



APPLICATION FOR SITE DEVELOPMENT PLAN
(IN A PLANNED UNIT DEVELOPMENT)

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 (street address):		
	LEGAL DESCRIPTION: (briefly describe, do not use "see attached")		
	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: \$970 plus \$45/acre or portion thereof

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

Site development plans. Following the enactment of an ordinance creating a PUD, a detailed site development plan shall be submitted to the Technical Review Committee (TRC) prior to the start of construction. The Technical Review Committee shall review the site development plan to determine compliance with county development ordinances and consistency with the Flagler County Comprehensive Plan. The site development plan shall then be reviewed by the Planning Board. The Planning Board will recommend approval or denial to the Flagler County Commission. The Flagler County Commission will make the final decision for approval or denial on the plan. Where the PUD is to be phased, the site development plan submitted may be for only that portion for which construction is pending.

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
if Owner Authorization form attached

Date



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Required Attachment for Site Development Plan Application:

1. Copy of Owner(s) recorded Warranty Deed;
2. Owner's Authorization form if application signed by Applicant/Agent;
3. Application fee of \$970 plus \$45/acre or portion thereof; and
4. Complete site plan meeting all requirements of the Flagler County Land Development Code.

Submittal Requirements (LDC Section 3.04.03)

1. Applicant shall meet with the development administrator, county engineer, and county attorney to review the proposal prior to the submittal of all application materials. The development administrator, county engineer and county attorney may request additional plans, maps, studies, and reports as they may reasonably require to make a recommendation on the proposal to the County Commission.
2. A PUD master plan at an appropriate at an appropriate scale for presentation, showing and/or describing the following:
 - a. Proposed land uses and their location and acreage;
 - b. Lot sizes, indicated by lot lines drawn on their proposed location or by a statement noted on the face of the master plan concerning lot sizes, including minimum lot sizes proposed;
 - c. Building setbacks defining the distance buildings will be set back from:
 - i. Surround property lines;
 - ii. Proposed and existing streets;
 - iii. Other proposed buildings;
 - iv. The centerline or banks of rivers, streams and canals;
 - v. The high-water line of freshwater lakes, mean high-water line for saltwater;
 - vi. The coastal setback line unless the FDNR has issued a permit for construction seaward of the coastal construction control line;
 - d. Maximum height of buildings;
 - e. The number and type of residential units proposed, their general site distribution, average density and price ranges;
 - f. Proposed floor area ratios and maximum ground coverage for nonresidential uses;
 - g. A table showing acreage for each category of land use;
 - h. Vehicular, pedestrian and mass transit peakhour vehicular traffic movement throughout the property, and indication its point(s) of access to or egress from the property (this requirement may be waived by the development administrator when it is determined that the proposed development is of such limited size that it will create no undue volume of vehicular traffic movement);
 - i. Location, character and scale of parking including:
 - i. Developed recreation;
 - ii. Common open space;
 - iii. Natural areas; and
 - iv. Screening, buffering and landscaped areas, with estimates of approximate acreage to be dedicated and that to be retained in common or private ownership.
 - j. A topographic map at an appropriate scale showing existing contour lines, including all existing building and wooded areas;
 - k. Relation of abutting land uses and land use districts to the proposed planned unit development, including where view protection is an objective, location of principal public viewpoints into or through the proposed planned unit development.
3. A proposed utility service concept plan, including sanitary sewers, storm drainage, potable water supply, and water supplies for fire protection, including a definitive statement regarding the disposal of sewage effluent and stormwater drainage, and showing general location of major water and sewer lines, plant location, lift stations and indicating whether gravity or forced systems are planned. Side of lines, specific location and detailed calculations are not required at this stage.



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4. A statement indicating the type of legal instrument that will be created to provide for the maintenance and ownership of common areas.
5. If applicable, a description of the proposed staging plan shall be submitted indicating, for each project stage:
 - a. The uses, location, floor areas, and residential or other densities to be developed;
 - b. Streets, utilities, and other improvements necessary to serve each proposed project stage;
 - c. The proposed dedication of land to public use, and setting forth anticipated staging and completion dates for each project stage; provided that in lieu of an indication of specific timing, initiation of succeeding stages may be made dependent upon completion of all or substantial portions of earlier stages.
6. A statement with general information regarding provisions for fire protection.
7. A statement regarding the contributions which will be made by the developer to local government for facility expansion required as a result of development.
8. Proposals concerning any restrictive covenants to be recorded with respect to property included in the planned unit development.
9. Any special surveys, approvals or reports.
10. Reduced copies of the preliminary master plan, suitable for mailing, must be provided to the planning and zoning director at the time of application.

Approval of development plan. The Flagler County Commission shall review the site development plan for conformance with the ordinance passed under subsection 3.04.02 and with the Standards and criteria of subsection 3.04.03. Action to approve, modify or deny the site development plan shall be taken by the commission within sixty (60) days of receipt of the plan by the commission. Written notice of action to deny the plan shall be given to the application within thirty (30) days of the action.

Recording. Upon approval of the site development plan and approval of notification of such action from the county commission, the applicant may present such copies as are required to the Clerk of the Circuit Court of Flagler County for recording. A copy of the site development plan shall also be sent to the planning and zoning director.

Permits required. All construction in the development of a PUD shall proceed only under applicable permits, issued by the building official's office; and no building permit, certificate or other document authorizing construction or occupancy within the PUD shall be issued, except in accordance with the approved development plan.