



# APPLICATION FOR NON-CONFORMING USE (EXTENSION / CHANGE / RESTORATION)

FLAGLER COUNTY, FLORIDA

1769 E. Moody Boulevard, #2

Bunnell, FL 32110

Telephone: (386) 313-4009

Application/Project #: \_\_\_\_\_

## SITE DATA INFORMATION

Property Owner Name: \_\_\_\_\_  
(MUST MATCH NAME LISTED ON RECORDED DEED)

Agent/Applicant Name: \_\_\_\_\_

|                       |                                                                              |     |    |
|-----------------------|------------------------------------------------------------------------------|-----|----|
| SUBJECT PROPERTY INFO | SITE LOCATION ( <i>street address</i> ):                                     |     |    |
|                       | LEGAL DESCRIPTION:<br>( <i>briefly describe, do not use "see attached"</i> ) |     |    |
|                       | PARCEL NUMBER:                                                               |     |    |
|                       | PARCEL SIZE:                                                                 |     |    |
|                       | CURRENT ZONING CLASSIFICATION:                                               |     |    |
|                       | CURRENT FUTURE LAND USE<br>DEDISGNATION:                                     |     |    |
|                       | IS THE PROPERTY SUBJECT TO THE<br>A1A SCENIC CORRIDOR IDO?                   | YES | NO |

PURPOSE OF SUBMISSION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Owner(s) or Agent/Applicant

If Owner Authorization form attached

\_\_\_\_\_  
Date



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## INTERNAL CONTACT SHEET

|                               |                  |        |      |
|-------------------------------|------------------|--------|------|
| OWNER CONTACT<br>INFORMATION: | Name(s):         |        |      |
|                               | Email:           |        |      |
|                               | Phone Number:    |        |      |
|                               | Mailing Address: |        |      |
|                               | City:            | State: | Zip: |

|                                    |                  |        |      |
|------------------------------------|------------------|--------|------|
| APPLICANT OR AGENT<br>INFORMATION: | Name(s):         |        |      |
|                                    | Email:           |        |      |
|                                    | Phone Number:    |        |      |
|                                    | Mailing Address: |        |      |
|                                    | City:            | State: | Zip: |



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## **Fees** – Res. 2012-52

Payable for Flagler County BOCC via Check or online through the application portal.

Application Fee: \$170 plus postage at prevailing rate

Notification Fee: \$50

## **Application Process** – Please read carefully.

This application and all required attachments should be submitted to the Flagler County Planning and Zoning Department, or through the online portal [here](#). Failure to submit a fully completed application package will result in delay of application review.

1. Owners/Applicants will be notified via email to attend the next available Technical Review Committee (TRC) meeting. Application review comments will be provided beforehand. This is an opportunity for applicants to discuss their application with various department staff.
2. Should the Technical Review Committee determine the application meets the minimum requirements of the Land Development Code, applicants will be notified of the next available Planning and Development Board meeting for their public hearing.
  - a. Attendance at the public hearing is mandatory
  - b. Owners of property within 300 feet of the subject property will be notified by mail
  - c. Notice of the Public Hearing sign will be posted on the property and must be left up until after the hearing
  - d. **NOTE:** Applications are quasi-judicial processes. It is improper to speak to Planning and Development Board members about the application outside of the hearing.
3. If the application is approved, Staff will provide a Development Order with any conditions imposed by the Planning and Development Board. There is a 30-day appeal period after the signing of the Development Order by the Planning and Development Board Chair.

**NOTE:** Pursuant to Section 286.0105 of Florida Statutes, the Flagler County Planning Board hereby notifies all interested persons that if a person decides to appeal any decision made by the Planning Board with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made which record includes the testimony and evidence upon which the appeal is to be based.

By signing below, I acknowledge that I have fully read and understand the Application Process.

\_\_\_\_\_  
Signature of Owner(s) or Applicant/Agent  
if Owner Authorization form attached

\_\_\_\_\_  
Date

## **Required Attachments for Application:**

1. Copy of Owner(s) recorded Warranty Deed;
2. Owner's Authorization when applicant is not property owner;
3. Application fee of \$170 plus postage and \$50 for Notification of Public Hearing sign;
4. Site plan identifying existing and proposed non-conforming use as well as the following data at an appropriate scale:
  - a. Lot area in acres or square feet;
  - b. Coastal construction setback line and mean high water line;
  - c. Existing tree groupings and their fate;
  - d. Location, floor area and maximum height of existing and proposed buildings;
  - e. Lot lines, easements, public rights-of-way.