



City of Flagler Beach  
Technical Review Committee Application

**ONLY FOR NON-RESIDENTIAL DEVELOPMENTS OR RESIDENTIAL SUBDIVISIONS**

**PURPOSE**

The Technical Review Committee is comprised of the City Engineer, the City Planner, the Chief Building Official and the Fire Marshal. The purpose of the Technical Review Committee is to provide applicants with opportunity to explain proposed commercial development concepts with the committee and for the committee to discuss policies, ordinances, standards, opportunities and constraints which may be applicable to the site and prior to applicant investing design time or committing to design solutions. The Technical Review Committee meeting does not ensure approval or waive any requirements.

**APPLICATION AND DOCUMENTATION**

Applications are submitted to the Building, Planning & Engineering Department's Technical Review Committee.

Physical Address: 800 S. Daytona Avenue, Flagler Beach, FL 32136

Telephone: (386) 517-2000 ext. 231

Email: [planning@cityofflaglerbeach.com](mailto:planning@cityofflaglerbeach.com)

*There are no application fees.*

The following documents are required (please provide an electronic copy of all documents)

- A completed Technical Review Committee Application
- A scaled site plan (if larger than 11x17") Four (4) hard copies
- A site rendering (if available)
- Any other information applicable. Please note, the more information provided, the more comprehensive the review can be.

**APPLICATION PROCESS**

Once a completed application is submitted, a meeting with the Technical Review Committee is scheduled for the next available date. Please allow five (5) working days to process the application and schedule appointment. The applicants are notified of scheduled date and time.



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**APPLICANT INFORMATION**

Date: \_\_\_\_\_

Type of Project: \_\_\_\_\_

Project Name: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Are all owners listed?  Yes  No If no, please provide information on a separate sheet.

The current property owner is inquiring about project:  Yes  No

Applicant is inquiring about this project prior to purchasing property:  Yes  No

Is the project time sensitive?  Yes  No

Applicant/Representative: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_



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**PROPERTY INFORMATION**

Property Location/Address: \_\_\_\_\_

Parcel ID No.(s): \_\_\_\_\_

No. of Lots (if applicable): \_\_\_\_\_ Size of Property: \_\_\_\_\_ Max Impervious \_\_\_\_\_

Zoning District: \_\_\_\_\_ Future Land Use Designation: \_\_\_\_\_

Overlay District (if applicable): \_\_\_\_\_ Flood Zone Designation (if applicable): \_\_\_\_\_

Present Use of Property: \_\_\_\_\_ Proposed SQFT: \_\_\_\_\_

Major Access: \_\_\_\_\_ Water & Sewer Provider: \_\_\_\_\_

Project Description (attached separate sheet if needed): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any applications currently under review or recently approved which may assist in the review of this application (i.e., name of PUD, and/or demolition permits, land clearing permits, state agency reviews/permits, etc.)

\_\_\_\_\_  
\_\_\_\_\_

I understand that reasonable inspections of the subject property may be made as part of the application review process. I HEREBY CERTIFY ALL INFORMATION IS CORRECT.

*SIGNATURE OF OWNER OR PERSON AUTHORIZED TO REPRESENT THIS APPLICATION:*

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_