



## Application to Request: Special Approval or Variance

### General Instructions and Information:

- If you have questions, please call the Planning Department.
- Ensure the application is complete and legible.
- Refer to Page 4 of this application for information to be submitted with this application.
- Make an appointment with the Planning Department by calling 850-892-8571, Extension 236, or emailing [planningdirector@defuniaksprings.net](mailto:planningdirector@defuniaksprings.net), to review your application prior to submission.
- Applications, with all necessary attachments, submitted by the 1<sup>st</sup> Monday of each month will be forwarded to the Planning Board for their next regularly scheduled meeting. See the Planning Board's Meeting Schedule, or contact planning staff, for meeting dates.
- Generally, Planning Board Meetings are held the first Monday of each month at 5:30 P.M.
- The Planning Board will review your application and make a recommendation to City Council.
- City Council meetings are held the second and fourth Monday of each month at 6:00 p.m.
- Meetings are held at City Hall; 71 US Highway 90 West; DeFuniak Springs, FL 32433.
- Approval of this request does not exempt a project from other city, state or federal requirements.

### I. APPLICATION TYPE AND EXPLANATION OF REQUEST

A) Please select one of the following and complete the requested information

- Special Approval
- Variance

B) Please explain why you need a special approval or variance:

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C) List the ordinance(s) from which you are seeking a variance:

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### II. APPLICANT INFORMATION

A) Name: \_\_\_\_\_

B) Address: \_\_\_\_\_

C) Cell Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

D) Please select one of the following and complete the requested information.

- I am the property owner and applicant. (If so, skip section III.)
- I do not own the property, but I am the applicant. (If so, complete section III.)

**III. PROPERTY OWNER INFORMATION**

A) Name: \_\_\_\_\_

B) Address: \_\_\_\_\_

C) 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 Staff can provide you with a template upon request, if needed.

**IV. PROPERTY INFORMATION**

A) Parcel Identification Number(s): \_\_\_\_\_  
(May be obtained from Walton County Property Appraiser's Office)

B) Physical Location of Property: \_\_\_\_\_  
(If available; undeveloped properties will not have an address.)

C) Zoning District(s): \_\_\_\_\_  
(May be obtained from City Planning Department)

D) Future Land Use Map Designation(s): \_\_\_\_\_  
(May be obtained from City Planning Department)

E) Current use of the property : \_\_\_\_\_

F) Proposed use of the property : \_\_\_\_\_

**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 to complete the requirements of this application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date of Signature

**DISCLOSURE OF INTEREST STATEMENT**

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.**

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**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

**City of DeFuniak Springs**  
**Application Checklist**

**1. Application Fee of \$450.00**

- Attach the fee to the front of the original application
- Checks are payable to the City of DeFuniak Springs
- Please note: this fee is non-refundable, regardless of decision by the City Council

**2. Completed & Signed Application**

- Only complete, legible applications can be accepted. This includes the disclosure statement on page 3 of this packet.
- If the owner authorizes an agent to submit the application, a notarized letter or agent affidavit must be submitted with the application. (A sample is available upon request.)

**3. Proof of Ownership**

- This is a copy of the recorded deed, to include a complete legal description.
- A sales contract cannot be accepted.

**4. Survey of Subject Property**

- A 24" x 36" paper survey, at a scale of no less than 1" = 60'
- A pdf file containing the survey.
- The survey must include complete legal description, total acreage, all existing structures, and public and/or private easements.
- The survey must be certified, signed and sealed by a Florida licensed surveyor.
- If changes to the site are proposed, these changes must be included on the survey or on a separate drawing.

**5. Parcel Identification Map**

- On 8 ½" X 11" paper, at a scale of no less than 1" = 400'
- Available from the Walton County Property Appraiser's Office (on line or in person)
- To include subject parcel, street names, property owner name(s) and complete mailing address

**6. List of Adjoining Property Owners**

- A list of all property owners, located within one thousand (1,000) feet, of the property for which the variance or special approval is requested.
- Include parcel identification numbers, property owner names, and mailing addresses
- This information is available from the Walton County Property Appraiser's Office (on line or in person)

**7. Mailing Labels**

- Peel and stick mailing labels, printed with names and complete mailing addresses of all property owners within one thousand (1,000) feet of the property for which the variance or special approval is requested.
- Names and addresses of surrounding property owners shall be obtained from the latest Ad Valorem Tax Roll which may be obtained from the Walton County Property Appraiser's Office.

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.