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## Walton County Planning and Development Services

### CERTIFICATE OF LAND USE COMPLIANCE APPLICATION

#### Application Package Contents

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

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

A Certificate of Land Use Compliance is required for all businesses located within the unincorporated areas of Walton County, pursuant to Ordinance 2011-62. This certificate does not permit any structural changes to a building and/or the subject property. As defined in Ordinance 2011-62, the term *Business* shall mean all activities, trades, occupation, calling, vocation or professions engaged in, conducted, advertised, carried on, or held out to the public to be a business for the purpose of gain or economic benefit. "Business" shall not include the following: agricultural or silvicultural uses; roadside and beach vending; home occupations, as defined in the Land Development Code; and residential long-term and short-term rentals.

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## SUBMITTAL CHECKLIST

APPLICATION FOR CERTIFICATE OF LAND USE COMPLIANCE – INITIAL SUBMITTAL WILL INCLUDE THE FOLLOWING ITEMS

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

*(Credit Cards Accepted or Check payable to Walton County)*

- Fee for Certificate of Land Use Compliance Application: \$30
- Agent Affidavit
- Proof of Ownership or Lease Agreement
- Completed Application
- Location Map
- Floor Plan (sketch dimensions to scale using graph or provide a floor plan to scale)
- Off-street Parking Requirements Charts
- Sun Biz Name Registration

Federal ID #: \_\_\_\_\_

Registered Business Name: \_\_\_\_\_

**Business Owner Information**

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

If company or corporation, name of secretary or officer

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Property Owner Information**

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

If company or corporation, name of secretary or officer

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Manager or Designated Responsible Party**

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

If company or corporation, name of secretary or officer

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Business Information**

Physical Address: \_\_\_\_\_

Plaza/Center Name (if applicable): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_

Email: \_\_\_\_\_

Square Footage: \_\_\_\_\_ Date Business Established: \_\_\_\_\_

Parcel I.D. #: \_\_\_\_\_

Zoning Designation: \_\_\_\_\_

**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.

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

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: \_\_\_\_\_

**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 certificate of land use compliance 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: \_\_\_\_\_

## **Off-Street Parking Requirements Chart**

*Circle the one use that best describes your business and initial it*

<i>A. Residential uses:</i>		
1.	Detached single-family up to 3 bedrooms	2 spaces per dwelling unit
2.	Multifamily--Efficiency or 1 bedroom	1.5 spaces per dwelling unit
3.	Multifamily--2 bedrooms	2 spaces per dwelling unit
4.	Mobile home parks	2 spaces per mobile home
	RV parks	1 space per lot, not including recreational vehicle
5.	Detached single family 4 bedroom	3 spaces per dwelling
6.	Detached single family 5 bedroom	4 spaces per dwelling Over 5 add 1 space per bedroom
<i>B. Public assembly and recreational uses:</i>		
1.	Churches, theaters, auditoriums, stadiums, and other public assembly	1 space per 3 seats of the principal public assembly room or area
2.	Libraries and museums	1 space per 500 square feet of floor area
3.	Community recreation center	1 space per 250 square feet of gross floor area
4.	Bowling alley	5 spaces per lane
5.	Miniature golf	3 spaces per hole
6.	Private clubs	1 space per 300 square feet of gross floor area
7.	Skating rink, ice or roller	1 space per 300 square feet of gross floor area
8.	Schools:	
	Day or nursery, dance, arts, etc.	1 space per employee plus 1 offstreet loading space per 8 students
	Elementary or junior high	2 spaces per classroom
	Senior high	8 spaces per classroom
	College	10 spaces per classroom
9.	Swimming pool, dance hall, exhibition hall	1 space per 200 square feet of gross floor area
<i>C. Health facilities:</i>		
1.	Hospital	1.5 spaces per hospital bed
2.	Nursing homes	1 space per 6 patient beds, plus 1 space per employee on the largest shift
3.	Medical and dental offices	7 spaces per 1,000 square feet of gross floor area
<i>D. Commercial and office uses:</i>		
1.	Banks	1 space per 350 square feet of gross floor area
2.	Restaurant, standard	1 space per 150 square feet of gross floor area

3.	Fast food restaurant	1 space per 100 square feet of gross floor area, excluding the floor area used for kitchens, food and drink preparation, restrooms, and storage
4.	Taverns, nightclubs and lounges	1 space per 100 square feet of gross floor area
5.	Offices other than medical/dental offices	1 space per 250 square feet of gross floor area
6.	Gasoline service stations	3 spaces per pump station plus 2 spaces per service bay
7.	Grocery or supermarket	1 space per 200 square feet of gross floor area
8.	Convenience store	1 space per 200 square feet of gross floor area
9.	Hotels and motels	1.1 space per guestroom plus 10 spaces per 1,000 square feet of gross floor area of restaurant and lounge areas
10.	Marina	1.5 spaces per berth. If the marina contains a boat ramp, at least 10 percent of the spaces must be large enough to accommodate cars with trailers.
11.	Shopping center	5 spaces per 1,000 square feet of gross floor area
12.	Other general business or personal service establishments	1 space per 350 square feet of gross floor area
<i>E. Warehousing and industrial uses:</i>		
1.	Mini-warehouses	1 space per 10 storage cubicles, plus 2 spaces per manager's residence
2.	Warehouse	1 space per 3,000 [square] feet of gross floor area
3.	Extraction uses	1 space per employee on the largest shift
4.	General industrial	1.5 spaces per 1,000 square feet of gross floor area



## **Floor Plan Sketch**

All applicants for a Certificate of Land Use Compliance are required to submit a *floor plan* with the application. Scale: Each block represents 10 feet and 1 inch = 40 feet

