



Town of Ponce Inlet
 Planning & Development Dept.
 4300 S. Atlantic Avenue
 Ponce Inlet, FL 32127
 386-236-2181 (voice)
 386-322-6717 (fax)

**DEVELOPMENT PLAN REVIEW
 APPLICATION**
 Pursuant to Article III, Section 3.5 of the
 Land Use and Development Code

Submittal Receipt # and Date: _____

Application #: _____

FEE PAID: _____

Authority to approve final development plans is given to the Town Council pursuant to Article III, Section 3.5 of the Land Use and Development Code following a recommendation by the Planning Commission and review by the development code administrator.

Please Note: Failure to *fully complete* all the applicable items will result in the application being deemed incomplete and no further action will be taken.

SECTION 1: PROPERTY INFORMATION

Property Address	
Tax Parcel Number(s)	
Legal Description	

SECTION 2: PROPERTY OWNER INFORMATION

Owner's Name		Mailing Address	
Phone		Fax	
Email			

Proof of Ownership provided:

SECTION 3: APPLICANT/AGENT INFORMATION (if not property owner)

Applicant Name		Mailing Address	
Phone		Fax	
Agent Name/Title		Mailing Address	
Phone		Fax	

SECTION 4: LAND INFORMATION

Future Land Use Designation of Property:
Zoning Designation of Property:
Present Use of the Property:
Proposed Use of the Property (if change of use is proposed):
Gross floor area in square feet: CURRENT: _____ PROPOSED: _____
Number of residential units to be built:
Has an application been submitted for this site within the past two (2) years? If so, list the name of the applicant and date of application:

SECTION 5: SUBMITTAL REQUIREMENTS

Pursuant to Section 3.6.3. "When a developer is applying for final development plan review pursuant to section 3.5.5, B. [3.5.3], he shall submit to the development code administrator 24 prints of a final development plan and all required exhibits. The following information shall be provided:

A. *General information.*

1. Name of development; names, addresses and telephone numbers of the developer, designer, professional engineer and registered surveyor.
2. Date of survey and plan preparation; north point and graphic scale.
3. Surveyor's certificate of accuracy.
4. Total acreage in tract, acreage in public or other land usage, total number of lots (if applicable), linear feet in streets.
5. Names and location of adjoining subdivisions and streets and the names of abutting property owners.
6. Existing zoning classification of the tract.
7. A vicinity map drawn at a scale of one inch equals 400 feet, or such other scale deemed appropriate by the town engineer.
8. Other supplemental materials or any deed restrictions or protective covenants proposed for the development and any other information considered by either the developer or the town engineer to be pertinent to the review of the development.

B. *Existing site data.*

1. Town limit lines (if applicable), property lines, rights-of-way, easements, streets, electrical utility lines, telephone utility lines and cable television lines, storm sewers, ditches and culverts, sanitary sewers, lift stations, water mains, fire hydrants, bridges, buildings, and bulkheads and bulkhead lines.
2. Boundary survey of the tract to be developed with all bearings and distances indicated, topographical survey, and tree survey.
3. Watercourses, ponds, wetland areas, and the jurisdictional boundary lines of the Florida Department of Environmental Regulation, and the U.S. Army Corps of Engineers.
4. Areas of the 100-year flood and base flood elevations as indicated on the Federal Emergency Management Agency's flood insurance rate maps.
5. Topographic survey of the site at one-foot vertical contour intervals based on mean sea level data furnished by a registered surveyor.
6. Specific soil types and their limitations for the planned use. Volusia County soils survey should be used. Borings may be required.
7. Tree survey.

C. *Proposed site data.*

1. Street rights-of-way, driveways, off-street parking areas, pavement widths, grades and street names, street profiles, cross sections and sidewalks.
2. Other rights-of-way or easements including locations, dimensions and purposes.
3. Plans for sanitary sewers, storm sewers, water lines, telephone lines and cable television lines showing connections to existing systems. Storm and sanitary sewer profiles and cross sections shall also be provided.
4. Contour changes, dikes or any created water bodies or changed watercourses.
5. Bulkheads and bridges, if any. Engineering plans and cross sections shall be provided.
6. Lot layouts showing dimensions, lot and block numbers.
7. Parks, school sites and other public areas, if any.
8. Areas to be used for purposes other than residential and public, if any, indicating the purposes, location and dimensions of each.
9. Exhibits indicating compliance with the town's excavation and grading ordinances."

NOTE: Pursuant to Section 3.6.3, twenty-four (24) copies of the final development plan must be submitted along with this application.

Tree removal and landscape requirements of Article VIII of the LUDC must be complied with in all development proposals.

SECTION 6: REVIEW AND APPROVAL

Pursuant to Section 3.5.3.E. "The planning commission shall conduct an administrative hearing on the final development plan to determine whether the plan satisfies the requirements of this code."

Section 3.5.3.F states that, "The planning commission shall consider:

1. Characteristics of the site and surrounding area, including important natural and manmade features, the size and accessibility of the site, and surrounding land uses.
2. Whether the concurrency requirements of article IV of this code could be met if the development were built.
3. The nature of the proposed development, including land use types and densities; the placement of proposed buildings and other improvements on the site; the location, type and method of maintenance of open space and public use areas; the preservation of natural features; proposed parking areas; internal traffic circulation system; the approximate total ground coverage of paved areas and structures; and types of water and sewage treatment systems.
4. Consistency of the proposed development with the comprehensive plan.
5. Conformity of the proposed development with this code and other applicable regulations.
6. Applicable regulations, review procedures, and submission requirements.
7. Concerns and desires of surrounding landowners and other affected persons.
8. Other applicable factors and criteria prescribed by the comprehensive plan, this code, or other law."

Pursuant to Section 3.5.3.G, "Upon completion of its review, the planning commission shall forward a recommendation to the town council either to:

1. Approve the final development plan;
2. Approve the final development plan with modifications; or
3. Deny the final development plan based on its determination that the proposed development, even with reasonable modifications, cannot meet the requirements of this code."

If the planning commission is unable to make a recommendation to the town council because the submittal leaves significant questions unanswered or will require substantial revision to satisfy the applicable requirements, then it may direct the applicant to return to a subsequent meeting with a revised application pursuant to Section 3.5.3.I.

Pursuant to Section 3.5.3.J., "The development code administrator shall place the proposal on the agenda of the next meeting of the town council that allows the council reasonable time to review the final development plan and the planning commission's recommendation." Upon completion of that review, pursuant to Section 3.5.3.K, "the town council shall either:

1. Issue a final development order, with or without conditions, complying with section 3.5.9 [3.5.6] below;
2. Direct the applicant to return to a subsequent meeting with a revised application if the submittal leaves significant questions unanswered or will require substantial revision to satisfy the applicable requirements; or
3. Refuse to issue a final development order based on its determination that the proposal fails to comply with the requirements of this code."

SECTION 7: FINAL DEVELOPMENT ORDER

Pursuant to Section 3.5.6.A, "A final development order shall contain the following:

1. An approved final development plan (may be subject to conditions and modifications) with findings and conclusions.
2. A listing of conditions that must be met, and modifications to the final development plan that must be made, in order for a final development permit to be issued. The modifications shall be described in sufficient detail and exactness to permit a developer to amend the proposal accordingly.
3. A listing of federal, state and regional permits that must be obtained in order for a final development permit to be issued.
4. A determination of "concurrency" in accordance with the concurrency management requirements in article IV.
5. A specific time period during which the final development order is valid and during which time development shall commence. A final development order shall remain valid only if development commences and continues in good faith according to the terms and conditions of approval.

6. A bond in the amount of 125 percent of the cost of services or facilities that the applicant is required to construct, contract for construction, or otherwise provide.
7. A commitment by the town to the following:
 - a. The necessary facilities shall not be deferred or deleted from the Capital Improvements Element or the adopted one-year capital budget unless the subject final development order expires or is rescinded prior to the issuance of a certificate of occupancy.
 - b. Contracts shall provide that construction of necessary facilities must proceed to completion with no unreasonable delay or interruption.”

Optional contents of a final development order, pursuant to Section 3.5.6.B. may include:

- “1. A schedule of construction phasing consistent with availability of capacity of one or more services and facilities.
2. A schedule of services or facilities to be provided or contracted for construction by the applicant prior to the issuance of any certificate of occupancy or within specified time periods.
3. Any alternate service or facilities impact mitigation measures to which the applicant has committed in a recordable written instrument.
4. Such other conditions as may be required to ensure compliance with the concurrency requirement.”

SECTION 8: ADDITIONAL INFORMATION

LETTERS OF COORDINATION MAY BE REQUIRED FOR YOUR PROJECT. The applicant must check with the Planning Department to identify other agencies expected to review the project. If the supporting data such as blueprints or surveys are larger than 8 1/2 x 14 inches, the applicant shall submit twenty-four (24) copies of each.

These may include:

- Volusia County (Manatee Protection/Dock Permitting and ROW Use Permit for Atlantic Avenue if necessary)
- Port Orange Public Utilities Department (Sewer)
- Saint John River Water Management District
- Florida Department of Environmental Protection (FDEP)
- Florida Department of State, Division of Historic Resources
- U.S. Army Corps of Engineers (ACOE)
- Florida Fish & Wildlife Conservation Commission (FF&WC)

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

Signature of Applicant or Agent

Date

STATE OF FLORIDA
COUNTY OF VOLUSIA

Affirmed and subscribed before me this _____ day of _____, 20____ by _____,
who is personally known to me or who has produced _____ (type of ID) as identification.

Notary Public

My commission expires: