



**TECHNICAL SPECIFICATION MANUAL, APPENDIX D**  
**DEVELOPMENT REVIEW APPLICATION FORM**

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

Development Review Application Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

General Instructions and Information:

- Complete application forms: ensure the application is complete and legible.
- Refer to Page 6 of this application for information to be submitted with this application.
- Make an appointment with the Planning Department by calling 850-892-8571, ext. 116, to review your application prior to submission.
- If you have questions, please call the Planning Department.

1. **DATE OF APPLICATION:** \_\_\_\_\_

2. **TYPE OF APPLICATION** (Check the applicable project; more than 1 application may be required.)

- Minor Plan Reviews other than Planned Projects or Subdivisions: \$100.00
- Major Plan Reviews (Other than Planned Projects or Subdivisions): \$350.00
- Special Approval: \$450.00
- Variance: \$450.00
- Planned Project under PPR Regulations: \$750.00
- Planned Project under PDP Regulations: \$750.00
- Subdivision: \$1,000.00

**NOTE:** The application fees listed above do not include engineering review fees or fees to provide notice (if required).

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 letter or notarized agent affidavit must be submitted with the application. Planning Department personnel can provide you with a template upon request if needed.

**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. IF REQUESTING A VARIANCE, IDENTIFY THE SECTION OF THE CODE FOR WHICH YOU NEED A VARIANCE AND HOW MUCH OF A VARIANCE YOU ARE REQUESTING:**

\_\_\_\_\_

\_\_\_\_\_

**7. OCCUPATIONAL LICENSES REQUIRED**

Chapter 12, Section 12-6, of the City Code regulates City Occupational Licenses. Page 8 of this application contains an excerpt from the City Code to ensure all parties have occupational licenses as required. The Occupational License Application form can be found on the City's website ([www.defuniaksprings.net](http://www.defuniaksprings.net)) or upon request.

**8. SIGNATURE(S)**

By signing below, I declare that I have completed this application truthfully and to the best of my knowledge, and I acknowledge that I have provided the necessary documentation as requested. I understand that additional information may be requested by City personnel.

\_\_\_\_\_  
**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 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

**PLANNING DEPARTMENT REVIEW AND COMMENTS**

Date of Preapplication 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 OCCUPATIONAL LICENSE APPLICATION(S) AS REQUIRED BY CITY CODE**

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

There is hereby levied an occupational license 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 a 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 the outer edge of the 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 a note to contact 811 for utility locates prior to beginning work

**E. Site Plans with Vicinity Map and Site Data Table (format similar to the 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 a minimum scale of 1" = 30'-0". Indicate all contiguous landholdings held by the owner & whether it is a corporation, individual or other entity.
- 3) Include wetlands with 30' undisturbed buffer from the outer edge of the 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)

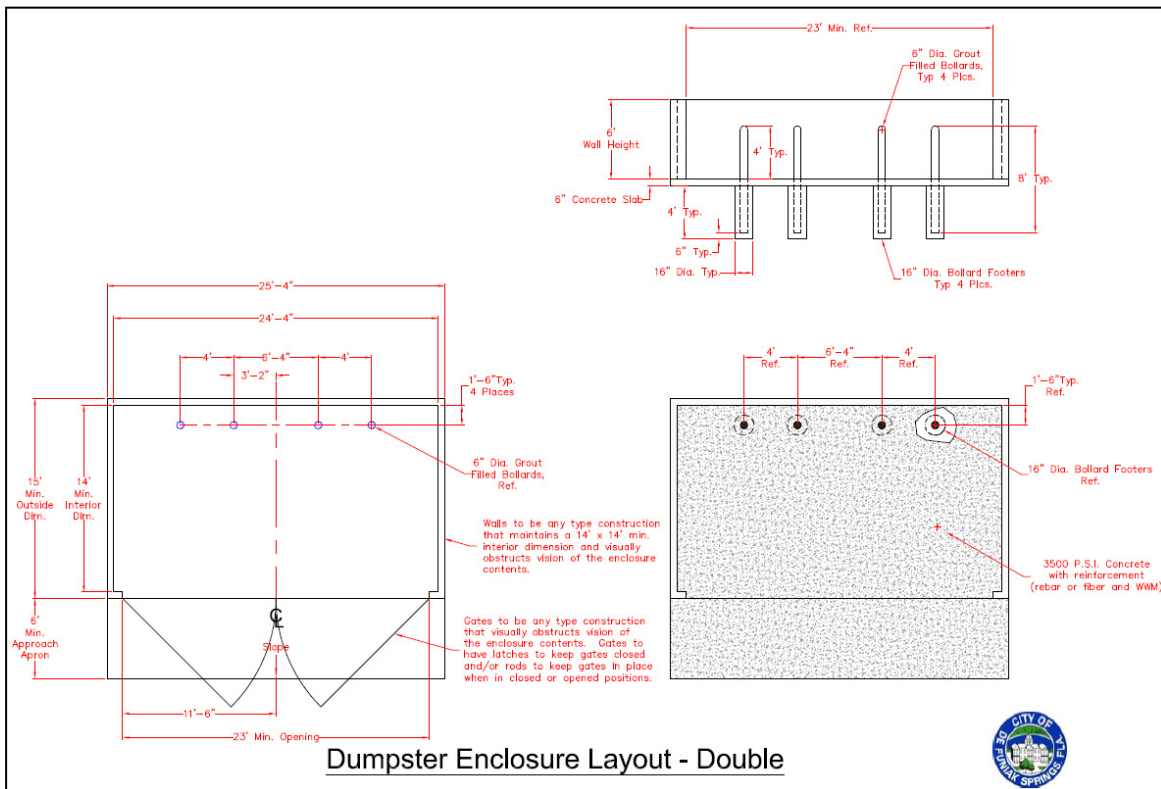
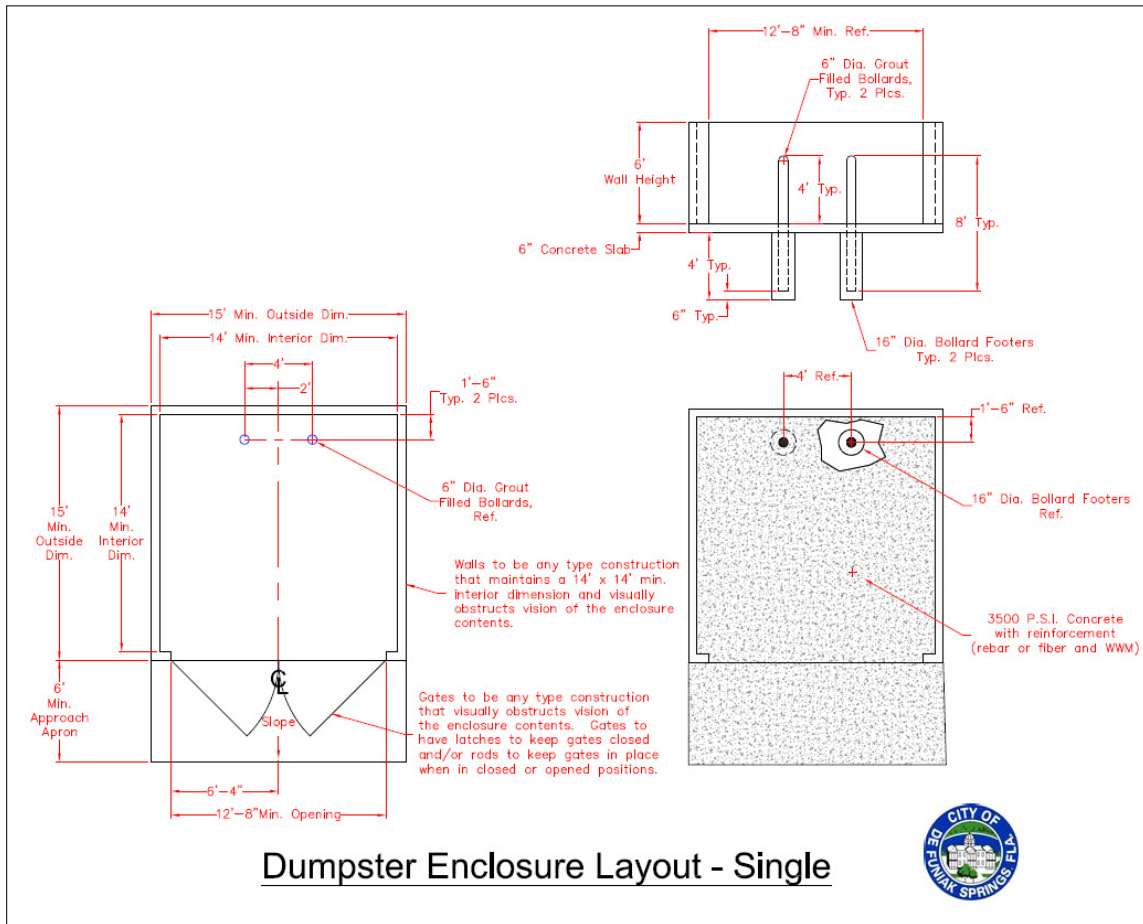
Note: Sum must equal Lot Area

- 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/Walkways
    - 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 the 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 Planning Department.
- DAY 2-3: Planning Department conducts completeness review.
  - A. Notifies applicant if incomplete, or
  - B. Planning Department distributes to reviewing departments: Public Works, Engineering, Traffic, Utilities, and Fire Department
- DAY 4-14: Reviewing departments conduct review and prepare comments
- DAY 15: Reviewing departments transmit comments to Planning Director; Planning Director reviews, organizes comments; Prepares transmittal to the applicant.
- DAY 16: Planning Department transmits comments to the applicant.
- DAY 17: Applicant modifies plans per comments and resubmits.
- DAY 17-197: Repeats process (up 6 months, if needed)

### PUBLIC HEARING REQUIRED

DAYS 17-220: Planning Board review is required for Planned Projects, and/or projects requiring Variance, Special Approval, Future Land Use Map Amendment and/or Rezoning. Upon completion of modifications meeting all code provisions and comments are sufficiently addressed and accepted by city staff (but within 6 months of last modification submittal) projects are scheduled (up to 30 days from last modification submittal and depending on completion of reviews) for a Planning Board meeting. Upon recommendation from Planning Board, projects are scheduled for City Council action, usually within 30-60 days.

### PERMIT PROCESS

When the City approves the plans, the applicant will pay the city all required utility fees, which may include tap fees, connection fees, impact fees, etc. Once payment is received, planning department staff will release the project to Walton County Building Department. County Building Department personnel will issue required permits, conduct building inspections, and advise City staff when the project is ready for the final site inspection. When the project passes the final site inspection, the County is responsible for issuance of the Certificate of Occupancy.

Please attach required documents to the application. Applications cannot be accepted if the application is not complete or if required documents and payment are not provided with the application. Please contact planning staff with any questions by calling 850-892-8571, Ext. 116.