



City of Flagler Beach

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

APPLICATION

CONCEPTUAL SITE DEVELOPMENT PLAN

TABLE OF CONTENTS

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

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:

- Conceptual Site Development Plan Application
- Twelve (12) sets of all 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 (identifying all proposed improvements)
- Building Elevations (proposed color(s), materials, finishes)

CPR#: _____ DATE FILED: _____

PROJECT TITLE: Legacy Pointe Cottages

ADDRESS: XXX Leslie St Flagler Beach FL 32136

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

TAX PARCEL NUMBER(S): 11-12-31-0650-00D0-0050

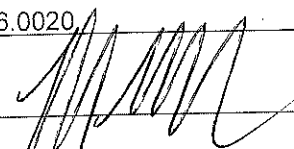
ZONING DISTRICT: 21

OWNER INFORMATION:

OWNERS NAME: ALT HOMES LLC; TJ MCNITT

ADDRESS: 3371 N STATE ST UNIT 1 BUNNELL FL 32110

PHONE NUMBER: 386.356.0020 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 ST UNIT 1 BUNNELL FL 32110

PHONE NUMBER: 386.356.0020 FAX NUMBER: _____

SIGNATURE OF REPRESENTATIVE:  _____

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:

TO CONSTRUCT A RESIDENTIAL RENTAL COMMUNITY THAT CONSISTS OF 22 "TINY" COASTAL COTTAGES.

ALL UNITS WILL BE 2 BEDROOMS, 1 BATH

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

LOT SIZE: 3.16 TOTAL ACRES

SF EACH BUILDING: 784SF

SF OF ALL 22 BLDGS.: 17,248SF

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

25' X 32'4" X 8 - ROOF 12/6

EACH UNIT SERVES AS A LONG TERM RESIDENTIAL RENTAL "HOME"

- D. Provide a detailed description of the following:

Exterior finish and color: UNITS WILL HAVE DIFFERENT FINISHES THAT CONSIST OF LAP/PANEL SIDING; TEXTURED FINISH SUCH AS CEMENT BOARDING/STUCCO VARIETY OF COASTAL COLORS

Roof material and color: SHINGLES; DARK COLOR

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

- F. Provide the total number of:

Required on-site parking spaces: 33

Proposed on-site parking spaces: 41

Required on-site Handicapped parking spaces: 1

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:

NO

- 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 & GRUBBED OF ALL VEGETATION AND DEBRIS WITHIN THE APPROXIMATE LIMITS OF CLEARING AS INDICATED IN THE DRAWING. ALL REMOVED MATERIAL SHALL BE HAULED OFF SITE TO AN APPROVED 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.

NA

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

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:

NA

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

- Site topography:

- Plant life (existing trees, vegetative cover):

CURRENTLY RECORDED ON SITE ARE APPROXIMATELY 82 TREES CONSISTING OF CEDAR, CHERRY, EL, HACKBERRY,

MAGNOLIA, MAPLE, OAK, AND SWEET GUM.

• Soil conditions:

SITE CONSISTS OF (11) MYAKKA-MYAKKA, WET, FINE SANDS, 0 TO 2 PERCENT SLOPES

• Historic or cultural resources (if applicable):

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

North:

ZONES GC - CONSISTING OF VACANT LAND AND BUSINESSES

South:

ZONES MDR - FLAGLER BEACH VILLAS

East:

ZONED - SFR - SINGLE FAMILY HOMES

West:

ZONED HC - STORE FRONTS AND GAS STATION

-----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. Site Acreage
 7. Name and address of the Developer and the designer of the plans.
 8. Date
- ☐ Building footprints.
- ☐ Dimensions - all proposed improvements.
- ☐ Street improvements (IF ANY)
- ☐ 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
- ☐ Dumpster enclosures, including height and screening materials.
- ☐ Drainage facilities.
- ☐ 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. PRELIMINARY CONCEPTUAL LANDSCAPE PLAN

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

9. **PRELIMINARY SIGNAGE PLAN**

- ☐ The location of existing and proposed signage.

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

- ☐ Awnings (material, design and color).
- ☐ Address, directory signs.
- ☐ Walkway treatment or pavers.
- ☐ Other _____