



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

## **APPLICATION CHECKLIST**

### **SUBDIVISION MASTER PLAN\***

1. Application completed
2. Authorization Letter properly signed and notarized
3. Corporate Identity form properly signed and notarized
4. Neighborhood Meeting Documents (as applicable)
5. Title Document – Current (within six months) that verifies the owner of record
6. Boundary Survey – Current (within one year) signed and sealed
7. List of proposed street names
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. Site Data table on plan that contains information on submittal checklist
11. Conceptual Grading Plan (Not less than 1"=100')
12. Conceptual Utility Plan (Not less than 1"=100')
13. Conceptual Landscape Plan (Not less than 1"=100')
14. Conceptual Architectural Plan (Required for Townhouse projects)
15. Recreation Plan (Residential Subdivisions only)
16. Cultural Resources Report
17. Environmental Assessment Report
18. Traffic Report or Statement