



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

## **APPLICATION SUBMITTAL CHECKLIST**

### **Variance\***

1. Application filed by property owner
2. For an owner's representative - Authorization Letter – if applicable
3. Title Opinion (current within six months)
4. Survey – Current (within one year) signed and sealed
5. Scaled plan depicting
  - Property boundaries
  - Streets
  - Easements
  - Location, dimensions and setbacks for all existing and proposed structures
  - Intended use
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. List of names, mailing addresses, and parcel identification numbers of all abutting property owners
8. Optional exhibits may submitted. (I.e. Letters from neighboring property owners in support, photos, etc.)