

# City of DeFuniak Springs

Post Office Box 685

35 US Hwy. 90 W.  
DeFuniak Springs, FL 32433



Phone: 850-892-8571  
Fax: 850-892-8570  
TDD: 850-892-8504

DeFuniak Springs, FL 32435

## **Development Review Application**

**ALWAYS OBTAIN A NEW APPLICATION AS IT MAY HAVE CHANGED SINCE YOUR LAST SUBMISSION.**

Development Review Amendment Number (to be assigned by City Staff) \_\_\_\_\_

### **General Instructions**

Print all information. All submittals and attachments are to be attached to this application.

1. Make an appointment with the City Planner to review your application prior to submission.
2. Fill out all requested information completely and legibly. Do not leave any item unanswered. If you have any questions, you may call the Planning Department at 850.892.8571.
3. **APPLICANT INFORMATION** (Print or type all information requested).

#### **Owner Information:**

- A) Owner Name: \_\_\_\_\_  
(If an entity other than an individual, provide the name of the entity and responsible officer)
- B) Address: \_\_\_\_\_  
\_\_\_\_\_
- C) Telephone number: \_\_\_\_\_ Cell: \_\_\_\_\_
- D) FAX number: \_\_\_\_\_
- E) E-mail address: \_\_\_\_\_

#### **Agent Information** (if Architect, Engineer, or other professional, so indicate)

- A) Agent Name (must be an individual): \_\_\_\_\_
- B) Address: \_\_\_\_\_  
\_\_\_\_\_
- C) Telephone number: \_\_\_\_\_ Cell: \_\_\_\_\_
- D) FAX number: \_\_\_\_\_
- E) E-mail address: \_\_\_\_\_
- F) Provide notarized authorization or Power of Attorney letter authorizing agent to act on behalf of Owner.

4. Name of proposed development: \_\_\_\_\_
5. Tax parcel identification number(s): \_\_\_\_\_

6. Development Application is for (only one project type per application):
- Special Approval: \$450.00 (Appendix A, Code of Ordinances)
  - Planned Project: \$750.00 (Section 18-61, Code of Ordinances)
  - Subdivision: \$1,000.00 (Appendix B, Code of Ordinances)
  - Plan Reviews other than Planned Projects or Subdivisions: \$350.00 (Appendix A, Code of Ordinances)
7. Submit one (1) original and five (5) copies of the completed application with all required attachments. The application shall be submitted in six (6) separate and distinct packets, in the following order: (1) application; (2) recorded warranty deed or title certificate; (3) utility letters and any other supporting documentation; (4) boundary survey; and (5) site plans. (NOTE: Large documents shall be folded to an 8-1/2" x 11" size). No action will be taken if the application is incomplete or if all required supporting documentation is not submitted.
8. Include a vicinity map on the site plan or boundary survey of the proposed development drawn on one sheet to a minimum scale of 1" = 30'-0" on a minimum 24" x 36" sheet size. Indicate all contiguous land holdings held by the owner and whether it is a corporation, individual or other entity.
9. 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 will not be accepted.
10. See the attached diagram for a detailed explanation of the review process and scheduled meeting dates of the Planning Board and the City Council. Applications for a Special Approval, Planned Development or Subdivision are reviewed by the Planning Board and City Council. All other site plans are approvable by staff.
11. Development review submittal requirements: (Due a minimum of 30 days prior to Planning Board or City Council meeting as applicable).
- a) One (1) check in the correct amount. Any expenses incurred by the City such as Traffic Impact Analysis, Concurrency Review and School District Concurrency Review are separate additional expenses that will be invoiced separately.
  - b) Five (5) completed applications (One (1) with original signature included).
  - c) Five (5) copy of a recorded deed or title certificate.
  - d) One (1) each sewer and water availability letters from the Public Works Department.
  - e) Five (5) copies of the Boundary Survey of the subject property (including a complete legal description matching the deed, vicinity map, total acreage, flood zone certification and surveyor's certification). Pursuant to Chapter 61-G17 F.A.C. and indicate the state plane coordinates on which the survey is based.
  - f) Five (5) copies of the site development plan including:
    - Demolition Plan
    - Site Plan (for subdivisions provide one extra copy of the overall plan indicating the proposed name of the subdivision and proposed street names.
    - Site Data Table (format similar to the example provided)

- Utility Plan
- Lighting Plan
- Drainage and Grading Plans (including siltation & erosion control plan)
- Traffic Impact Analysis and Concurrency Management submittals
- Proposed curb cuts, driveways, parking and loading areas, and surface material (indicate all curb cuts, driveways, and pavement markings including those on opposite side of abutting streets), abutting street names
- Landscape Plan (Indicate Preservation and Protection Requirements)
- Scaled Drawings of the Front, Sides and Rear of the Building and a Generalized Floor Plan
- Building Finish Floor Elevations
- Dumpster or Trash Pick-up Location and type of Screening
- Location, size, height, character and orientation of all signs

<b>Site Data Table (Example)</b>
Zoning and Land Use Designation
Setbacks
Lot Size
Lot Width
Proposed Building Coverage*
Existing Building Coverage**
Vehicular Use Area Coverage*
Parking Required and Provided
Other Impervious Surfaces* (sidewalks, pool, deck, etc)
Total Lot Coverage*
Open Space / Recreation Area*
Proposed Building Height
Dwelling Units***
Dwelling Units per Acre***
* Expressed in square footage, percentage of lot and as Floor Area Ratio (FAR)
** If applicable
*** Residential Structures as applicable

**V. SIGNATURE**

I have provided the necessary documentation as requested to complete the above requirements.\*

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Applicant / Agent Signature Date of Signature

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Applicant / Agent Signature Date of Signature

\*Additional information may be requested by the City.

For complete specific requirements refer to the applicable provisions of the Code of Ordinances.

DEVELOPMENT REVIEW NOT REQUIRING PLANNING BOARD REVIEW  
(AVERAGE 1-17 DAYS)

DEVELOPMENT REVIEW REQUIRING PLANNING BOARD REVIEW  
(AVERAGE 1-197 DAYS)

- DAY 1            Applicant submit plans to Planning Department.
- DAY 2-3        Planning Department conducts completeness review.  
Notifies applicant if incomplete  
Planning Department distributes to reviewing departments: Building, Engineering,  
Public Works, Traffic, and Fire Department
- DAY 4-14      Reviewing departments conduct review and prepares comments
- DAY 15        Reviewing departments transmit comments to Planning Director; Planning Director  
reviews, organizes comments; Prepares transmittal to applicant.
- DAY 16        Planning department transmits comments to applicant.
- DAY 17-197    Applicant modifies plans per comments and resubmits process. Repeats process  
(6 months if required)

When Planning Board review is required for Planned Projects and Use Exceptions by Special Approval—

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) project is scheduled (up to 30 days from last modification submittal and depending on completion of reviews) for Planning Board Meeting. Upon recommendation from Planning Board, project is scheduled for City Council Action usually within 30-60 days.