

Post Office Box 685  
35 US Highway 90 West  
DeFuniak Springs, FL 32433



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

## DEVELOPMENT REVIEW APPLICATION

### 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 to review your application prior to submission.

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

**II. TYPE OF APPLICATION** (One project type per application.)

- Minor Plan Reviews other than Planned Projects or Subdivisions: \$100.00
- Plan Reviews other than Planned Projects or Subdivisions: \$350.00
- Planned Project: \$750.00
- Subdivision: \$1,000.00

### III. APPLICANT AND OWNERSHIP INFORMATION

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

- I am the property owner and applicant.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

- I do not own the property but am the applicant.

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.

### II. PROPERTY INFORMATION

A. Parcel Identification Number(s): \_\_\_\_\_

B. Physical Location of Property: \_\_\_\_\_

C. Zoning District(s): \_\_\_\_\_

D. Future Land Use Map Designation(s): \_\_\_\_\_

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

**IV. PROJECT INFORMATION**

A. Proposed use of the property : \_\_\_\_\_

B. Name of Proposed Development: \_\_\_\_\_

C. Development Schedule: \_\_\_\_\_  
\_\_\_\_\_

D. Number of Phases: \_\_\_\_\_

**V. 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**

**PLANNING DEPARTMENT REVIEW AND COMMENTS**

Date of Preapp Meeting: \_\_\_\_\_ Attendees: \_\_\_\_\_

Receipt of Application: \_\_\_\_\_ Date of Review for Sufficiency: \_\_\_\_\_

Date Fee Paid: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Items Pending: \_\_\_\_\_  
\_\_\_\_\_

Anticipated Review Schedule: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**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**

This checklist is an attempt to help applicants understand the City's development review 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
- Checks are payable to the City of DeFuniak Springs

**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. 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. PLAN-SETS**

Please submit one (1) set of the following plans that apply to the site. The set is to be 24" x 36 (paper) in size, 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.

- Survey of Property Boundaries
  - The survey must include complete legal description matching the deed, vicinity map, total acreage, all existing structures, flood zone certification, base flood elevations (BFE), public and/or private easements and the surveyor's certification.
  - Pursuant to Chapter 61-G17 F.A.C. and indicate the state plane coordinates on which the survey is based.
- Site Plan with Vicinity Map and Site Data Table (format similar to example below)
  - Include a vicinity map on the site plan with a minimum scale of 1" = 30'-0" Indicate all contiguous land holdings held by the owner and whether it is a corporation, individual or other entity.
  - Site Data Table (Example)
    - Developer's Name and Contact Information
    - Property Owner's Name and Contact Information
    - Project Engineer's Name and Contact Information Other Design Professionals
    - Other Design Professional(s) Name(s) and Contact Information Other Design Professionals
    - Future Land Use Designation (from Future Land Use Map)
    - Zoning District
    - Minimum Dimensional Requirements for Zoning District
    - Lot Area (square feet and acres)
    - Minimum Lot Size (in area)

- Lot Width
- Setbacks
- Building Height (feet - distance to tallest building element)
- Lot Coverage (percent - x.xx%)
- Open Space
- Floor Area Ratio (ratio - x.xx:1)
- Density (If applicable - Total Dwelling Units and Dwelling Units Per Acre)
- Permeable Area (square feet)
- Landscaped Area (square feet)
- Impervious Area
- Building footprint area (square feet)
- Area of sidewalks, pavement and other impervious area (square feet)
- Total Impervious Area
- Sum of Total Landscape Area + Total Permeable Area + Total Impervious Area (SF) Note:  
Sum must equal Lot Area
- Existing Conditions and Demolition Plan
- Utility Plan
  - Include water, sewer and gas
  - Lines and connections to buildings must be illustrated
- Lighting Plan
  - Include lumens and direction of lighting
- Drainage and Grading Plan
  - Include erosion control plans, during demolition and construction
  - Illustrate wetlands (with setbacks) and on-site storm-water management
- Landscape Plan
  - Landscape Data Table
    - Landscape requirements (# trees, shrubs)
    - Buffer Width and # of plantings to be installed
    - Number of trees to be protected
    - Number of trees to be removed
  - Illustrate:
    - Trees to be protected (with size at DBH)
    - Trees to be removed (with size at DBH)
    - Buffers with zoning and FLU of subject property and all adjacent properties
    - Vehicular use area
    - Parking lot landscaping
- Building Elevation and Floor Plan
  - Scaled drawings of the front, sides and rear of the building
  - Identify materials and finishes
  - Generalized floor plan
- Parking Plan
  - Parking Data Table
    - Parking ratio (from zoning ordinance)
    - Required parking based on ratio (# spaces)
    - Provided parking (# spaces)
    - Accessible parking required (# spaces)
    - Accessible parking provided (#spaces)
  - Illustrate (to scale)
    - Adjoining street names
    - Curb cuts
    - Parking spaces (regular and accessible with isles)
    - Loading areas

- Sidewalks/Walk-ways
  - Surface materials
  - Interior vehicular circulation with signage
  - Dumpster location to include screening type and dumpster pad detail
- Signage Plan
    - Location, size, height, character and orientation of all signs
  - Traffic Impact Analysis

### **DEVELOPMENT REVIEW PROCESS**

#### NOT REQUIRING PUBLIC HEARING

- DAY 1: Applicant submits plans 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 applicant.
- DAY 16: Planning Department transmits comments to applicant.
- DAY 17: Applicant modifies plans per comments and resubmits.
- DAY 17-197: Repeats process (up 6 months, if needed)

#### REQUIRING PUBLIC HEARING

- DAYS 17-220: Planning Board review is required for Planned Projects, Variances, Use Exceptions by Special Approval, Future Land Use Amendments and Rezoning Applications. 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.

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.