

**Planned Unit Development**

**APPLICATION INFORMATION PACKET**



**City of Flagler Beach  
P.O. BOX 70-----105 S. 2<sup>ND</sup> STREET  
FLAGLER BEACH, FL 32136  
Phone (386) 517-2000. Fax (386) 517-2016**

# PUD Application

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## GENERAL PROCEDURES FOR PUD APPROVAL

This section includes general procedures for application submittal and review, and specific submittal requirements for applications that require review in accordance with Appendix A of the adopted Land Development Regulations.

### GENERAL PROCEDURES FOR APPLICATION SUBMITTAL AND REVIEW

This section includes general procedures for application submittals and reviews.

#### **A. Pre-application**

Prior to submitting an application the developer shall submit a concept plan of the entire parcel.

#### **B. Application and Fees** (See Fee Schedules – page 5)

A request to establish a PUD shall be initiated in accordance with payment of appropriate fees as referenced in Section 8.02.02 of Appendix A, Land Development Regulations and by filing an application as referenced in Section 2.07.03 inclusive of all required supplemental information.

#### **C. Setting the Matter for Hearing(s)**

Unless otherwise permitted by the City Manager and/or his designee, the application shall be set for a hearing in accordance with the format established in Section 2.07.03.1 – *Concept Plan*, Section 2.07.03.2 – *Preliminary Plan*; Section 2.07.03.3 – *Final Plan*. Said hearing schedule, hearing date, requests for continuances and reopening of hearings shall be done in accordance with Section 2.07.03. Concept Plan process – See Section 2.07.03.1: Note – *No fees, no formal application required.*

PARBOARD review – written comments to City Commission.  
City Commission review for comments.

Preliminary Plan Process-See Section 2.07.03.2: Note - *Completed application, all fees paid, required.*

Preliminary Plan Submittal:

#### ◆ Site Plan/Written Development Agreement

PARBoard review – comments/recommendations to City Commission.  
City Commission – approve/disapprove (if approved authorize legal advertisement for PUD rezoning).

#### ◆ Preliminary Plan Review:

PARBoard – comments/recommendations to Board of Adjustment.  
Board of Adjustment – review/comments to PARBoard.  
PARBoard – review/comments to the City Commission.  
City Commission – approve/disapprove plan (see 2.07.03.2 c. (3) City Commission).

Final Plan Process – See Section 2.07.03.3:

City Department(s)/PARBoard – No comments within thirty (30) days, plan forwarded to City Commission.  
City Commission – Review and take action within thirty (30) days after scheduled on a commission agenda.

#### **D. Staff Reports**

A staff report shall be filed upon formal submittal, summarizing the recommendation of the department and other governmental agencies deemed essential.

## SUBMITTAL REQUIREMENTS

1. Fee Payment – as referenced in Section 8.02.02 of the Land Development Regulations.
2. Application – as referenced in Section 8.01.03.
3. Public Notice – in accordance with Sections 8.01.02 and 8.01.03.

**Please Note: A Public Hearing will not be scheduled until the Staff review is complete.**

4. CONCEPT PLAN REQUIREMENTS (See Section 2.07.03.1 Land Development Regulations)

The concept plan and supporting data sheets shall include:

- Vicinity location map of the site
- Current zoning
- Legal description
- Boundaries of tract
- Total acreage in tract
- General proposed land use areas
- Approximate height, location, character, and density of dwelling units and other structures
- Tentative street layout; approximate rights-of-way alignment and widths;
- Sites for schools, parks, and other public uses (if applicable)
- Existing structures (if applicable)
- Source of water supply and method of sewage disposal
- Other appropriate information to make a schematic presentation of the development plan

**Note: No development approval is given at the concept plan stage; however, the Planning and Architectural Review Board shall submit a copy of the concept plan and the board's written comments to the City Commission for their comments.**

5. Preliminary Plan Requirements: (See Section 2.07.03.2 Land Development Regulations)

- Ten (10) copies of a site plan
- Written development agreement (10 copies) consisting of information as outlined below

**Preliminary site plan exhibits.** The site development plan shall consist of the following information or supporting data thereto:

- (1) Name of project and name, address and telephone number of the developer and professional project engineers, architects, and planners;
- (2) Date plan was drawn, scale, and north arrow;
- (3) Names and location of adjoining streets and names of abutting property owners;
- (4) Legal description of property, property boundaries, and all existing streets, buildings, railroads, bulkhead lines, easements, and other important features in or adjoining the property;
- (5) Wooded areas, wetland areas, dunes, one hundred-year floodplain area, marshes, watercourses, ponds, and other similar conditions affecting the site;

- (6) Topography of the site at a one-foot contour interval based on mean sea level data;
- (7) Natural drainage patterns;
- (8) Purpose, location, acreage, and percent of each proposed land use;
- (9) Tabulation of densities according to proposed dwelling type;
- (10) Proposed street rights-of-way, pavement widths access and traffic flow into, out of, and within the development and particularly demonstrating how vehicular traffic will be separated from pedestrian and other types of traffic;
- (11) Major contour changes, or any artificially created water body or natural water bodies or courses that will be altered;
- (12) Such other additional material, maps, studies, or reports which the city commission feels are necessary to determine that the PUD complies with applicable standards and guidelines of those regulations.

b. Written development agreement:

The development agreement, along with the site development plan, shall govern the development of the PUD and shall regulate the use of the land regardless of ownership. The development agreement shall contain the following information:

- (1) Statement and evidence of unified ownership and control;
- (2) Statement agreeing to:
  - (a) Proceed with the proposed development according to all of the PUD regulations;
  - (b) Provide agreements, contracts, deed restrictions and sureties acceptable to the city attorney for completion of the development phase for the continuing operation and maintenance of such areas, functions, and facilities as are not to be provided, operated, or maintained at public expense; and
  - (c) Bind their successors in title to any commitments made under subsections (a) and (b) preceding.
- (3) Tabulation of percentages of land devoted to the several dwelling types, streets, recreational uses, parks, open space, or other uses;
- (4) Tabulation of densities by proposed dwelling types;
- (5) Building heights;
- (6) Building spacing;
- (7) Building floor area and dimensions;
- (8) Yard areas and buffers;
- (9) General statement regarding the feasible disposition of sanitary waste and stormwater together with proposed arrangement for potable water;

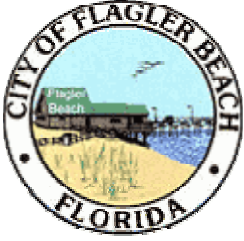
- (10) Statement of proposed arrangements for maintenance of common open space and common facilities;
- (11) Where PUD is planned for development over a period of years, a schedule showing the proposed time within which final approval of each phase of the PUD is intended to be requested;
- (12) A development schedule indicating:
  - a. Approximate starting construction date;
  - b. Stages in which elements of the project shall be implemented;
  - c. Estimated cost of each phase;
  - d. Approximate completion dates of each phase.
- (13) The substance of covenants, grants or easements, or other restrictions proposed to be imposed upon the use of lands, buildings, and structures together with proposed easements or grants for PUBLIC utilities;
- (14) Such other information which the Planning and Architectural Review Board and City Commission feel is necessary to determine that PUD complies with applicable standards and guidelines of these PUD regulations;

6. Preliminary Plan Review: (See Section 2.07.03.2 Land Development Regulations)

- (1) Planning and Architectural Review Board - After the building official has determined that all of the required information has been prepared and is shown either on the site development plan or development agreement, the planning and architectural review board shall have thirty (30) working days to review the plan in accordance with Section 2.06.00 and 2.07.00, hold a public hearing, and provide comments for review by the Board of Adjustments. After the Board of Adjustments has determined that all of the required information on the site development plan or development agreement is in conformance with Section 2.06.01 of this ordinance, the Planning and Architectural Review Board shall have thirty (30) working days to review the plan, hold a public hearing, and provide comments for review by the City Commission.
- (2) Board of Adjustments - After the Planning and Architectural Review Board has determined that all of the required information on the site development plan or development agreement is in conformance with Sections 2.06.00 and 2.07.00 of this ordinance, the Board of Adjustments shall have thirty (30) working days to review the plan in accordance with Section 2.06.01 of this ordinance, hold a public hearing, and provide comments for review by the Planning and Architectural Review Board.
- (3) City Commission - The preliminary plan shall be approved or disapproved by the city commission within thirty (30) working days after the city commission reviews the preliminary plan and the Planning and Architectural Review Board's comments and holds a public hearing. Approval of the preliminary plan shall be indicated by the signature of the Mayor and Chairman of the commission and attested by the City Clerk. If the preliminary plan is disapproved, the reasons for disapproval shall be specified in writing. The applicant may elect to change the preliminary plan in accord with the commission's conditions. The developer's agreement to such changes must be in writing to the commission and appropriate amendments must be made to the preliminary site development plan and development agreement within one hundred twenty (120) days after the commission meeting and before submitting a final plan.

7. Final Plan. Requirements (See Section 2.07.03..3 Land Development Regulations)

- (1) Such drawings, specifications, covenants easements, conditions and form of performance bonds as were specified in the written resolution.
- (2) All required state and federal permits, if applicable.
- (3) Engineering plans and drawings for water, sanitary sewers and storm sewer system to include size, cross-section and profiles.
- (4) Detailed site plan showing building locations, landscaping, parking areas, vehicular parking spaces, access drives and other site information as required by the planning department.
- (5) Written development agreement – Final form which shall contain all revisions as part of the preliminary plan review and copies of necessary state and federal permits.



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**Phone (386) 517-2000 Fax (386) 517-2016**

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**PUD Application**

**TITLE CERTIFICATE WILL BE REQUIRED AS PROOF OF OWNERSHIP**

PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION:

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NUMBERS: WORK: \_\_\_\_\_ CELL \_\_\_\_\_ FAX \_\_\_\_\_

APPLICANTS RELATION TO SUBJECT PROPERTY: \_\_\_\_\_

LEGAL DESCRIPTION OF SUBJECT PROPERTY (Attach if necessary): \_\_\_\_\_

PRESENT ZONING: \_\_\_\_\_ REQUESTED ZONING \_\_\_\_\_

**STATE OF FLORIDA**, County of Flagler

Subscribed and Sworn to (or affirmed) before me by \_\_\_\_\_

SIGNATURE OF PETITIONER

\_\_\_\_\_  
PETITIONER'S NAME (Print/Type)

\_\_\_\_\_  
ADDRESS (Street, City) & Phone Number

This \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ . Who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Commission Number & Expiration

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

**FOR USE WHEN APPLICANT IS THE OWNER OF SUBJECT PROPERTY**

This is to certify that I am the owner in fee simple of subject lands described above in the Petition for Rezoning.

**STATE OF FLORIDA,**  
County of Flagler

Subscribed and Sworn to (or affirmed) before me by

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
OWNER'S NAME (Print/Type)

\_\_\_\_\_  
ADDRESS (Street, City) & Phone Number

This \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ . Who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Commission Number & Expiration

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

**FOR USE WHEN APPLICANT IS THE AGENT FOR THE OWNER OF SUBJECT PROPERTY**

This is to certify that I am the owner of subject lands described above in the Application for PUD and that I have authorized \_\_\_\_\_ to make and file the aforesaid Application for PUD.

**STATE OF FLORIDA,**  
County of Flagler

Subscribed and Sworn to (or affirmed) before me by

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
OWNER'S NAME (Print/Type)

\_\_\_\_\_  
ADDRESS (Street, City) & Phone Number

This \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ . Who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Commission Number & Expiration

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

<b>FEES: CHANGE IN LAND USE CLASSIFICATION (PUD REZONING) – (ORDINANCE 2004-07)</b>	
<b>ACTIVITIES</b>	<b>FEES</b>
When rezoning to PUD	\$800.00 plus \$25.00 per acre. */**
Amendments to an existing PUD	\$400.00 plus \$25.00 per acre or additional fraction thereof impacted by proposed change */**

**\*Applicant responsible for all cost associated with certified mailings and newspaper advertising.**  
**\*\* Applicant responsible for all costs associated with project review by City Engineer, Attorney fees deemed extraordinary and/or contracted agencies and billed accordingly; to include surveyor (as required), County Clerk (as required).**

**PAID:** \_\_\_\_\_ YES \_\_\_\_\_ NO

**SOURCE:**

**AMOUNT:** \_\_\_\_\_

Cash \_\_\_\_

**DATE:** \_\_\_\_\_

Check \_\_\_\_

**TO BE COMPLETED BY THE PLANNING / ZONING DEPARTMENT**

ACCEPTED BY: \_\_\_\_\_

SECTION NUMBER: \_\_\_\_\_

DATE ACCEPTED: \_\_\_\_\_

PETITION NUMBER: \_\_\_\_\_

**CHECKLIST OF SUBMITTAL REQUIREMENTS FOR PUD REZONING**

	<b>Applicant Initials</b>	<b>Intake Initials</b>	<b>Requirements</b>
1.	_____	_____	<b>Fee Payment</b>
2.	_____	_____	<b>Application</b> (Included in this packet)
3.	_____	_____	<b>Copy of Recorded Deed(s)</b> (Can be obtained in room 115 of the County Courthouse)
4.	_____	_____	<b>Legal Description</b>
5.	_____	_____	<b>Plot Plan</b>
6.	_____	_____	<b>Aerial Photographs</b> (1.0 acre or more, available at County Courthouse),