



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

APPLICATION CHECKLIST

TECHNICAL SITE PLAN*

1. Application properly completed, signed and notarized
2. Technical Site Plan submittal checklist
3. Authorization Letter properly signed and notarized (if required)
4. Corporate Identity form properly signed and notarized
5. Neighborhood Meeting Documents (as applicable)
6. Title Document – Current (within six months) that verifies the owner of record
7. Boundary Survey – Current (within one year) signed and sealed
8. Cover Sheet with required items from submittal checklist
9. Site Plan (Not less than 1"=40')
10. Grading, Drainage and Erosions Control Plans (Not less than 1"=40')
11. Utility Plan (Not less than 1"=40')
12. Landscape Plan (Not less than 1"=40')
13. Lighting Plans
14. Architectural Plans
15. Signage Plans
16. Stormwater Calculations
17. Cultural Resources Report
18. Environmental Assessment Report
19. Traffic Report or Statement (required if PLDRB threshold is met)
20. Additional items as required by the Project Manager for a particular use. (ie. Telecommunication Towers)