



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

APPLICATION SUBMITTAL CHECKLIST

Nonresidential Controlling Master Site Plan*

1. Application properly completed, signed and notarized
2. Master Site Plan submittal checklist
3. Authorization Letter properly signed and notarized
4. Corporate Identity form properly signed and notarized
5. Neighborhood Meeting Documents (as applicable)
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. Conceptual Site Plan – Signed and Sealed by professional engineer (Not less than 1"=100')
10. Conceptual Drainage Plan (Not less than 1"=100')
11. Conceptual Utility Plan (Not less than 1"=100')
12. Conceptual Landscape Plan (Not less than 1"=100')
13. Tree Survey
14. Architectural Plan
15. Recreation Plan (Residential Site Plans Only)
16. Cultural Resources Report
17. Environmental Assessment Report
18. Traffic Report or Statement (required if PLDRB threshold is met)
19. For projects along State Roads contact Florida Department of Transportation (FDOT) for review of the proposed connections. Submit FDOT comments, conditions, approvals.
20. Detailed Analysis of Review Findings Criteria found under LDC Sections 2.05.05 and 2.10.
21. Detailed Analysis of how the proposed project shall meet the requirements of LDC Section 4.15