



## 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

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**(This application is used only for Large Scale and Small Scale Map Amendments)**

### FUTURE LAND USE MAP AMENDMENT APPLICATION

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## SUBMITTAL CHECKLIST

### FUTURE LAND USE MAP AMENDMENT APPLICATION – INITIAL PACKETS WILL INCLUDE (in order

**as stated below and sorted into five (5) full set(s)):**

**If any submittals do not meet these requirements, they will not be accepted**

*(Checks payable to Walton County)*

- Check for Amendment Application: **LSA \$2,000.00 plus \$300.00 for Environmental review or SSA \$1,200.00 plus \$200.00 for Environmental review**
- Check for School Board review fee: LSA \$300.00 or SSA \$200.00
- Check for Engineering review fee: LSA \$250.00 or SSA \$150.00
- Completed & Signed Future Land Use Map Amendment Application (original plus 4 copies)
- Agent Affidavit (original plus 4 copies)
- Proof of Ownership (5 copies)
- Copy of title search, opinion or policy w/copy of any recorded covenants and restrictions on the subject parcel(s) (5 copies)
- Boundary / Topographic Survey (signed and sealed) (survey must be within 1 year of submittal date to be considered recent) (original plus 4 copies)
- Completed Walton County Planning – Request For Land Use Determination Form w/copy of Future Land Use Map (5 copies)
- Flood Zone Map of Site – (See attached GIS Interactive Map Brochure) (5 copies)
- Area Site Map (including major street names and parcels) (5 copies)
- Surrounding Area Map (such as lot and block, subdivision or one mile radius of subject parcel(s))
- Parcel(s) Map (subject parcel and adjoining parcels only) (5 copies)
- Environmental Assessment (signed and illustrated) (original plus 4 copies, must be in color)
- Traffic Study per Appendix C.3 of Land Development Code (signed and sealed) (original plus 4 copies)
- Sewer and Water Letter provided by the Utility provider (original plus 4 copies)
- Compatibility Analysis (original plus 4 copies)
- List of Notified Property Owners within 300 feet of the project (5 copies)
- A CD with the entire submittal in .pdf files 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.

### **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 contact (850) 267-1955 (South Walton Annex) or (850) 892-8157 (North Walton Annex).

A pre-application conference was held with \_\_\_\_\_  
regarding the amendment of \_\_\_\_\_

\_\_\_\_\_ on this  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

I understand that the Board of County Commissioners must vote to approve this requested amendment. I understand that this proposed amendment will be subject to all applicable comprehensive plan policies and implementing land development code regulations. I understand that this amendment, if approved, does not vest the subject property for traffic concurrency or specific land use regulations and that development proposed for the subject property requires the approval and issuance of a final development permit.

**PRE-APPLICATION NOTES**

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Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Planner's Signature \_\_\_\_\_

Date \_\_\_\_\_

**NOTE:** Always obtain a new application from Planning and Development Services, as it may have been modified. Please check with Planning and Development Services to verify we are accepting applications.

**Non-Refundable Application Fee:  
Payable to Walton County**

**Small Scale Amendment.....\$1200.00+ 200 Env  
Large Scale Amendment.....\$2000.00+ 300 Env**

**Non-Refundable School Board Review Fee:  
Payable to Walton County School Board**

**Small Scale Amendment.....\$ 200.00  
Large Scale Amendment.....\$ 300.00**

**Non-Refundable Engineering Review  
Payable to Walton County**

**Small Scale Amendment.....\$ 150.00  
Large Scale Amendment.....\$ 250.00**

**Date of Acceptance of Complete Application \_\_\_\_\_**

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: \_\_\_\_\_

**PROPERTY INFORMATION**

Parcel Identification Number(s) (Obtain from Property Appraiser's Office): \_\_\_\_\_

Legal Description: \_\_\_\_\_  
\_\_\_\_\_

The applicant shall provide in the space below driving directions to site from nearest major intersection:  
\_\_\_\_\_  
\_\_\_\_\_

The applicant shall provide within which Board of County Commissioner's district number the parcel(s) is located:  
\_\_\_\_\_

**PROPERTY OWNER (if different from applicant)**

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

**STATEMENT OF INTENT**

**The applicant shall provide** the adopted Future Land Use Category designation of subject property:

\_\_\_\_\_

**The applicant requests** that the Future Land Use Category designation for the subject property be amended to:

\_\_\_\_\_

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:

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

**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: \_\_\_\_\_

\_\_\_\_\_

**FLOOD ZONE INFORMATION**

**The applicant shall provide** a completed Walton County Flood Zone Information Request Form, as attached in Addendum 7

**SEWER AND WATER**

Will this parcel(s) be served with public water?  YES  NO

If yes, who is your provider? \_\_\_\_\_

(Submit letter from company providing this service)

Will this parcel(s) be served with public sewer?  YES  NO

If yes, who is your provider? \_\_\_\_\_

(Submit letter from company providing this service)

**STORMWATER MANAGEMENT FACILITIES** - Provide a summary description of the facilities that are in place, facilities that will be expanded, or new facilities that must be installed including any public or private easements.

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

**SCHOOL**

**The applicant shall provide within which school zone the parcel(s) is located:**

Elementary \_\_\_\_\_ Middle \_\_\_\_\_ High School \_\_\_\_\_

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

### CONSISTENCY WITH COMPREHENSIVE PLAN

Explain how the proposed amendment(s) is / are in conformance with the Walton County comprehensive plan, including, but not limited to:

- A) Statement of consistency / compliance with comprehensive plan (cite relevant sections from the Comprehensive Plan).
- B) Statement of consistency/compliance with the Land Development Code (cite the relevant sections from the Land Development Code.)
- C) Describe any changed conditions and trends in the county or adjacent areas that would justify amending the comprehensive plan.
- D) State why there is a need for the proposed amendment.
- E) Provide a statement to the extent to which the proposed amendment:
  - 1. Is compatible with existing surrounding land uses;
  - 2. Will result in an orderly and logical development pattern;
  - 3. Affects the capacities of public facilities and services infrastructure listed below;
  - 4. Affects the natural environment
- F) Analyze the capacity limits and constraints for water and sewer in conjunction with the proposed amendment. (Calculate the demand based on projected usage and present provider capacity ~ example provided below). Include a map of the provider's service area. Water and sewer demand projections are based on potential maximum number of dwelling units.

**REQUIRED SIGNATURE**

Your contractor is required to contact Walton County Planning and Development Services 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.**

\_\_\_\_\_  
Applicant's Signature    Printed Name    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 Major/Minor Development Application will not be processed without a Notary Public Witnessed Signature by the Applicant.**

**THIS SUBMITTAL WAS CHECKED BY:**

\_\_\_\_\_

**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.

**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.



**ADDENDUM 2**

**Public School Facilities Concurrency**

**The applicant shall provide** summary analysis for public school facilities concurrency for review by completing the following worksheet:

Projected School Aged Children by Grade Level

(a) Maximum Residential Units (total acreage x maximum allowable density):			(a)
(b) Maximum Projected Population (answer (a) x 2.35 pph <sup>3</sup> )			(b)
(c) Maximum School Age Projections (answer (b) x 16.3% <sup>4</sup> )			(c)
Grade Level	Walton Age Group	County Profile <sup>1</sup> % of 5-17 Age Group	Maximum School Age by Level
Elementary School (K-5)	5-10	46.2% x (c)	(d)
Middle School (6-8)	11-13	22.4% x (c)	(e)
High School (9-12)	14-17	31.4% x (c)	(f)
Total 5-17 Age Group <sup>2</sup>	-----	100%	The total of (d), (e), & (f) should be equal (c)

**The applicant shall submit** with this application, Walton County School Board review fees of:

Small Scale Amendment.....	\$ 200.00
Large Scale Amendment.....	\$ 300.00

Please submit separate payment for the School Board fee, payable to Walton County School Board.

These fees will be forwarded to the Walton County School Board by Planning and Development Services. Planning and Development Services will request from the Walton County School District Director of Operations and Administration a letter indicating that the Director has or will be reviewing the proposed amendment and finds what the impact will be on area schools and any plans for future mitigation.

Educational facilities (calculate the number of school age children by grade level and educational stations to enrollment ratios for the applicable Walton County School. In the table provided above, an estimate of school age children (ages 5-17) is projected to reside in the hypothetical development. The estimate is based on anticipated year-round population, which was calculated using the 2000 U.S. Census person per household figures in Walton County. Distribution by grade level should be based on an age profile like that of the entire Walton County population as reported in the 2000 Census.

<sup>4</sup> U.S. Census 2000. The 5-17 age group in 2000 was approximately 16.3% of the total county population. Sub-groups within the 5-17 age group are as reported for the countywide population.

<sup>5</sup> The 5-17 age group for this development is as estimated for households occupied year-round based on 2000 census data for Walton County.

## **ADDENDUM 3**

### **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 4**

### **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 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: \_\_\_\_\_

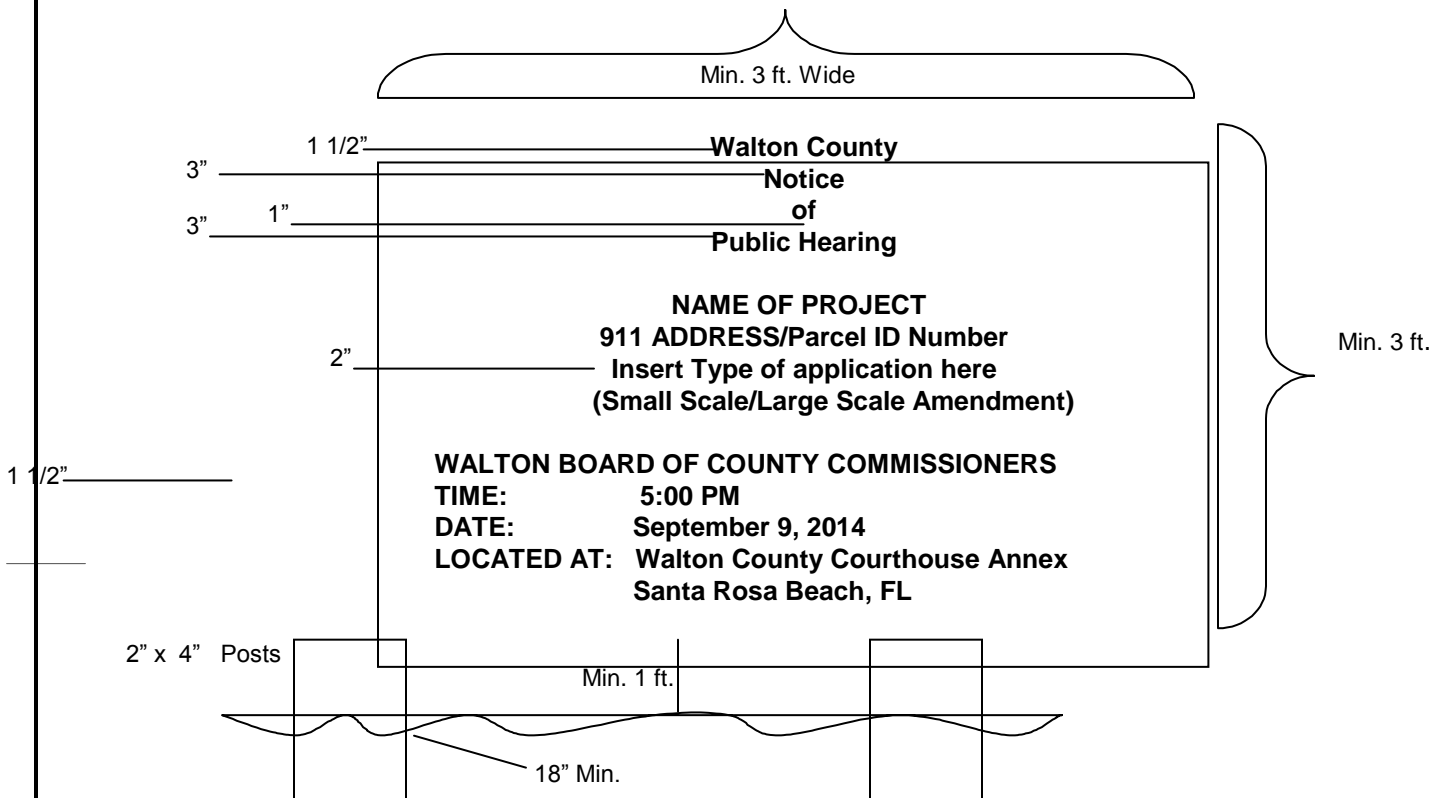
# ADDENDUM 6

## NOTICE TO APPLICANTS

### POSTING OF PROPERTY REQUIREMENTS SIGN:

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 7**

**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 8

### 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 9**

**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:

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

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

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

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

APPLICANT:

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: \_\_\_\_\_





**ADDENDUM 10**  
**Flood Zone Request Form**  
**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**

**REQUEST FOR FLOOD ZONE INFORMATION FORM**

Date:	FEE: 25.00 payable to Walton County
Requestor (Please Print):	
Requestor's Address:	
Contact Number:	Fax:
E-Mail Address:	
Parcel Data: Please provide the parcel ID* number and attach a <u>complete</u> legal description:	
<b>If the parcel has a dwelling unit, please include, if available, a copy of the elevation certificate.</b>	
Property Owner's Name:	
<p align="center"><b>Please read the following statements carefully and initial where indicated.</b></p> <p>_____ (Requestor's initials) I understand the request for Flood Zone information on the above described property is based only on the data indicated on this form and that it does not constitute a legal and binding determination. I further understand that this information is given based solely on the best available data at the time of the request.</p> <p>_____ (Requestor's initials) I understand that the information provided on this form does not constitute a "change" to any existing flood zone information. If erroneous flood zone information has been provided to me, I understand that my flood zone will be as depicted on the applicable Flood Insurance Rate Map. Any attempt to change your flood zone must be approved by the Federal Emergency Management Agency (FEMA).</p> <p>_____ (Requestor's initials) I understand that this information is based on the FIRM for this community and that this letter does not imply that the referenced property will or will not be free from flooding or damage. I understand a flood greater than that predicted may damage a property not in a Special Flood Hazard Area or from a local drainage problem not shown thereon. I will not hold Walton County liable for any damage that results from reliance on this information.</p> <p>If you are requesting information other than the most recent flood zone information for this property, please list your request here:</p> <p><b>(NOTE: If you require flood zone information prior to 2010, you must provide the date when the structure was constructed and the name of the contractor if possible. Please understand that these requests must be researched and may take several days to complete.)</b></p>	

**THE SECTION BELOW IS TO BE COMPLETED BY COUNTY STAFF ONLY**

The following Flood Insurance Rate Map (**FIRM**) information is provided:

Community **NFIP** number: \_\_\_\_\_

The property is located on panel number/suffix: \_\_\_\_\_

The date of the **FIRM** index: \_\_\_\_\_

The property is located in **FIRM** zone: \_\_\_\_\_

The parcel is effected by a Letter of Map Change \_\_\_\_\_

Staff findings on this property:

\_\_\_\_\_ is located in a Coastal Barrier Resources System (CBRS). NFIP flood insurance is not available for structures built or substantially improved on or after the designation of the CBRS. The designation date of the CBRS is \_\_\_\_\_.

\_\_\_\_\_ is located in a Special Flood Hazard Area. The base flood elevation at the property is \_\_\_\_\_ **NGVD**. Federal law requires that a flood insurance policy be obtained as a condition of a federally backed mortgage or loan that is secured by a building located in a Special Flood Hazard Area. It is up to the lender to determine whether flood insurance is required for this property. Flood insurance is available in Walton County. More information on flood insurance is available. Please contact staff if you require additional information.

\_\_\_\_\_ is not located in a Special Flood Hazard Area. However, the property may still be subject to local drainage problems or other unmapped flood hazard. Flood insurance is available and may be obtained at non-floodplain rates. A lender may require a flood insurance policy.

\_\_\_\_\_ the determination of the building's exact location cannot be made on the **FIRM**. A copy of the **FIRM** is attached for your information.

Comments: \_\_\_\_\_

**Prepared by:** \_\_\_\_\_ **Date Prepared:** \_\_\_\_\_