



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

APPLICATION CHECKLIST

Preliminary Plat*

1. If this project falls within a Development of Regional Impact (DRI) proof of entitlements in required. (You may request a DRI Entitlement Form.)
2. If this project is located within the Palm Coast Park DRI a DRI Wetland Impact Acreage Entitlement Monitoring Form is required. (You may request a copy of this form.)
3. Application completed
4. Preliminary Plat submittal checklist
5. Authorization Letter properly signed and notarized
6. Corporate Identity form properly signed and notarized
7. Neighborhood Meeting Documents (as applicable)
8. Copy of School Planning and Concurrency Application uploaded to application. (The original has to be provided to the Planning Division.)
9. Title Opinion – Current (within six months)
10. Boundary Survey – Current (within one year) signed and sealed
11. Plat of Proposed Subdivision (see submittal checklist and [plat submittal tips](#) for requirements)
12. Closure Report (Surveyor Report)
13. Construction Plan (no greater than 1"=50') (see submittal checklist for All Plan requirements)
14. Grading, Drainage and Erosion Control Plan (no greater than 1"=50')
15. Utility Plan (no greater than 1"=50')
16. Landscape Plans (no greater than 1"=50')
17. Irrigation Plan (no greater than 1"=50')
18. Architectural Plans (Required for Townhouses)
19. Recreation Plan (Residential Subdivisions only)
20. Stormwater Calculation Report (or, if within a Master Drainage Permit, Master Stormwater System "Letter of Authorization".
21. Master Stormwater System "letter of authorization"

*This checklist subject to change at any time to accommodate regulatory and/or policy changes

V2 – 12/2025

22. Environmental Assessment Report
23. Cultural Resource Report
24. Traffic Report/Statement
25. List of street names

PRELIMINARY and FINAL PLAT SUBMITTAL TIPS

PRELIMINARY PLAT SUBMITTALS

Tracts and Easements on the plat must match the construction plans.

- Before submitting plans – Need to ensure that the labeling of tracts and easements match, including the purpose of the tracts and easements in the dedication.

Preliminary and Final Plat Submittal information:

All Tracts must have access to a paved street.

- Before submitting plans – Need to ensure that ALL tracts have access to a paved street. (LAND DEVELOPMENT CODE SECTION (LDC) 5.03.B. All development sites shall provide permanent access from a paved street to each lot or parcel within the development in accordance with City standards.)

Plat - Cover Sheet

Typical setup includes:

- Legal Description – top left on coversheet;
- Location map – middle top on coversheet;
- Dedication – Under Location Map;
- Signatures – Owner and Homeowner’s Association under dedication – or right side of plat coversheet;
- Signatures – remaining on right side and along bottom of coversheet;
- Plat notes – Usually on 2nd page or, if they fit, under the legal on the coversheet; and
- Key map on 2nd page (with Plat Notes).

LEGAL DESCRIPTION:		A SUBDIVISION PLAT OF Name of Subdivision <small>LOCATED IN GOVERNMENT SECTIONS 21 & 22, TOWNSHIP 10 SOUTH, RANGE 30 EAST, CITY OF PALM COAST, FLAGLER COUNTY, FLORIDA</small>		MAP BOOK	PAGE
Legal Description including total acreage		Location map <small>VICINITY MAP SCALE 1" = 1000'</small>		Sheet ___ of ___	
GENERAL NOTES:		DEDICATION AND RESERVATION		Signature Blocks With lines for printed names	
Notes (here or on next page, with the key map, if they do not fit here.) See required language in submittal tips.		Dedication See submittal tips for sample dedication language			
<ol style="list-style-type: none"> Owner with notary Joinder and consent – Mortgage with notary HOA/CDD with notary City of Palm Coast Approval Land Use Administrator/Planning Manager Attest City Clerk City of Palm Coast City Engineer Surveyor Reviewing Surveyor County Clerk 					

*These tips are subject to change at any time to accommodate regulatory and/or policy changes

Dedication: Need to separate tracts by purpose and include ownership and maintenance responsibilities. Specific City of Palm Coast language includes:

- a. Right of Way Dedication:
(Names of streets or tracts or just state "Rights of Way") are dedicated to the HOA/POA for the benefit of the owners of the lots, their successors and assigns, their guests and for access by municipal services and code enforcement, for the purpose of private right-of-way, vehicular access, common area, Sidewalks, signage and the installation and maintenance of storm water management systems. (Name of streets or tracts) are to be owned and maintained by the HOA.
- b. A utility and access easement is hereby dedicated to the City of Palm Coast, its successors and assigns, over all private rights of way for the construction, installation, operation, maintenance, repair, and replacement of CITY OF PALM COAST utility and drainage facilities, and for access purposes.
- c. If the construction plans show the sidewalks in the 10' easement, then use this language in dedication:
 - Sidewalks located within the 10-foot-wide utility, drainage and pedestrian easement along all streets rights-of-way shown on the construction plans shall be the sole responsibility of the property owners association to maintain with no recourse to the City. If any utility provided needs to make repairs to any underground facilities located within this easement it is the obligation of the property owner's association to make the repairs of the sidewalk.
- d. Lift Station - "Tract(s) _____ is (are) dedicated to the City of Palm Coast, for Lift Station and the installation and maintenance of utilities. Tract ___ is to be owned and maintained by the City of Palm Coast. A separate instrument shall convey this tract to the City of Palm Coast.
- e. For all plats
 - A 10-foot-wide nonexclusive utility easement across the frontage of all lots is hereby granted to the City of Palm Coast, its successors and assigns, and to any public or private utility provider, for the construction, installation, operation, maintenance, repair, and replacement of public utilities and drainage facilities."
- f. For all drainage easements
 - All Private drainage easements and tracts shown hereon are for drainage purposes and shall be the perpetual maintenance obligation of The _____ Homeowners Association (HOA of CDD), its successors and assigns, without recourse to the City of Palm Coast, Florida (COPC). The COPC has no maintenance obligation within the drainage easements and tracts but retains the right to access, inspect, and restore functionality if the drainage system fails to meet city standards. If the COPC performs any repairs within the drainage easements, the cost of such repairs shall be the obligation of the HOA or CDD.
- g. Nothing herein shall be construed as creating an obligation upon the City of Palm Coast or any other governing body to perform any act of construction or maintenance within such dedicated areas except when the obligation is voluntarily and expressly assumed by city or other governing body.
- h. In the event of dissolution of the Association, or failure by the Association to observe the terms of this Declaration with respect to maintenance of the development improvements or Common Areas, if required by the City, a special taxing district will be formed to assume the maintenance responsibility of the development improvements and Common Areas. In the event a special taxing district is formed, the community will be subject to assessments for the costs of services performed within the special taxing district. Each Owner, by acquiring land within the community, agrees to pay each and every

assessment imposed upon the Owner or the Owner's property in a timely manner, failing which such assessment shall be a lien upon those lands.

- i. All easements should be included in the dedication as to beneficiary and maintenance responsibilities.

Plat Notes - Need to include:

- a. Sidewalks, per construction plan, will be installed with each single-family residential building permit. Sidewalks are to be installed in front of lots ___ to ___." (Fill in the lot numbers)
- b. NOTICE: This plat, as recorded in its graphic form, is the official depiction of the subdivided lands described herein and will in no circumstances be supplanted in authority by any other graphic or digital form of the plat. There may be additional restrictions that are not recorded on this plat that may be found in the public records of this county.
- c. The lands shown hereon lie within flood zone "____" as depicted on the flood insurance rate map (F.I.R.M.) community number____, panel number(s)_____, dated _____ .
and:
- d. Do not use this plat for flood zone determination. The Flood Insurance Rate Map is subject to change, use the current approved firm for community panel number, date and flood zone determinations.
- e. The plat was prepared with the benefit of an Opinion of Title..." with the name of the preparer of the document as well as the date.
- f. All platted utility easements shall provide that such easements shall also be easements for the construction, installation, maintenance, and operation of cable television services; provided, however, no such construction, installation, maintenance, and operation of cable television services shall interfere with the facilities and services of an electric, telephone, gas, or other public utility. In the event a cable television company damages the facilities of a public utility, it shall be solely responsible for the damages. This section shall not apply to those private easements granted to or obtained by a particular electric, telephone, gas, or other public utility. Such construction, installation, maintenance, and operation shall comply with the National Electrical Safety code as adopted by the Florida Public Service Commission.
- g. The City of Palm Coast reserves the right to require the property owner or HOA/CDD to modify, relocate, or remove any structure, improvement, or object within the City of Palm Coast easements that interferes with the City's use of the easements.
- h. No building, structure, or obstruction shall be placed or maintained within any city of palm coast easement area unless specifically authorized in writing by the City of Palm Coast and all utility providers having rights to use the easement."
- i. All utilities shall be located underground.

Signature blocks are required for the following and must include a Print Name line for signature. See format for signature blocks below.

- a. Owner; with notary
- b. Surveyor with seal;
- c. Reviewing surveyor;
- d. City of Palm Coast
- f. City Engineer;
- g. County Clerk
- h. Mortgagee(s)
- i. Homeowner's Association and/or Community Development District as applicable

Sample language for Owner under dedication section:

IN WITNESS WHEREOF, THE UNDERSIGNED _____, A _____ CORPORATION HAS CAUSED THESE PRESENTS TO BE EXECUTED AND ACKNOWLEDGED BY ITS UNDERSIGN, _____ THEREUNTO DULY AUTHORIZED ON THIS ____ DAY OF _____, 20____.

WITNESSES: _____ CORPORATION NAME
BY: _____
PRINT NAME: _____ PRINT NAME: _____

PRINT NAME: _____ CORPORATE SEAL

STATE OF FLORIDA
COUNTY OF FLAGLER

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGE BEFORE ME, BY MEANS OF [] PHYSICAL PRESENCE OR [] ONLINE NOTARIZATION, THIS ____ DAY OF _____ 20____ BY _____, AS _____ OF _____ A FLORIDA CORPORATION, SUCH PERSON [] IS PERSONALLY KNOW TO ME OR [] HAS PRODUCED _____ AS IDENTIFICATION.

SIGNATURE OF PERSON TAKING ACKNOWLEDGEMENT _____

PRINT NAME OF NOTARY PUBLIC _____

COMMISSION EXPIRES: _____

COMMISSION NUMBER: _____

Sample language for HOA or CDD - Homeowner's Association or Community Development District:

ACCEPTANCE OF RESERVATIONS

_____, A FLORIDA NOT-FOR-PROFIT CORPORATION, HERBY ACCEPTS THE DEDICATIONS AND/OR RESERVATIONSTO SAID ASSOCIATION AS STATED AND SHOWN HEREON, AND HERBY ACCEPTS ITS MAINTENANCE OBLIGATIONS THIS ____ DAY OF _____, 2025, ON BEHALF OF THE _____ HOMEOWNER'S ASSOCIATION, INC.

WITNESSES: _____
SIGNATURE

PRINT NAME: _____ BY: _____

PRINT NAME AND TITLE

PRINT NAME: _____

STATE OF FLORIDA
COUNTY OF FLAGLER

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGE BEFORE ME, BY MEANS OF [] PHYSICAL PRESENCE OR [] ONLINE NOTARIZATION, THIS _____ DAY OF _____ 20_____, BY _____, AS OF _____, A FLORIDA CORPORATION, SUCH PERSON [] IS PERSONALLY KNOW TO ME OR [] HAS PRODUCED _____ AS IDENTIFICATION.

SIGNATURE OF NOTARY

PRINT NAME OF NOTARY PUBLIC _____

COMMISSION EXPIRE: _____

COMMISSION NUMBER: _____

Sample language for Mortgagee(s):

THE UNDERSIGNED, _____, ("MORTGAGEE"), THE MORTGAGEE UNDER THAT CERTAIN MORTGAGE DATED _____, AND RECORDED IN O.R. BOOK _____, PAGE _____, PUBLIC RECORDS OF FLAGLER COUNTY, FLORIDA, HEREBY CONSENTS AND JOINS IN THE FOREGOING _____, AND SUBORDINATES ITS MORTGAGE LIEN ENCUMBERING ALL OR ANY PART OF THE PROPERTY (AS DESCRIBED IN THE FOREGOING AGREEMENT) TO THE AGREEMENT

Sample language for Surveyor:

QUALIFICATION STATEMENT OF SURVEYOR AND MAPPER

KNOW ALL MEN BY THESE PRESENTS, THAT THE UNDERSIGNED, BEING A LICENSED PROFESSIONAL SURVEYOR AND MAPPER, DOES HEREBY CERTIFY THAT ON THE ____ DAY OF _____ 20 ____, HE/SHE COMPLETED THE SURVEY OF THE LANDS AS SHOWN IN THE FOREGOING PLAT; THAT THE FOREGOING PLAT WAS PREPARED UNDER THE DIRECTION AND SUPERVISION OF THE UNDERSIGNED AND COMPLIES WITH ALL THE SURVEY REQUIREMENTS OF CHAPTER 177, PART 1, FLORIDA STATUTES; THAT SAID PLAT IS A CORRECT REPRESENTATION OF THE LANDS, FLOOD ZONES AND WETLAND BOUNDARIES THEREIN DESCRIBED AND PLATTED; THAT PERMANENT REFERENCE MONUMENTS HAVE BEEN PLACED AS SHOWN THEREON AS REQUIRED BY CHAPTER 177.091 (7) AND PERMANENT CONTROL POINTS WILL BE SET IN ACCORDANCE WITH SECTION 177.091 (8), FLORIDA STATUTES; AND THAT SAID LAND IS LOCATED IN FLAGLER COUNTY, FLORIDA AND THAT SAID LAND IS SUBJECT TO THE CITY OF PALM COAST PLATTING REGULATIONS.

BY: _____ DATE: _____

PRINT NAME: _____

Provide State License registration number, etc. _____

Sample language for Reviewing Surveyor:

REVIEWING SURVEYOR'S CERTIFICATIN

I, HEREBY CERTIFY THAT THE UNDERSIGNED IS A LICENSED PROFESSIONAL SURVEYOR AND MAPPER IN THE STATE OF FLORIDA, AND IS EITHER EMPLOYED BY, OR UNDER CONTRACT WITH THE CITY OF PALM COAST, FLORIDA. I ALSO CERTIFY THAT I AM NOT REPRESENTING THE OWNERS OF RECORD AS SHOWN HEREON. I ALSO CERTIFY THAT I HAVE REVIEWED THIS PLAT EXHIBIT AND FOUND IT TO COMPLY WITH THE REQUIREMENTS OF CHAPTER 177, PART 1, FLORIDA STATUTES AND FLAGLER COUNTY PLATTING REQUIREMENTS. THIS CERTIFICATION DOES NOT CONFIRM PERMANENT REFERENCE MONUMENT (PRM) OR PERMANENT CONTROL POINT (PCP) POSITIONAL ACCURACIES, NOR IS IT A CONFIRMATION (RE-SURVEY) OF BOUNDARY SURVEY DATA RELATIVE TO THIS PLAT.

BY: _____ DATE: _____

PRINT NAME: _____

Provide State License registration number, etc. _____

Sample Language for City of Palm Coast:

CERTIFICATE OF APPROVAL BY THE CITY OF PALM COAST

THIS IS TO CERTIFY THAT ON _____ DAY OF _____, 20____, THE FOREGOING PLAT WAS APPROVED BY THE CITY OF PALM COAST, FLORIDA.

BY: _____

CITY OF PALM COAST LAND USE ADMINISTRATOR/PLANNING MANAGER

PRINT NAME: _____

ATTESTED BY: _____

CITY CLERK OF THE CITY OF PALM COAST

PRINT NAME: _____

Sample Language for City Engineer:

CERTIFICATE OF APPROVAL BY CITY ENGINEER:

THIS IS TO CERTIFY THAT ON THE _____ DAY OF _____, 20____, THIS PLAT WAS APPROVED.

BY:

CITY ENGINEER _____

PRINT NAME: _____

Sample signature block for County Clerk:

CERTIFICATE OF CLERK

I HEREBY CERTIFY THAT THE FOREGOING PLAT WAS FILED FOR RECORD ON THE _____ DAY OF _____, 20____ at _____ FILE NUMBER _____

BY: _____

CLERK AND EX-OFFICIO CLERK TO THE BOARD OF COUNTY COMMISSIONERS FLAGLER COUNTY, FLORIDA".

PRINT NAME: _____