

Post Office Box 685
1350 Baldwin Ave
DeFuniak Springs, FL
32435



Phone: 850-892-8571, ext. 1116
Fax: 850-892-8570
TDD: 850-892-8504

TECHNICAL SPECIFICATION MANUAL, APPENDIX D DEVELOPMENT REVIEW APPLICATION FORM

Please contact the Community Development Department Staff to ensure that you have the latest version of this application.

Development Review Application Number: _____ **Date Received:** _____

General Instructions and Information:

- Complete all sections of this application. Incomplete or illegible applications will not be accepted.
- Refer to Page 6 of this application for information to be submitted with this application.
- Schedule an appointment with the Community Development Department prior to submission by calling (850) 892-8571, ext. 1116.
- For general inquiries, please contact the Community Development Department.

1. DATE OF APPLICATION: _____

2. TYPE OF APPLICATION: (Select all that apply. Multiple applications may be required for certain projects)

- Major Plan Review (excluding Planned Projects or Subdivisions): \$4,000.00*
- A third and each subsequent resubmittal will incur a fee of \$500.00 per resubmittal
- Special Approval: \$450.00
- Variance: \$450.00
- Planned Project (PPR Regulations): \$750.00*
- Planned Project (PDP Regulations): \$750.00*
- Subdivision: \$4,000.00*
- Subdivision Plat Review: \$1,000.00*
- Fire Department Review Fee: \$500.00

* **Plus Direct Expenses:** Includes, but is not limited to, attorney fees, engineering fees, publication costs, mailing costs, and any other out-of-pocket expenses incurred by the City.

3. APPLICANT AND OWNERSHIP INFORMATION

NOTE: CORRESPONDENCE FOR THIS PROJECT WILL BE WITH THE APPLICANT.

A. I am the property owner and applicant.

Name: _____

Mailing Address: _____

Email Address: _____

Cell Number: _____ Alternate Number: _____

B. I do not own the property, but I am the applicant (agent).

Name: _____

Mailing Address: _____

Email Address: _____

Cell Number: _____ Alternate Number: _____

Please note: if you are not the property owner, a notarized authorization letter or agent affidavit must be included with this application. A template is available upon request from the Community Development Department.

4. PROPERTY INFORMATION

- A. Parcel Identification Number(s): _____
- B. Physical Location of Property: _____
- C. Future Land Use Map Designation(s): _____
- D. Zoning District(s): _____
- E. Describe existing structures and/or uses of the land: _____

5. PROJECT INFORMATION

- A. Describe the proposed use of property: _____
- B. Name of Proposed Development: _____
- C. Number of Phases: _____
- D. Development schedule, including estimated date of commencement: _____

6. VARIANCE REQUEST (IF APPLICABLE)

IF REQUESTING A VARIANCE, SPECIFY THE SECTION(S) OF THE CITY CODE FOR WHICH THE VARIANCE IS SOUGHT AND INDICATE THE EXTENT OR AMOUNT OF THE VARIANCE REQUESTED:

7. BUSINESS TAX RECEIPT REQUIRED

In accordance with Chapter 12, Section 12-6 of the City Code, all businesses must obtain a valid Business Tax Receipt. An excerpt of this section is included on Page 8 of this application. The Business Tax Application form is available on the City's website at www.defuniaksprings.net or upon request.

8. SIGNATURE(S)

By signing below, I affirm that the information provided in this application is true and complete to the best of my knowledge. I acknowledge that additional documentation or clarification may be requested by City staff as part of the review process.

APPLICANT SIGNATURE

DATE OF SIGNATURE

APPLICANT SIGNATURE

DATE OF SIGNATURE

AUTHORIZED AGENT AFFIDAVIT

(THIS FORM IS REQUIRED IF YOU ARE NOT THE PROPERTY OWNER AND/OR IF YOU ARE REPRESENTING A PROJECT OWNER.)

Subject Property:

Property Address and/or Parcel ID Number: _____

(Note: please use a separate form for each address or Parcel ID Number.)

Ownership:

I am (we are) the owner(s) of the property noted herein.

Property Owner's Name: _____

Request:

Description of Request for the aforementioned property: _____

Identify Agent:

The undersigned has (have) appointed and does (do) appoint the following agent(s) to execute any application(s) or other documentation necessary to effectuate such application(s).

Agent's Name: _____

Agent's Address: _____

Signature:

This affidavit has been executed to induce the City of DeFuniak Springs, Florida, to consider and act on the above-described property I (we), the undersigned authority, hereby certify that the foregoing is true and correct.

In order for this application to be considered complete, the applicant must sign and date this affidavit of ownership in the presence of a Notary Public.

*******NOTE: A NOTARY PUBLIC MUST WITNESS YOUR SIGNATURE*******

Property Owner's Signature: _____ Date: _____

**STATE OF FLORIDA
COUNTY OF WALTON**

The foregoing instrument was sworn to (or affirmed) and subscribed before me on _____ 20_____, by _____, who is personally known to me or who has produced _____ as identification.

Signature of Notary Public: _____

STAMP/SEAL

DISCLOSURE OF INTEREST STATEMENT

(THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION.)

BEFORE ME, on this day, appeared _____, who acknowledges and attests that the following statements are true:

1. That I am the record owner, or a legal representative of the record owner, of the property that is located at and is the subject of this application (hereinafter the "Property").
2. That I am familiar with the legal ownership of the Property and have full knowledge of the names of all individuals that have an ownership interest in the Property or a legal entity owning an interest in the Property.
3. In addition, I am familiar with the individuals that have an ownership interest in the legal entity that is under contract to purchase the Property.
4. That, unless otherwise specified in paragraph 6 below, no City of DeFuniak Springs Employee or elected official has an Ownership Interest in the Property or any legal entity (Corporation, Company, Partnership, Limited Partnership, Trust, etc.) that has an Ownership Interest in the Property or that has contracted to purchase the Property.
5. That the disclosure identified herein does not include any beneficial Ownership Interest that a City of DeFuniak Springs Employee or elected official may have in any entity registered with the Federal Securities Exchange Commission or registered pursuant to Chapter 517, whose interest is for sale to the general public.
6. That, if the Ownership Interest in the Property changes and results in this affidavit no longer being accurate, the undersigned will file a supplemental Affidavit that identifies the name of any a City of DeFuniak Springs Employee or elected official that subsequently acquires an interest in the Property.
7. Disclosure of interest held by a City of DeFuniak Springs employee or elected official:

Name: _____

Address: _____

Ownership Percentage: _____

8. Disclosure of Interest **or** Contract for Sale held by other persons:

Interest Percentage: ___ **or** Contract Type: ___ Contingent ___ Absolute

Name: _____

Address: _____

Under penalty of perjury, I declare that I have read the foregoing and the facts alleged are true to the best of my knowledge and belief.

*******NOTE: A NOTARY PUBLIC MUST WITNESS YOUR SIGNATURE*******

Property Owner Signature: _____ Date: _____

**STATE OF FLORIDA
COUNTY OF WALTON**

The foregoing instrument was sworn to (or affirmed) and subscribed before me on _____ 20_____, by _____, who is personally known to me or who has produced _____ as identification.

Signature of Notary Public: _____

STAMP/SEAL

COMMUNITY DEVELOPMENT DEPARTMENT REVIEW AND COMMENTS

Date of Pre-application Meeting: _____

Project Representatives/Attendees: _____

City Representatives: _____

Type of Review: _____

Receipt of Application: _____ Date of Review for Sufficiency: _____

Date Fee Paid: _____ Amount Paid: _____

Items Pending: _____

Anticipated Review Schedule: _____

Public Hearing(s) Required: _____

Comments: _____

CITY OF DEFUNIAK SPRINGS
APPLICATION CHECKLIST

This checklist is an attempt to help applicants understand City's development application and submission requirements. Additional information may be requested by City personnel. For complete specific requirements refer to the applicable provisions of the Municipal Code of Ordinances and Technical Specifications Manual.

1. APPLICATION FEE

- Attach the fee to the front of the original application (payable to the City of DeFuniak Springs)

2. COMPLETED & SIGNED APPLICATION

- Only complete, legible applications can be accepted.
- If the owner authorizes an agent to submit the application, a notarized letter or agent affidavit must be submitted with the application.

3. LETTERS OF UTILITY AVAILABILITY FROM UTILITY SERVICE PROVIDERS

4. PROOF OF OWNERSHIP

This is a copy of the recorded warranty deed or title certificate, to include a complete legal description. (A sales contract cannot be accepted.)

5. TRAFFIC IMPACT ANALYSIS

6. F-DOT PERMIT (IF REQUIRED)

7. GEOTECH REPORT

8. NW FL WATER MANAGEMENT DISTRICT PERMIT (OR DOCUMENTATION THAT NO PERMIT IS REQUIRED)

9. DEP PERMITS, AS APPLICABLE

10. COMPLETED BUSINESS TAX RECEIPT APPLICATION(S) AS REQUIRED BY CITY CODE

1) Chapter 12, Section 12-6: Tax levied; from whom required.

There is hereby levied a business tax in the amounts set out in this article for the privilege of engaging in or managing any business, profession or occupation within the city limits on the following:

- a.** Any person who maintains a permanent business location or branch office within the city for the privilege of engaging in or managing any business within its jurisdiction; and
- b.** Any person who maintains a permanent business location or branch office within the city for the privilege of engaging in or managing any profession or occupation within its jurisdiction; and
- c.** Any person who does not qualify under the provisions of (1) or (2) above and who transacts any business or engages in any occupation or profession in interstate commerce where such license tax is not prohibited by Section 8 of Article 1 of the United States Constitution.

11. PLAN-SETS

Please submit one (1) original and two (2) copies of the completed application and with all required attachments on 24" x 36 (paper), and at a scale of no less than 1" = 60'. Also submit applicable plans in pdf format, either via email or jump drive. **All drawings must be signed and**

sealed by an architect, engineer, surveyor or landscape architect (as applicable), registered to practice in the State of Florida, otherwise they cannot be accepted.

A. Coversheet

- 1) Project Name
- 2) Vicinity Map with North Arrow and Parcel ID#
- 3) Owner Information (name and contact)
- 4) Design Professional(s) (name and contact)
- 5) Utility Companies (name of company and contact info)
- 6) Table of Contents, with sheet numbers and description of all sheets
- 7) Submission/Revision Date(s)

B. Survey of Property Boundaries

- 1) The survey must include complete legal description matching the deed, vicinity map, total acreage, all existing structures, flood zone certification, base flood elevations (BFE), wetlands, public and/or private easements and the surveyor's certification.

C. Existing Conditions Plan

- 1) Include topos, existing utilities, easements, structures and all other improvements
- 2) Include wetlands with 30' undisturbed buffer from outer edge of wetland
- 3) Include floodplain

D. Demolition Plan and/or Clearing Plan with Schedule

- 1) Include demolition of structures, relocation of utilities, trees/landscaping to be removed
- 2) Certain trees are considered protected & cannot be disturbed unless replaced per code
- 3) Show location of silt fences and identify how wetlands/floodplain will be protected
- 4) Include note to contact 811 for utility locates prior to beginning work

E. Site Plans with Vicinity Map and Site Data Table (format similar to example below)

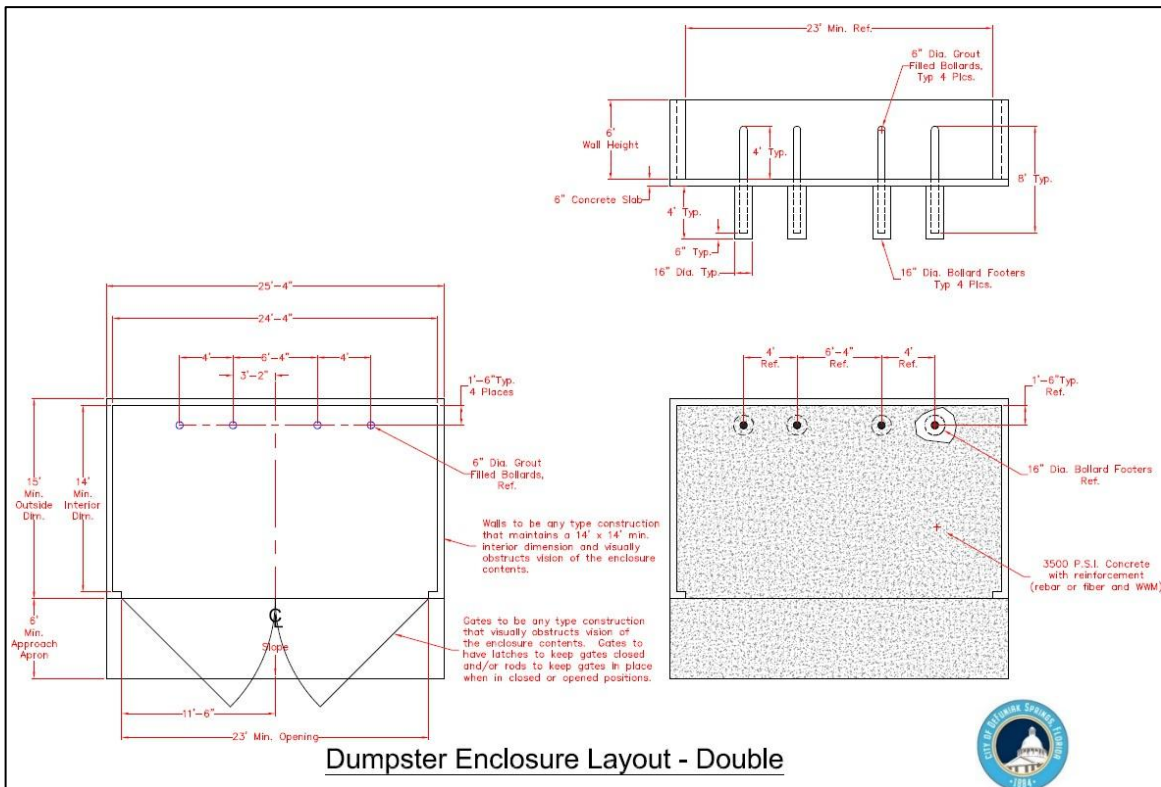
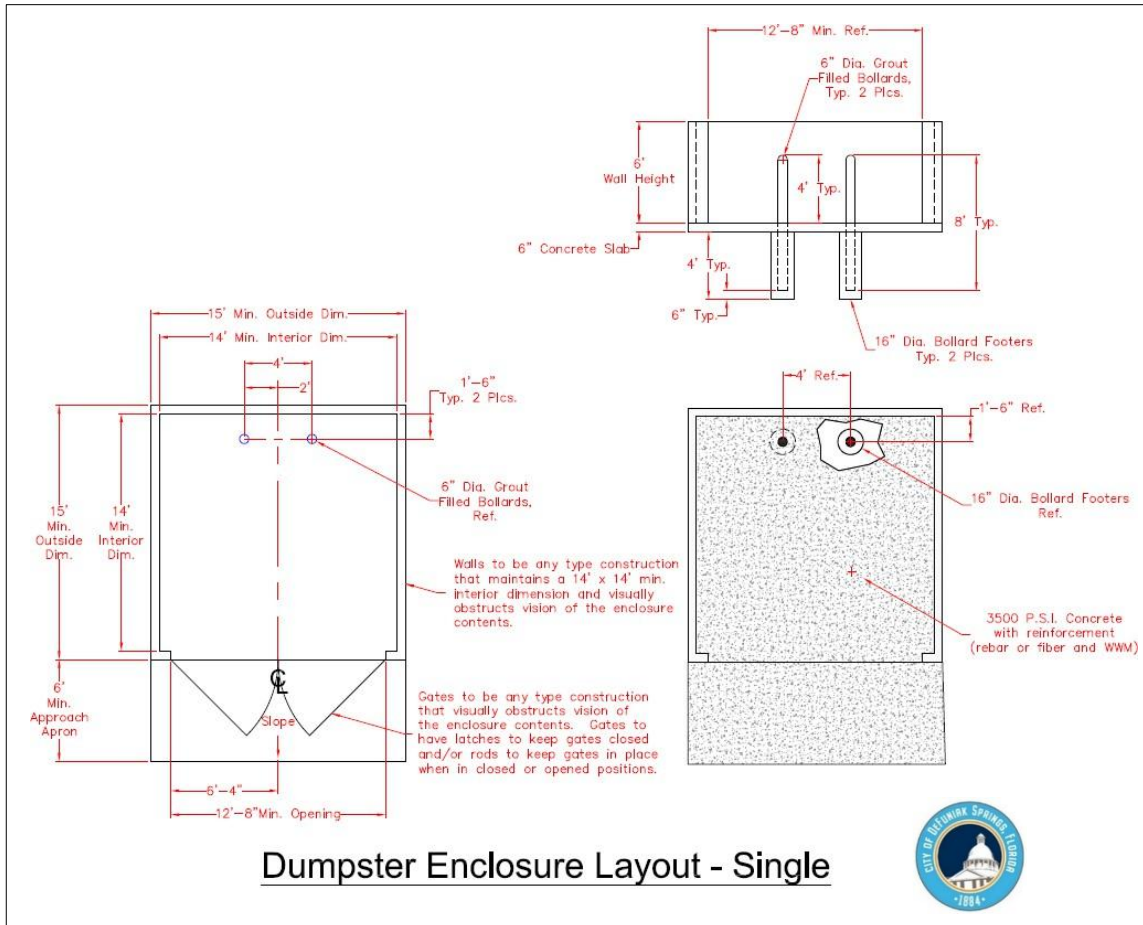
- 1) Illustrate proposed development
 - a. Include all buildings, site improvements, proposed uses,
 - b. Include FLUM designations/zoning districts of subject property & surrounding properties
- 2) Include vicinity map on site plan with minimum scale of 1" = 30'-0". Indicate all contiguous land holdings held by the owner & whether it is a corporation, individual or other entity.
- 3) Include wetlands with 30' undisturbed buffer from outer edge of wetland
- 4) Include floodplain
- 5) Dumpster location to include screening type and dumpster pad detail
 - a. See dumpster enclosure requirements on page 9
- 6) If in the historic district, identify developments contribution to district & materials to be used
- 7) Site Data Table (Example)
 - a. Developer's Name and Contact Information
 - b. Property Owner's Name and Contact Information
 - c. Project Engineer's Name and Contact Information Other Design Professionals
 - d. Other Design Professional(s) Name(s) & Contact Information Other Design Professionals
 - e. Future Land Use Designation (from Future Land Use Map)
 - f. Zoning District
 - g. Minimum Dimensional Requirements for Zoning District
 - h. Lot Area (square feet and acres)
 - i. Minimum Lot Size (in area)
 - j. Lot Width
 - k. Lot Frontage
 - l. Minimum Setbacks and Actual Setbacks
 - m. Building Height (feet - distance to tallest building element)
 - n. Lot Coverage (percent - x.xx%)
 - o. Open Space
 - p. Floor Area Ratio (ratio - x.xx:1)
 - q. Density (If applicable - Total Dwelling Units and Dwelling Units Per Acre)
 - r. Permeable Area (square feet)

- s. Landscaped Area (square feet)
 - t. Impervious Area
 - u. Building footprint area (square feet)
 - v. Area of sidewalks, pavement and other impervious area (square feet)
 - w. Sum of Total Landscape Area + Total Permeable Area + Total Impervious Area (SF)
- Note: Sum must equal Lot Area

- F. Utility Plan (must be a separate sheet)
 - 1) Include potable water, ag tap, sewer and natural gas
 - 2) Taps, lines and connections to buildings must be illustrated; include sizes for each
 - 3) Show any utility bore(s), if required
 - 4) Include backflow protection device (domestic water, fire suppression and/or irrigation)
 - 5) Identify sewer cleanout(s)
 - 6) Include grease trap (food service establishments only)
 - 7) Include existing and proposed fire hydrants
 - 8) Include anticipated water usage
- G. Drainage and Grading Plan (must be a separate sheet)
 - 1) Include erosion control plans, during demolition and construction
 - 2) Illustrate wetlands (with setbacks) and on-site storm-water management
- H. Parking and Traffic Circulation Plan (include sheet, unless plan is included with site plan)
 - 1) Illustrate
 - a. Adjoining street names
 - b. Curb cuts
 - c. Parking spaces (regular and HC accessible with dimensions) and isle widths
 - d. Loading areas
 - e. Sidewalks/Walk-ways
 - f. Interior vehicular circulation with signage
 - g. Surface materials
 - 2) Include Parking Data Table
 - a. Required parking based on ratio (# spaces)
 - b. Provided parking (# spaces)
 - c. Accessible parking required (# spaces)
 - d. Accessible parking provided (#spaces)
 - e. Plan (to scale)
- I. Landscape Plan (must be a separate sheet)
 - 1) Landscape Data Table
 - a. Landscape requirements (# trees, shrubs)
 - b. Buffer Width and # of plantings to be installed
 - c. Number of trees to be protected
 - d. Number of trees to be removed; if protected, include the replacement schedule
 - 2) Illustrate
 - a. Trees to be protected (with size at DBH), with protection zone
 - b. Trees to be removed (with size at DBH) and replacement trees, if required
 - c. Buffers with zoning and FLU of subject property and all adjacent properties
 - d. Parking lot and vehicular use landscaping
 - e. Street trees
- J. Signage Plan (include sheet, unless plan is included with site plan)
 - 1) Location, size, height, character and orientation of all signs
 - 2) Interior vehicular circulation signage
- K. Lighting plan w/lumens & direction of lighting (include sheet, unless included on site plan)
- L. Building Elevation and Floor Plan (must be a separate sheet)
 - 1) Scaled drawings of the front, sides and rear of the building
 - 2) Identify materials and finishes
 - 3) Generalized floor plan

DUMPSTER ENCLOSURE SPECIFICATIONS

INCLUDE THE APPROPRIATE DUMPSTER DETAIL ON THE PLANS.



DEVELOPMENT REVIEW PROCESS

NO PUBLIC HEARING REQUIRED

This process applies to any project that does not require public hearings for applications such as future land use map amendment, rezoning, variance from regulation(s), special approval for land use, or any other approval from City Council.

DAY 1: Applicant submits application and plan packet to Community Development.

DAY 2–3: Community Development conducts a completeness review.

A. Notifies applicant if the application is incomplete, or

B. Distributes the application to reviewing departments: Public Works, Engineering, Traffic, Utilities, and Fire Department.

DAY 4–14: Reviewing departments conduct their review and prepare comments.

DAY 15: Reviewing departments submit comments to the Community Development Director, who reviews and organizes them, then prepares a transmittal for the applicant.

DAY 16: Community Development transmits comments to the applicant.

DAY 17: Applicant modifies plans per comments and resubmits.

DAY 17–197: The review and comment process repeats as needed, up to six months from the last submittal.

PUBLIC HEARING REQUIRED

DAY 17-220: Community Board review is required for planned projects and for projects requiring a variance, special approval, Future Land Use Map amendment, or rezoning. Once all required modifications have been completed, all code provisions and staff comments have been addressed, and the revisions are accepted by City staff (within six months of the last modification submittal), the project will be scheduled for a Planning Board meeting. Scheduling typically occurs within 30 days of the last modification submittal, depending on the completion of reviews. Following a recommendation from the Planning Board, the project is then scheduled for City Council action, usually within 30 to 60 days.

PERMIT PROCESS

Once the City approves the plans, the applicant must pay all required utility fees to the City. These may include deposits, meter charges, connection fees, capacity fees, bore fees, Fire/Police impact fees, and others as applicable. In addition, a Walton County Mobility Fee will be assessed by the Walton County Planning Department and must be paid to the County before a development order can be issued (if applicable).

After all payments are received, the City of DeFuniak Springs Community Development Department staff will release the project to the Walton County Building Department. The County will issue the necessary permits, conduct building inspections, and notify City staff when the project is ready for the final site inspection. Once the project passes the final inspection, the County will issue the Certificate of Occupancy.

Please attach all required documents to your application. Incomplete applications or applications submitted without the required documents and payment will not be accepted. If you have any questions, please contact City staff at 850-892-8571, Ext. 1116.