



## 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

### LESS-THAN-MINOR DEVELOPMENT ORDER APPLICATION

*(Please mark appropriate application box below)*

- LESS-THAN-MINOR DEVELOPMENT ORDER APPLICATION - For projects modifying an existing development order and not qualifying as a major or minor per Ordinance 97-28, Section 11.01.02 of the Land Development Code.

#### TABLE OF CONTENT

Introduction Checklist .....	1
Submittal Checklist .....	2
Application .....	3-12
Notice To Applicants.....	3
Pre-Application Notes.....	3
Key Designations.....	4-5
Project Information .....	6
Sewer/Water Info.....	7
Developer Acknowledgment.....	7
App for Pre-Dev Address.....	8
Required Signature.....	9
Notary Page.....	9

#### ADDENDA

Procedural Requirements .....	Addendum 1
Environmental Assessment .....	Addendum 2
Agent Affidavit.....	Addendum 3

# **SUBMITTAL CHECKLIST**

## **THIS CHECKLIST IS FOR LESS-THAN-MINOR DEVELOPMENTS ONLY**

**SUBMITTALS FOR ALL DEVELOPMENTS (Full size plans 24" X 36" required)  
LESS-THAN-MINOR APPLICATION – INITIAL PACKETS WILL INCLUDE (in order as stated below  
and sorted into four (4) full sets):**

**If any submittals do not meet these requirements, they will not be accepted**  
*(Checks payable to Walton County)*

- Check for Less-Than-Minor \$225.00 (includes original submittal plus first resubmittal)
- Second and subsequent resubmittals \$225 each.
- Pre-application meeting fee of \$25 required at time of pre-application meeting.
- Check for Environmental review fee \$200.00
- Check for Engineering review fee \$800.00
- If applicable check for SWFD fire review fee \$200.00 (Check payable to SWFD)
- Check for each additional Engineering Re-Review (Fee is based on actual cost paid to consultant)
- Completed and Signed Development Order Application (original plus 3 copies)
- Proof of Ownership
- Narrative letter describing the change from the approved development to the proposed development (original plus 3 copies)
- Previously approved development order with civil plans
- Agent Affidavit (original plus 3 copies)
- Drainage Calculations (signed and sealed)
- Environmental Assessment (signed and illustrated)
- Traffic Study per Ordinance 2007-10 (signed and sealed)
- Revised Civil Plans to include: site plan, landscaping/preservation plan, utility plan, grading/drainage plan and survey (original plus 3 copies) (signed and sealed)
- A CD with the entire submittal in .pdf files (this includes a .pdf of the civil plans) for the initial submittal and each subsequent revision. Please provide a separate .pdf file for each document (e.g. application, environmental assessment, traffic study, etc.). Please label the files accordingly (e.g. Site\_Plan.pdf, Grading\_Plan.pdf, Environmental Assessment .pdf and so forth) and do not save a file larger than 2 MB.

### **FINAL DEVELOPMENT ORDER:**

- CD of final CADD drawings
- CD of PDF drawings
- Full size signed and sealed plans

**Please note:** If your plans are not submitted by the date and time directed by Staff, in the required format, **your project may be pulled from the agenda.**



**APPLICANT**

Name: \_\_\_\_\_  
(If company or corporation, name of secretary and president)  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: : \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY INFORMATION**

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

**PROPERTY OWNER (if different from applicant)**

Name: \_\_\_\_\_  
(If company or corporation, name of secretary and president)  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: : \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY INFORMATION**

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

**AGENT**

Name: \_\_\_\_\_  
(If company or corporation, name of secretary and president)  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: : \_\_\_\_\_ Email: \_\_\_\_\_

**ARCHITECT**

Name: \_\_\_\_\_  
(If company or corporation, name of secretary and president)  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: : \_\_\_\_\_ Email: \_\_\_\_\_

**ENGINEER**

Name: \_\_\_\_\_  
(If company or corporation, name of secretary and president)  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: : \_\_\_\_\_ Email: \_\_\_\_\_

**SURVEYOR**

Name: \_\_\_\_\_  
(If company or corporation, name of secretary and president)  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: : \_\_\_\_\_ Email: \_\_\_\_\_

**STATEMENT OF INTENT**

A statement of the applicant's intentions to the future selling or leasing of all portions of the development (such as land areas, dwelling units, and commercial facilities) is required. Provide a statement of intent below:  
\_\_\_\_\_  
\_\_\_\_\_

**LAND DESIGNATION / USES**

Current Land Use Designation of Parcel (as determined by Walton County Planning and Development Services):  
\_\_\_\_\_  
(Per Section 2 of the Walton County Land Development Code / Future Land Use Map / Land Use Determination)

# of Residential Lots: \_\_\_\_\_ # Units per Residential Lot: \_\_\_\_\_  
# Multifamily Units: \_\_\_\_\_ Type of Multifamily Units: \_\_\_\_\_  
Property Acreage: \_\_\_\_\_

Square Footage of Non-Residential Development:  
Existing: \_\_\_\_\_ s.f. Proposed: \_\_\_\_\_ s.f. Total: \_\_\_\_\_ s.f.

Type of Proposed Non-Residential Development: \_\_\_\_\_  
\_\_\_\_\_

Adjacent Land Uses: (Commercial, single-family, multifamily, vacant, etc.)	Future Land Use Category: (from the LDC/FLUM/Land Use Determination)
North Side: _____	_____
South Side: _____	_____
East Side: _____	_____
West Side: _____	_____

## PROJECT INFORMATION

Subject	Sq. Footage/Acreage	Yes	No
Greenway sq. ft.			
Wetlands sq. ft.			
Landscaping sq. ft.			
Preservation sq. ft.			
Conservation easements			
Recreation sq. ft.		Req.:      Prov.:	
Open space sq. ft.		Req.:      Prov.:	
Type of structure (occupancy, class, or materials)			
Number of buildings			
Density			
Building sq. ft.			
Structure height			
Floor Area Ratio (FAR)			
Impervious Surface Ratio (ISR)			
Street widths allowed			
Sidewalk sq. ft.			
Parking area landscaping sq. ft.			
Overflow parking			
Number of parking spaces			
Shared parking			
Number of bike spaces			
Number of compact parking spaces			
Number of handicapped parking spaces			
Number of loading spaces			
Front setback			
Cross access agreement			
Rear setback			
Side setback			
CCCL Permit #			
Dredge and Fill Permit #			
FDEP General Permit #			
FDEP Potable Water Permit #			
FDEP Stormwater Permit #			
FDEP Wastewater Permit #			
FDOT Permit #			
Flood Plain			
Will state permits be required for this project? (see below)			

If so, what state permits will be required? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## APPLICATION FOR PRE-DEVELOPMENT ADDRESS

### PHYSICAL ADDRESSING REQUIREMENTS

The applicant must provide a site plan and driving directions to the parcel with the application. The packet will contain the Parcel ID number, directions to the parcel specifying the exact footage from the nearest intersection street, and the Site Plan along with the completed Pre-Development Address Application.

E9-1-1 GIS/IR Department will then assign a physical address and collect a GPS point for the proposed development and will notify Planning and Development Services of approval or disapproval of the site plan as provided through the technical review process forwarded by Planning and Development Services and will include the development's address on the form.

The following items are needed to obtain a pre-development address only. (Note: The address assigned will be in accordance with the policies of Walton County Planning and Development Services. It is NOT for mail delivery or utility compliance. A permanent 9-1-1 address will be assigned only when a building permit is obtained and construction commences on the proposed property.)

1. A 24" x 36" Site Plan
2. Location Indicator on Site Plan to be addressed
3. Location Map
4. Name of Development

Driving Directions to Site from nearest major intersection:

---

---

---

---

Contact Information:

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

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

\_\_\_\_\_

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

Facsimile Number: \_\_\_\_\_

### **FOR OFFICIAL USE ONLY**

**To Be Completed by Walton County 9-1-1 GIS/IR Department**

ADDRESS ASSIGNED: \_\_\_\_\_

\_\_\_\_\_

**This address is to be used for PRE-DEVELOPMENT ACTIVITY ONLY**



## **ADDENDUM 1**

### **TRANSPORTATION CONCURRENCY REQUIREMENT**

All applications for minor and/or major developments must provide a transportation concurrency study in accordance with Ordinance 2007-10, signed and sealed by either a registered Professional Engineer (PE) or signed by a certified planner, American Institute of Certified Planners (AICP), practicing in the field of transportation planning. The transportation study should reference Ordinance 2007-10, Transportation Concurrency Management System Methodology and Procedures.

The developer acknowledges the term of any Transportation Certificate of Concurrency issued by the County as set forth in Ordinance 2007-10, Section 3.01.03, Expiration of Transportation Certificate of Concurrency for Application for Minor or Major Development Approval.

If the development project traffic impacts a deficient segment of roadway, as identified in the County's Transportation Concurrency Management System (CMS), implementation of one or more mitigation strategies as described and identified in Ordinance 2007-10, Section 14 of Appendix C-3 may be required.

### **NAME OF PROJECT**

Per Florida Statute 177.051, Subsection 1, every development shall be given a name by which it shall be legally known. The name shall not be the same as any other name appearing on any recorded plat. If the name of the project is sufficiently similar to the name of an existing development, staff will require that you change the name. The name of the development shall be indicated on every page of the application and supporting documentation submitted for review.

Should the name of the development be changed after the County has issued approval, the owner/developer will be responsible for notifying the County of the change so that proper documentation can be made before the mylar is placed in the public record.

### **SITE LIGHTING**

Site Lighting Plans that complies with section 5.09.00 of the Land Development Code shall contain, but not be limited to:

1. A point-by-point footcandle array in a printout format indicating the location and aiming of illuminating devices. The printout (24X36) shall indicate compliance with the maximum maintained footcandles required by this code.
2. Description of the illuminating devices, fixtures, lamps, supports, reflectors, poles, raised foundations and other devices (including but not limited to manufacturer's or electric utility catalog specification sheets and/or drawings, and photometric report indicating fixture classification (cutoff fixture, wall pack, flood light, etc.))

## **ADDENDUM 2**

### **Walton County Environmental Assessment**

#### **Project Description**

Provide a detailed description of the project site, including the project name, driving directions, location, acreage, and a map to the site. The description should accurately characterize the current conditions within the project site (*i.e. cleared, vegetated, disturbed, etc.*), and portray the development site's current land use, and the surrounding land uses.

#### **Soils**

Utilize the United States Department of Agriculture, NRCS Soil Survey data for Walton County to describe each soil type found within the project site. Provide a map illustrating the area of each soil type.

#### **Natural Vegetative Communities - Upland and Wetland**

In accordance with Comprehensive Plan Policy C-3.2.7, utilizing the Florida Natural Areas Inventory descriptions, found in the *FNAI Guide to Natural Communities of Florida*, list and describe all Natural Community types found within the development site, and include a list of the actual species that comprise each community. Provide the acreage of each community type, provide a site map illustrating approximate boundaries, and address preservation per the Walton County Land Development Code and Comprehensive Plan. If preservation is required, please provide a preservation plan that illustrates and quantifies the vegetation community to be preserved.

#### **Wetlands**

If wetland areas are present, provide wetland delineation for all wetlands within and immediately adjacent to the development site, including isolated wetlands. Address wetland buffer requirements per Walton County Land Development Code and Comprehensive Plan. Illustrate all wetland areas and wetland buffer areas on the survey and site map.

#### **Threatened and Endangered Species**

In accordance with Comprehensive Plan Policy C-3.2.7, request a Standard Data Report from Florida Natural Areas Inventory (<http://www.fnai.org/>). In conjunction with the information obtained from FNAI, perform a site visit to search for any occurrences of Threatened and/or Endangered species within or adjacent to the development site. Provide a radius map and list of species occurring in vicinity of the project. Summarize findings and survey methods. Other references to consult may include the Florida Fish and Wildlife Conservation Commission, United States Fish and Wildlife Service, et. al. *If Threatened and Endangered Species are found within or adjacent to the development site, provide proof of coordination with the Florida Fish and Wildlife Conservation Commission and the U.S. Fish and Wildlife Service to develop a management plan.*

#### **Archeological/Cultural Resources**

In accordance with Walton County Comprehensive Plan Objective L-1.3, conduct a review of the State of Florida Division of Historical Resources Master Site File for the presence of any known Archeological or Cultural Resource. If the development site has not been surveyed for the presence of Cultural Resources, a licensed archeologist may need to conduct a site visit and provide a Cultural Resources Assessment summarizing their survey methods and findings. If cultural resource sites are located, the applicant must provide proof of coordination (*official SHPO letter*) with the State of Florida, Division of Historical Resources Office.

#### **Hazardous Materials and Contamination**

List and describe any known contamination and/or suspected hazardous materials found within or adjacent to the development site (*i.e. any chemicals, containers, dumping of trash, and/or any known sites listed in the FDEP data base*).

#### **Conclusion**

Summarize findings/results and provide opinions and recommended course of action.

#### **Attachments**

Attach applicable maps, surveys, aerial photos, diagrams, and supporting documentation.

**PLEASE NOTE:** I understand that Walton County has adopted policies regarding the preservation of native vegetation and no clearing of any kind can take place on a development site until the proposed development has been approved for a development order by Walton County or a clearing permit has been issued.

**ADDENDUM 3**

**AGENT AFFIDAVIT  
SPECIAL POWER OF ATTORNEY**

**SAMPLE**

STATE OF FLORIDA  
COUNTY OF WALTON

KNOW ALL MEN BY THESE PRESENTS, that I \_\_\_\_\_ am presently the owner and/or leaseholder at \_\_\_\_\_ and desiring to execute a Special Power of Attorney, have made, constituted and appointed, and by these presents do make, constitute and appoint \_\_\_\_\_ whose address is \_\_\_\_\_ County of \_\_\_\_\_, State of \_\_\_\_\_, my Attorney full power to act as my agent in the process of obtaining a development order pertaining to \_\_\_\_\_.

FURTHER, I do authorize the aforesaid Attorney-in-Fact to perform all necessary tasks in the execution of aforesaid authorization with the same validity as I could effect if personally present. Any act or thing lawfully done hereunder by the said attorney shall be binding on myself and my heirs, legal and personal representative, and assigns.

PROVIDED, however, that any and all transactions conducted hereunder for me or for my account shall be transacted in my name, and that all endorsements and instruments executed by the said attorney for the purpose of carrying out the foregoing powers shall contain my name, followed by that of my said attorney and the designation "Attorney-in-Fact."

WITNESSES:

Signature: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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

APPLICANT:

Signature: \_\_\_\_\_

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

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 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: \_\_\_\_\_