



## Walton County Planning and Development Services

31 Coastal Centre Boulevard, Suite 100  
Santa Rosa Beach, Florida 32459  
Phone 850-267-1955  
Facsimile 850-622-9133

47 N 6<sup>th</sup> Street  
DeFuniak Springs, Florida 32433  
Phone 850-892-8157  
Facsimile 850-892-8162

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### PETITION FOR HIGHWAY 98/331 SCENIC CORRIDOR DEVIATION APPLICATION

#### NOTICE TO ALL APPLICANTS

You are required to schedule a pre-application conference with Planning and Development Services prior to submittal of applications for all scenic corridor deviations. Your application will not be processed without verification that you have attended a pre-application conference with a representative(s) of Planning and Development Services. To schedule a pre-application conference contact (850)267-1955 (South Walton Annex) or (850)892-8157 (North Walton Annex).

A pre-application conference was held with \_\_\_\_\_  
regarding the development of \_\_\_\_\_  
\_\_\_\_\_ on this  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Planning Official \_\_\_\_\_

Title \_\_\_\_\_

(reverse side of page for pre-application notes)



Date of Application: \_\_\_\_\_

**PETITIONER**

Petitioner's Name: \_\_\_\_\_  
(Current owner of property must apply for deviation)  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: : \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY INFORMATION**

Parcel Identification Number(s) (Obtain from Property Appraiser's Office): \_\_\_\_\_

Legal Description: \_\_\_\_\_

Description of Proposed Deviation: \_\_\_\_\_

Location of Deviation Site: \_\_\_\_\_

**AGENT**

Agent's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: : \_\_\_\_\_ Email: \_\_\_\_\_

**SURVEYOR**

Surveyor's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: : \_\_\_\_\_ Email: \_\_\_\_\_

**Deviation Request Questionnaire**

1. Is this deviation request the minimum necessary to achieve the applicant's desired result and meet all other requirements of Chapter 13 of the Walton County Land Development Code?

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2. Will this deviation request undermine the visual appearance, continuity and character of the scenic corridor?

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3. Will this deviation request contribute to the enjoyment and enrichment of the citizens and visitors of Walton County?

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4. Will this deviation request protect and promote the economic values of the affected properties?

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5. Will this deviation request exhibit harmonious relationships with the structure itself and the scenic corridor as a whole by using the principles of skillful design?

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6. Will this deviation request otherwise result in a high quality of development that achieves the intent and purpose of Chapter 13 of the Walton County Land Development Code?

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## **NOTIFICATION OF AFFECTED PROPERTY OWNERS**

The Design Review Board requires any applicant for a Petition for U.S. Highway 98/331 Scenic Corridor Deviation to notify all property owners within 300 feet of the perimeter of the subject property.

The applicant is responsible for notifying property owners within 300 feet by certified, return receipt mail, not less than 10 days but no more than 20 days prior to each hearing for the proposed development.

### **DO NOT NOTIFY PROPERTY OWNERS UNTIL PLANNING AND DEVELOPMENT SERVICES VERIFIES THE DATE THAT THE PROPOSAL WILL BE HEARD BEFORE THE BOARD**

A sample notification letter is included in this application. The meeting dates and times shall be furnished by Planning and Development Services to the petitioner. The petitioner shall include with the notification the following information:

1. Map showing location
2. Summary of the proposed variance
3. Legal description
4. A clearly legible site plan of the proposed variance

After the notices are mailed, the petitioner shall provide to Planning and Development Services no less than three (3) days before the meeting:

1. A copy of the property owners within 300 feet of the subject property that were listed in the latest available Ad Valorem Tax Roll for Walton County (Property Appraiser Website)
2. A copy of entire package that was mailed to property owners
3. Any packages which were undeliverable and returned
4. Certified postal receipts stamped by the United States Postal Service
5. Any green certified mail cards that have come back

It is the responsibility of the petitioner to post a notification sign on the parcel, visible from the roadway when notified by Planning and Development Services of the meeting date, time, and location. A sample sign drawing is attached hereto.

After the sign is placed on the parcel the petitioner shall provide to Planning and Development Services no less than three (3) days before the meeting:

1. A dated photograph of the posted sign on the parcel (not located within any rights-of-way) and an affidavit that the sign was posted per requirements.

### **FAILURE TO NOTIFY PROPERTY OWNERS AS REQUIRED MAY RESULT IN THE DEVIATION BEING CONTINUED TO THE NEXT AVAILABLE MEETING DATE AND THEREFORE DELAY OF PROJECT APPROVAL**

**WALTON COUNTY NOTICE BY MAIL AFFIDAVIT**

BEFORE ME, the undersigned authority, personally appeared, \_\_\_\_\_, the owner and/or authorized agent of the following described property: \_\_\_\_\_, who deposes and says the following:

1. That the subject described above notified the property owners within 300 feet of the project site by the required the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the owner and/or authorized agent of the owner, certified notification letter within the time allotted per the Walton County Land Development Code, mailed on notifying the public of the required public hearing, date and time of meeting, location of meeting, and purpose of meeting in accordance to the Walton County requirements.
2. That a list of the names and addresses of the mailing labels is attached hereto depicting the person sent the notification letter.
3. This affidavit will be forwarded to Walton County Planning and Development Services no later than three (3) working days prior to the public meeting.

**I have completed said requirements as described in the Walton County Development Application.**

\_\_\_\_\_  
Signed Name of Petitioner

\_\_\_\_\_  
Printed Name of Petitioner

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned Notary Public in and for said County and State, appeared \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification, and who executed the foregoing instrument.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

{Seal}

\_\_\_\_\_  
Signed Name of Notary Public

\_\_\_\_\_  
Printed Name of Notary Public

Commission Number: \_\_\_\_\_

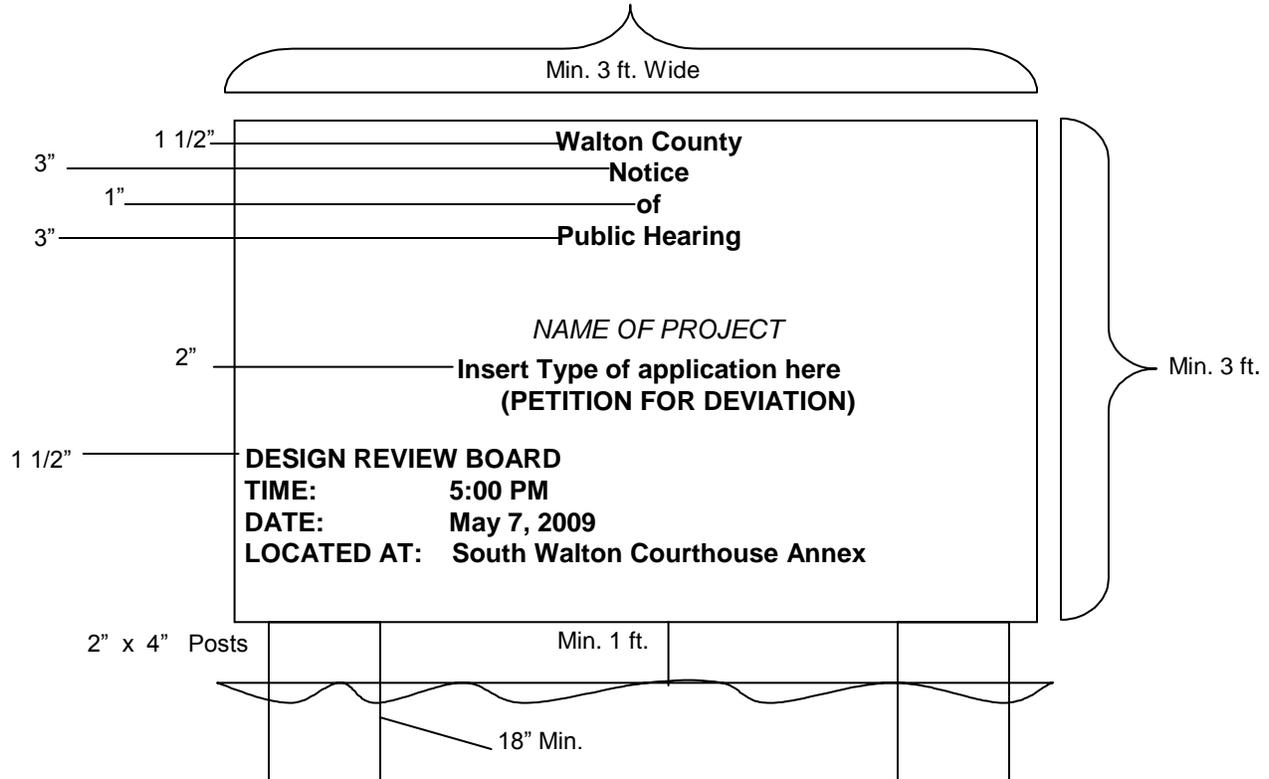
Expiration Date: \_\_\_\_\_

## NOTICE TO APPLICANTS

### POSTING OF PROPERTY REQUIREMENTS:

All applications for U.S. Highway 98/331 Scenic Corridor Deviations, Variances, Future Land Use Map Amendments, Major Developments, and Developments of Regional Impact shall be required to post the subject site with a sign notifying the public of such public meeting in accordance, with the following requirements:

1. The subject site described in the application shall have a sign posted by the applicant, notifying the public of: the name of the project, the type of project, the public hearing date, time and location, and type of meeting.
2. The posted sign shall be placed upon the property in the correct location (as shown below).
3. The posted sign shall be placed upon the property not less than 14 days prior to the public meeting, and remain on the site until Final adoption by Board of County Commissioners or Design Review Board. Applicant will remove sign within 14 days after final board decision.
4. The posted sign shall be provided by the applicant at the expense of the applicant.
5. The applicant shall provide a photo of the sign depicting the text and location of the sign in relation to the road right-of-way to Walton County Planning and Development Services.
6. The applicant shall provide the attached Affidavit with the requirement of #5 above to Walton County Planning and Development Services no less than three (3) working days prior to such public meeting.
7. Failure to satisfy the above requirements will result in an automatic tabling of the item from the public meeting to the next available meeting, where the applicant will have to again satisfy the above requirements.



**NOTE:** Sign must have a **WHITE** background & **BLACK** letters. Sign shall be securely attached to 2 posts, being a minimum of a 2" X 4" post, and the face shall be a minimum of 1 foot above grade. Posts shall be a minimum of 18" below grade.

**WALTON COUNTY POSTING OF PROPERTY AFFIDAVIT**

BEFORE ME, the undersigned authority, personally appeared \_\_\_\_\_, the owner and/or authorized agent of the following described property, \_\_\_\_\_, who deposes and says as follows:

1. That the subject site described above has a sign posted for the project known as "\_\_\_\_\_" by the owner and/or authorized agent for the owner, notifying the public of the required public hearing, date and time of meeting, location of meeting, and purpose of meeting in accordance to Walton County requirements.
2. The posted sign does meet the dimensional requirements set by the County.
3. That the posted sign was placed and will be maintained upon the property in the correct location and not less than fourteen (14) days prior to the public meeting.
4. That a photo of the sign depicting the location of the sign in relation to the road right-of-way is attached.

**I have completed the said requirements as described in the Walton County Development Application.**

\_\_\_\_\_  
Signed Name of Applicant

\_\_\_\_\_  
Printed Name of Applicant

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned Notary Public in and for said County and State, appeared \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification, and who executed the foregoing instrument.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signed Name of Notary Public

{Seal}

\_\_\_\_\_  
Printed Name of Notary Public

Commission Number: \_\_\_\_\_

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

**SAMPLE NOTIFICATION LETTER**  
YOUR LETTERHEAD

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

Re: (Petitioner) is requesting a U.S. Highway 98/331 scenic corridor deviation of (description of proposed deviation). The proposed deviation site is located at (tax parcel identification number), (description of property location; e.g., at the intersection of U.S. 98 and U.S. 331; Lot X Block Y, ABC Subdivision, etc.)

Dear Property Owner:

As a property owner within three hundred feet of the above referenced parcel, you are hereby notified that the owner has made application to Walton County Planning and Development Services for approval of the referenced deviation proposal. A site plan is enclosed for your review.

If you have any questions or concerns regarding this proposal, please direct them to \_\_\_(petitioner)\_\_\_ at (area code & phone number)\_\_\_\_. You may also direct your comments or concerns in writing to Planning and Development Services, 31 Coastal Center Boulevard, Suite 100, Santa Rosa Beach, Florida 32459 or by fax to (850)622-9133 no later than 4:30 p.m. the day prior to the \_\_\_(board)\_\_\_ meeting or you may be present at the scheduled public hearing. Reference the application and location in your correspondence.

The Design Review Board will meet (month, day, year) in the (location of meeting). The meeting will begin at (time).

If ownership of your property in this vicinity has changed, please return this package with the name(s) and address of the new owner(s) to (applicant) so that they may be notified regarding this meeting.

Please be advised accordingly.

Petitioner

Enclosures:

1. Map showing location
2. Summary of the project
3. Legal description
4. Site plan of the project

## **SUBMITTAL CHECKLIST**

**SUBMITTALS FOR ALL DEVELOPMENTS (Full size plans 11" x 17" required)**  
**PETITION FOR SCENIC CORRIDOR DEVIATION APPLICATION – INITIAL PACKETS WILL INCLUDE**  
**(in order as stated below and sorted into seventeen (17) full sets):**  
**If any submittals do not meet these requirements, they will not be accepted**

- Original plus sixteen (16) copies of the completed deviation application.
- Enclose Application Fee: \$450.00 (non-refundable, regardless of decision by the Board). Check should be made payable to "Walton County"
- One (1) copy of the list of names and addresses of all property owners within 300 feet of subject property.
- Seventeen (17) copies of site plan. The site must include a scale, a north arrow, and show setbacks of all existing structures and all proposed structures from all property lines. If the proposed variance is requested for a gulf-front lot, you will need to have a surveyor show the County's Shoreline Protection Zone and the FDEP Control Line on your site plan.
- Seventeen (17) copies of a location map showing driving directions from the nearest major intersection of the site, including pertinent landmarks, section lines, road names, miles from Point A to Point B, etc.
- Seventeen (17) copies of numbered photographs in color of the proposed site with location of view written on the back of each photograph; corresponding numbers to be shown on a site plan of the photography sites.

