

City of DeFuniak Springs
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DeFuniak Springs, FL 32435

AMENDMENT APPLICATION PACKAGE

(THIS APPLICATION IS USED TO REQUEST SMALL SCALE AND LARGE SCALE MAP AMENDMENTS AND/OR ZONING MAP AMENDMENTS)

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APPLICATION FEE SCHEDULE

Small Scale FLUM Amendment (with or without rezoning).....	\$1,200.00*
Large Scale FLUM Amendment (with or without rezoning).....	\$3,000.00*
Rezoning (stand-alone rezoning/no FLUM amendment required).....	\$1,000.00*

*Additional charges may apply for engineering and/or consulting services.
(Checks or Money Orders, payable to the City of DeFuniak Springs, can be accepted.)

GENERAL INSTRUCTIONS/APPLICATION PROCESS

- 1) Applicant schedules pre-application conference (PAC) by calling Planning Department staff
- 2) Applicant completes application form legibly (with ink that copies well)
 - a. Contact the City's Planning Department to ensure the most updated application
 - b. Attach all items in the submission checklist. Please assemble attachments in the order listed.
- 3) Applicant is strongly encouraged to schedule an application submission meeting with Planning Department
 - a. No application can be accepted unless it is complete, which includes the application, fee and attachments
 - b. Tentative meeting schedule dates will be provided at the application submission meeting
- 4) Applicant attends Planning Board (PB) meeting ¹
- 5) Staff prepares PB packet
- 6) Staff prepares memo with PB's recommendation and schedules public hearing dates (with City Council)
- 7) Applicant attends two (2) City Council meetings ²
 - a. 1st Council meeting - for public hearing and 1st reading of ordinances
 - b. 2nd Council meeting - for public hearing and 2nd reading (and possible adoption) of ordinances
 1. Staff processes required notifications (letters to adjoining owners and legal notice in newspaper)
- 8) Staff begins completing administrative tasks for completion of application process

References:

¹ Regular Planning Board (PB) meetings are held the first Monday of each month at 5:30 PM

² Regular City Council meetings are held the second and fourth Monday of each month. Please check the City's website for meeting times and meeting location.

Notes:

1) Public meetings are held at City Hall; 71 US Highway 90 West; DeFuniak Springs, FL 32433

2) To schedule meetings and/or for questions, please call Planning Department staff at (850) 892-8571, Extension 116.

Amendment Application

Type of Amendment Application

Please check the type(s) of amendment(s) needed:

- Zoning Map Amendment (subject property with any amount of acreage)
 (Rezoning (stand-alone rezoning/no FLUM amendment required)..... \$1,000.00*)
- Small Scale Amendment (SSA) to Future Land Use Map (subject property contains 20.0 acres or less**)
 (Small Scale FLUM Amendment (with or without rezoning)..... \$1,200.00*)
- Large Scale Amendment (LSA) to Future Land Use Map (subject property contains more than 20.0 acres**)
 (Large Scale FLUM Amendment (with or without rezoning)..... \$3,000.00*)

NOTES:

*Additional charges may apply for consulting services.

**Because DeFuniak Springs has been designated as a Rural Area of Opportunity (RAO), the acreage size for SSA's applications is increased from 10 acres to 20 acres.

Applicant/Agent Information

(If applicant is not the owner, attach notarized agent authorization form or power of attorney.)

Applicant's/Agent's Name	
Company	
Association With Owner(s) (i.e. Engineer)	
Primary Telephone Number	
Alternate Telephone Number	
E-Mail Address	
Mailing Address	

Property Owner(s) Information

(Provide information for each owner of record. Attach additional sheets if needed.)

1st Owner of Record	
Telephone Number	
E-Mail Address	
Mailing Address	
2 nd Owner of Record	
Telephone Number	
E-Mail Address	
3 rd Owner of Record	
Telephone Number	
E-Mail Address	
Mailing Address	

Subject Property Information

Parcel Address (if available):

Walton County Parcel Identification Number:

_____ - _____ - _____ - _____ - _____ - _____

(If more than one parcel number, please attach a separate sheet listing all parcel numbers involved in request.)

Legal Description of Property Included in Request:

List Names of Streets Bordering Property:

Entire Parcel Size:

Size of Property for Amendment:

Existing Land Use(s):

Description of Potential Development of Property with anticipated densities and/or intensities:

Current FLUM Category (City or County):

Requested FLUM Category:

Current Zoning Designation:

Requested Zoning Designation:

Wetlands on Property: Yes No _____ Acreage

Special Hazard Flood Zone on Property: Yes No

Identify Existing Easements on Property:

(Attach any applicable documents; if there are none, please note this section with N/A.)

Identify any Existing Plats/Covenants/Restrictions for Property:

(Attach any applicable documents; if there are none, please note this section with N/A.)

Public Utilities/Services

Water Provider:

Sewer Provider:
(Attach availability letter from city or sewer provider)

Natural Gas Provider:
(Attach availability letter from city or natural gas provider)

Electricity Provider:
(Attach availability letter from electricity provider)

School Attendance Zone:
(Attach letter from Walton County School District School Facilities Planner)

Coordination with Eglin Air Force (for properties within MIPA III Designated Area):
(Attach letter from Office of Eglin Air Force Base Community Planner)

Adjoining Property Information

Describe existing *land uses* on all sides of subject property:
North Side: South Side:
East Side: West Side:

Describe existing *future land use categories* on all sides of subject property:
North Side: South Side:
East Side: West Side:

Describe existing *zoning districts* on all sides of subject property:
North Side: South Side:
East Side: West Side:

Applicant Acknowledgment and Signature

Please read the following statements carefully.

By submitting this application, I understand and consent to the following:

- I have provided the necessary information and documentation as requested;
- I have provided the most accurate and complete information available at the time of application;
- Staff may request additional information, as needed;
- My application is subject to review and recommendation by the Planning Board and approval by City Council;
- The applicant must attend required meetings;
- If my application is approved, any associated development must be submitted for development review; and
- If any other approvals are required, such as a variance or special approval, additional applications will be required.

Applicant's Signature:

Date:

AGENT AUTHORIZATION FORM

(Applicants who are not the legal owner(s) of record may use this form or a notarized power of attorney; notarized approval from all owners of record must be provided.)

SUBJECT PROPERTY

Property Address and/or Parcel ID Number: _____

(Note: please use a separate form for each address and/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: _____

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.

Property Owner's Signature: _____ Date: _____

NOTARY PUBLIC

STATE OF FLORIDA
COUNTY OF WALTON

BEFORE ME, appeared _____, who is personally known to me, or who produced _____ as identification, and who executed the foregoing instrument in my presence.

{Seal}

Given under my hand and seal this __day of _____ 20____.

 Signed Name of Notary Public

 Printed Name of Notary Public

DISCLOSURE OF INTEREST STATEMENT

(All applications are required to complete and submit this form.)

I, _____, acknowledge and attest that the following statements are true:
(Printed Name)

1. That I am the record owner, or a legal representative of the record owner, of the property that is described 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: _____

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

Interest Percentage: _____ **OR** Contract Type: _____ Contingent _____ Absolute

Name: _____

Address: _____

Ownership Percentage: _____

SIGNATURE BLOCK

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.

Property Owner Signature: _____ Date: _____

*****NOTE: A Notary Public must witness your signature*****

NOTARY PUBLIC

STATE OF FLORIDA
COUNTY OF WALTON

BEFORE ME, appeared _____, who is personally known to me, or who produced _____ as identification, and who executed the foregoing instrument in my presence.

Given under my hand and seal this _____ day of _____, 20____.

{Seal}

Signed Name of Notary Public

Printed Name of Notary Public

<This page is to be completed by City Planning Department Staff.>

Application Acceptance		
Date Complete Application Submitted:	Acreage in Request:	File #:
Fee Paid:	Receipt Number:	

Verification of Existing FLUM Designation and Zoning District	
Future Land Use Map Designation:	Zoning/Overlay District:
Size of Parcel:	Size of Property to be Amended:
Property is within Floodplain: <input type="checkbox"/> Yes <input type="checkbox"/> No	Property Contains Wetlands: <input type="checkbox"/> Yes <input type="checkbox"/> No
Staff Signature:	Date:

Anticipated Schedule		
Description	Date	Action
Preapplication conference held		
Application submission meeting		Staff prepares file and schedules Planning Board meeting date
Staff report prepared		Staff prepares report for Planning Board meeting
Agenda is posted		Agenda is posted to city's website and on city's bulletin boards
Planning Board meeting held		Made recommendation to forward request to Council
Memo to Council prepared		Staff prepares a memo to City Council with Planning Board's Recommendation
City Council meeting held		Staff presents Planning Board recommendation to Council and Council authorizes schedule and authorizes staff to advertise for public hearing
Staff processes required notifications		Ad/purchase order to paper, letters mailed to adjoining property owners, ad posted to city's website and on city's bulletin boards
DF Herald Breeze publishes local paper		Ad appears in published newspaper
City Council conducts 1 st required meeting		Hold public hearing and conduct 1 st reading of ordinance
Staff processes required notifications		Ad/purchase order to paper, letters are mailed to adjoining property owners, ad is posted to city's website and on city's bulletin boards
DF Herald Breeze publishes local paper		Ad appears in published newspaper
City Council conducts 2 nd required meeting		Hold public hearing and conduct 2 nd reading of ordinance and considers adoption
Staff begins completing administrative tasks for application process		Multiple tasks involved

Notes:

- Regular Planning Board meetings are held the first Monday of each month at 5:30 P.M. and meetings are held at City Hall; 71 US Highway 90 West; DeFuniak Springs, FL 32433
- Regular City Council meetings are held the second and fourth Monday of each month. Meetings times alternate and meeting locations are subject to change.

SUBMITTAL CHECKLIST FOR AMENDMENTS

Note: Staff cannot accept your application for processing until a complete application and all required attachments are submitted.

Submit the following for ALL TYPES OF AMENDMENTS as 1 original paper file and 1 PDF (PDF can be provided on a disk, jump drive or by email) of items listed below must be submitted for all types of amendments:

1. Complete/Signed Application
2. Application Fee (Payable to City of DeFuniak Springs)
3. Typed statement with summary of request (signed and dated by applicant)
4. Proof of Ownership: Provide copy of recorded deed. The deed must include a complete legal description. A sales contract cannot be accepted.
5. Legal Description of entire property subject, AND if applicable, legal description of portion of property that subject to amendment (Must also be submitted as a Word document, by email, disk or jump drive)
6. Notarized agent authorization form or power of attorney, authorizing agent to act on behalf of owner(s); all owners listed on the deed must be included (A form is included with the application package but any format can be accepted if notarized with signatures of all owners.)
7. Notarized Disclosure of Interest Statement (This form is included in the application packet.)
8. Map(s) clearly depicting the following information:
 - A) Boundary Survey *MAY BE REQUIRED* if staff needs surveyed info related to application.
 - 1) If a survey is required, it must be signed and sealed by a Florida licensed Surveyor, at a scale of no less than 1" = 60'-0". It must include a complete legal description matching the deed, and illustrate all existing structures and easements (private/public).
 - 2) If the land amendment is less than all land shown on the Boundary Survey, that portion of the parcel to be changed must be delineated on the overall Boundary Survey (or a separate survey) by bearings, distances and acreage.
 - B) Parcel identification map, in color, at a scale of 1 inch = 200 feet (1"= 200'), with aerial view; include parcel identification number and names of adjoining streets
 - C) Site location, boundaries of the subject property, major landmarks, streets with street names, alleys, easements, surrounding property boundaries within one mile radius, current land use on the subject property and surrounding properties
 - D) Future Land Use designations and zoning districts of the subject property and abutting properties
 - E) Existing conditions information to include existing structures, vegetation, wetlands, floodplain, easements, etc. on subject property
9. Description of existing conditions and explanation of changes to existing conditions.
10. Legal description of applicable easements and/or plats and copy of applicable covenants and restrictions
11. Information from Walton County Property Appraiser, 850-892-8123; (This information can be printed from the Property Appraiser's Website or can be obtained from their office.)
 - A) List of the names and address of all property owners within one thousand (1,000) feet of the subject property for which the amendment is requested. This list shall include the property parcel identification number, property owner name, and mailing address
 - B) Two (2) sets of mailing labels with names and addresses of all property owners within one thousand (1,000) feet of the subject property (as described above) (Please note that failure to notify all property owners as required could result in the delay of required public hearings)
 - A) Letters of Availability from Utility Service Providers (water, sewer, natural gas, sanitation, electricity)
12. Letters of Impact (The City will submit a copy of this request for a follow-up report.)
 - A) Walton County School District: Attach a letter from the Walton County School District School Facilities Planner indicating that the District has reviewed the proposed amendment and finds that there are no impacts anticipated. If impacts are indicated, the applicant must provide plans for mitigation.
 - B) Eglin Air Force Base (if required): Attach a letter from the Eglin Air Force Base Community Planner indicating that the office has reviewed the proposed amendment and finds that there are no impacts anticipated. If impacts are indicated, the applicant must provide plans for mitigation.
13. Statement of consistency and compliance with the City's Comprehensive Plan including, but not limited to:
 - A) Statement of consistency and compliance with the environmental protection and conservation requirements comprehensive plan as well as all other applicable sections. (An Environmental Assessment, by itself, will not address this requirement.)
 - B) Describe any substantial changes and conditions and trends in the City or adjacent areas that would justify amending the comprehensive plan to accommodate your requested land use change.
 - C) State your reasons why there is a need for the proposed amendment.
 - D) Provide a statement to the extent to which the proposed amendment:
 - 1) Is compatible with the existing character of the district;
 - 2) Will result in an orderly and logical development pattern;

<APPLICATIONS FOR LARGE SCALE AMENDMENTS MUST ALSO INCLUDE THE ITEMS ON THE NEXT 2 PAGES>

Submit the following additional items only for Large Scale Amendment Applications:

14. Environmental Assessment - The environmental assessment must contain illustrations and text of the following:
- A. Hazardous Materials and Contamination
List and describe any known or suspected hazardous materials or contamination found on site. For example, any chemicals, containers, or historic dumping of trash, underground tanks, etc.
 - B. Soils
Utilizing the USDA Soil Conservation Service Soil of Walton County, briefly describe all soil types found onsite. Provide map showing soil types and extent of each found on the parcel.
 - C. Wetlands
Provide wetlands delineation and jurisdictional determination for wetland areas (i.e. Army Corps of Engineers, FDEP, or both). Include isolated wetlands. Indicate buffer/setback requirements pursuant to the DeFuniak Springs Land Development Code (30-feet from edge of wetland). Show these areas on site map or preferably aerial photos. An official binding jurisdictional letter from ACOE and/or FDEP may also be required.
 - D. Flood Zone(s) as identified by the Flood Insurance Rate Maps
 - E. Storm-water Management
Provide a description of the facilities that are in place, facilities that will be expanded, or new facilities that must be installed, including any public or private easements.
 - F. Other Environmental Characteristics:
 - 1) Natural Vegetative Communities: Upland and Wetland Utilizing Florida Natural Areas Inventory descriptions found in FNAI Guide to Natural Communities of Florida (2010), list and describe all Natural Community types on site, including actual species comprising each community based on your site visit. Provide approximate acreage of each and approximate extent/boundaries on site map. If possible, provide aerial photos with boundaries delineated.
 - 2) Uplands: Provide a description of all natural community types found on site and preservation requirements per comprehensive plan. Show these areas on site map.
 - 3) Threatened and Endangered Species: Request a Standard Data Report from Florida Natural Areas Inventory (www.fnai.org). Perform a site visit to look for any listed occurrences of threatened or endangered species or habitat. If listed species are determined to be present on site, provide a radius map and list of species occurring in vicinity of project. If listed species are present the environmental consultant may confer with staff, the Florida Fish and Wildlife Conservation Commission, and United States Fish and Wildlife Service. Summarize findings and method of site survey.
 - 4) Archaeological and Cultural and Historical Resources (if findings are documented on site.)
Conduct a review of the State of Florida Division of Historical Resources Master File for the presence of any known archaeological or cultural resources on site. Provide results in the form of a letter from the State Historic Preservation Office. If a review of the Master File indicates the presence of archeological, historical or cultural resources, a site visit and preliminary assessment must be conducted by a Florida Registered Professional Archaeologist. A summary of the findings and methodology must be included in the report.
 - G. Summarize Findings and Opinions of the Environmental Assessment.
15. Traffic Study (signed and sealed by Florida Registered Traffic Engineer or Certified Transportation Planner). The traffic impact analysis demonstrates projected impact to surrounding roads. The transportation consultant will reference the Transportation Concurrency Management System Methodology and Procedures as identified in the DeFuniak Springs Land Development Code for conducting the traffic analysis, indicated projected impact to surrounding roads. The traffic study will be reviewed by the city's engineering firm with a separate fee being charged. The traffic study shall also meet the following minimum technical requirements:
- A) An introduction and executive summary.
 - B) The proposed land development plan, if applicable, and access points.
 - C) Site location map that encompasses project traffic radius of influence.
 - D) Projected traffic based on peak direction/peak hour analysis and the latest edition of ITE Trip Generation Manual.
 - E) Trip distribution shall be distributed and assigned on all roadway segments within the Transportation Concurrency network until trips are distributed out to 5% of the adopted LOS service volume of the roadways or a ½ mile radius, whichever is the greater.
 - F) Schematic trip distribution drawing, which illustrates the project trip distributions and percentages within the projects radius of influence.
 - G) Evaluate the capacity of all roadway segments within the project radius of influence based on project traffic, background, and committed trips.
 - H) Summary and conclusion with respect to capacity evaluation and any potential future roadway improvements or mitigation which may be necessary upon a development order submittal to support the proposed future land use change.

16. Determine how the development will impact infrastructure and services listed below:

- A) Water Demand (calculate the demand based on projected usage and provider capacity-example provided below). Include a vicinity map showing the water service lines and sizes that service the site. Water demand projections are based on potential maximum number of dwelling units.

Water Demand (gallons per day)					
Plant Capacity	Committed Capacity	Capacity Being Used	Capacity Remaining	Anticipated Demand of Project*	Anticipated Capacity Remaining
2.4 mgd	58,081 gal/day	1.4 mgd (ave yearly)	928,997 gal/day	(insert # of gal/day)	(insert # of gal/day)

- B) Sewer Demand (calculate the demand based on projected usage and provider capacity-example provided below). Include a vicinity map showing the water service lines and sizes that service the site. Water and sewer demand projections are based on potential maximum number of dwelling units.

Sewer Demand (gallons per day) ¹					
Plant Capacity ²	Committed Capacity	Capacity Being Used	Capacity Remaining	Anticipated Demand of Project*	Anticipated Capacity Remaining
.750 mgd	58,081 gal/day	.600 mgd	91,919 gal/day	(insert # of gal/day)	(insert # of gal/day)
Plant Capacity ³	Committed Capacity	Capacity Being Used	Capacity Remaining	Anticipated Demand of Project*	Anticipated Capacity Remaining
1.5 mgd	58,081 gal/day	.600 mgd	.842 mgd	(insert # of gal/day)	(insert # of gal/day)

Notes:

¹Water demand is assumed to be 1.1 times sewer demand, in most cases.

²Current plant capacity (data provided by utility provider)

³Planned plant capacity (under construction) (data provided by utility provider)

*Demand based on: maximum total dwelling units of the project; 2.35 persons per household; 100 GDP/per person)

- C) Amendment applications containing residential components must provide the following to determine the impact to Walton County's educational facilities:

- 1) Determine the impact by using the following formula:
 - a. Determine the type of residential development (single-family or multi-family).
 - b. Determine the number of proposed dwelling units.
 - c. Calculate the school impact by multiplying the total number of proposed dwelling units, times the 2016 Student Generation Multipliers, as shown in the table below, for each grade level (elementary, middle and high). Add the totals to determine the number of students generated by the proposed development.

2016 Student Generation Multipliers, North County				
	Elementary	Middle	High	Total
Single-family dwellings	0.211	0.090	0.105	0.406
Multi-family dwellings	0.215	0.087	0.123	0.425

- d. Present the information in the tabular format as illustrated in the following example.

Example Table: Based on Multifamily Development with 590 DU's		
Grade Level	Walton County Student Multiplier	Multi-Family Development: 590 DU's (at buildout)
Elementary School (Grades K-5)	0.215	126.85
Middle School (Grades 6-8)	0.087	51.33
High School (Grades 9-12)	.123	72.57
Total		250.75

Note: 2016 Student Generation Multipliers as provided by Walton County School District's Facility Planning Staff

- 2) Attach a letter from the Walton County School District Director of Operations and Administration indicating that the Director has reviewed the proposed amendment and finds that there no impacts anticipated. If impacts are indicated, the applicant must provide plans for mitigation. The City will submit a copy of the Applicant's Land Use Change request to the School District for a follow up report.

<END OF APPLICATION PACKAGE>