



Walton County Planning and Development Services
APPLICATION FOR MAJOR / MINOR DEVELOPMENT ORDER
Application Package Contents

ALL APPLICATIONS SHALL BE SUBMITTED USING THE ONLINE PORTAL

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

	Page No
Submittal Checklist Major DO	3
Submittal Checklist Minor DO	4
Application	
• Notice to Applicants (Pre-Application Meeting Required)	5
• Pre-Application Notes	5
• Application Information	6
• Water and Sewer Concurrency	9
• Comprehensive Plan Consistency	9
• Project Information	11
• Pre-Development Addressing	13
• Required Signature	14
• Notary Page	14
Transportation Concurrency	15
Environmental Assessment	16
Notice of Affected Property Owners	18
Notice by Mail Affidavit	19
Sign Posting Requirements	20
Posting of Property Affidavit	21
Sample Mail Notification	22
Agent Affidavit / Special Power of Attorney	24
Neighborhood Infill Community Meeting Instructions	25

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 20,000 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 1.13.10.

- MINOR DEVELOPMENT ORDER APPLICATION - This application is used for divisions of land into less than 20 single-family parcels, development of multi-family residential projects of less than 30 dwelling units or development of non-residential projects less than 20,000 square feet of floor area as provided in the Walton County Land Development Code 1.13.9.

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.

MEETING LOCATION

- North Walton Courthouse
571 US Hwy 90 E
DeFuniak Springs, FL 32435
- South Walton Courthouse Annex
31 Coastal Centre Blvd
Santa Rosa Beach, FL 32459
- Freeport Business Complex
842 State Highway 20 East Suite 110
Freeport, FL 32439

INITIAL SUBMITTAL CHECKLIST

APPLICATION FOR MAJOR DEVELOPMENT ORDER – INITIAL SUBMITTAL WILL INCLUDE THE FOLLOWING ITEMS
If any submittals do not meet these requirements, they will not be accepted

Additional items may be required per LDC 1.13.00 (N)
(Credit Cards Accepted or Check payable to Walton County)

- Fee for Major Development Order Application: \$1,450 includes original submittal plus first resubmittal
- Fee for Second and subsequent resubmittals: \$225 each
- Fee for Environmental review: \$600, \$200 for 2nd resubmittal and above
- Fee for Pre-Application meeting: \$25
- Fee for Engineering review: \$5,400. Fee for 2nd and subsequent review: \$2,160
- Public Meeting Engineering Fees: \$220.00/hr
- Fee for School Board review: \$200.00 (make check out to Walton County School Board)
- Fee for SWFD fire review: \$200 (make check out to South Walton Fire District)
- Fee for Conditional Use review: \$1,200
- Agent Affidavit
- Proof of Ownership
- Completed Application
- Flood Zone Map, Existing/Current Parcel Map, and Zoning Map
- Copy of title search, opinion or policy w/copy of any recorded covenants and restrictions on the subject parcel(s)
- Boundary / Topographic Survey (signed and sealed) (survey must be within 1 year of submittal date to be considered recent)
- Existing Conditions Sheet including aerial photography and parcel map
- 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 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 Analysis per Chapter 3 of Land Development Code
- State Permits / Permit Applications (signed and completed) or copies of the issued permits
- Sewer and Water Letter provided by the Utility provider
- List of Property Owners within 300 feet of the project to be notified
- If “Neighborhood Infill” a community meeting with Planning Staff with discussion notes

MAJOR/MINOR DEVELOPMENT APPLICATION (within the US98/331 Scenic Corridor)

All requirements pertaining to a Major/Minor Development Order Application plus:

- Fee for Scenic Corridor Review Fee of \$450.00

ADDITIONAL REQUIREMENTS NOT INCLUDED WITH INITIAL SUBMITTAL

- Notice by Mail Affidavit and accompanying documents
- Notice of Posting of Sign Affidavit and accompanying documents
- BOCC Inserts

INITIAL SUBMITTAL CHECKLIST

APPLICATION FOR MINOR DEVELOPMENT ORDER – INITIAL SUBMITTAL WILL INCLUDE THE FOLLOWING ITEMS
If any submittals do not meet these requirements, they will not be accepted

Additional items may be required per LDC 1.13.00 (N)
(Credit Cards Accepted or Check payable to Walton County)

- Fee for Minor Development Order Application: \$900 includes original submittal plus first resubmittal
- Fee for Second and subsequent resubmittals: \$225 each
- Fee for Environmental review: \$300, \$75 for 2nd resubmittal and above
- Fee for Pre-Application meeting: \$25
- Fee for Engineering review: \$3,600. Fee for 2nd and subsequent Review: \$1,440
- Public Meeting Engineering Fees: \$220.00/hr
- Fee for School Board review: \$200.00 (make check out to Walton County School Board)
- Fee for SWFD fire review: \$200 (make check out to South Walton Fire District)
- Fee for Conditional Use review: \$1,200
- Agent Affidavit
- Proof of Ownership
- Completed Application
- Flood Zone Map, Existing/Current Parcel Map, and Zoning Map
- Copy of title search, opinion or policy w/copy of any recorded covenants and restrictions on the subject parcel(s)
- Boundary / Topographic Survey (signed and sealed) (survey must be within 1 year of submittal date to be considered recent)
- Existing Conditions Sheet including aerial photography and parcel map
- 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 Analysis per Chapter 3 of Land Development Code
- State Permits / Permit Applications (signed and completed) or copies of the issued permits
- Sewer and Water Letter provided by the Utility provider
- If “Neighborhood Infill” a community meeting with Planning Staff with discussion notes

MAJOR/MINOR DEVELOPMENT APPLICATION (within the US98/331 Scenic Corridor)

All requirements pertaining to a Major/Minor Development Order Application plus:

- Fee for Scenic Corridor Review Fee of \$450.00

ADDITIONAL REQUIREMENTS NOT INCLUDED WITH INITIAL SUBMITTAL

- Notice by Mail Affidavit and accompanying documents
- Notice of Posting of Sign Affidavit and accompanying documents for TRC

NOTICE TO ALL APPLICANTS

You are required to schedule a pre-application conference with Planning and Development Services prior to submittal of this application. Your application will not be processed without verification that you have attended a pre- application conference with a representative(s) of Planning and Development Services. To schedule a pre- application conference with a planner, please use the online portal (<https://www.citizenserve.com/Portal/PortalController>).

A pre-application conference was held with _____
regarding the _____
on this day of _____, _____.

PRE-APPLICATION NOTES

Signature of Applicant/s: _____

Signature of Planner: _____

Date: _____

Project / Pre-Application #: _____

Applicant Information

Name: _____

If company or corporation, name of secretary or officer

Address: _____

City, State, Zip:

Telephone Number: _____

Fax Number: _____

Email Address:

Property Information

Legal Description:

Parcel Identification Number(s) Obtained from Property Appraiser's Office:

Driving directions to the site from the nearest major intersection:

Property Owner Information (if different from applicant)

Name: _____

If company or corporation, name of secretary or officer

Address: _____

City, State, Zip: _____

Telephone Number: _____ Fax Number _____

Email: _____

Agent Information (if different from applicant)

Name: _____

If company or corporation, name of secretary or officer

Address: _____

City, State, Zip: _____

Telephone Number: _____ Fax Number _____

Email: _____

Architect

Name: _____

If company or corporation, name of secretary or officer

Address: _____

City, State, Zip: _____

Telephone Number: _____ Fax Number _____

Email: _____

Engineer

Name: _____

If company or corporation, name of secretary or officer

Address: _____

City, State, Zip: _____

Telephone Number: _____ Fax Number _____

Email: _____

Surveyor

Name: _____

If company or corporation, name of secretary or officer

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 site is required. Provide a statement of intent below:

Flood Zone:

The applicant shall provide a completed Walton County Flood Zone Information Request Form (Attached).

Sewer and Water:

Will this parcel(s) be served with public sewer?

If yes, who is the provider? _____

The applicant shall submit letter from company providing the service indicating service availability and treatment capacity.

Will this parcel(s) be served with public water?

If yes, who is the provider? _____

The applicant shall submit letter from company providing the service indicating service availability.

School Zones:

Elementary _____

Middle _____

High School _____

Consistency with Comprehensive Plan / Future Land Use Map:

What is the current Zoning District of the property? _____

What is the current Future Land Use Map designation? _____

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:

Zoning District:

(Commercial, single-family, multifamily, vacant, etc.)

(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? _____

**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: _____

Contact Information:

Name: _____

Address: _____

Phone Number: _____

Facsimile Number: _____

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.

Date: _____

Applicant's Signature

Printed Name

Date

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: _____

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 the Transportation Concurrency Technical Manual.

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.

Notification of Affected Property Owners

The Board of County Commissioners requires any applicant for 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 of property in relation to surrounding properties (at least 1/2 mile radius)
2. allowable uses, density and intensity and a description of any proposed development
3. Legal description of the subject site and parcel ID number
4. A clearly legible site plan of any development proposal if available

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 *****

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 persons sent the notification letter. I have completed said requirements as described in this application.
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.

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:

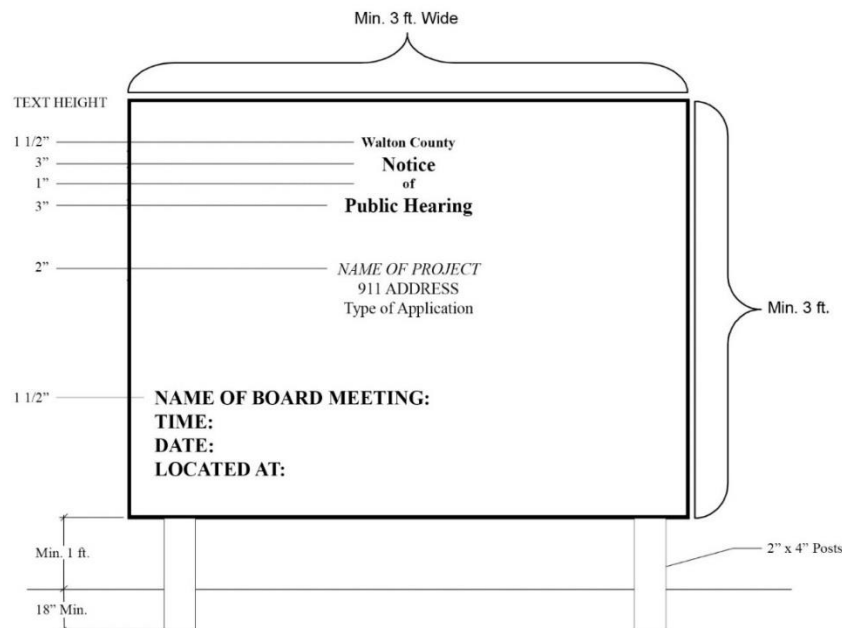
Sign Posting Requirements

NOTICE TO APPLICANTS

POSTING OF PROPERTY REQUIREMENTS SIGN:

All applications for development orders requests shall be required to post the subject site with a sign notifying the public of public meetings and the request 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 first public meeting, and remain on the site until final adoption by Board of County Commissioners. Applicants shall 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 bottom of the sign shall be a minimum of 1 foot above grade. Posts shall extend 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 hearings, date and time of meetings, location of meetings, and purpose of the meetings 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: _____

Sample Property Owner Notification Letter

YOUR LETTERHEAD

Date: _____

Re: _____ (applicant (s)) is/are proposing a development order of the property shown on the attached map. The site proposed for variance is located at _____ and can be described by _____ (parcel ID number(s)) and is _____ acres in size.

Dear Property Owner:

As a property owner within three hundred (300) feet of the above referenced parcel(s), you are hereby notified that the owner has made application to Walton County Planning and Development Services for approval of the referenced Development Order. A site plan (if available) and a location map are enclosed for your review. If you have questions or concerns regarding this proposal, please direct them to _____ (applicant or agent) at _____ (area code & phone number). You may also direct your comments or concerns in writing to Planning and Development Services, 842 State Highway 20 East, Suite 110, Freeport, Florida 32439 or by fax to (850) 622 -9133 no later than 4:30 p.m. the day prior to any board meeting described below for inclusion into the record of the application or you may be present at the scheduled public hearing where you will be allowed to provide oral comment related to the proposal. Email comments are also acceptable directed to the Planning Department project manager or Board Secretary, please call 850-267-1955 for the appropriate email address. Please reference the applicant and development proposal in all written correspondence. General questions not intended to be part of the written record for the requested development order may also be directed to the Planning and Development Department at 850-267-1955.

The Walton County Planning Commission is scheduled to review this development order proposal on _____ (month/day/year) at the _____ (building) located at _____ (address). The meeting will begin at _____ (time).

The Planning Commission will make a recommendation to the Board of County Commissioners regarding this request either to approve, approve with conditions, or to deny. Any request 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) at the _____ (building) located at _____ (address). The meeting will begin at _____ (time). The purpose of the meeting is to review and consider the Planning Commission's recommendations and to consider the approval of the proposed development order.

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) Location Map;
 - 2) Site Plan if Available;
 - 3) Written Summary of proposed development order.

Agent Affidavit / Special Power of Attorney

STATE OF FLORIDA COUNTY OF WALTON

KNOW ALL MEN BY THESE PRESENTS, that I _____ am presently the owner and/or leaseholder of _____ 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: _____

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 _____,

Signed Name of Notary Public

Printed Name of Notary Public

{Seal}

Commission Number: _____ Expiration Date: _____

Neighborhood Infill Project Community Meeting Instructions

Definition- a community meeting that is advertised, held near the proposed project and provided input into the design.

In order to hold the community public involvement program as stated above, the developer will need to do the following:

1. Schedule a community public involvement program meeting in a location convenient for the neighborhood / community to attend. This meeting must take place following a pre-application conference with the County and before submitting a development order application.
2. Place an advertisement in the legal section of a newspaper of local circulation. The ad must run at least once no less than 10 days before the community public involvement program meeting. The ad must:
 - a. State the time, date, and location of the meeting
 - b. State the purpose of the meeting (to solicit and consider input from adjacent / neighboring property owners regarding the proposed development project)
 - c. Describe the proposed development project in terms of acreage, number of dwelling units, type of dwelling units, square footage / type of commercial development, public uses, and or civic uses, and the development location.
3. Notify all property owners within 300 feet of the development parcel boundaries by certified mail, return receipt requested, that there would be a community meeting. This notice is sent (no more than 20 days) no less than 10 days before the community meeting. The return receipt cards should reference the development name and community meeting and delivered with the development order application.
4. The notification package to the property owners should fully describe the project and its location and should include a legible site plan.
5. Create an attendance list to document the names, addresses and phone numbers or email of attendants.
6. Document the community meeting with an audio recording of the meeting and ensure that written minutes are taken of the meeting.
7. Prepare a report / summary of the issues / concerns raised at the community meeting and the developer's consideration of the issues / concerns raised and measures taken (if any) to alleviate those issues / concerns.
8. The following items must be submitted to the Planning Department within 7 days with the application after the community involvement meeting for all Infill projects:
 - a. Proof of publication of the legal ad in the Beach Breeze Newspaper.
 - b. Certified green return receipt cards and any undeliverable packages.
 - c. Original attendance list of the meeting.
 - d. Copy of the audio recording of the meeting, preferably a CD or flashdrive.
 - e. Original minutes of the meeting.
 - f. Summary of the issues / concerns discussed and the developer's consideration given to said issues / concerns and measures take (if any) to alleviate those issues / concerns.