



**Walton County  
Planning and Development Services Division**

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DeFuniak Springs, Florida 32433  
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**TEMPORARY TRAILER PERMIT APPLICATION  
(Temporary Sales or Construction Office Trailers)**

Name of the approved development for which this application will be used: \_\_\_\_\_

**APPLICANT**

Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____ Fax: : _____ Email: _____

**OWNER**

Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____ Fax: : _____ Email: _____

**PROPERTY INFORMATION**

Parcel Identification Number (Obtain from Property Appraiser's Office): _____
Legal Description: _____
Driving Directions to Site from nearest major intersection: _____
Intended Use of Property: _____

## CODE LANGUAGE

### **6.03.00 TEMPORARY STRUCTURES**

#### **6.03.01 Definition**

Any structure which is designed, constructed, and intended to be used on a short-term basis.

#### **6.04.00 Temporary Uses**

A. **Authorization.** Temporary uses are permitted only as expressly provided in this section.

B. **Development Order Required.** No temporary use shall be established unless a development order evidencing the compliance of such use with the provisions of this section and other applicable provisions of this Ordinance shall have first been issued.

C. **Signage.** No signage in connection with a temporary use shall be permitted except in accordance with Chapter VII - SIGNS and Chapter VIII - SCENIC CORRIDORS, where applicable. One (1) on-premise sign may be allowed for each temporary use permit. No off-premise signage will be allowed for temporary uses.

D. All temporary uses must be located on private property and are subject to the setback requirements for commercial development, parking area requirements for commercial development, as well as applicable Scenic Corridor guidelines.

#### **6.04.01 Definition**

A temporary use is one established for a fixed period of time with the intent to discontinue such use upon the expiration of such time. Such uses do not involve the construction or alteration of any permanent structure.

#### **6.04.03 Sales Trailers**

A. A real estate sales office is permitted in any district for any new development project, new project to mean a development which has been approved within the year. A model home may be used as a temporary sales office.

B. The maximum length of permit shall be one (1) year or upon completion of the development project, whichever is lesser.

#### **6.04.04 Constructions Trailers**

A. A contractor's office and construction equipment sheds are permitted in any district where use is incidental to a new development project, new project to mean a development which has been approved within the year.

B. The maximum length of a permit for a construction office shall be one (1) year or upon completion of the construction project, whichever is lesser.

## REQUIRED SUBMITTALS

A. Submit two (2) copies of a site plan at a scale of no more than 1 inch = 50 feet. Show the property boundaries, adjacent rights-of-way, all existing structures, all proposed structures, setbacks from property lines, and parking areas, which must be located on-site. The parking spaces must be 9 feet wide and 20 feet deep, and have a 24-foot wide/deep parking aisle. All structures including storage structures must meet county setbacks for commercial development, and are prohibited within the Coastal Protection Zone. All proposed structures must be setback 25 feet from the front property line, 10 feet from all side property lines, 20 feet from the rear property line, and located at least 25 feet from any jurisdictional wetland.

B. Original notarized letter from the property owner granting permission for the temporary trailer to be placed on the parcel described in the application.

C. Copy of the development order for the development for which the trailer will be used.

D. 24" x 36" full-page approved site plan of the development with the trailer size and type drawn in to reflect that it does not encroach into any buffers, landscape or setback areas.

E. Copy of recorded property deed, mortgage agreement or contract for deed.

F. For signage: applications are available in Planning and Development Services.

## **SUBMITTAL CHECKLIST**

**SUBMITTALS FOR ALL DEVELOPMENTS (Full size plans 24" x 36" required)**  
**INITIAL PACKETS WILL INCLUDE (in order as stated below and sorted into two (2) full sets):**

**If any submittals do not meet these requirements, they will not be accepted**

*(Checks payable to Walton County)*

*(This review fee is nonrefundable and does not ensure approval of application)*

- Check for Temporary Trailer Permit \$225.00
- Completed and Signed Application (original plus 1 copy)
- Site plan at a scale of no more than 1 inch = 50 feet (original plus 4 copies; signed and sealed). Show the property boundaries, adjacent rights-of-way, all existing structures, all proposed structures, setbacks from property lines, and parking areas, which must be located on-site. The parking spaces must be 9 feet wide and 20 feet deep, and have a 24-foot wide/deep parking aisle. All structures including storage structures must meet county setbacks for commercial development, and are prohibited within the Coastal Protection Zone. All proposed structures must be setback 25 feet from the front property line, 10 feet from all side property lines, 20 feet from the rear property line, and located at least 25 feet from any jurisdictional wetland.
- Original plus 1 copies of notarized letter from the property owner granting permission for the temporary trailer to be placed on the parcel described in the application.
- Copy of the development order for the development for which the trailer will be used.
- 24" x 36" full-page approved site plan of the development with the trailer size and type drawn in to reflect that it does not encroach into any buffers, landscape or setback areas.
- Copy of recorded property deed, mortgage agreement or contract for deed.
- Copy of completed Land Use Determination Form for proposed site.
- For signage: applications are available in Planning and Development Services.
- 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, property deed, etc.). Please label the files accordingly (e.g. Site\_Plan.pdf and so forth) and do not save a file larger than 2 MB.
  
- CD of final CADD drawings when applicable

**FLORIDA STATUTES 837.06 -- FALSE OFFICIAL STATEMENT**

Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree.

I have read and understand all the information provided in this application, the requirements listed within the application, and agree to provide the necessary information requested by Walton County. The information I have provided on this application is true and correct to the best of my knowledge.

Applicant's Signature \_\_\_\_\_

Date of Signature \_\_\_\_\_

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: \_\_\_\_\_

**APPLICATION REVIEW FEE:**

**\$225.00 in check or money order made payable to Walton County is to be submitted with the application.**

**This review fee is nonrefundable and does not ensure approval of application.**

**NOTE: This Temporary Trailer Permit Application will not be processed without a Notary Public Witnessed Signature by the Applicant.**

**THIS SUBMITTAL WAS CHECKED BY:**

\_\_\_\_\_  
Walton County Staff Signature

\_\_\_\_\_  
Date