



# APPLICATION CONCEPTUAL SITE DEVELOPMENT PLAN

Building and Planning Dept.  
PO Box 70 – 700 South Daytona Ave.  
Flagler Beach, Florida 32136  
Phone (386) 517-2000 Fax (386) 517-2016

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## APPLICATION CONCEPTUAL SITE DEVELOPMENT PLAN

### SITE PLAN REVIEW SUBMITTAL REQUIREMENTS

Note:

- *A Pre-submittal meeting is required with City Staff.*
- Application for Site Plan requires appointment with City Planner prior to meeting cut off date. Please call (386) 517-2000 ext. 231
- Application will **not** be accepted unless all required documents are submitted and complete.

Required Documents:

- Conceptual Site Development Plan Application
- Ten (10) sets of required documents (11"x17").
- Application Fee - \$150.00 (*payable to the City of Flagler Beach*)
- Warranty Deed
- Survey
- Surrounding Land Use
- Location Map
- Site Development Plan
- Building Elevations

CSP#: \_\_\_\_\_ DATE FILED: \_\_\_\_\_

**PROJECT TITLE:**

Ocean Palm Golf Course Renovation

**ADDRESS:** 3600 S. Central Ave., Flagler Beach, FL 32136

Subdivision: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

**TAX PARCEL NUMBER(S):** 29-12-32-0000-01010-0000 & 29-12-32-0000-01010-0010


**ZONING DISTRICT:** REC (Recreation) & MDR ( Medium Density Residential )

**OWNER INFORMATION:**

OWNERS NAME: City of Flagler Beach (Dale Martin, City Manager)

ADDRESS: PO Box 70, Flagler Beach, FL 32136

PHONE NUMBER: (386) 517-2000, Ext. 222 FAX NUMBER: (386) 517-2008

SIGNATURE OF OWNER: 

**APPLICANTS INFORMATION:**

APPLICANTS NAME (IF OTHER THAN OWNER): Jeff Ryan jeff ryan

ADDRESS: 12 Bishop Lane, Palm Coast, FL 32137

PHONE NUMBER: (305)393-3420 FAX NUMBER: \_\_\_\_\_

SIGNATURE OF APPLICANT: 

**REPRESENTATIVE:**

NAME: Regina Brachna, EI

ADDRESS: 3903 Northdale Blvd., Suite 115E, Tampa, FL 33624

PHONE NUMBER: (813) 549-3740 FAX NUMBER: \_\_\_\_\_

SIGNATURE OF REPRESENTATIVE: 



## PROPERTY OWNER AUTHORIZATION

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

Property Address: 3600 S. Central Ave.  
Flagler Beach, FL 32136

Parcel ID: 29-12-32-0000-01010-0000 & 29-12-32-0000-01010-0010

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

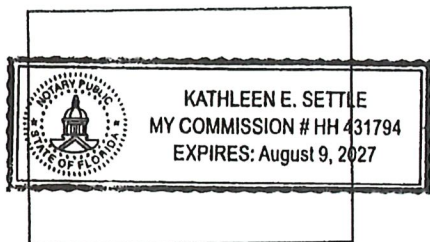
OWNER'S SIGNATURE: \_\_\_\_\_

PRINT OWNER'S NAME: Dale Martin

Sworn to and subscribed before me this 31st day of July, 2024.  
Personally known to me or produced identification: \_\_\_\_\_ (type)

Notary Public: \_\_\_\_\_

My commission expires: 8/9/2027.



Notary Seal

## *General Information*

### CONCEPTUAL SITE DEVELOPMENT PLAN APPLICATION

A. Pre-Submittal Meeting:

It is required that the applicant meet with City Staff prior to electing to submit a Conceptual Development Plan application. Staff will meet with the applicant to discuss any questions regarding plan proposals, City processes, fees, and requirements listed on the Conceptual Development Plan Application Checklist.

B. Application 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 a Planning and Architectural Review Board hearing date.*

C. Application Hearing Process

Once any issue related to the application 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) meeting.

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 and authority as it relates to the Conceptual Site Development Plan application is as follows:

Purpose –

1. To provide comments and concerns related to all aspects of the proposed development within the context of compliance with the adopted requirements and development standards outlined in the Land Development Code.
2. To facilitate the Final Site Plan approval process should the applicant elect to proceed.

## PROJECT DESCRIPTION

### PRINT OR TYPE INFORMATION

- A. Provide a detailed description of the proposed project:  
The proposed project will consist of an expansion of the existing parking lot, construction of a new clubhouse, and regrading of the existing Ocean Palm Golf Course.
- B. Provide the lot size (parcel) and square footage of all building(s):  
Parcel Size: 39.99 AC & 2.94 AC  
Building: 15,000 SF (30,000SF Gross Floor Area)
- C. Provide the size, height and proposed use of each building:  
Size: 15,000 SF (30,000SF Gross Floor Area)  
Height: Slight pitched roof 30 ft peak 28 ft mean. Sides at 26 ft approx.  
Proposed Use: Golf Shop, Clubhouse, & Restaurant
- D. Provide a detailed description of the following:  
  
Exterior finish and color: TBD  
Roof material and color: TBD
- E. Indicate the project floor area ratio or lot coverage (if applicable):  
Clubhouse: 30,000 SF GFA = 0.69 AC / 42.93 AC = .016
- F. Provide the total number of:  
  
Required on-site parking spaces: 92(See attached Parking Statement)  
Proposed on-site parking spaces: 90 Regular & 23 Golf Cart = 113  
Required on-site Handicapped parking spaces: 4  
Proposed on-site Handicapped Parking spaces: 4
- 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:  
N/A
- I. Describe the nature of any tree and native vegetation removal, if applicable:  
The site has palm trees and the invasive Brazilian pepper tree. If there is to be removal, it will be one of those two species.



- J. If a Commercial use, describe the operational characteristics of the development (proposed hours of operation, any unique characteristics of the proposed use. The operational characteristics of the site are maintaining what is existing out there. The golf course will be operational during daylight hours.

- K. Provide other pertinent information regarding the proposed development:

### *EXISTING CONDITIONS*

- A. Describe all previous uses or activities on the site:  
This site is currently used an executive golf course with a clubhouse and restaurant.

- B. Describe all existing structures on the site in terms of their use, construction type, height, density, and size:  
The existing structures on site are the clubhouse and golf cart maintenance shed.

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

- Site topography:  
The site is relatively flat. See attached survey.
- Plant life (existing trees, vegetative cover):  
Palm Trees and Brazilian Pepper Trees
- Soil conditions:  
The site is very sandy and contain hydrologic soil group A.

- Historic or cultural resources (if applicable):

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

North:

SFR - Single Family Residential (R4)

South:

MDR - Medium Density Residential

East:

SFR- Single Family Residential (R1) & MDR - Medium Density Residential

West:

SFR - Single Family Residential (R4) & MDR - Medium Density Residential

#### -----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:

- ☐ Boundary survey

**NOTE:** ALL SITE PLAN RELATED DOCUMENTS TO BE SUBMITTED ON PLAN SHEETS NO LARGER THAN 11"X17".

3. **LOCATION MAP**

4. **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. Name and address of the Developer and plan(s) designer.
  7. Date

Building footprint(s).

Dimensions - all proposed improvements.

- ☐ Street improvements (if applicable)
- ☐ Adjacent rights of ways and street names.
- ☐ Pedestrian Facilities.
- ☐ Driveways - points of access.
- ☐ Parking lots, including circulation patterns.
- ☐ Walls, fences and retaining walls, including height and materials
- ☐ Trash/Dumpster location, including screening material(s) and height.
- ☐ Drainage structures (if applicable).
- ☐ Minimum setback lines.
- ☐ Dimensions between building(s) and all perimeter uses.
- ☐ Open space and parks (if applicable).
- ☐ Phase lines (if applicable).
- ☐ Site Plan Summary to include, but not limited to:
  - Total site area
  - 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 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. PRELIMINARY LANDSCAPE PLAN (OPTIONAL))

- ☐ Proposed landscape program.
- ☐ Walls, fences, screening materials (characteristics)
- ☐ Buffer areas and specific landscape treatment.
- ☐ landscape treatment (if applicable) – e.g. dumpsters, transformer vaults, lift stations, etc.

## 9. PRELIMINARY SIGNAGE PLAN (OPTIONAL)

- ☐ Sign type, location, characteristics of existing/proposed.

**10. OTHER DESIGN FEATURES (IF APPLICABLE)**

- ☐ Awnings (material, design and color).
- ☐ Address, directory signs.
- ☐ Hardscape features (e.g. pavement, walkway treatment, etc.)
- ☐ Other \_\_\_\_\_