



APPLICATION FOR SITE DEVELOPMENT PLAN (MORE THAN 5 ACRES)

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: \$550 plus \$525/acre or portion thereof

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

A1A Scenic Corridor Fee: \$100

Site development plan requirements. A site development plan meeting the requirements of Appendix B is required. Lots or parcels less than five (5) acres require site plan review by the County Technical Review Committee. Lots or parcels of five (5) acres or more require site plan approval by the County Planning and Development Board.

Site development plan requirements in the A1A Scenic Corridor. A site development plan as per the requirements of Appendix B of the Flagler County Land Development Code, a sign plan and a landscaping plan in conformance with the regulations of the A1A Scenic Corridor shall be required for simultaneous review. The site development plan, with all proposed improvement, shall institute a tree survey of all index trees on the site both to be removed or to remain.

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.

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



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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 \$550 plus \$525/acre or portion thereof will be charged for site plan reviews more than 5 acres. Additional \$100 application fee is applied to any property subject to the A1A Scenic Corridor. Fee is subject to the cost of newspaper ad(s) and postage at prevailing rates, and \$50 for each notification of public hearings; and
4. Complete set of plans, in accordance with Appendix B.

APPENDIX B

SITE DEVELOPMENT PLAN CHECKLIST

The site development plan review process provides the opportunity to ensure that the provisions of this Ordinance have been properly interpreted and applies as related to location of access points, design and location of parking areas, screening and landscaping, provision for drainage, and usable open space.

SITE DEVELOPMENT PLAN REVIEW PROCESS

When the district regulations require submittal of a site development plan and the total acreage of the lot or parcel is less than 5 acres, the materials listed below shall be submitted to the office of the Development Administrator and County Engineer. If the plan is determined to be in accordance with this Ordinance and the Flagler County Comprehensive Plan, it shall be approved.

When the district regulations require submittal of a site development plan and the total acreage of the lot or parcel is 5 acres or more, the materials listed below shall be submitted to the Planning Department office. The Planning Department and County Engineer shall review the site plan to determine compliance with county development ordinances and consistency with the Flagler County Comprehensive Plan. Within forty-five (45) days of submittal, the site plan shall be reviewed and approved, approved with conditions, or denied by the Planning Board. The applicant shall have the right to appeal the decision of the Planning Board to the County Commission.

SITE DEVELOPMENT PLAN SUBMISSION

1. Application forms and fees;
2. Site plan containing the following data at an appropriate scale:
 - a. Lot area in acres or square feet;
 - b. If residential use, the total number and number of each type of dwelling units, plus:
 - i. Gross density residential
 - ii. Percentage and square feet of building coverage
 - iii. Percentage and square feet of driveway and parking
 - iv. Percentage and square feet of public street and right-of-way
 - v. Percentage and square feet of open space
 - c. Coastal construction setback line and mean high water line;
 - d. Existing tree groupings and their fate;
 - e. Location, floor area and maximum height of existing and proposed buildings;
 - f. Lot lines, easements, public right-of-way;
 - g. Location of circulation system, including streets, pedestrian and bicycle paths, driveways, and location and number of all parking spaces, and whether public or private. Notes concerning
3. General landscape plan including existing and proposed vegetation; proposed treatment of



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- perimeter of development; and
4. Existing and proposed utility systems, their capacities and specifications, including storm drainage system.