



**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 North 6th Street
DeFuniak Springs, Florida 32433
Phone 850-892-8157 * Facsimile 850-892-8162

Walton County Planning and Flood Review Checklist for Manufactured Home Permit

The following items must be submitted in order to obtain Planning approval:

Payment must be made at the time of submittal. The following forms of payment are accepted:

Checks – made payable to Walton County

Credit Card w/processing fee(s)

Cash not accepted

- Proof of Ownership of Property
- Boundary Survey with all improvements (**no larger than 11x17**)
- State/Federal Permits (if applicable)
- Planning Review Fee (\$40.00)
- Clearing and/or Site Preparation Approval (\$25.00)
- Flood Review Fee (\$45.00) – **see 2nd page of checklist for additional submittal requirements**
- Site Plan** – The site plan must be to scale and based on a certified survey (with measurements called out) **no larger than 11x17**:
 - Street Name, Setbacks, Parking
 - Easements and/or Landscape/Preservation Buffers (if applicable)
 - Shoreline Protection/Environmental Buffers (MHWL/OHWL is required to be shown)
 - Flood Zone delineation (if applicable)
 - FDEP/ACOE Wetlands delineation (if applicable)
- Environmental Compliance:** If the parcel is within the Wildlife Conservation Zone, a lighting plan must be submitted to the Walton County Environmental Department for approval prior to applying for a building permit from the Walton County Building Department. The applicant is responsible for ensuring said plans are sent to the appropriate person(s) within the Public Works Division located at 117 Montgomery Circle, DeFuniak Springs. Any questions regarding the submittal requirements or design guidelines should be directed to the Environmental Department at 850-892-8108 or email wildlifelighting@co.walton.fl.us

Planning Inspection Information

- The applicant may be required to provide the following to the Walton County Planning Department prior to inspection from the Building Department:
 - Foundation survey with setbacks – **survey must include any decking, steps and/or porches**
 - Stormwater or Grading/Drainage letter
- These items along with the completed drop off form can be delivered to the Planning Department or via email to: underconstruction@co.walton.fl.us

Flood Zone Submittal Requirements – to be included with all Planning items listed above

Construction of a mobile home within the flood zone requires the following information in addition to the submittal requirement listed on the previous page:

- Structural foundation plan with engineered flood statement. **Two sets required (11x17).**
 - Plans must reference **FEMA P-85** manual for *Protecting Manufactured Homes from Floods and Other Hazards, A Multi-Hazard Foundation and Installation Guide*.
- Elevation Certificate (proposed). The top of the bottom floor measurement (C2.a) must be measured from the bottom of the mobile home frame if material is not water resistant. **Note: A stamped and signed final elevation certificate is required before issuance of a Certificate of Occupancy.**

Flood Zone Information

- **A and AE Flood Zones**
 - All storage, parking and access areas of construction below design flood elevation must be constructed with water resistant material.
 - For A, AE and Coastal A Flood Zones all enclosed areas below the design flood elevation must include hydrostatic equalization vents.
- **V, VE and Coastal A Flood Zones**
 - All storage, parking and access areas below the lowest horizontal structural member must be constructed with frangible construction methods in accordance with FEMA Technical Bulletin 5 *Free-of-Obstruction Requirements* and Technical Bulletin 9 *Design and Construction Guidance for Breakaway Walls* standards. These requirements must be accurately noted on plans. When applicable, a non-conversion agreement will be required.

Flood Inspection Information

- For structures within a flood zone, the applicant will be required to provide the following to the Walton County Planning Department prior to inspection from the Building Department:
 - Under construction Elevation Certificate
 - Finished construction Elevation Certificate
 - Must be a stamped Elevation Certificate and hand delivered to Walton County Planning Department.
- These items, along with the completed drop off form, can be delivered to the Walton County Planning Department either in person at the South Walton Annex Planning office or DeFuniak Springs Planning Office or via email to: underconstruction@co.walton.fl.us

For office use only:

Date: _____ Intake Clerk: _____
BPFR Number: _____
Payment Amount:\$ _____
Receipt Number: _____



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Walton County Planning and Flood Review Application for Manufactured Home Permit

Please complete this form and submit to the Planning & Development Services Department along with the required submittal documentation as indicated on the Manufactured Home Checklist:

APPLICANT INFORMATION

Applicant: _____ Date: _____

MH Installer or MH Dealership: _____

Telephone: _____ E-Mail: _____

SITE INFORMATION

Parcel ID: _____ - _____ - _____ - _____ - _____ - _____

Subdivision: _____ Block: _____ Lot: _____

Property Address or
Location: _____

Flood Zone: Yes or No

Is this a replacement home: Yes or No

Are there any existing dwellings located on property: Yes or No
(If yes, site plan must show location of existing dwellings)

Compliance Affidavit:

This compliance affidavit is to verify compliance of the submitted plans for the above noted permit. I hereby certify, by signature below, that I have reviewed the applicable regulations associated with the proposed construction and have prepared these plans in conformance with the applicable sections of the Walton County Land Development Code and the Walton County Comprehensive Plan and that all statements and drawings, and other information submitted with this application is true and correct. I also understand that the submittal of incorrect information will result in the revocation of this permit and any worked performed will be at the risk of the applicant. I further understand that any changes which vary from the approved plans will result in the revocation of the permit and may result in a code compliant case.

Signature: _____

Print 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 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: _____