



**THE CITY OF PALM COAST
160 LAKE AVENUE
PALM COAST, FL 32164**

APPLICATION CHECKLIST

TECHNICAL SITE PLAN* Modified for Drop Lots

1. Application properly completed, signed and notarized
2. Technical Site Plan submittal checklist
3. Authorization Letter properly signed and notarized (if required)
4. Corporate Identity form properly signed and notarized
5. Neighborhood Meeting Documents (as applicable) (Only for 40 lots or more)
6. Title Document – Current (within six months) that verifies the owner of record
7. Boundary Survey – Current (within one year) signed and sealed
8. Cover Sheet with required items from submittal checklist
9. Site Plan (Not less than 1"=40') *
10. Grading, Drainage and Erosions Control Plans (Not less than 1"=40') *
11. Utility Plan (Not less than 1"=40') *
*The above three can be on one plan (Site Plan, Grading and Utility plans)
12. Threatened and endangered Species Survey