PLENG	n	Depict internal and external walkways/sidewalks, connections and widths	Sec. 5.03.02
67			PLENG	o	Internal Vehicular Circulation	Sec. 5.04.02.D, FFPC 18.2.3.4
68			PLLA	p	Show width and type of Landscape Buffers.	Sec. 11.03.05
69			PLC	q	Interconnectivity between project including access agreement	Sec. 5.02.04
70			PLC	r	Parks, school sites, and other public uses, if any.	
71			PLC	s	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
72			PLSW	t	Location of all bulkheads and bridges, if any	
73			PLENV	u	Depict location of any PUBLIC SUPPLY well sites and show 500' radius setback.	Sec. 10.03.02
74			PLSW	v	Proposals for dikes or any created waterbodies or changed watercourses.	
75				4	Notes with line items to included on site plan:	
76			PLENG	a	All utilities shall be located underground.	Sec. 9.01.03.A.1
77			PLENG	c	Contractor to attend a mandatory preconstruction meeting with City staff prior to any disturbance of the property.	Sec. 9.03.02.C
78			PLC	b	Conservation easements with upland buffers delineated if applicable with the recording information (O.R. Book and Page #), if applicable.	Sec. 10.01.06
79					Conceptual Grading Plan (not less than 1"=100')	
80			PLENG	1	Plans signed and sealed by the professional engineer that prepared the plans.	Sec. 9.01.04.A
81			PLENG	2	Surface drainage patterns with direction of flow and method of disposal on-site and off-site.	
82			PLENG	3	Approximate spot elevations sufficient to indicate proposed grading of the streets and landscapes (NAVD 1988)	
83					Conceptual Utility Plan (not less than 1"=100')	
84			UD1	1	Plan to include conceptual layout of water, sanitary and reuse (if available), including off-site connections	Sec. 9.07., LDC Technical Manual Section 6



SUBDIVISION MASTER PLAN APPLICATION SUBMITTAL CHECKLIST

85					Conceptual Landscape Plan (not less than 1"=100')	
86			PLLA	1	Show trees proposed for removal and those that will be preserved.	
87			PLLA	a	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
88			PLLA	2	Plans to include adjacent zoning for buffer requirement determination.	
89			PLLA	3	Designed, signed, and sealed (on final set) by a registered Florida landscape architect.	
90			PLLA	4	Show landscape buffers with either generic buffer landscape or call outs with required quantities indicated.	
91					Conceptual Architectural Plan (Theme) (Required for town homes)	
92			ARCHR	1	Building elevations depicting:	
93			ARCHR	a	Name, address, phone number, and e-mail address of architect.	
94			ARCHR	b	Illustrate all building elevations and label the illustration as to which direction (north, south, east, or west) the building elevation is oriented.	
95			ARCHR	c	Illustrate height and linear width of all building(s).	
96			ARCHR	d	Label all types of materials proposed for building.	Sec. 13.02.06
97			ARCHR	e	Label roof type and material and note roof pitch, as applicable.	Sec. 13.02.06.D; 13.04.03
98			ARCHR	f	Label proposed colors of all portions of the building(s) and provide Light Reflectance Value.	Sec. 13.02.06
99			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
100			ARCHR	h	All elements of articulation are to be noted on the plan as well as their color and dimensions.	Sec. 13.04.02
101			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
102			ARCHR	j	All awnings shall be depicted as well as dimensions and specifications for the awnings.	Sec. 13.04.05
103			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
104			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
105			ARCHR	m	Areas for outdoor storage, trash collection and loading shall be incorporated into the primary building design.	Sec. 13.04.07.B
106			ARCHR	2	Dumpster / Recyclable enclosure specifications to include type, height, material and finishes.	Sec. 13.04.07.B
107			ARCHR	3	Walls and/or fences to be depicted and specifications to include type, height, material and finishes.	



SUBDIVISION MASTER PLAN APPLICATION SUBMITTAL CHECKLIST

108					Recreation (Residential Subdivisions Only)	
109			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
110					Cultural Resource Report	
111			PLENV	1	Field Survey Report	Sec. 10.05.02
112					Environmental Assessment Report	
113			PLENV	1	Wetland Quality Assessment Methodology (WQAM)	Sec. 10.01.05
114			PLENV	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
115					Traffic (required if PLDRB threshold is met)	
116				1	Report/Statement	
117			TRENG	a	Trip generation numbers when generating up to 24 peak hour two-way trips.	
118			TRENG	b	Statement required when generating 25 to 99 peak hour two-way trips. Per TPO Guidelines.	
119			TRENG	c	TIA required when generating 100 or more peak hour two-way trips. Per TPO Guidelines.	
120				2	Access driveway(s) spacing	
121			TRENG	3	Turn Lane Analyses/Requirements	
122			TRENG/PLC	4	Concurrency/Prop share agreements	
**Single Family and Townhomes greater than 100 units ** The application shall be scheduled on the next available Planning and Land Development Regulation Board agenda upon satisfying compliance review. The Planning and Land Development Regulation Board is the level of approval to authorize the issuance of a Subdivision Master Plan Development Order for a residential subdivision greater than 100 units.						

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.