



Walton County Planning and Development Services

APPLICATION FOR LESS-THAN-MINOR DEVELOPMENT ORDER

Application Package Contents

ALL APPLICATIONS SHALL BE SUBMITTED USING THE ONLINE PORTAL

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

Less than Minor Development Plans are any development plan deemed minor in nature including minor amendments to existing Development Orders or proposed developments that are of a de-minimis or small scale nature not requiring full Technical Review Committee review. It is presumed that such developments would not have substantive impacts to infrastructure or environmental resources. Land Development Code 1.13.09.F.

	Page No
Submittal Checklist Less-Than-Minor DO	2
Application	
Notice to Applicants (Pre-Application Meeting Required)	
• Pre-Application Notes	3
• Application Information	4
• Water and Sewer Concurrency	7
• Comprehensive Plan Consistency	7
• Project Information	9
• Pre-Development Addressing	11
• Required Signature	12
• Notary Page	12
• Transportation Concurrency	13
Environmental Assessment	14
Agent Affidavit / Special Power of Attorney	16
Neighborhood Infill Community Meeting Instructions	17

SUBMITTAL CHECKLIST

APPLICATION FOR LESS-THAN-MINOR DEVELOPMENT ORDER – INITIAL SUBMITTAL WILL INCLUDE THE FOLLOWING ITEMS

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

Additional items may be required per LDC 1.13.00 (N)

(Credit Cards Accepted or Check payable to Walton County)

- Fee for Less-Than-Minor Development Order Application: \$225 includes original submittal plus first resubmittal
- Fee for Second and subsequent resubmittals: \$225 each
- Fee for Environmental review: \$200
- Fee for Pre-Application meeting: \$25
- Fee for School Board review: \$200.00 (make check out to Walton County School Board)
- Fee for Engineering review: \$800, Additional review based on actual cost paid to consultant
- Fee for SWFD fire review: \$200 (make check out to South Walton Fire District)
- Fee for Conditional Use review: \$1,200
- Agent Affidavit
- Proof of Ownership
- Completed Application
- Flood Zone Map, Existing/Current Parcel Map, and Zoning Map
- Copy of title search, opinion or policy w/copy of any recorded covenants and restrictions on the subject parcel(s)
- Boundary / Topographic Survey (signed and sealed) (survey must be within 1 year of submittal date to be considered recent)
- Completed and signed Development Order
- Narrative letter describing the change from the approved development to the proposed development
- Existing Conditions Sheet
- Single-page Site Plan (including streets, parking, loading, utilities, construction and staging plan)
- Grading and Drainage Plans (signed and sealed)
- Drainage Calculations (signed and sealed)
- Site Lighting – Photometric Plans (24 X 36) and details of Light Manufacturing Specifications
- Preservation / Landscaping Plan / Restoration (signed and sealed)
- Floor Plan and All Elevations (except residential subdivisions) for New Construction Only
- Environmental Assessment (signed and illustrated)
- Traffic Analysis per Chapter 3 of Land Development Code
- State Permits / Permit Applications (signed and completed) or copies of the issued permits
- Sewer and Water Letter provided by the Utility provider
- List of Property Owners within 300 feet of the project to be notified
- If “Neighborhood Infill” a community meeting with Planning Staff with discussion notes

LESS-THAN-MINOR DEVELOPMENT APPLICATION (within the US98/331 Scenic Corridor)

All requirements pertaining to a Major/Minor Development Order Application plus:

- Fee for Scenic Corridor Review Fee of \$450.00

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 _____
on this day of _____, _____.

PRE-APPLICATION NOTES

Signature of Applicant/s: _____

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:

Flood Zone:

The applicant shall provide a completed Walton County Flood Zone Information Request Form (Attached).

Sewer and Water:

Will this parcel(s) be served with public sewer?

If yes, who is the provider? _____

The applicant shall submit letter from company providing the service indicating service availability and treatment capacity.

Will this parcel(s) be served with public water?

If yes, who is the provider? _____

The applicant shall submit letter from company providing the service indicating service availability.

School Zones:

Elementary _____

Middle _____

High School _____

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: _____

PROJECT INFORMATION

Subject	Sq. Footage/Acreage	Yes	No
Greenway sq. ft.			
Wetlands sq. ft.			
Landscaping sq. ft.			
Preservation sq. ft.			
Conservation easements			
Recreation sq. ft.		Req.:	Prov.:
Open space sq. ft.		Req.:	Prov.:
Type of structure (occupancy, class, or materials)			
Number of buildings			
Density			
Building sq. ft.			
Structure height			
Floor Area Ratio (FAR)			
Impervious Surface Ratio (ISR)			
Street widths allowed			
Sidewalk sq. ft.			
Parking area landscaping sq. ft.			
Overflow parking			
Number of parking spaces			
Shared parking			
Number of bike spaces			
Number of compact parking spaces			
Number of handicapped parking spaces			
Number of loading spaces			
Front setback			
Cross access agreement			
Rear setback			
Side setback			
CCCL Permit #			
Dredge and Fill Permit #			

FDEP General Permit #			
FDEP Potable Water Permit #			
FDEP Stormwater Permit #			
FDEP Wastewater Permit #			
FDOT Permit #			
Flood Plain			
Will state permits be required for this project? (see below)			

If so, what state permits will be required? _____

**APPLICATION FOR PRE-DEVELOPMENT ADDRESS
PHYSICAL ADDRESSING REQUIREMENTS**

The applicant must provide a site plan and driving directions to the parcel with the application. The packet will contain the Parcel ID number, directions to the parcel specifying the exact footage from the nearest intersection street, and the Site Plan along with the completed Pre-Development Address Application.

E9-1-1 GIS/IR Department will then assign a physical address and collect a GPS point for the proposed development and will notify Planning and Development Services of approval or disapproval of the site plan as provided through the technical review process forwarded by Planning and Development Services and will include the development's address on the form.

The following items are needed to obtain a pre-development address only. (Note: The address assigned will be in accordance with the policies of Walton County Planning and Development Services. It is NOT for mail delivery or utility compliance. A permanent 9-1-1 address will be assigned only when a building permit is obtained and construction commences on the proposed property.)

1. A 24" x 36" Site Plan
2. Location Indicator on Site Plan to be addressed
3. Location Map
4. Name of Development

Driving Directions to Site from nearest major intersection: _____

Contact Information:

Name: _____

Address: _____

Phone Number: _____

Facsimile Number: _____

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 the Transportation Concurrency Technical Manual.

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.

Neighborhood Infill Project Community Meeting Instructions

Definition- a community meeting that is advertised, held near the proposed project and provided input into the design.

In order to hold the community public involvement program as stated above, the developer will need to do the following:

1. Schedule a community public involvement program meeting in a location convenient for the neighborhood / community to attend. This meeting must take place following a pre-application conference with the County and before submitting a development order application.
2. Place an advertisement in the legal section of a newspaper of local circulation. The ad must run at least once no less than 10 days before the community public involvement program meeting. The ad must:
 - a. State the time, date, and location of the meeting
 - b. State the purpose of the meeting (to solicit and consider input from adjacent / neighboring property owners regarding the proposed development project)
 - c. Describe the proposed development project in terms of acreage, number of dwelling units, type of dwelling units, square footage / type of commercial development, public uses, and or civic uses, and the development location.
3. Notify all property owners within 300 feet of the development parcel boundaries by certified mail, return receipt requested, that there would be a community meeting. This notice is sent (no more than 20 days) no less than 10 days before the community meeting. The return receipt cards should reference the development name and community meeting and delivered with the development order application.
4. The notification package to the property owners should fully describe the project and its location and should include a legible site plan.
5. Create an attendance list to document the names, addresses and phone numbers or email of attendants.
6. Document the community meeting with an audio recording of the meeting and ensure that written minutes are taken of the meeting.
7. Prepare a report / summary of the issues / concerns raised at the community meeting and the developer's consideration of the issues / concerns raised and measures taken (if any) to alleviate those issues / concerns.
8. The following items must be submitted to the Planning Department within 7 days with the application after the community involvement meeting for all Infill projects:
 - a. Proof of publication of the legal ad in the Beach Breeze Newspaper.
 - b. Certified green return receipt cards and any undeliverable packages.
 - c. Original attendance list of the meeting.
 - d. Copy of the audio recording of the meeting, preferably a CD or flashdrive.
 - e. Original minutes of the meeting.
 - f. Summary of the issues / concerns discussed and the developer's consideration given to said issues / concerns and measures take (if any) to alleviate those issues / concerns.

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: _____
