



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

APPLICATION CHECKLIST

FUTURE LAND USE MAP AMENDMENT*

Prior to Application:

1. Pre-Application Meeting complete prior to application submittal.

Application Requirements – The City has developed the *Applicant’s Handbook: Future Land Use Map Amendment* an applicant should use this document as a guide for submitting a complete FLUM application).

2. Application Form properly completed, signed and notarized
3. Owner’s Authorization Letter properly signed and notarized
4. Corporate Identity form properly signed and notarized (as applicable)
5. Copy of Florida Department of State’s SunBiz Documentation (as applicable)
6. Title Opinion – Current (within six months) signed and sealed.
7. Boundary Survey – Current (within one year) signed and sealed.
8. For a boundary survey dated greater than six (6) months prior to application submittal, the property owner shall submit a notarized affidavit stating that no changes have been made to the property since the date of the survey.
9. List of names, mailing addresses, and parcel identification numbers of all property owners within 500 feet of the boundaries of the property subject to the FLUM amendment.
10. Cover Letter (See Applicant’s Handbook for contents of letter).
11. Detailed Analysis of Request and Impacts on Public Facilities (see Applicant’s Handbook for methodology and details of a complete analysis).
 - a. Analysis of Density/Intensity and Population
 - b. Transportation Impact Analysis, Methodology Approval Required Prior to Submitting a TIA
 - c. Potable Water
 - d. Wastewater
 - e. Solid Waste
 - f. Public Recreation and Open Space
 - g. Public Schools
 - h. Provide a preliminary environmental site assessment (PESA) for the proposed FLUM amendment that includes, but not limited to, the following information:
 - i. Site Location and Description
 - ii. Soil Survey
 - iii. Surface Waters and Wetlands
 - iv. Vegetative Cover
 - v. Flood Zones
 - vi. Listed Animal and Plant Species
 - vii. Wellfield Protection Zones
 - viii. Cultural Resources
 - ix. Other Environmental Considerations:

1. Water Quality
 2. Proximity to public supply well
 3. Impacts to potable water supply
 4. Location and extent of other environmental sensitive features
 - x. Potential Regulatory Agency Jurisdiction
 - xi. Conclusion
 - i. Detailed explanation regarding which goals, objectives and policies that the proposed FLUM amendment is consistent with and/or implements
 - j. Land Use Compatibility Analysis
 - k. Intergovernmental Coordination Analysis
 - l. Urban Sprawl Analysis (as determined during Pre-Application Meeting).
12. Neighborhood Meeting Documentation per LDC Sec 2.05.02. This requirement shall be met during the application process prior to being considered during a public hearing.
13. Letter of Support (Optional).