



**Walton County**  
**Planning and Development Services**  
842 State Highway 20 East Suite 110  
Freeport, FL 32439  
Phone 850-267-1955 \* Facsimile 850-622-9133

---

## Walton County Planning and Flood Review Checklist for Swimming Pool Permit

**ALL APPLICATIONS SHALL BE SUBMITTED USING THE ONLINE PORTAL**

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

**PLEASE BE ADVISED THAT APPROVAL OF THE APPLICATION DOES NOT  
CONSTITUTE APPROVAL BY THE WALTON COUNTY BUILDING DEPARTMENT.  
A BUILDING PERMIT IS ALSO REQUIRED.**

***The following items must be submitted in order to obtain Planning approval:***

Payment must be made at the time of submittal. The following forms of payment are accepted:

Checks – made payable to Walton County

Credit Card w/processing fee(s)

**Cash is not accepted**

- Proof of Ownership of Property
- Architectural Review Board Letter (if applicable)
- Boundary Survey with all improvements (**no larger than 11x17**)
- State/Federal Permits (if applicable)
- Planning Review Fee (\$100.00)
- Clearing and/or Site Preparation Approval (\$25.00)
- Flood Review Fee (\$45.00) – **see 2nd page of checklist for additional submittal requirements**
- Site Plan** – The site plan must be an architectural site plan based on a certified survey (with measurements called out) **no larger than 11x17**:
  - Dimensions of property and any existing structures with any setback encroachments dimensioned
  - Location of proposed pool, spa, or fountain
  - Street Name
  - Setbacks – **must show all associated decking around pool**
  - Easements
  - Landscape/Preservation Buffers (if applicable)
  - Scenic Corridor Buffers (if applicable)
  - (CPZ) Coastal Protection Zone (if applicable)
  - CPZ Seaward/Landward of CCCL (if applicable)

- (CCCL) Coastal Control Construction Line
- Shoreline Protection/Environmental Buffers (MHWL/OHWL is required to be shown) (if applicable)
- Flood Zone delineation (if applicable)
- FDEP/ACOE Wetlands delineation (if applicable)

**Environmental Compliance**: If the parcel is within the Wildlife Conservation Zone, a lighting plan must be submitted to the Walton County Environmental Department for approval prior to applying for a building permit from the Walton County Building Department. Any questions regarding the submittal requirements or design guidelines should be directed to the Planning Department at 850-267-1955 or email [wildlifelighting@co.walton.fl.us](mailto:wildlifelighting@co.walton.fl.us)

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

## **Planning Inspection Information**

- The applicant may be required to provide the following to the Walton County Planning Department prior to inspection from the Building Department. These items along with the completed drop off form can be delivered to the Walton County Planning Department either in person at the Planning Office or via email to: [underconstruction@co.walton.fl.us](mailto:underconstruction@co.walton.fl.us)
  - Final signed/sealed Survey showing the setbacks of the pool and all associated decking

## **Flood Zone Submittal Requirements – to be included with all Planning items listed above**

V Zone and Coastal A Zone Requirements:

- Structural foundation plan with engineered flood statement. **(11x17)**.
- A “V” flood zone certificate is required for the proposed structure(s).

## **Flood Zone Information**

Construction of a pool within the flood zone requires the following information in addition to the submittal requirements from the previous page:

In accordance with the Walton County LDC, Section 4.05.00. All equipment located in a Special Flood Hazard Area (SFHA) servicing the pool that is vulnerable to water intrusion must be elevated to 1’ above the BFE to prevent water from entering or accumulating within the components during conditions of flooding.



**For office use only:**

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

**Walton County**  
**Planning and Development Services**  
842 State Highway 20 East Suite 110  
Freeport, FL 32439  
Phone 850-267-1955 \* Facsimile 850-622-9133

**Walton County Planning and Flood Review Application for  
Swimming Pool Permit**

*Please complete this form and submit to the Planning & Development Services Department along with the required submittal documentation as indicated on the Swimming Pool Checklist:*

**Circle type of submittal**  
Residential - Pool Fountain Spa  
Commercial - Pool Fountain Spa  
**(Development Order required for Commercial)**

**APPLICANT INFORMATION**

Pool Company: \_\_\_\_\_ Date: \_\_\_\_\_  
Submitted by: \_\_\_\_\_  
Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**SITE INFORMATION**

Parcel ID: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Subdivision: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Current Property Status: New Construction or Existing Development  
If new construction, provide Building Permit Number: \_\_\_\_\_  
Flood Zone: Yes or No

**Compliance Affidavit:**

***This compliance affidavit is to verify compliance of the submitted plans for the above noted permit. I hereby certify, by signature below, that I have reviewed the applicable regulations associated with the proposed construction and have prepared these plans in conformance with the applicable sections of the Walton County Land Development Code and the Walton County Comprehensive Plan and that all statements and drawings, and other information submitted with this application is true and correct. I also understand that the submittal of incorrect information will result in the revocation of this permit and any work performed will be at the risk of the applicant. I further understand that any changes which vary from the approved plans will result in the revocation of the permit and may result in a code compliant case.***

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

Print Name: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by:

Physical Presence

- OR -

Online Notarization

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

By \_\_\_\_\_, as \_\_\_\_\_,

for \_\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Signature of Notary Public – State of Florida

\_\_\_\_\_  
Name of Notary Typed, Printed or Stamped

Personally Known

Produced Identification

Type of Identification Produced:  
\_\_\_\_\_