



APPLICATION FOR PUBLIC AND SEMI-PUBLIC USE

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: (<i>briefly describe, do not use "see attached"</i>)		
	PARCEL NUMBER:		
	PARCEL SIZE:		
	CURRENT ZONING CLASSIFICATION:		
	CURRENT FUTURE LAND USE DEDISGNATION:		
	IS THE PROPERTY SUBJECT TO THE A1A SCENIC CORRIDOR IDO?	YES	NO

PROJECT DATA: _____

Signature of Owner(s) or Agent/Applicant
If Owner Authorization form attached

Date



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INTERNAL CONTACT SHEET

OWNER CONTACT INFORMATION:	Name(s):		
	Email:		
	Phone Number:		
	Mailing Address:		
	City:	State:	Zip:

APPLICANT OR AGENT INFORMATION:	Name(s):		
	Email:		
	Phone Number:		
	Mailing Address:		
	City:	State:	Zip:



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Fees – Ord. 2008-31

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

Application Fee: \$320

Notification Fee: \$50 plus the cost of newspaper ad(s) and postage at prevailing rate

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 and Board of County Commissioners' meeting for their public hearing(s).
 - 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 Board members about the application outside of the hearing.

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

Signature of Owner(s) or Applicant/Agent
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Required Attachment for Public and Semi-Public Use Applications:

1. Copy of Owner(s) recorded Warranty Deed;
2. Owner's Authorization form if application signed by Applicant/Agent;
3. Application fee of \$320; and
4. Complete site plan meeting all requirements of the Flagler County Land Development Code.

Public, semi-public and special uses (LDC Section 3.06.05, in part)

- A. *Application.* All public, semi-public and special uses not specifically provided for in any planning district or in other provisions of this article shall be subject to the regulations of this article.
- B. *Public and semipublic uses.* Public and semipublic uses excluding special uses as defined by this Article, may be permitted as follows:
 1. Any public or semipublic uses may be permitted in any land use district provided that the request for such use is officially made to the planning board by the public body or semipublic body desiring such use. The planning board shall determine whether or not such requested use is consistent with the adopted comprehensive plan and whether the use is necessary or desirable to support projected community needs. Public or semi-public uses and structures determined to be consistent with the comprehensive plan and necessary or desirable may be located in any land use district upon recommendation of the planning board, based in part on the submittal of a site plan showing site alterations, improvements to be made, and proposed buffers and conceptual landscaping plans. The site plan need not be engineered. The permitted location of public or semi-public uses or structures shall be such as not to be injurious to the health, safety and welfare of the public and shall protect the existing character of the surrounding properties or neighborhoods. The planning board shall consider the impact of the proposed use on land development patterns, on important natural resources, and, where applicable, the cost effectiveness of service delivery. The planning board also shall determine whether the proposed use will impose any substantial detrimental effects on the living or working conditions in the neighborhood. If approved, the planning board shall specify any requirements or conditions in the form of natural buffers, screening, landscaping, limited access or limited hours of operation or other site development restrictions that may be imposed by the planning board to protect the health, safety and welfare of the public or surrounding property owners. The planning board's recommendation, and the reasons therefor, shall be forwarded to the county commission for its review and decision.
 2. Public or semipublic uses existing at the time of the effective date of this article and as indicated on the Land Use Map of 1985 are hereby defined as installations which distribute water, sewer, gas, telephone, electricity, stormwater runoff, cable tv and similar utility services, but excluding major installations such as electrical or gas generating plants, water and sewage treatment plants, and other similar major installations (see subsection 3.05.05C.2). Any such installations shall be reviewed and approved by the county engineering department and shall be subject to any applicable present or future ordinances governing use of the county right-of-way.
- D. *Lot and building requirements.* All public, semipublic and special uses shall meet the lot and building requirements of the district in which they are located.
- E. *Procedures for public, semi-public use and special uses.*
 1. *Request application.* A request for a hearing before the planning board for a public, semi-public use or special use requiring planning board review shall be made as follows:
 - a. A completed application form shall be filed with the planning director.



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Such application shall state the pertinent facts on which the request is based. For special uses, the application must be accompanied by a "Certificate of Need" statement which demonstrates the need for the proposed facility.

- b. An application shall be accompanied by an acceptable site plan with such reasonable information shown thereon as may be required by the planning director. Such site plan shall include, as a minimum, the following:
 1. Lot dimensions with property line monuments located thereon
 2. Location and size of existing and proposed structures
 3. Easements (public and private), water courses, wetlands, existing and proposed fences, street names, and street rights-of-way lines and such information regarding abutting property, as directly affects the application.
2. *Planning board hearing.*
 - a. The planning director shall schedule a hearing before the planning board to consider the application. In no event shall such hearing be scheduled more than forty-five days from the date of a complete application unless proper notice has not been made.
 - b. The hearing provided for under this section shall be for the purpose of reviewing relevant information from the applicant regarding the requested public, semi-public or special use. The planning board shall also review written and/or oral comments from the public in accordance with its established procedures.
 - c. The planning board shall determine whether sufficient factual data was presented in order to render a decision. If the planning board determines that sufficient factual data was presented, then it shall recommend to either:
 1. Approve the request as submitted;
 2. Approve the request with conditions; or
 3. Disapprove the requestIf the planning board determines that sufficient data was not presented, the planning board may direct the applicant to supplement its application. At its option, the planning board also may hire an independent consultant to study the issue and provide the factual data. The planning board may continue the hearing until the next scheduled meeting to allow for the preparation of such factual data unless it extends the time for good cause shown on the record. Only one (1) such continuation shall be allowed for each requested public, semi-public or special use application unless good cause is found by the planning board on the record.
3. *County Commission hearing.*
 - a. The planning director shall schedule a hearing before the county commission to consider the application. In no event shall such hearing be scheduled more than forty-five (45) days from the date of the planning board decision unless proper notice has not been made.
 - b. The hearing provided for under this section shall be for the purpose of review relevant information from the applicant regarding the requested public, semi-public or special use. The county commission shall also review written and/or oral comments from the public in accordance with its established procedures. The planning director, during the course of the hearing, shall inform the county commission of the record, proceedings, and recommendation of the planning board regarding the application. The commission shall utilize the same substantive standards provided in this article for the planning board.
 - c. At the conclusion of the hearing provided for under this section, the commission shall determine whether sufficient factual data was presented



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1. Approve the request as submitted;
2. Approved the request with conditions; or
3. Disapprove the request.

If the commission determines that sufficient data was not presented, the commission may direct the applicant to supplement its application. At its option, the commission also may hire an independent consultant to study the issue and provide the factual data. The commission may continue the hearing until the next scheduled meeting to allow for the preparation of such factual data unless it extends the time for good cause shown on the record. Only one (1) such continuation shall be allowed for each requested public, semi-public or special use application unless good cause is found by the commission on the record.