



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

APPLICATION SUBMITTAL CHECKLIST

Special Exception*

1. Application completed
2. For an owner's representative - Authorization Letter – if applicable
3. Proof of land ownership: Deed or title document that verifies owner of record
4. Traffic Report or Statement
5. Survey – Current (within one year) signed and sealed – if applicable for project
6. Cover Letter addressed to “Members of the Planning and Land Development Regulation Board” that provides information justifying the request and demonstrate compliance with Land Development Code subsections 2.05.05 and 2.07.03.
7. Conceptual Site Plan (see requirements on submittal checklist)
8. List of names, mailing addresses, and parcel identification numbers of all abutting property owners
9. For projects along State Roads, FDOT comments and conditions may be required.
10. Optional exhibits may be submitted.
11. Other materials and documents requested by the Project manager shall accompany the application.