

CITY OF PORT ORANGE
CHECKLIST - PUD / PCD REZONING AND AMENDMENT APPLICATIONS

Applicants are required to schedule a pre-application meeting prior to submitting an application to the city for review and approval. *To request a pre-application meeting, please email Mia Boddie, Development Permit Technician at mboddie@port-orange.org.* All documents must be submitted in typewritten form in one package. Below is a list of the minimum requirements necessary for acceptance of Site Development Plan applications. Any missing information will result in an incomplete application that will be rejected for processing and review until such time as the items are provided (additional fee is assessed for incomplete submittals). Please note, the Community Development Department reserves the right to request additional information as necessary to process your request.

Application Fees:

\$8,500 - PUD / PCD Rezoning

\$8,500 - Restatement

\$6,500 - Amendment (MDA & CDP)

\$4,500 - MDA Amendment only

\$4,500 - CDP Amendment only

The application fee does not include any legal advertising or recording fees associated with this application. The advertising and recording fees will be billed separately by the City Clerk's office. For an estimate of the advertising and recording fees, contact the City Clerk's office at (386) 506-5566.

Application Checklist and Required Attachments:

- Completed application signed by the Property Owner
- Separate notarized authorization from the property owner *{this is only required if the applicant or agent is someone other than the property owner}*
- Completed School Planning and Concurrency Application Form (residential only)
- Letter outlining request and any requested deferred items
- Deed
- One (1) complete electronic copy on CD of all submittal items (see specific requirements in separate attached document titled "City of Port Orange Standard Requirements for Electronic Submittals")
- Applicable Application Fee

Conceptual Plan Information

- One (1) folded copy of plans, signed and sealed by a Florida licensed engineer. Must be original sign and seal.
- Title block must have printed name and license number of design professional
- PUD / PCD Name
- Date
- North Arrow
- Scale minimum of 1 inch = 100 feet
- Parcel Number
- Legal Description, Boundary Dimensions, and Area in Acreage of the Property
- Owner, Engineer, Surveyor, and Landscape Architects Names, Addresses, and Phone Numbers
- Vicinity Map, minimum scale 1 inch = 400 feet, showing the zoning of the area and the relationship of the proposed PUD to surrounding development
- Proposed common areas, drainage areas, conservation areas, lot lines, and lot dimensions
- Proposed street names and lot numbers

Any items not checked or labeled not applicable (N/A) must have a clear explanation as to why they are not included.

* May be deferred until site and landscape issues have been substantially resolved.

- Acreage in lots, drainage areas, common areas, streets, and other uses, and the minimum lot size, average lot size and total number of lots
- Existing topography shown in one-foot contours and delineation of flood insurance rate map flood zones
- The location of existing and proposed buildings, utilities, roads, easements, or other improvements on the property, and all roads, lot lines, and abutting property owners within 150 feet of the PUD boundary
- Statement that compliance with the environmental preservation code may necessitate modification of the conceptual plan
- Soil types, drainage basins and natural drainage patterns
- General character, size and location of buildings, parking and loading areas, bufferyards and landscaped areas for each proposed land use
- Site data for each land use and parcel to verify that requirements of the master development agreement have been satisfied
- General location, size and function of open space areas to verify that requirements of the master development agreement and this section have been satisfied
- Any other information deemed pertinent by the administrative official, planning commission, or city council

Master Development Agreement

- One (1) copy of the proposed Agreement
- Statement of ownership and legal description
- Permitted uses and special exceptions
- Minimum dimensional requirements. Such requirements shall include lot area and width, setbacks, building height, minimum floor area and any other dimensional information pertinent to the PUD
- Landscaping, parking, and signage requirements when unique or different from those described in the LDC
- Architectural Controls. Such controls shall provide for a common architectural theme to be applied to all development within the PUD
- Project Phasing
- Maximum number of dwelling units and overall PUD density
- Improvements to infrastructure which may be required in addition to those specified by the LDC or at an earlier time than would otherwise be determined by the LDC
- Statement that compliance with the environmental preservation code may necessitate modification of the conceptual plan
- Expiration Date
- Any other information deemed pertinent by the administrative official, planning commission or city council

Supplemental Documents

- One copy of the computer disk(s) depicting the proposed subdivision layout, including the streets and lots, for projects prepared on an appropriate computer-aided drafting (CAD) system
- * One (1) copy of a Soils Report including one percolation test per ten acres with one or more eight-foot deep soil borings at each percolation test site
- * One (1) copies of an Environmental Assessment providing delineation of all wetlands, wooded areas, vegetative communities and listed species habitats: general description of the character of such wetlands, wooded areas, vegetative communities and listed species habitats
- * One (1) copy of a Tree Survey, less than 1 year old. Must be original signed and sealed
- * One (1) copies of a Boundary, Topographic, and Wetland Delineation survey. Must be signed and sealed

* May be deferred until site and landscape issues have been substantially resolved.