



## 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

### MAJOR / MINOR DEVELOPMENT ORDER APPLICATION

*(Please mark appropriate application box below)*

- MAJOR DEVELOPMENT ORDER APPLICATION - This application is used for divisions of land into 20 single-family or more parcels, development of multifamily residential projects of 30 or more dwelling units, planned unit developments or master plans, projects with a land use category of npa/infill, development of non-residential projects of 5,000 square feet of commercial or more, or projects at the discretion of the Director of Planning and Development Services deems subject to a more thorough review as provided in the Walton County Land Development Code 11.01.02.
  
- MINOR DEVELOPMENT ORDER APPLICATION - This application is used for divisions of land into less than 20 single-family parcels, development of multifamily residential projects of less than 30 dwelling units, development of non-residential projects less than 5,000 square feet of floor area, or revisions to an approved development order consisting of a 5% increase or decrease in residential units, land included in the development or commercial floor area.
  
- CONDITIONAL USE APPLICATION – If the applicant is applying for a conditional use, the developer will be required to comply with conditions listed in the Land Development Code and the Comprehensive Plan for development of said property. Conditional uses must be approved by the Board of County Commissioners as part of the review of a major development or before approval of a minor development.

#### PLANNED UNIT DEVELOPMENTS:

- This is a minor development order application for construction of one phase of a previously approved PUD/DRI. Name of PUD/DRI \_\_\_\_\_.
- This is a major development order application for approval of a conceptual PUD Master Plan.

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## SUBMITTAL CHECKLIST

### THIS CHECKLIST IS FOR MAJOR DEVELOPMENTS ONLY

**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 four (4) full sets):**

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

**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.**

- | Required                 | Submitted   |
|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Check for Major Development <u>\$1,200.00 (includes original submittal plus first resubmittal)</u>                     |
| <input type="checkbox"/> | <input type="checkbox"/> Second and subsequent resubmittals \$225 each.   |
| <input type="checkbox"/> | <input type="checkbox"/> Check for Environmental Review \$600.00, \$200.00 2 <sup>nd</sup> resubmittal and above.                               |
| <input type="checkbox"/> | <input type="checkbox"/> Pre-application meeting fee of \$25 required at time of pre-application meeting.                                       |
| <input type="checkbox"/> | <input type="checkbox"/> Check for Engineering review fee <u>\$2,300.00</u>   |
| <input type="checkbox"/> | <input type="checkbox"/> Check for each additional Engineering Re-Review (Fee is based on actual cost paid to consultant)                       |
| <input type="checkbox"/> | <input type="checkbox"/> Check for School Board review fee <u>\$350.00 (Check payable to Walton County School Board)</u>                        |
| <input type="checkbox"/> | <input type="checkbox"/> Check for SWFD fire review fee <u>\$200.00 (Check payable to SWFD)</u>   |
| <input type="checkbox"/> | <input type="checkbox"/> Check for School Board review fee for PUD (Planned Unit Development) <u>\$700.00 (if applicable)</u>                   |
| <input type="checkbox"/> | <input type="checkbox"/> Completed and Signed Development Order Application (original plus 3 copies)  |
| <input type="checkbox"/> | <input type="checkbox"/> Agent Affidavit (original plus 3 copies)   |
| <input type="checkbox"/> | <input type="checkbox"/> Proof of Ownership   |
| <input type="checkbox"/> | <input type="checkbox"/> Copy of title search, opinion or policy w/copy of any recorded covenants and restrictions on the land                  |
| <input type="checkbox"/> | <input type="checkbox"/> Boundary/Topographic Survey(signed and sealed)(survey must be within 1 year of submittal date to be considered recent) |
| <input type="checkbox"/> | <input type="checkbox"/> Single-page Site Plan(including streets, parking, loading,utilities, construction and staging plan)                    |
| <input type="checkbox"/> | <input type="checkbox"/> Grading and Drainage Plans (signed and sealed)   |
| <input type="checkbox"/> | <input type="checkbox"/> Drainage Calculations (signed and sealed)  |
| <input type="checkbox"/> | <input type="checkbox"/> Site Lighting – Photometric Plans (24 X 36) and details of Light Manufacturing Specifications                          |
| <input type="checkbox"/> | <input type="checkbox"/> Preservation / Landscaping Plan / Restoration (signed and sealed)  |
| <input type="checkbox"/> | <input type="checkbox"/> Floor Plan and All Elevations (except residential subdivisions) for New Construction Only                              |
| <input type="checkbox"/> | <input type="checkbox"/> Environmental Assessment (signed and illustrated)  |
| <input type="checkbox"/> | <input type="checkbox"/> Traffic Study per Ordinance 2007-10 (signed and sealed)  |
| <input type="checkbox"/> | <input type="checkbox"/> State Permits / Permit Applications (signed and completed) <u>or copies of the issued permits</u>                      |
| <input type="checkbox"/> | <input type="checkbox"/> Sewer and Water Letter (signed and current)  |
| <input type="checkbox"/> | <input type="checkbox"/> Compatibility Analysis (All NPA projects)  |
| <input type="checkbox"/> | <input type="checkbox"/> Planned Unit Development Conceptual Plans (if applicable)  |
| <input type="checkbox"/> | <input type="checkbox"/> Master Plan (full size with support data)  |

- 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.

**MAJOR/MINOR DEVELOPMENT APPLICATION (within the US98/331 Scenic Corridor)**  
**INITIAL PACKETS WILL INCLUDE (bound in order, sorted into four (4) full sets):**  
**All requirements pertaining to a Major/Minor Development Order Application plus:**

- Check for Scenic Corridor Review Fee of \$450.00

## SUBMITTAL CHECKLIST

### **THIS CHECKLIST IS FOR MINOR DEVELOPMENTS ONLY**

**SUBMITTALS FOR ALL DEVELOPMENTS (Full size plans 24" x 36" required)  
MINOR DEVELOPMENT 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)*

**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.**

Required	Submitted
<input type="checkbox"/>	<input type="checkbox"/> Check for Minor Development <u>\$600.00</u> (includes original submittal plus first resubmittal)
<input type="checkbox"/>	<input type="checkbox"/> Second and subsequent resubmittals \$225 each.
<input type="checkbox"/>	<input type="checkbox"/> Check for Environmental Review \$300.00, \$200 for 2 <sup>nd</sup> resubmittal and above.
<input type="checkbox"/>	<input type="checkbox"/> Pre-application meeting fee of \$25 required at time of pre-application meeting.
<input type="checkbox"/>	<input type="checkbox"/> Check for Engineering review fee <u>\$1,300.00</u>
<input type="checkbox"/>	<input type="checkbox"/> Check for each additional Engineering Re-Review(Fee is based on actual cost paid to consultant)
<input type="checkbox"/>	<input type="checkbox"/> Check for School Board review fee <u>\$200.00</u> (Check payable to Walton County School Board) Check for SWFD fire review fee <u>\$200.00</u> (Check payable to SWFD)
<input type="checkbox"/>	<input type="checkbox"/> Completed and Signed Development Order Application (original plus 3 copies)
<input type="checkbox"/>	<input type="checkbox"/> Agent Affidavit (original plus 3 copies)
<input type="checkbox"/>	<input type="checkbox"/> Proof of Ownership
<input type="checkbox"/>	<input type="checkbox"/> Copy of title search, opinion or policy w/copy of any recorded covenants and restrictions on the land
<input type="checkbox"/>	<input type="checkbox"/> Boundary / Topographic Survey (signed and sealed) (survey must be within 1 year of submittal date to be considered recent)
<input type="checkbox"/>	<input type="checkbox"/> Single-page Site Plan (including streets, parking, loading, utilities, construction and staging plan)
<input type="checkbox"/>	<input type="checkbox"/> Grading and Drainage Plans (signed and sealed)
<input type="checkbox"/>	<input type="checkbox"/> Drainage Calculations (signed and sealed)
<input type="checkbox"/>	<input type="checkbox"/> Site Lighting – Photometric Plans and details of Light Manufacturing Specifications
<input type="checkbox"/>	<input type="checkbox"/> Preservation / Landscaping Plan (signed and sealed)
<input type="checkbox"/>	<input type="checkbox"/> Floor Plan and All Elevations (except residential subdivisions) for New Construction Only
<input type="checkbox"/>	<input type="checkbox"/> Environmental Assessment (signed and illustrated)
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<input type="checkbox"/>	<input type="checkbox"/> Compatibility Analysis (All NPA projects)
<input type="checkbox"/>	<input type="checkbox"/> Planned Unit Development Conceptual Plans (if applicable)
<input type="checkbox"/>	<input type="checkbox"/> Master Plan (full size with support data)

- 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.

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**INITIAL PACKETS WILL INCLUDE (bound in order, sorted into four (4) full sets):**  
**All requirements pertaining to a Major/Minor Development Order Application plus:**

- Check for Scenic Corridor Review Fee of \$450.00



Project Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

**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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SCENIC CORRIDOR**

Does this project site abut US Highway 98 or US 331 south of the "Clyde B. Wells" Bridge?  YES  NO

Does this project site abut County Road 30-A, CR 393, CR 395 or CR 83, CR 283 south of 98?  YES  NO

**PHYSICAL 911 ADDRESS OF PROJECT:** \_\_\_\_\_

Location of Project (with specific landmarks and measurement of distances):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SEWER/WATER**

Will this project be served by public water?  YES  NO

If yes, who is your provider? \_\_\_\_\_  
(Submit letter from company providing this service)

Will this project be served by public sewer?  YES  NO

If yes, who is your provider? \_\_\_\_\_  
(Submit letter from company providing this service)

**POTABLE WATER AVAILABILITY**

The above parcel  is /  is not within the service area of: \_\_\_\_\_  
Service Provider

Capacity  is /  is not available to serve this project with potable water.

Service to this project  is /  is not contingent upon planned facility expansion. (If project is contingent on a planned expansion, provide details of expansion from the provider.)

\_\_\_\_\_  
\_\_\_\_\_

**SEWER AVAILABILITY**

The above parcel  is /  is not within the service area of: \_\_\_\_\_  
Service Provider

Capacity  is /  is not available to serve this project with sewer service.

Service to this project  is /  is not contingent upon planned facility expansion. (If project is contingent on a planned expansion, provide details of expansion from the provider.)

\_\_\_\_\_  
\_\_\_\_\_

**DEVELOPER ACKNOWLEDGEMENT**

I have read and understand that prior to the issuance of a final development order 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

# 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:

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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.

### 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 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 (1 of 5)***

### **NOTIFICATION OF AFFECTED PROPERTY OWNERS**

The Board of County Commissioners requires any applicant for a Major/Minor Development Order 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 PLANNING AND DEVELOPMENT SERVICES 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 Planning and Development Services 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 Planning and Development Services 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 Planning and Development Services 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 Planning and Development Services 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**

**ADDENDUM 3 (2 of 5)**

**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 \_\_\_\_\_ 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 Walton County Planning and Development Services 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: \_\_\_\_\_

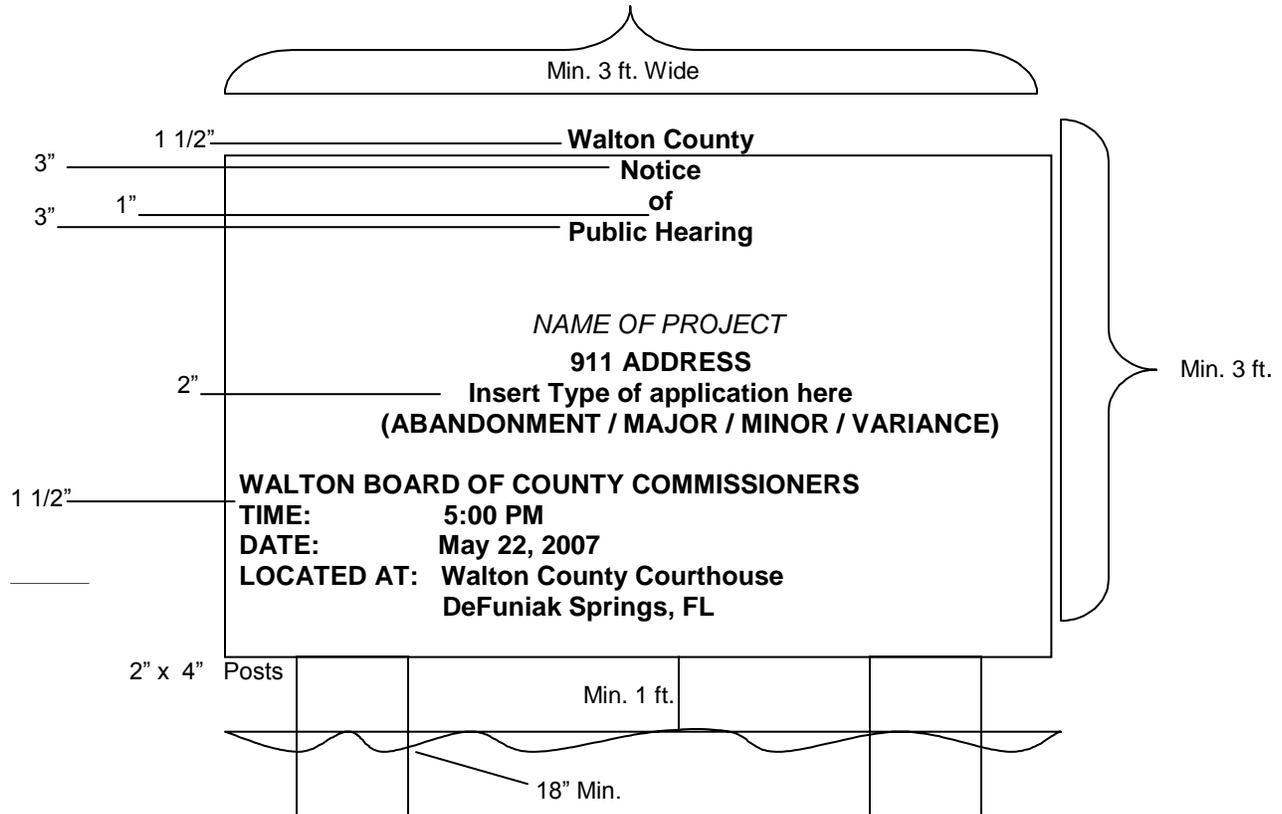
**ADDENDUM 3 (3 of 5)**

**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 Walton County Planning and Development Services.
6. The applicant shall provide the attached Affidavit with the requirement of #5 above to Walton County Planning and Development Services 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.

**ADDENDUM 3 (4 of 5)**

**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

{Seal}

\_\_\_\_\_  
Printed Name of Notary Public

Commission Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**ADDENDUM 3 (5 of 5)**

**SAMPLE NOTIFICATION LETTER**  
YOUR LETTERHEAD

Date: \_\_\_\_\_

Re: \_\_\_\_\_ (applicant) \_\_\_\_\_ is/are proposing the development of a Minor/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 Walton County Planning and Development Services 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 Planning and Development Services, 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

## ***ADDENDUM 4***

### **SUBMITTALS FOR INFILL / BONUS POINT PROJECT COMMUNITY MEETING (1 set bound in order) (to be submitted with initial package, if applicable):**

- 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

## ADDENDUM 5 (1 of 2)

### 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**

#### Planning Commission

16 full sets of plans on 11"x17" paper to include, but not limited to:

- Architectural
- Elevations
- Landscaping Plan
- Preservation Plan
- Site Lighting Plan
- Engineering
- Topographic

#### Design Review Board (if applicable)

16 full sets of plans on 11"x17" paper to include, but not limited to:

- Architectural Plan
- Elevations
- Landscaping Plan
- Site Lighting Plan
- Color renderings with paint chips

Plus 2 additional sets of 24" x 36" signed and sealed Landscape Plans

#### Board of County Commissioners

16 full sets of plans on 11 X 17 paper to include, but not limited to:

- Cover Sheet
- General Notes
- Existing conditions/demolition plans
- Site Plan
- Utility Plan
- Grading Plan
- Pollution Prevention Plan
- Landscaping Plan
- Preservation Plan
- Architectural Plan (if applicable)

#### In addition, please provide:

1 CD containing Construction Details in .pdf format on RW disks – **NO CADD FORMAT - (DO NOT SUBMIT CONSTRUCTION DETAILS IN PAPER COPIES)**. Please ensure that the details are labeled, legible, and appear straight on every page.

**IF THIS PROJECT IS A PLANNED UNIT DEVELOPMENT, ADDITIONAL DOCUMENTATION MAY BE REQUIRED**

**If your project does not require any of the above items, please submit a statement in writing as to which item it is and why it is not required**

## **ADDENDUM 5 (2 of 2)**

### **Preliminary Review Submittal Requirements:** **(in order as stated below and sorted into five (5) full sets)** **(Checks payable to Walton County)**

- Check for Surveyor Review Fee \$500.00
- Plat application (Original plus 4 copies)
- 24 X 36 paper copies of the plat
- Boundary Survey (signed and sealed)
- Copy of the Development Order with attached full size approved plans (11 X 17)
- Original plus 4 copies of the Engineer's Cost Estimate as prepared by the engineer, signed and sealed, OR alternatives if infrastructure is complete (provide original copy of engineering certification and inspection letter). NOTE: Submit Letter of Credit after cost estimate has been approved by Engineering.
- A CD of entire submittal in .pdf files. Please provide a separate .pdf file for each document (e.g. application, plans, survey, etc.). Please label the files accordingly (e.g. Site\_Plan.pdf and so forth) and do not save a file larger than 2 MB.

### **Final Review Submittal Requirements:** **(in order as stated below sorted into two (2) full sets)**

- Response letter to review comments
- 24 X 36 paper copies of the plat
- Mylar print of the plat (with all appropriate signatures in black sharpie); must be notarized (1 original plus 1 paper copy). Ensure that ink seals do not smear - new mylar will be required.
- CD of plat in Florida State Plan Coordinates (per County Surveyor) (one CD in .pdf format, one CD in .dwg format)
- Substantial compliance to F.S. 177 letter from County Surveyor
- Letter of Credit or other security as approved by Walton County per the Land Development Code (n/a if complete)

#### **16 sets for the BCC packages to include:**

- 11x17 of the proposed Plat
- Copies of:
  - Development Order
  - Approved Site Plan
  - Engineer's Cost Estimate
  - Letter of Credit

**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.**

**ADDENDUM 6**

**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:

APPLICANT:

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

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

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

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

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: \_\_\_\_\_