



Walton County Planning Division

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

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

DEVELOPMENT OF REGIONAL IMPACT APPLICATION

NOTICE TO ALL APPLICANTS

YOU ARE REQUIRED TO HAVE A PRE-APPLICATION CONFERENCE WITH WEST FLORIDA REGIONAL PLANNING COUNCIL PRIOR TO SUBMITTAL OF THIS DRI APPLICATION.

You are required to schedule a pre-application conference with the Planning Division prior to submittal of applications for all development projects. Your application will not be processed without verification that you have attended a pre-application conference with a representative(s) of the Planning Division. 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** _____

I understand that the Board of County Commissioners has the final approval regarding all development projects. I understand that this proposed development will be subject to all applicable land use regulations, and that this development is not considered vested for specific land use regulations until the Planning Division Director or his/her representative has issued a final development order.

(reverse side of page for pre-application notes)

Project Name: _____ Date of Application: _____

APPLICANT

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

ARCHITECT

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

ENGINEER

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

SURVEYOR

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

<u>Non-Residential Uses:</u> _____	/	<u>Square feet proposed (retail, office, medical, civic, public)</u>
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_____	/	_____
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_____	/	_____
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_____	/	_____
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_____	/	_____
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_____	/	_____
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_____	/	_____
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TOTAL SQUARE FOOTAGE	/	_____
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WATER PROVIDER: _____

SEWER PROVIDER: _____

DEVELOPER ACKNOWLEDGEMENT

I have read and understand that prior to the issuance of a final development permit by Walton County, that I will be required to provide evidence of a contract with the service provider, indicating the provider's commitment and ability to serve the proposed project.

Developer's Signature

Printed Name

Date of Signature

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			
Structure height			
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			
Bldg. sq. ft.			
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? _____

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.

PLATTING PROCEDURES

For all projects requiring a final record plat, the developer will be required to submit a detailed itemized list of needed improvements including costs of materials and labor. This list is to be compiled, signed, and sealed by the project engineer.

The developer must submit a check, money order, letter of credit, or other financing means for 110% of the cost of the improvements, payable to Walton County Board of County Commissioners and be made payable locally.

The construction estimate and financing means **must** be submitted and approved prior to the issuance of the development permit for the proposal. The County will hold the original financing documents until the site improvements have been inspected and deemed complete by the County.

NOTE: Be aware that there is a **separate plat review process** after the issuance of the final development order.

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 foot-candle array in a printout format indicating the location and aiming of illuminating devices. The printout (24X36) shall indicate compliance with the maximum maintained foot-candles 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 manufacturers or electric utility catalog specification sheets and/or drawings, and photometric report indicating fixture classification (cutoff fixture, wall pack, flood light, etc.))

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.

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 Addressing/Mapping will then assign a physical address and collect a GPS point for the proposed development and will notify the Development Services Division of approval or disapproval of the site plan as provided through the technical review process forwarded by the Development Services Division 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 the Walton County Planning Division. 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:

Contact Information:

Name: _____

Address: _____

Phone Number: _____

Facsimile Number: _____

FOR OFFICIAL USE ONLY

To Be Completed by Walton County 9-1-1 Addressing Personnel Only

ADDRESS ASSIGNED: _____

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

NOTIFICATION OF AFFECTED PROPERTY OWNERS

The Board of County Commissioners requires any applicant for a major development permit 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 THE PLANNING DIVISION 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 the Planning Division to the applicant after the proposed applicant receives approval from the Technical Review Committee and has been placed upon the appropriate agenda. The applicant shall include with the notification the following information:

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

After the notices are mailed, the applicant shall provide to the Planning Division 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
2. A copy of package mailed to property owners
3. Any packages which were undeliverable and returned
4. Certified postal receipts stamped by the United States Postal Service

It is the responsibility of the applicant or the applicant's agent to post a notification sign on the parcel, visible from the roadway when notified by the Planning Division of the meeting date, time, and location. A sample sign drawing is attached hereto.

After the sign is placed on the parcel the applicant shall provide to the Development Services Division 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 PROJECT 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 the Walton County Planning Division 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 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 _____, _____.

{Seal}

Signed Name of Notary Public

Printed Name of Notary Public

Commission Number: _____

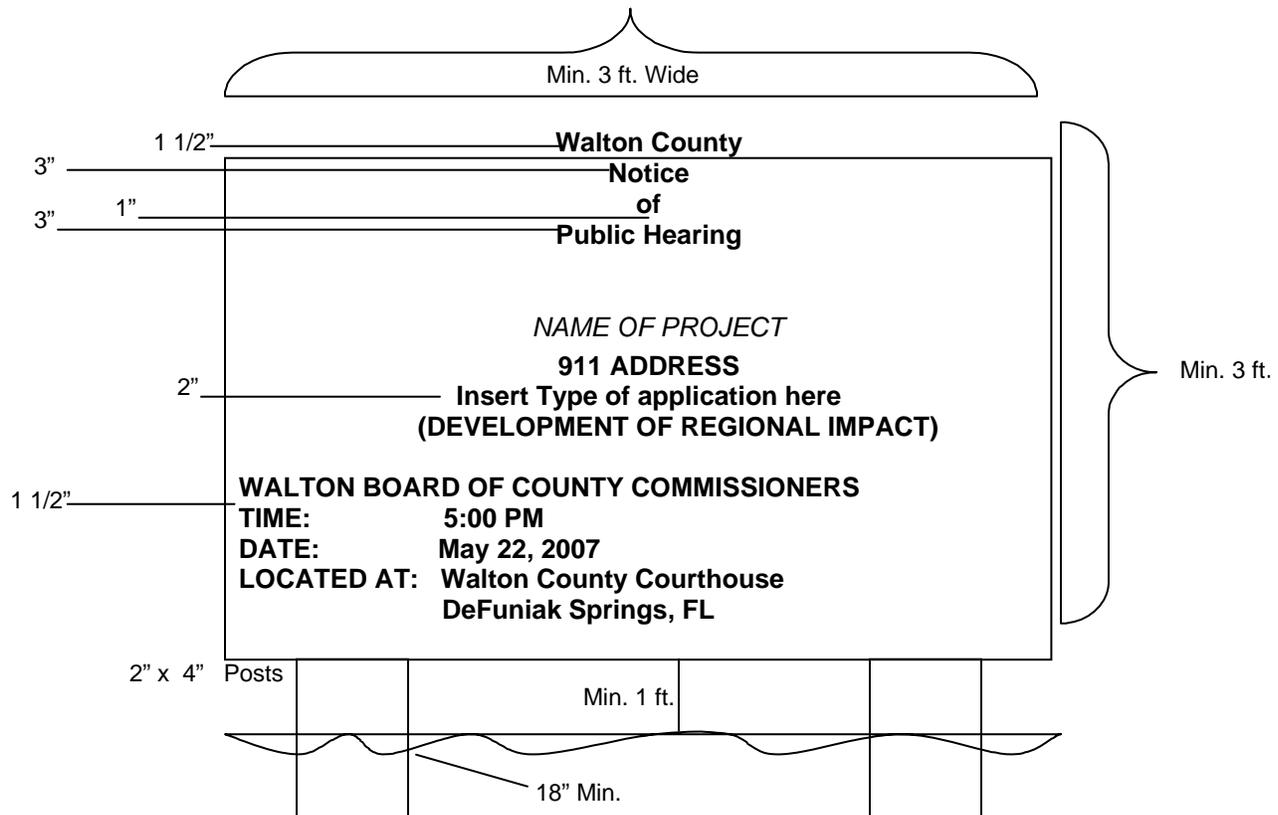
Expiration Date: _____

NOTICE TO APPLICANTS

POSTING OF PROPERTY REQUIREMENTS:

All applications for 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 Zoning Board of Adjustment. 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 the Walton County Planning Division.
6. The applicant shall provide the attached Affidavit with the requirement of #5 above to the Walton County Planning Division 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

Printed Name of Notary Public

Commission Number: _____

Expiration Date: _____

{Seal}

SAMPLE NOTIFICATION LETTER
YOUR LETTERHEAD

Date: _____

Re: _____ (applicant) _____ is/are proposing the development of a Major Development known as "_____" consisting of (insert description of project) on _____ acres. The project site is located at (insert description from nearest major intersection).

Dear Property Owner:

As a property owner within three hundred (300) feet of the above referenced parcel, you are hereby notified that the owner has made application to the Walton County Planning Division for approval of the referenced development proposal. A site plan is enclosed for your review.

If you have questions or concerns regarding this proposal, please direct them to _____ (applicant) _____ at _____ (area code & phone number) _____. You may also direct your comments or concerns in writing to the Planning Division, 31 Coastal Centre 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 applicant and development proposal in all correspondence.

The _____ (Board) _____ is scheduled to review this development proposal on _____ (month/day/year) _____ in the _____ (building) _____ located _____ (location) _____. The meeting will begin at _____ (time) _____.

The Planning Commission will make a recommendation to the Board of County Commissioners regarding this item either to approve, approve with conditions, or to deny. Any item / proposal tabled will be scheduled for a future Planning Commission meeting and will not go forward to the Board of County Commissioners until the Planning Commission makes a recommendation.

The Board of County Commissioners will hold a public hearing on _____ (month/day/year) in the _____ (building) _____ located _____ (location) _____ and will begin at _____ (time) _____. The purpose of the meeting is to review and consider the Planning Commission's recommendations on projects that are not continued or tabled.

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

Please be advised accordingly,

Applicant/applicant's agent signature

Enclosures: 1. Site Plan
2. Location Map
3. Description of Project

DRI SUBMITTAL CHECKLIST

SUBMITTALS FOR ALL DEVELOPMENTS (Full size plans 24" x 36" required)
MAJOR DEVELOPMENT APPLICATION - INITIAL PACKETS WILL INCLUDE (in order as stated
below and sorted into five (5) full sets):

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

- Check for Development of Regional Impact \$2,500.00
- Check for Engineering review fee \$750.00 (includes first two submittals)
- Check for each additional review fee \$375.00 (if applicable)
- Check for School Board review fee \$1,050.00 (Check payable to Walton County School Board)
- Completed and Signed Development Order Application (original plus 4 copies)
- Copy of WFRPC and DCA submittal
- Copy of RPM-BSP-BLID-1 - Binding Letter of Identification if applicable
- Copy of existing PUD if applicable
- Agent Affidavit (original plus 4 copies)
- Proof of Ownership
- Project Summary: Proposed project details, dates, previous meetings and / or approvals such as the pre-development agreement, etc., and any other important history of the site or project.
- Copy of title search, opinion or policy w/copy of any recorded covenants and restrictions on the land
- Boundary / Topographic Survey (signed and sealed) (survey must be within 1 year of submittal date to be considered recent)
- Single-page Site Plan (including streets, parking, loading, utilities, construction and staging plan)
- Grading and Drainage Plans (signed and sealed)
- Drainage Calculations (signed and sealed)
- Site Lighting – Photometric Plans (24 X 36) and details of Light Manufacturing Specifications
- Preservation / Landscaping Plan / Restoration (signed and sealed)
- Floor Plan and All Elevations (except residential subdivisions) for New Construction Only
- Environmental Assessment (signed and illustrated)
- Traffic Study per Ordinance 2007-10 (signed and sealed)
- State Permits / Permit Applications (signed and completed) or copies of the issued permits
- Sewer and Water Letter (signed and current)
- Compatibility Analysis (All NPA projects)
- 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.
- Master Plan (full size with support data). This plan shall include at a minimum the following:
 - ✓ Official name proposed for this project exactly as desired and as shall appear on all supporting documents.
 - ✓ The names, addresses and phone numbers of the owner, applicant and representatives of the applicant.
 - ✓ A DRI use percentage in compliance with F.S. 380.0651.
 - ✓ A legal description including total acreage.
 - ✓ A proposed zoning plan identifying the general location of uses.

- ✓ Identification of future land use designations and existing uses of proposed site, area to north, south, east, and west within ¼ mile from boundary.
- ✓ A description of uses, including the total number of dwellings units, gross residential density, the total square footage of nonresidential uses, nonresidential floor areas ratios, a description of the nonresidential uses, a description of housing types, heights of buildings, and the total amount of open space, broken up by phases and totaled.
- ✓ A general circulation plan including location of drives and access points numbered and labeled.
- ✓ The location and description of buffers along the perimeter of the project and proposed between uses.
- ✓ Location of all wetlands and habitat preservation areas with acreages.
- ✓ Number of parking spaces by land use, including parking ratios, vehicle, bike, and loading zones required and provided.
- ✓ A description of any additional development standards that will vary from the standards contained in the Land Development code. Each regulation variances must be listed by section and paragraph and have justification for the deviation.
- ✓ A list of positive public benefits to the area as well as support for deviations requested.
- ✓ A graphic illustration of the topography of the site and the locations of the flood zones.
- ✓ A general vicinity map.
- ✓ Transportation report including projected trips by phase and at build out and identification of major roads that will be affected by the project.
- ✓ Identification of type of water and wastewater systems to be utilized by the project.
- ✓ Phasing schedule identifying the amount and location of residential and nonresidential development within each phase and projected timeframes for development of phases. Residential densities and nonresidential FARs should be identified for each phase.
- ✓ Identification of surrounding uses and densities and land use plan categories.
- ✓ Statements of unified control of the PUD property with assurances that the site will be developed in accordance with the PUD plan, as it may be amended from time to time, along with a statement that the PUD will be binding upon successors, heirs and assigns. A statement that any contract or agreement for sale by the Developer for all or any part of the DRI Property shall contain a legend substantially in the following form, clearly printed or stamped thereon:

THE PROPERTY DESCRIBED HEREIN IS PART OF THE (Project Name) DEVELOPMENT OF REGIONAL IMPACT AND IS SUBJECT TO A DEVELOPMENT ORDER, NOTICE OF WHICH IS RECORDED IN THE PUBLIC RECORDS OF WALTON COUNTY, FLORIDA, WHICH IMPOSES CONDITIONS, RESTRICTIONS AND LIMITATIONS UPON THE USE AND DEVELOPMENT OF THE SUBJECT PROPERTY WHICH ARE BINDING UPON EACH SUCCESSOR AND ASSIGN OF THE (Developer) . THE DEVELOPMENT ORDER DOES NOT CONSTITUTE A LIEN, CLOUD OR ENCUMBRANCE OF THE REAL PROPERTY OR CONSTITUTE ACTUAL OR CONSTRUCTIVE NOTICE OF SAME. A COPY OF THE DEVELOPMENT ORDER MAY BE REVIEWED AT THE WALTON COUNTY DEVELOPMENT SERVICES DIVISION AND AT THE FLORIDA DEPARTMENT OF COMMUNITY AFFAIRS IN TALLAHASSEE, FLORIDA.

- ✓ Large 24' x 36 master plan to scale of 1" = 50' or larger.
- ✓ Statement of understanding that the approval of the conceptual plan does not vest the project from the requirements of concurrency, the building code, or other aspects of the comprehensive plan or land development code not specifically addressed in the PUD conceptual plan.
- ✓ Bonus Density checklist if applicable.
- ✓ All jurisdiction lines such as but not limited to the CPZ, CCCL, ROW protection.

- ✓ A detailed explanation of how the project meets each element of the Comprehensive Plan.
- ✓ Copy of draft development order proposed for the DRI
- ✓ Is it in White Sand Protection Zone, Grayton Beach, Inlet Beach, South of the CCCL, US 98, US 331, CR 83, CR 283, CR 393, CR 395 or CR 30-A scenic corridor? Elaborate on meeting the requirements of each, as appropriate.
- ✓ A list of all agency permits that will be required throughout this development.

Community Meetings or Charrette:

- Proof of Publication of community meeting from Newspaper or Legal Ad
- Copy of Postal Receipts from Certified Mail-out
- Copy of Notification Package to Affected Property Owners
- Names/Addresses of Property Owners within 300 feet
- Attendance List from the Community Meeting
- Tape Recording of Community Meeting
- Minutes of Meeting
- Report / Summary of Meeting

FINAL DEVELOPMENT ORDER:

Five (5) of each:

- Copies of all approved applicable state permits
- Full size signed/sealed of site plans (only if changes were made after PC or BCC meetings)
- Full size architectural plans (only need architectural if project is not residential or is located in the Scenic Corridor)

One of each:

- CD of final CAD drawings
- CD of PDF drawings
(Do Not Save A File Larger Than 2 MB)

PLANNER'S NOTE: Check all boxes that require applicant submittal. If you do not require the applicant to submit an item, mark through it and initial.

REQUIREMENTS FOR BOARD INSERTS

NOTE: ALL BOARD INSERTS must be three-hole punched on the left side and folded to accommodate notebooks. DO NOT STAPLE PAPERS

Board Meetings:

19 full sets of a summary package shall be provided for the Planning Commission and 18 full sets for the Board of County Commissioner meetings that must be coordinated and approved by the assigned project manager. The package should explain the highlights at a minimum.

- Details of project, phasing, history, etc.
- Architectural concepts
- Landscaping and preservation concepts
- Lighting and circulation concepts
- Stormwater concepts
- Affordable housing and emergency preparation / evacuation plans
- Engineering, topographic, and any unique design obstacles
- All maps and plans 11" x 17"
- Official Master Plan, Map H, to be approved
- Additional controversial items or items required by the project manager

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.

**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: _____

REQUIRED SIGNATURE

Your contractor is required to contact the Development Services Division to request an inspection of the completed site improvements **at least** 48-hours in advance of receiving a certificate of completion on the development of this project.

On subdivision projects, the contractor is required to contact the County for inspections of the grading, drainage, and construction plan improvements.

I understand this requirement and will ensure that the person or persons installing the site improvements adhere to the plans approved by the County.

I agree that the Walton County Development Services Division personnel may enter the property for the purpose of verifying the conditions that affect this application, for periodic inspections, and to verify information that I provide as part of this application.

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: _____

NOTE: This application will not be processed without a notary public witnessed signature for the applicant.

THIS SUBMITTAL WAS CHECKED BY:

DATE: _____