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## Walton County Planning and Development Services

### APPLICATION PETITION FOR HIGHWAY 98/331 SCENIC COORIDOR DEVIATION

#### Application Package Contents

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

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

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## INITIAL SUBMITTAL CHECKLIST

### APPLICATION FOR HIGHWAY 98/331 SCENIC COORIDOR DEVIATION – INITIAL SUBMITTAL WILL INCLUDE THE FOLLOWING ITEMS

If any submittals do not meet these requirements, they will not beaccepted

#### Additional items may be required per LDC 1.13.00 (N)

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

- Fee for Deviation Application: \$450
- Fee for Pre-Application meeting: \$25
- Agent Affidavit
- Proof of Ownership
- Completed Application
- Flood Zone Map, Existing/Current Parcel Map, and Zoning Map
- Boundary / Topographic Survey (signed and sealed) (survey must be within 1 year of submittal date to be considered recent)
- Single-page Site Plan
- Floor Plan and All Elevations
- Photographs of the proposed site location of view
- List of Property Owners within 300 feet of the project to be notified

#### **ADDITIONAL REQUIREMENTS NOT INCLUDED WITH INITIAL SUBMITTAL**

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

#### **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

**Deviation Request Questionnaire**

1. Is this deviation request the minimum necessary to achieve the applicant's desired result and meet all other requirements of Chapter 13 of the Walton County Land Development Code?

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2. Will this deviation request undermine the visual appearance, continuity and character of the scenic corridor?

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3. Will this deviation request contribute to the enjoyment and enrichment of the citizens and visitors of Walton County?

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4. Will this deviation request protect and promote the economic values of the affected properties?

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5. Will this deviation request exhibit harmonious relationships with the structure itself and the scenic corridor as a whole by using the principles of skillful design?

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6. Will this deviation request otherwise result in a high quality of development that achieves the intent and purpose of Chapter 13 of the Walton County Land Development Code?

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

I understand that the Board of County Commissioners must vote to approve this requested variance. I understand that this proposed variance 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**

**Signature of Applicant:** \_\_\_\_\_

**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:

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

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

Zoning District:  
(from the LDC/FLUM/Land Use Determination)

North Side: \_\_\_\_\_

\_\_\_\_\_

South Side: \_\_\_\_\_

\_\_\_\_\_

East Side: \_\_\_\_\_

\_\_\_\_\_

West Side: \_\_\_\_\_

\_\_\_\_\_



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

Expiration Date: \_\_\_\_\_

## **Notification of Affected Property Owners**

The Board of County Commissioners requires any applicant for variance 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. Legal description of the subject site and parcel ID number
3. 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:  
\_\_\_\_\_

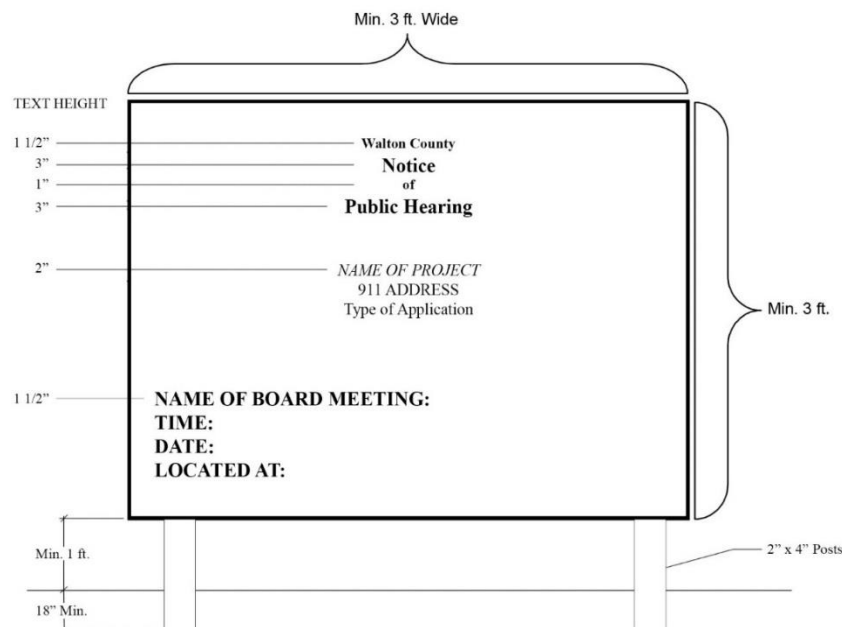
## Sign Posting Requirements

### NOTICE TO APPLICANTS

#### **POSTING OF PROPERTY REQUIREMENTS SIGN:**

All applications for variance 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: (Petitioner) is requesting a U.S. Highway 98/331 scenic corridor deviation of (description of proposed deviation). The proposed deviation site is located at (tax parcel identification number), (description of property location; e.g., at the intersection of U.S. 98 and U.S. 331; Lot X Block Y, ABC Subdivision, etc.)

Dear Property Owner:

As a property owner within three hundred 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 deviation proposal. A site plan is enclosed for your review.

If you have any questions or concerns regarding this proposal, please direct them to \_\_\_\_\_ (petitioner) \_\_\_\_\_ 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 no later than 4:30 p.m. the day prior to the \_\_\_\_\_ (board) \_\_\_\_\_ meeting or you may be present at the

The Design Review Board will meet (month, day, year) in the (location of meeting). The meeting will begin at (time).

If ownership of your property in this vicinity has changed, please return this package with the name(s) and address of the new owner(s) to (applicant) so that they may be notified regarding this meeting.

Please be advised accordingly,

*Applicant/applicant's agent signature*

- Enclosures:
- 1) Location Map;
  - 2) Site Plan if Available;
  - 3) Written Summary of proposed variance request.

**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 an \_\_\_\_\_ 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 \_\_\_\_\_

The foregoing instrument was acknowledged before me by:

[ ] Physical Presence

- OR -

[ ] Online Notarization

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, as \_\_\_\_\_, for \_\_\_\_\_.

Printed Name of Notary Public

\_\_\_\_\_  
Signed Name of Notary Public

\_\_\_\_\_  
Commission  
Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

(SEAL)

**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 or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083 .

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

\_\_\_\_\_

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

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

Personally Known

Produced Identification

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

\_\_\_\_\_