



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

## **APPLICATION CHECKLIST**

### **OFFICIAL ZONING MAP AMENDMENT\***

#### **Prior to Application:**

1. Pre-Application Meeting complete prior to application submittal

#### **Application Requirements:**

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 Document – 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 rezoning.
10. Cover Letter – Identifies parcel(s) involved, size, existing zoning district and Future Land Use designation of subject property and abutting properties, requested zoning district of subject property, development phasing plan (as applicable), justification for the request.
11. Detailed Analysis of Request Review Findings outlined in LDC Sections 2.05.05 and 2.06.03.
12. Detailed Analysis of Request and Impacts on Public Facilities (See Methodology for Analysis of Net Impacts on Public Facilities).
  - a. Analysis of Density/Intensity and Population.
  - b. Transportation 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 Zoning Map amendment that includes, but not limited to, the following information:
    - i. Site Location and Description.
    - ii. Soil Survey.
    - iii. Surface Waters and Wetlands. Vegetative Cover.
    - iv. Flood Zones.
    - v. Listed Animal and Plant Species.
    - vi. Wellfield Protection Zones.
    - vii. Cultural Resources.

- viii. 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
  - ix. Potential Regulatory Agency Jurisdiction.
  - x. Conclusion.
  - i. FOR REQUESTS REZONING TO MASTER PLANNED DEVELOPMENT (MPD) ONLY:
    - i. Analysis of the review criteria found in LDC Sec. 2.09.04.
    - ii. A digital copy of a draft Development Agreement in Microsoft Word Format (See Zoning Map Amendment Methodology).
13. 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.
14. Letter of Support (Optional).