



**Walton County
Planning and Development Services**

**842 State Highway 20 East, Suite 110
Freeport, FL 32439**

Phone 850-267-1955 * Facsimile 850-622-9133

Walton County Planning and Flood Review Checklist for Manufactured Home Permit

ALL APPLICATIONS SHALL BE SUBMITTED USING THE ONLINE PORTAL

<https://www2.citizenserve.com/waltonplanning>

**PLEASE BE ADVISED THAT APPROVAL OF THE APPLICATION DOES NOT
CONSTITUTE APPROVAL BY THE WALTON COUNTY BUILDING DEPARTMENT.**

A BUILDING PERMIT IS ALSO REQUIRED.

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 (\$100.00)
- 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. Any questions regarding the submittal requirements or design guidelines should be directed to the Planning Department at 850-267-1955 or email wildlifelighting@co.walton.fl.us

- **Choctawhatchee Beach Mice**: If the parcel lies south of Scenic Gulf Drive, South of Highway 98 between Scenic Gulf Drive and County Highway 30A or south of County Highway 30A your project is located within areas that provide habitat to the Choctawhatchee Beach Mouse (CBM) an endangered species protected under the Endangered Species Act. Prior to initiating any clearing activities or commencement of any construction authorized under this permit, you will need to coordinate with the U.S. Fish and Wildlife Service (Kristi Yanchis 850-769-0552 ext. 252) to determine if this proposed activity will require permitting or if changes to the proposed development footprint will be necessary to provide protection to the CBM.

- **Minimum Finished Floor Elevation Requirement**: Applies to all county properties.
 - The building minimum finished floor elevation must be **at least one foot (1')** above the average of the highest elevation of the road abutting the property.
 - A topographic survey showing road elevations and lot elevations will be required.

- **Stormwater Compliance**: Per Chapter 5 of the Land Development Code, development or redevelopment of lots without a County Approved Stormwater Management Plan and south of the Choctawhatchee Bay will be required to meet the following:
 - **Maximum Impervious Surface Ratio (ISR) of 40%**.
 - The site plan must include the ISR calculation. Pavers are considered impervious.
 - All structures must be **piling or pier supported** to allow for infiltration of stormwater unless a stormwater management plan meeting the minimum requirements is submitted.
 - The foundation plan must reflect the type of foundation and the finished floor elevation being proposed.
 - **No grading or filling of the lot shall be allowed, with the exception of what is required to construct a driveway or garage/carport.**
 - **For lots that are in an identified closed basin by Public Works, all of the stormwater management requirements of Section 5.06.03 shall apply and be approved by the County Engineer or designee.**
 - A stormwater plan meeting the minimum requirements will be required.
 - **For lots that are immediately adjacent to and front a Coastal Dune Lake the Stormwater Management Requirements of Section 5.06.03 shall apply as it pertains to Water Treatment and not Attenuation.**
 - A stormwater plan meeting the minimum requirements will be required.

Per 5.07.12.B. An exemption can be made by the County Engineer to the lots Impervious Surface Ratio requirement, the piling and/or pier supported structure requirement, or the minimal grading and fill requirement above provided the applicant meets all of the Stormwater Management Requirements of Section 5.06.03 as approved by the County Engineer.

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. **(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 Planning Office or via email to: underconstruction@co.walton.fl.us



For office use only:

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

Walton County
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842 State Highway 20 East, Suite 110
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Phone 850-267-1955 * Facsimile 850-622-9133

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 work 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 _____

The foregoing instrument was acknowledged before me by:

Physical Presence

- OR -

Online Notarization

This ____ day of _____, 20____,

By _____, as _____,

for _____.

(SEAL)

Signature of Notary Public – State of Florida

Name of Notary Typed, Printed or Stamped

Personally Known

Produced Identification

Type of Identification Produced:
