

Site Plan Review Application

This application must be **typed or printed in ink** and submitted with required attachments and application fee.

Conceptual review fee: \$250.00

Full review fee: \$920.00

Checks made out to:

CITY OF PALATKA

201 N. 2nd Street

Palatka, FL 32177

Date Received: _____

Fee Paid: _____

Received By: _____

FOR INFORMATION REGARDING THIS FORM, CALL (386) 329-0103

TO BE COMPLETED BY APPLICANT

PROPERTY OWNER NAME:	PROPERTY ADDRESS:
MAILING ADDRESS:	PARCEL NUMBER:
	LOT SIZE:
PHONE:	Owner Email Address:

Required Attachments (as applicable):

(Paper set of all documents and an electronic document in .pdf or .doc format)

- Letter of Authorization from property owner
- Legal Description
- Property Survey with existing structures
- Copy of Recorded Deed
- Site Development Plans (**3 paper copies**)
- Tree Survey (identifying trees to be removed)
- Landscape & Irrigation Plans
- Storm Water Drainage Plan
- Photometric Lighting Plan
- Architectural Elevations
- Traffic Study

Project Name: _____

Specific site development actions: _____

Area of land (in square feet) to be developed: _____

Proposed building square footage: _____

Applicant Name: _____

Address: _____ City _____ STATE _____

Zip _____ Phone # _____ Email Address: _____

DATE: _____ APPLICANT SIGNATURE _____

Project Name _____

Agent Name: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

DATE: _____ AGENT SIGNATURE: _____

Owner(s) Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Email Address: _____

DATE: _____ OWNER SIGNATURE: _____

*** PROPERTY OWNER(S) SIGNATURE TO BE NOTARIZED**

State of _____ County of _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, _____.

By: _____

Notary's Signature:

Date
(SEAL)

Personally Known _____ or Produced Identification _____