



## Walton County Planning Division

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

### DEVELOPMENT OF REGIONAL IMPACT

#### PHASE APPLICATION (MINOR DEVELOPMENT)

#### NOTICE TO ALL APPLICANTS

You are required to schedule a pre-application conference with the Planning Division prior to submittal of applications for all development projects. Your application will not be processed without verification that you have attended a pre-application conference with a representative(s) of the Planning Division. To schedule a pre-application conference contact (850)267-1955 (South Walton Annex) or (850)892-8157 (North Walton Annex).

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

**Planning Official** \_\_\_\_\_ **Title** \_\_\_\_\_

I understand that the Board of County Commissioners has the final approval regarding all development projects. I understand that this proposed development will be subject to all applicable land use regulations, and that this development is not considered vested for specific land use regulations until the Planning Division Director or his/her representative has issued a final development order.

(reverse side of page for pre-application notes)



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

**APPLICANT**

Name: _____ (If company or corporation, name of secretary and president)		
Address: _____		
City, State, Zip: _____		
Telephone Number: _____	Fax Number: _____	Email: _____

**AGENT**

Name: _____ (If company or corporation, name of secretary and president)		
Address: _____		
City, State, Zip: _____		
Telephone Number: _____	Fax Number: _____	Email: _____

**ENGINEER**

Name: _____ (If company or corporation, name of secretary and president)		
Florida Registered Professional Engineer Number: _____		
Address: _____		
City, State, Zip: _____		
Telephone Number: _____	Fax Number: _____	Email: _____

**SITE (PHASE) IDENTIFICATION**

Use Proposed:	Parcel Number(s)
Total Acreage:	
Flood Zone Acreage:	
FDEP Wetland Acreage:	
ACOE Wetland Acreage:	
Flood zone: _____ Panel#: _____ Date: _____	
White Sand Zone: (yes or no)	
Coastal High Hazard Zone: (yes or no)	
South of CCCL (yes or no)	
Located in Inlet Beach (yes or no)	
Located in Grayton Beach (yes or no)	
Future Land Use:	
Existing Use:	
Nearest Major Intersection:	
Address:	

**SURROUNDING AREA**

COMPATIBILITY WITHIN ¼ MILE (including approved developments)				
Item:	Low Existing:	Max Existing:	Average Existing:	Proposed:
Density				
Front Setback				
Side Setback				
Rear Setback				
Height				
Stories				

	EXISTING USE	IDENTIFICATION	FUTURE LAND USE
SITE			
NORTH			
SOUTH			
EAST			
WEST			

**PROJECT INFORMATION (FOR PHASE)**

ITEM	REQUIRED or ALLOWED	PROVIDED	SHEET LOCATED
Number of Lots			
Number of Units			
Density of Site per acre			
Floor Area Ratio			
Impervious Surface Ratio			
Non-Residential Square Footage			
Number of Buildings			
Max Height of Building(s)			
Max Story of Building(s)			
No. Vehicle Parking Spaces			
No. Bicycle Parking Spaces			
No. Handicap Parking Spaces			
No. Loading Zones			
Square Feet of Loading Zone			
Front Building Setback			
Side Building Setback			
Rear Building Setback			
Vehicle Use Buffer			
Wetland Buffer			
Use Buffer North			
Use Buffer South			
Use Buffer East			
Use Buffer West			
Preservation Acres			

**APPLICATION QUESTIONNAIRE:**  
(WRITTEN RESPONSE REQUIRED FOR EACH QUESTION)

1. What unique characteristics does this site have and are there any outstanding code violations for this site.
2. Explain how the proposed use is permitted with the future land use category.
3. If located in Grayton Beach, explain how it meets the requirements of the district.
4. If located in Inlet Beach, what is the designated area and how does the proposed project meet the intended use.
5. How many PM peak trips are generated with this project?
6. What roadways are impacted by this project in the transportation analysis?
7. Explain the legal access to this site from the starting from the nearest public collector roadway.
8. Is this a platted lot? Are there any covenants and restrictions?
9. Are there any deed restrictions or liens on the property?
10. How will the vehicles and pedestrians move safely throughout the project?
11. Are there any new rights of way created and who will they be dedicated to?
12. Explain the lighting proposed.
13. Identify the number of buildings along with the height and stories of each.
14. Explain the landscaping and buffers proposed. How many of each type of shrub, understory, and canopy tree required and provided.
15. Explain how the natural communication preservation area will be protected / preserved throughout construction. How much is required and provide.
16. Explain the grading and drainage plan for the project.
17. Are there any wetland impacts. FDEP or ACOE? Acreage impacted of each.
18. Are there any species on the Federal or State list of the classes, Endangered, Threatened, or of Special Concern observed on this site.
19. Are there any archaeological sites within or adjacent to this parcel?
20. Has there been any potential contamination of the soils by past uses?
21. Are there any signs proposed with this application?
22. Are there any proposed conditional uses within this project?
23. Are there any accessory uses or structures proposed?
24. What utility providers will be providing service? Explain water, sewer, electric, gas, and garbage collection.
25. Is this site located within the US 98, US 331, CR 83, CR 283, CR 393, CR 395 or CR 30-A, scenic corridor? If so, elaborate on how this project meets the specific requirements.
26. Have any neighbors or other citizens provided any input that you are aware of? If so, please elaborate.
27. Is this project submitted as conceptual plan and if so, what deviations are requested and why.
28. If any state or federal permits are not required, an exemption or release from the jurisdiction is required.

**FEES:**

- Check for Minor Development \$450.00
- Check for Engineering review fee \$750.00 (includes first two submittals)
- Check for School Board review fee \$200.00 (Check payable to Walton County School Board)

**DOCUMENTS (5 FULL SETS):**

- Completed and Signed Development Application
- Agent Affidavit
- Proof of ownership – copy of deed
- Copy of title search, opinion or policy
- Copy of any recorded covenants, restrictions, easements, or land use related documents.
- Boundary and Topographic Survey **of phase** signed, dated, and sealed by a Florida Professional Licensed Surveyor.
- Construction plans signed, dated, and sealed by a Florida Licensed Professional Engineer.
- Stormwater drainage calculations report and analysis signed, dated, and sealed by a Florida Licenses Professional Engineer.
- Architectural drawings of floor layout and all side elevations (excluding single family lot only).
- A traffic analysis summary signed, dated, and sealed, by a Florida Licenses Professional Engineer.

- An environmental assessment summary signed and dated by a qualified environmental consultant.
- All applicable state and federal permit applications and associated drawings and exhibits.
- DRI summary of development orders, variances, and resolutions, that were passed, the associated number, date they were approved, expirations, and conditions. A total existing of all uses, single family, multi-family, office, public, civic, open space, etc., shall be provided.
- A recent sewer and water capacity letter signed by approved representative of provider.
- Copy of approved Master Plan maps. (Master layout, traffic, preservation, vicinity, etc.)
- A master plan status map that shall include the identification of the proposed phase in relation to the approved Master Plan.
- Copy of deviations approved in PUD.
- A point-by-point foot-candle array in a printout format indicating the location and aiming of illuminating devices. The printout shall indicate compliance with the maximum maintained foot-candles required by this code.
- Detailed plans of the illuminating devices, fixtures, lamps, supports, reflectors, poles, raised foundations and other devices (including but not limited to manufacturers or electric utility catalog specification sheets and/or drawings, and photometric report indicating fixture classification [cutoff fixture, wall pack, flood light, etc.]).
- A CD with the entire submittal in .pdf files (this includes a .pdf of the civil plans) for the initial submittal and each 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 any file larger than 2 MB.

**CIVIL PLANS CHECKLIST:**

- To Engineering Scale no small than 1" = 20'. An overall scaled plan of 1" = 100' may be used to show the entire plan as long as sections are clearly identified with appropriate page numbers.
- Plans shall be 24" x 36" in size.
- Sheet index and sheet numbers required.
- Plans must have legend / key of all symbols and lines.
- Cover sheet shall have name, address and telephone number of each owner of the property, where a corporation or company is the owner, the president and secretary's information shall be provided.
- Cover sheet shall include a complete legal description of property.
- A general vicinity or location map.
- The name, business address, and telephone number of the individual(s) responsible for preparation of the drawing(s).
- Each sheet of the plan(s) shall contain a title block including the name of the development, the graphic scale, a north arrow, and the date of preparation of the plan.
- Revision blocks shall be used.
- Identification of the land use designation(s) and densities of land areas adjacent to the proposed development, and an indication of the relationship of the transportation systems of adjacent development to the proposed development.
- Identify method of garbage collection such as dumpster location.
- Plans must include a construction parking plan for loading and unloading of materials throughout construction.
- Structures.** Each application shall include building plans indicating, at a minimum:
  - The location, dimensions, gross floor area, and proposed use of each building;
  - The total number and type of residential units, categorized according to number of bedrooms, and total number of residential units per acre (gross density) calculations for the project;
  - Floor area, height and types of office, commercial, industrial and other proposed nonresidential structures and uses, with floor area ratio calculations for each such structure and use;
  - Total area, and percentage of total site area, to be covered by impervious surface(s);
  - Architectural or engineering elevations of all sides of each building other than one- or two-family dwelling units;
  - Building setback distances from property lines, abutting right-of-way centerlines, and all adjacent buildings and structures; and
  - Construction phase lines.

- Transportation.* Each application shall include drawing(s) of streets, parking areas, loading areas, and other vehicle and pedestrian traffic-ways and areas, which shall indicate:
  - The layout of all streets, bike paths, and driveways, with paving and drainage plans and profiles showing existing and proposed elevations and grades of all public and private paved areas;
  - A parking and loading plan showing the total number and dimensions of proposed parking spaces, spaces reserved for handicapped parking, loading areas, proposed ingress and egress (including proposed public street modifications), and the projected onsite traffic flow; and
    - o Cross sections and specifications of all proposed areas of pavement.
  - Utilities.* Each application shall include information relating to and drawing(s) depicting utilities, which shall indicate:
    - o Location of the nearest available public water supply and wastewater disposal system and the proposed tie-in points, or an explanation of alternative systems proposed to be used;
    - o A complete drainage plan demonstrating the capability of the drainage system to collect, control, and discharge stormwater runoff. The plan shall include delineation of the major areas draining into the development, sufficient topographical information to verify location of streams, drainageways, etc., and existing drainage features (i.e., pipes, ditches, and the like). The location of any drainage retention areas and major drainage improvements shall also be shown.
    - o Typical and special roadway and drainage sections and summary of quantities;
    - o Location of onsite wells, and wells within 1,000 feet of any property line, which exceed 100,000 gallons per day;
    - o Location of all site lighting;
    - o Location and specifications of any proposed garbage dumpsters and other facilities or structures intended for garbage collection;
  - Flood Elevations.* Each application shall include information relating to and drawing(s) depicting flood information, which shall indicate:
    - o Elevation in relation to mean sea level of the proposed lowest floor (including basement) of each structure;
    - o Elevation in relation to mean sea level to which any nonresidential structure will be floodproofed;
    - o Certification by a registered professional engineer or architect that each nonresidential floodproofed structure will meet the flood-proofing criteria provided in this Code; and
    - o A description of the extent to which any watercourse will be altered or relocated as a result of proposed development.
  - Landscaping and Grading.* Each application shall include information relating to and drawing(s) depicting proposed landscaping and grading for the development site, which shall indicate:
    - o Location and dimensions of proposed buffer zones and landscaped areas, including buffer zones adjoining shorelines;
    - o Description of plant materials existing and to be planted in buffer zones and landscaped areas;
    - o Grading plans, specifically including perimeter grading; and
    - o The percentage of land surface that is covered by native vegetation and the percentage of native vegetation that will be removed by the proposed development.
  - Covenants, Easements, and Dedications.* Each application shall include information relating to, and drawing(s) depicting (where appropriate), proposed covenants, easements and dedications applicable to the proposed development, which shall indicate:
    - o Location of all land to be dedicated or reserved for all public and private uses including rights-of-way, easements, special reservations, and the like;
    - o Restrictive covenants which reflect restrictions pertaining to the type and use of existing or proposed improvements, waterways, open spaces, building lines, buffer strips and walls, and other restrictions of similar nature, and which shall be submitted with the final development plan for recordation.
  - Concurrency.* Each application shall include all documentation prescribed pursuant to Section 3.02.02 relating to the review for concurrency.
  - Waterfront Developments.* For each development proposed to be undertaken in any area adjacent to a water body or other water impoundment, the application shall include hydraulic and hydrological design data, prepared by a registered Florida professional engineer, as follows:
    - o Dam specifications;
    - o Storage volumes;
    - o Flood storage;
    - o Watershed specifications;
    - o Spillway ratings;
    - o Dam safety analysis;

- Drawdown capabilities; and
- Refill capabilities.
- Developer's Assurance and Guarantee of Completion of Improvements.* As part of the developer's duty of assuring that all improvements required in connection with the proposed development are satisfactorily constructed according to the approved development plan (as specified in Section 10.05.08 herein), the following shall be provided with each application for approval of a development plan:
  - Agreement that all improvements, whether required by this Code or constructed at the developer's option, shall be constructed and completed in accordance with the standards and provisions of this Code within a specific timeframe set out in such agreement. Timeframe may be either: completion of all improvements by the date of full completion of the development and final inspection of the development, where the project is not long-term; or completion of particular improvements by specific dates which are set out in the agreement, where the project is long-term in nature. No timeframe for completion of improvements shall exceed five years from the recording of the plat or 30 percent occupancy of the development, whichever comes first.
  - The projected total cost for each improvement. Cost for construction shall be determined by either of the following:
    - Estimate prepared and provided by the applicant's engineer;
      - The executed construction contract as to the improvement, a copy of which shall be provided; or
      - Estimate prepared by the County engineer.
    - Specification of the public improvements to be made and dedicated, together with the timetable for making improvements.
    - Specification of the amount and means by which security in relation to the developer's guarantee of completion of the improvements shall be provided by the developer to the County; and
    - Agreement that upon failure of the applicant to complete, or to cause to be completed, the required improvements according to the schedule for making those improvements, the County shall utilize the security provided by the developer in connection with the agreement and guarantee.
- Additional Information.* The Director of the Planning Division may, as required by special circumstances in the determination of the Director, require the submission of any other documentation and information relating to a proposed development project, which the Director deems to be reasonably necessary to insure satisfactory review under the requirements of this Code and other applicable law.

**SURVEY CHECKLIST:**

- Include appropriate note for proof of title search, opinion, insurance, or policy with all easements, right of ways, restrictions, etc. graphically shown.
- Identify complete legal access from nearest major public roadway.
- Each right of way and easement shall be clearly identified and labeled as private or public.
- The total area of boundary in square feet or acres.
- Wetlands and most current FIRM flood plains identified.
- Topography of site in two foot contours. Identify mean high water line along waterways.
- Existing utilities, streets, culverts, manholes, pipes (with sizes and invert elevations) and other site improvements on the surface and below ground.
- Method of elevation and coordinate system used in elevations.

**OTHER REQUIREMENTS:**

- Environmental Assessment addressing wetlands, vegetative communities and coastal communities.



## **REQUIRED SIGNATURE**

Your contractor is required to contact the Development Services Division to request an inspection of the completed site improvements **at least** 48-hours in advance of receiving a certificate of completion on the development of this project.

On subdivision projects, the contractor is required to contact the County for inspections of the grading, drainage, and construction plan improvements.

I understand this requirement and will ensure that the person or persons installing the site improvements adhere to the plans approved by the County.

I agree that the Walton County personnel or any assigned agents may enter the property for the purpose of verifying the conditions that affect this application, for periodic inspections, and to verify information that I provided as part of this application.

### **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.**

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Applicant's Signature

Date of Signature

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: \_\_\_\_\_

**NOTE: This Development of Regional Impact Phase Application will not be processed without a Notary Public Witnessed Signature by the Applicant.**

THIS SUBMITTAL WAS CHECKED BY:

\_\_\_\_\_

DATE: \_\_\_\_\_