

City of Flagler Beach
PO Box 70 - 105 South 2nd Street
Flagler Beach, Florida 32136
Phone (386) 517-2000 Fax (386) 517-2016

FINAL SITE PLAN

APPLICATION

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
Submittal Requirements	1
Site Plan Review Application	2
Owner Authorization	3
General Information	4
Project Description	5 - 6
Existing Conditions	7 - 8
Site Plan Review Checklist	9 - 12

SITE PLAN REVIEW SUBMITTAL REQUIREMENTS

Note:

- *A Pre-submittal meeting is required ith City Staff.*
- Application for Site Plan requires appointment with Planning and Zoning Director prior to meeting cut off date. Please call (386) 517-2000 ext. 230
- Application will **not** be accepted unless all required documents are completed.

Required Documents:

- Twelve (12) sets of all required documents.
- Site Plan Application
- Application Fee (payable to the City of Flagler Beach)
- Warranty Deed
- Survey
- Surrounding Land Use
- Location Map
- Site Plan
- Building Elevations
- Landscape Plan
- Lighting Plan
- Water, Sewer, Paving and Drainage Plan

SPR#: _____ DATE FILED: _____

FINAL SITE PLAN APPLICATION

PROJECT TITLE: Legacy Pointe Cottages

PROJECT ADDRESS: 2401 Leslie Street, Flagler Beach

Subdivision: _____ Block: 00D0 Lot(s): 0050

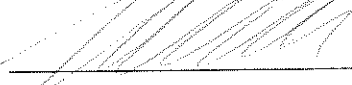
TAX MAP NUMBER: 11-12-31-0650-0050 **ZONING DISTRICT:** GC

OWNERS INFORMATION:

OWNERS NAME: ALT Homes, LLC ; TJ McNitt, Manager

ADDRESS: 3371 N State Street, Unit 1 Bunnell, FL 32110

PHONE NUMBER: 386-356-0020 & 904-710-2397 FAX NUMBER: _____

SIGNATURE OF OWNER: 

APPLICANTS INFORMATION:

APPLICANTS NAME (IF OTHER THAN OWNER): _____

ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

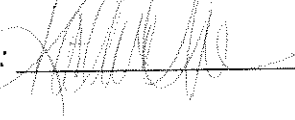
SIGNATURE OF APPLICANT: _____

REPRESENTATIVE:

NAME: Katie Crooke

ADDRESS: 3371 N State Street, Unit 1 Bunnell, FL 32110

PHONE NUMBER: 386-356-0020 & 904-710-2397 FAX NUMBER: _____

SIGNATURE OF REPRESENTATIVE: 

PROPERTY OWNER AUTHORIZATION

FOR USE WHEN APPLICANT IS NOT THE OWNER OF SUBJECT PROPERTY:

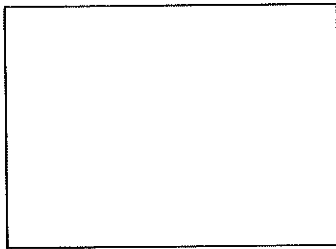
Property Address: _____

Parcel ID: _____

This is to certify that I am the owner of the subject property described above and that I authorize: (PRINT NAME) _____ to make and file the aforesaid application for site plan review.

OWNER'S SIGNATURE: _____
PRINT OWNER'S NAME: _____

Sworn to and subscribed before me this _____ day of _____, 20_____.
Personally known to me or produced identification: _____ (type)
Notary Public: _____ My commission expires: _____



Notary Seal



FINAL SITE PLAN

General Information

A. Pre-Submittal Meeting:

It is recommended that the applicant meet with City Staff once it has been determined that Final Site Plan Application is required. Staff will meet with the applicant to discuss any questions regarding plan proposals, City processes, deposits, fees, and requirements listed on the Final Site Plan Application Checklist.

B. Site Plan Submittal:

Once the application is submitted, City Staff will review the application for completeness. Unless otherwise determined, all items on the checklist must be completed prior to scheduling for a formal hearing date.

C. Site Plan Processing and Review:

City Staff may forward your plans to other review agencies as deemed necessary. The timeframe for other agency review may require approximately three weeks to complete. Upon receipt of other agency review, City Staff will contact the applicant to resolve any outstanding issues. A document will be prepared and forwarded to the applicant indicating the requirements and conditions of approval for the project. The correspondence will include comments from the respective agency involved in the review of the project plans.

D. Receipt/Review of Comments by Applicant:

It is recommended the applicant and/or his representative(s), contact city Staff to discuss any issues requiring modification or meeting code compliance standards. City Staff can facilitate a meeting(s) between the applicant(s) and participating agencies to clarify outstanding issues.

E. Application Hearing Process

Once all Final Site Plan application issues have been resolved and the application is deemed acceptable by City Staff, the application will be scheduled for the next timetabled Planning and Architectural Review Board (PARB) hearing.

The PARB is an advisory board that reports directly to the City Commission. The Board is comprised of City of Flagler Beach residents appointed by the City Commission. The Board's responsibility upon hearing all facts is to provide to the City Commission a recommendation of approval, denial, or an approval with conditions. The Board may also table an application an application for just cause.

FINAL SITE PLAN
PROJECT DESCRIPTION

PRINT OR TYPE INFORMATION

- A.** Provide a detailed description of the proposed project:

22 Coastal cottages that will be long term rentals. All units will be 2 bedroom and
1 bathroom.

- B.** Provide the lot size (parcel) and square footage of all building(s):

Lot size = 3.159 acres. All buildings = 17,248 sf

- C.** Provide the size, height and proposed use of each building:

Size = 784 sf. Height = 1-story, 14.25 feet peak roof

- D.** Provide a detailed description of the following:

Exterior finish and color: Combination of coastal colors. Finishes = lap siding, stucco, board & batten
Roof material and color: Shingles. Dark color

- E.** Indicate the project floor area ratio or lot coverage (if applicable):

0.125 or 12.5%

- F.** Provide the total number of:

Required on-site parking spaces: 44

Proposed on-site parking spaces: 44

Required on-site Handicapped parking spaces: 2

Proposed on-site Handicapped Parking spaces: 2

- G.** Any off-site parking spaces proposed? If yes, describe number, location, and distance from proposed project location:

N/A

H. Will project be accomplished in phases? If Yes, describe phasing plans and timeframe:

No

I. Describe the nature of any tree and native vegetation removal, if applicable:
Site shall be cleared and grubbed of all vegetation and debris within construction limits.

Debris removed to landfill. Trees may be logged or mulched for off site disposal.

J. If a Commercial use, describe the operational characteristics of the development (proposed hours of operation, any unique characteristics of the proposed use.

N/A

K. Provide other pertinent information regarding the proposed development:

N/A

Site Plan Review

EXISTING CONDITIONS

A. Describe all previous uses or activities on the site:
Vacant land.

B. Describe all existing structures on the site in terms of their use, construction type, height, density, and size:
No existing structures.

C. Describe the project site as it presently exists before the project in terms of:

- Site topography:

EL 11.5 to EL 6.0. Site drains to existing stormwater pond.

- Plant life (existing trees, vegetative cover):

Cedar, cherry, elm, hackberry, magnolia, maple, oak and sweet gum trees.

83 existing trees total. 60 to be removed and 23 to be saved.

- Soil conditions:

Myakka-Myakka, wet fine sands.

- Historic or cultural resources (if applicable):

N/A

D. Describe the land use and zoning of surrounding properties within 200 feet of project location:

North:

Zoned GC - Consisting of vacant land & commercial businesses.

South:

Zoned MDR - Flagler Beach Villas

East:

Zoned SFR - Single Family Homes

West:

Zoned HC - Store fronts and gas station

FINAL SITE PLAN APPLICATION CHECKLIST

Note: All plans submitted with the application must be folded and stapled to standard notebook size.

1. SURVEY

The survey shall be based on current title work and shall be reflected as such on the survey. The following information is required:

- Angles and bearings, including utility poles catch basins, manholes, fire hydrants and water, sewer lines.
- Natural features (topography: existing and proposed contours and/or spot grades).
- The location of buildings, including the location & size of berms & walls.
- Location of light poles & fire hydrants.
- Location of underground facilities.
- Location of intersections, sidewalks, driveway, curbs and streets.
- Abutting and internal streets and their widths
- Easements and/or dedications with O.R. Books and Page Number provided.
- If site has wetlands, provide applicable permits from outside permitting agencies. Indicate wetlands jurisdiction line and required buffer.
- Provide a tree survey showing location of existing trees. Overlay all existing trees on the site plan.

2. SURROUNDING LAND USE

The following information is required on an aerial photograph of property within 200 ft. of the subject property.

- Identification of land use and zoning.

3. LOCATION MAP

Provide on the cover sheet.

4. SITE PLAN

The following information is required on the site plan:

Note: Drawn to a regular engineering scale (i.e. 1 inch = 10 feet, 1 inch = 20 feet, but no larger than 1 inch = 40 feet) and plotted on a sheet no larger than 24 by 36 inches in size.



Parcel boundaries and dimensions.



Title Block:

1. Development's name
2. Site address
3. Scale
4. North arrow
5. Legend
6. Site Acreage
7. Name and address of the Developer and the designer of the plans.
8. Date
9. Legal Description of subject property.

Building footprints.

Dimensions for **all** proposed improvements.



Street improvements (curb, lane striping, sidewalks, fire hydrants, street lights, etc.).



Dedicated rights of ways and street names.



Pedestrian Facilities.



Points of access in driveways.



Parking lots, including circulation patterns.



Walls, fences and retaining walls, including height and materials (on and adjacent to site).



Dumpster enclosures, including height and screening materials.



Drainage facilities (on an adjacent to site).



Minimum setback lines.



Dimensions between building(s) and all perimeter uses.



Open space and parks (if applicable).



Phase lines if the development will be built in stages.



Site Plan Summary to include:

- Total site area
- Indicate pervious/impervious land coverage
- Required vs. proposed parking spaces

5. BUILDING ELEVATIONS

Building elevations must be drawn for all sides of the building to an architectural scale (1/4 inch = 1 foot is preferred).



The height of the building is measured from grade to the top of the roof for a flat roof, or from grade to the mean height between the eave and the ridge for pitched roofs.



Elevations for all sides of all structures as they will appear upon completion.



Building materials and finishes for all exterior surfaces, including roofs.



Color of all exterior surfaces, including roofs.

6. **WATER, SEWER, PAVING AND DRAINAGE PLANS**

Water, sewer, paving and drainage plans and calculations for all parking lots, driveways, and other large paved and unpaved area, and the direction of drainage.

- On-site drainage provisions.
- Delineate retention facilities and disposition of storm water.
- Delineate the direction of drainage flow.
- Location and finished elevation of swales.
- Location of manholes, swales and catch basins.
- Provide written approval from the St. Johns Water Management District (if applicable).
- Water and sewer availability (application form provided).

7. **LANDSCAPE PLAN**

Landscape plans must be drawn to the same scale as the site plan. For simple site plans, the landscape plan can be made part of the site plan. All landscape plans must include or show the following information:

- Signed and sealed landscape plans, including detail and specifications on plant material.
- The location, size and species of all proposed plantings.
- Existing trees which are being used to offset landscape requirements.
- Groundcover for all landscaped or disturbed areas.
- Landscaping calculations for parking areas per code.
- Irrigation system, including lines.
- If applicable, retaining walls with landscape treatment.
- Buffer areas and specific landscape treatment.
- Indicate any overhead power lines.
- Lift stations, dumpsters, and transformer vaults with landscape treatments.

8. **SITE LIGHTING PLAN**

All lighting plans must include or show the following information:

- The location of all existing and proposed exterior light fixtures (can be included on the landscape plan).

9. **PRELIMINARY SIGNAGE PLAN**

All preliminary signage plans must include or show the following information:

- The location of all existing and proposed signage (can be included on the site plan and/or landscape plan).



Drawings showing the size, copy, materials, illumination, and general design/layout of all proposed signs.

10. OTHER DESIGN FEATURES (IF APPLICABLE)



Awnings (material, design and color).



Address, directory signs.



Walkway treatment or pavers.



Other _____