



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

APPLICATION CHECKLIST

Preliminary Plat*

1. Application completed
2. Preliminary Plat submittal checklist
3. Authorization Letter properly signed and notarized
4. Corporate Identity form properly signed and notarized
5. Neighborhood Meeting Documents (as applicable)
6. Copy of School Planning and Concurrency Application uploaded to application. (The original has to be provided to the Planning Division.)
7. Title Opinion – Current (within six months)
8. Boundary Survey – Current (within one year) signed and sealed
9. Plat of Proposed Subdivision (see submittal checklist and [plat submittal tips](#) for requirements)
10. Closure Report (Surveyor Report)
11. Construction Plan (no greater than 1"=50') (see submittal checklist for All Plan requirements)
12. Grading, Drainage and Erosion Control Plan (no greater than 1"=50')
13. Utility Plan (no greater than 1"=50')
14. Landscape Plans (no greater than 1"=50')
15. Irrigation Plan (no greater than 1"=50')
16. Street Lighting Plan (no greater than 1"=50')
17. Architectural Plans (Required for Townhouses)
18. Recreation Plan (Residential Subdivisions only)
19. Stormwater Calculation Report
20. Master Stormwater System "letter of authorization"
21. Environmental Assessment Report
22. Cultural Resource Report
23. Traffic Report/Statement
24. List of street names

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

V1 – 10/2025