



OFFICE USE ONLY

Appt. Date: _____

Appt. Time: _____

Project Mgr: _____

Project No: _____

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

Pre-Application Meeting Request Form

Preferred Appointment Day:

Wednesday 1:00 p.m. – 4:30 p.m.

Thursday 8:00 a.m. – 12:00 p.m.

Preferred time: _____

This form must be received a minimum of 3 days before desired meeting date.

Please Note \$25 Pre-App Fee due at time of appointment, payable check or credit card only.

Development Application Type:

(Please check appropriate box)

<input type="checkbox"/> Large Scale Amendment	<input type="checkbox"/> Minor Development Order	<input type="checkbox"/> Variance Request	<input type="checkbox"/> Plat
<input type="checkbox"/> Small Scale Amendment	<input type="checkbox"/> Less Than Minor Development Order	<input type="checkbox"/> Petition for Abandonment	<input type="checkbox"/> Other <i>Specify:</i>
<input type="checkbox"/> Major Development Order	<input type="checkbox"/> Lot Split	<input type="checkbox"/> Conditional Use	

PROPERTY INFORMATION: (Please complete all required fields.)

Project Name: _____

Owner Name: _____

Street Address: _____

Tax Parcel Identification Number: _____

Land Use District: _____

Are there any previously issued Development Orders? Yes No

If yes, please provide the Development Order number and date issued: _____

Proposed Development Type: _____

Are there existing structures on site? Yes No

If yes, provide details. _____

Proposed project narrative: _____

CONTACT INFORMATION:

Agent: _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

E-mail Address: _____

Applicant: _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

E-mail Address: _____

Please email your request to Rachel Jenkins, Planning Coordinator: JenRachel@co.walton.fl.us

Pre-Application Meeting Request

PURPOSE:

It is our goal to help your project submittal and review proceed as smooth as possible. To assist in this process, a pre-application meeting is required. The goal of the pre-application meeting is for the applicant and County staff to discuss the proposed project and the necessary submittal information and the required process.

SCHEDULING:

In order for the pre-application meeting to be as productive as possible, research may be necessary by County staff regarding the property and type of proposal. In order to allow the appropriate time for research, this form must be completed and submitted at least three (3) business days prior to the desired meeting date. Pre-apps will be held Wednesdays from 1:00 p.m. to 4:30 p.m. and Thursdays from 8:00 a.m. to 12:00 p.m. Please be aware that pre-application meeting dates are subject to staff availability.

WHO SHOULD ATTEND:

Any person associated with a development proposal need to attend (property owner/agent, design professionals, business owner/manager). In addition to County staff, representatives from other affected entities such as engineering, mosquito control, fire district etc. may attend.

AT THE PRE-APPLICATION MEETING:

You will be provided with general information regarding the Walton County Comprehensive Plan and Land Development Code, and the applicability thereof, application requirements, applicable fees, and required reviews. Staff will answer questions about the review process and may provide more detailed information regarding the proposed development if sufficient project detail is known.