



City of Freeport DEVELOPMENT ORDER APPLICATION

INSTRUCTIONS

Prior to submitting this application, it is very important for you to make an appointment to discuss the application, your site, the plans you have for the site, any possible alternatives, and to answer your questions. This will prevent any unnecessary expenditure of funds to third parties (i.e., title company, postage, etc.) in the event that there is determined that there is an alternative. No refunds will be given for third party fees. Please call (850)835-2340 and ask for the Planning Director or their designee who coordinates the Development Order applications. Be sure to request future land use/zoning verification. The Planning Director or their designee will advise you as to the procedure and time frame for development order applications. A schedule of meeting dates and advertising deadlines will be discussed at the pre-application conference. **Note: The review period does not begin until the submittal package is determined to be complete. The Planning Board meets only once a month. Applications which have successfully completed Technical Review after the deadline for a particular meeting will not be heard until the following meeting.**

It is important for the application to be complete and on time. In order for your application to move through the process in a timely manner, it is important for all items on the application to be completed. Incorrect or missing information could delay the hearing of your request. **The applicant or the applicant's agent must be present at the Planning Board and City Council meetings for which this application is scheduled.**

In order to provide more up-to date technological storage and processing, the City is now requiring that development plans and subsequent revisions also be submitted digitally. For the original submittal and subsequent revision submittal, all provided document must also be filed digitally. Three (3) thumb-drives, each with a full copy of the submittal package including maps, correspondence, and all other documentation, will be required in addition to the required hard copy submittals.

Be advised that the minimum submittal requirements are provided. The Planning & Zoning Department reserves the right to require any additional information deemed necessary for the review of the proposed development.



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NOTICE TO ALL APPLICANTS

You are required to schedule a pre-application conference with the Planning & Zoning Department prior to submittal of all development applications, including Subdivisions, Planned Development Projects, Minor Development and Major Development. Your application will not be processed without verification that you have attended a pre-application conference with (a) representative(s) of the Planning & Zoning Department.

A pre-application conference was held with

Regarding a development proposal for Parcel #(s)

Development Summary:

The Future Land Use designation for this property is _____

The Zoning category for this property is _____

This property consists of _____ acres. This property is located

The pre-application meeting was held on the _____ day of _____, 20_____

Planning Official

Title

A pre-application conference was conducted regarding this proposed development request on the date indicated above. I understand that I or any person representing me cannot rely upon any comment concerning a proposed development request, or any expression of any nature about the proposed development made by any participant at the pre-application conference as a representation or implication that the proposed development will be ultimately approved or rejected in any form. The Freeport City Council has the final approval regarding all development projects. I understand that this proposed development will be subject to all applicable land use regulations, and that this proposed development is not considered vested for specific land use regulations until the City Planner or his/her representative has issued a final development order. The applicant should not rely on any representation made by staff unless such representation is in writing and signed by the person making such representation and has been approved by the authorized entity.

I have read and understand these statements.

Owner/Agent Signature

Date of Signature



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APPLICATION INFORMATION
(please print or type)

DEVELOPMENT NAME: _____

Every development project submitted to the City of Freeport must list the name by which the development will be known. Changing the name of the project during the process or after approval has been issued creates confusion and a hardship for book-keeping and records. Therefore, as of October 17, 2006, if the name of the project changes during or after the approval process, the initial project will be declared abandoned, and the developer will be required to resubmit under the new name.

PROPERTY OWNER INFORMATION

Owner Name(s):

Mailing Address(es):

Phone Number(s):

Fax Number(s):

E-Mail:

OWNER'S AGENT INFORMATION

Name/Company:

Mailing Address:

Phone Number(s):

Fax Number(s):

E-Mail:

PROJECT ENGINEER INFORMATION

Name/Company:

Mailing Address:

Phone Number(s):

Fax Number(s):

E-Mail:

ENVIRONMENTAL ASSESSMENT PROFESSIONAL

Name/Company:

Mailing Address:

Phone Number(s):

Fax Number(s):

E-Mail:



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PARCEL INFORMATION
Parcel Number(s): _____ _____
Total Acreage: _____
Parcel Location (driving directions from City Hall to site): _____ _____ _____
Parcel Legal Description (attach if necessary): _____ _____

PARCEL EXISTING LAND USE:
PARCEL FUTURE LAND USE DESIGNATION:
PARCEL ZONING DESIGNATION:

ADJACENT EXISTING LAND USE (commercial, residential, vacant, etc.)
North: _____ East: _____
South: _____ West: _____

CURRENT ADJACENT FUTURE LAND USE (MU, ER, LDR, UD, etc.)
North: _____ East: _____
South: _____ West: _____

CURRENT ADJACENT ZONING CATEGORIES (R-1, C-1, I-2, etc.)
North: _____ East: _____
South: _____ West: _____



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PROPOSED DEVELOPMENT:
Subdivision Lots:
Multi-family Units:
Lodging Rooms:
Commercial Square Footage and Types of Non-Residential Uses (office, retail, restaurant, warehouse, etc.)
Industrial Square Footage and Types of Industrial Uses (office, warehouse, equipment storage yard, manufacturing, etc.):
Other:

REQUIRED STATE PERMITS:
Potable Water:
Wastewater:
Stormwater:
State Road Connection:

CHOCTAWHATCHEE BAY:
Is this project within 400 feet of the Choctawhatchee Bay?
Is this project within 300 feet to any tributary of the Choctawhatchee Bay?

TRAFFIC CONCURRENCY REQUIREMENTS:
All applications for major and/or minor developments must include a transportation study signed and sealed by a registered Professional Engineer or Certified Planner practicing in the field of transportation planning. The transportation study should reference the Concurrency Requirements of the Comprehensive Plan and the Land Development Code.
I have read and understand this requirement and agree to provide the necessary information.
Developer's Signature _____ Date of Signature _____



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SITE IMPROVEMENTS FOR ALL DEVELOPMENTS:

The developer's contractor is required to contact the Planning Department to request an inspection of the completed site improvements prior to receiving a certificate of occupancy or a certificate of completion for the development of this project.

I have read and understand this requirement and will ensure that the person installing the site improvements adhere to the plans which are approved by the City Engineer.

Developer's Signature

Date of Signature

ENVIRONMENTAL ASSESSMENT REQUIREMENTS:

The environmental assessment and management plan is to be submitted by a professional in the environmental assessment field. The following information is to be included in narrative form and illustrated:

1. FEMA Flood Zone(s) w/ Elevations (location/acreage)
2. Floodplains (location and acreage)
3. Wetlands, both jurisdictional and non-jurisdictional (per definition contained in Rule 9J-5.003(149) F.A.C.) location/acreage and associated required buffering
4. Wellhead Protection Zone Proximity/Distance (4.02.00 LDC)
5. Soils Information
6. Topography Elevations/Slope
7. HAZMAT locations
8. Historical site(s)
9. Archeological Site(s)
10. Water bodies (lakes, creeks, ponds, bayous, etc.) and associated required buffering (4.01.00 LDC)
11. Vegetative Communities (location/acreage)
12. Listed Species (and mitigation plan if required)
13. Existing Land Uses (description/location/acreage)
14. **Protected Trees** (defined in Appendix B Definitions "Protected Trees" /5.03.03 LDC) Location/species/DBH and mitigation. *This item should interface with the topographic survey and landscape plan.*

ALL DEVELOPMENT WITHIN A WETLAND SHALL CONFORM TO THE CITY OF FREEPORT'S COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE.

I have read and understand the requirements of this section and agree to adhere to these requirements and incorporate these requirements into the design of my proposed development project.

Developer's Signature

Date of Signature



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DEFINITION OF MAJOR AND MINOR DEVELOPMENTS

Minor Development:

Any development which does not meet the threshold of a major development and does not meet any of the following criteria:

1. Development activity necessary to implement a valid site/plan/development plan on which the start of construction took place prior to May 24, 2001 and has continued in good faith; or
2. The construction or alteration of a one or two-family dwelling on a lot in a valid recorded subdivision approved prior to May 24, 2001; or
3. The alteration of an existing building or structure so long as no change is made to its gross floor area, its use, or the amount of impervious surface on the site; or
4. The erection of a sign on a previously developed site and independent on any other development activity on the site; or
5. The issuance of a clearing permit for the removal of protected trees for the development of a single-family home
6. The resurfacing of a vehicle use area that conforms to all requirements of the LDC.
7. A phase of a previously approved development master plan/planned development project.

Major Development:

A development plan shall be designated as a Major Development if it satisfies one or more of the following criteria:

1. The activity involves combined land and water area which exceeds five (5) acres; or
2. The development is a residential project of ten (10) or more dwelling units per acre of land/water area, or one hundred (100) or more dwelling units; or
3. The development involves more than twenty thousand (20,000) square feet of non-residential floor space; or
4. All RV Parks/Campgrounds.
5. Any development that the Planning Director designates as a Major Development project because:
 - a. The proposed development is part of a larger parcel for which additional development is anticipated that when aggregated with the project in question exceeds the limits of 1, 2 or 3 above; or
 - b. The proposed development should be more thoroughly and publicly reviewed because of its complexity, hazardousness, or location (this would include but not be limited to PDPs, communication towers, borrow pits, salvage yards, etc.); or



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c. The proposed development is one that is likely to be controversial despite its small size, and thus should be more thoroughly and publicly reviewed.

APPLICATION FEE SCHEDULE

SUBDIVISIONS	Application Fee \$1500 Plus \$10 per proposed lot*
MINOR DEVELOPMENTS	Application Fee \$750.00* Initial Engineering Review Fee \$2500.00*
MAJOR DEVELOPMENTS	Application Fee \$1500.00* Initial Engineering Review Fee \$3500.00

*These are fees for the application review and advertising costs and are cumulative. Applications should be accompanied by **separate checks** for application fees and engineering review fees made payable to the City of Freeport.

The developer will be responsible for submitting required engineering review fees per the attached **Engineering Review Fee Schedule**.

The developer will also be responsible for reimbursing the City for the City Surveyor’s reviews of proposed plats of subdivisions, payable to the City of Freeport when the City receives the City Surveyor’s invoice for services.

The review fees have been explained to me. I also understand that I am responsible for reimbursing the City for all city engineer review fees and all city surveyor review fees pertaining to my development project.

Developer’s Signature

Date of Signature

ATTACHMENTS

- **Affidavit of Ownership and Limited Power of Attorney**
- **Concurrency Determination Acknowledgement**
- **Affected Property Owners Notification Requirements**
- **Sample Notification Letter**
- **Required Signage Instructions**
- **Posting Affidavit**
- **Owner Certification Form**
- **Application Criteria**
- **Submittal Checklist**
- **Development Schedule**
- **GIS Addressing Office Approval of Proposed Road Names**
- **Required Pre-Construction Conference**



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AFFIDAVIT OF OWNERSHIP AND LIMITED POWER OF ATTORNEY

As the owner of the property located at _____, Freeport, Florida,
Property reference number(s) _____, I hereby designate
_____, for the sole purpose of completing this application and making a
presentation to the Freeport Planning Board sitting as the Local Planning Agency, and the Freeport City
Council, to request approval of a proposed development project on the above referenced parcel.

This Limited Power of Attorney is granted on the _____ day of _____, the year of
_____, and is effective until the Freeport City Council has rendered a decision on this request and any
appeal period has expired. The owner reserves the right to rescind this Limited Power of Attorney at any
time with a written, notarized notice to the City Clerk.

Signature of Property Owner(s) _____ Date _____ Printed Name of Owner _____

State of _____ County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, year of
_____, by _____, who () did () did not take an oath.
He/she is () personally known to me, () produced current Florida/Other driver's license, and/or ()
produced current _____ identification.

Signature of Notary Public _____ Date _____ Printed Name of Notary Public _____

My Commission Expires _____ Commission No. (Notary seal must be affixed) _____



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By my signature, I hereby certify that:

- 1) I am duly qualified as owner or authorized agent to make such application, this application is of my own choosing, and staff has explained all procedures relating to this request; and
- 2) All information given is accurate to the best of my knowledge and belief, and I understand that deliberate misrepresentation of such information will be grounds for denial or reversal of this application and/or revocation of any approval based upon this application; and
- 3) I understand that there are no guarantees as to the outcome of this request, and that the application fee is nonrefundable; and
- 4) I authorize City staff to enter upon the property referenced herein at any reasonable time for purposes of site inspection; and
- 5) I authorize placement of a public notice sign(s) on the property referenced herein at a location(s) to be determined by City staff.

Owner's Name _____ Date _____ Agent's Name _____ Date _____

Agent's Name _____
(print or type)

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone (____) _____ - _____ Fax # (____) _____ - _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, year of _____ by _____

Who (____) did (____) did not take an oath. He/she (____) is personally known to me. (____) produced current Florida/Other driver's license, and/or (____) produced current _____ as identification.

Signature of Notary Public _____ Date _____ Printed Name of Notary Public _____

My Commission Expires _____ Commission No. _____ (Notary seal must be affixed)



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CONCURRENCY DETERMINATION ACKNOWLEDGEMENT

Project name: _____

Property reference #: _____

Project Address: _____

I/We acknowledge and agree that no future development permit or order (other than and re-zoning/reclassification) shall be approved for the subject parcel(s) prior to the issuance of a certificate of concurrency for such proposed development based on the densities and intensities contained within such future development permit application.

I/We also acknowledge and agree that no development permit or order (other than a rezoning/reclassification) will be issued at that time unless at least one of the concurrency management system standards is met as contained in the City's Land Development Code, Article 2.02.03, namely:

- (1) The necessary facilities and services are in place at the time a development permit is issued; or
- (2) A development permit is issued subject to the condition that the necessary facilities and services will be in place when the impacts of the development occur; or
- (3) The necessary facilities are under construction at the time a permit is issued; or
- (4) The necessary facilities and services are the subject of a binding executed contract for the construction of the facilities or the provision of services at the time the development permit is issued. NOTE: This provision only relates to parks and recreation facilities. The LDC will include a requirement that the provision or construction of the facility or service must commence within one year of the issuance of the development order or permit; or
- (5) The necessary facilities and services are guaranteed in an enforceable development agreement. An enforceable development agreement may include, but is not limited to, development agreements pursuant to Section 163.3220, Florida Statutes or an agreement or development order issued pursuant to Chapter 380, Florida Statutes. Any such agreement shall include provisions pursuant to paragraphs 1, 2 or 3 above; or
- (6) The necessary facilities need to serve new developments are in place or under actual construction no more than three years after the issuance, by the city, of a certificate of occupancy or it's functional equivalent. NOTE: This provision only relates to roads.

I HEREBY ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE WITH THE ABOVE STATEMENT ON THIS _____ DAY OF _____, 20__.

Owner's signature

Owner's name (type or print)



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AFFECTED PROPERTY OWNERS NOTIFICATION REQUIREMENTS
NOTIFICATION OF AFFECTED PROPERTY OWNERS FOR
DEVELOPMENT ORDER APPLICATIONS:

The City of Freeport shall require any person applying for a Major Development or a Planned Development Project Conceptual Plan to notify all property owners within 400 feet of the perimeter of the subject property. **DO NOT NOTIFY PROPERTY OWNERS UNTIL THE PLANNING DEPARTMENT VERIFIES THE DATE WHICH THE PROPOSAL WILL GO BEFORE THE PLANNING BOARD.** A sample notification letter is included in this application. The meeting dates and times shall be furnished by the Planning Department to the developer after the proposal completes Technical Review. The developer shall include within the notification the following:

1. Map showing location
2. Summary of the proposal.
3. Legal description
4. A clear legible site plan of the proposal

After the notices are mailed, the developer shall submit to the Planning Department the following:

1. Postal receipt showing mailing date (no less than 14 and no more than 20 days prior to the meeting).
2. Copy of package mailed to property owners.
3. Return receipt cares or any packages which were undeliverable
4. List of property owners within 400 feet

THE GREEN RECEIPT CARDS MUST BE SUBMITTED TO THE PLANNING DEPARTMENT REPRESENTATIVE AT THE PLANNING BOARD MEETING. It is the responsibility of the applicant to assure that notification is made as required by this policy, in a timely manner. It shall also be the responsibility of the applicant to ensure that all property owners are notified as required. Names and addresses are to be obtained from the latest Property Tax Roll. **FAILURE TO NOTIFY PROPERTY OWNERS AS REQUIRED MAY RESULT IN DELAY OF PROJECT APPROVAL.**

I have read and understand this requirement.

Developer's Signature

Date of Signature



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SAMPLE NOTIFICATION LETTER

YOUR LETTERHEAD

Date: _____

Re: _____ (applicant) _____ is/are proposing a (development type/#lots or units/square footage if applicable) for Parcel Number

on _____ acres. The location of this property is _____

The current Future Land Use designation for this property is _____.

The current Zoning of this property is _____.

Dear Property Owner:

As a property owner within four hundred (400) feet of the above referenced parcel, you are hereby notified that the owner has made application to the Freeport Planning Department for approval of the referenced proposal. A site plan is enclosed for your review. If you have questions or concerns regarding this proposal, please direct them to (applicant) at (area code & phone number). You may also direct your comments or concerns in writing to the Freeport Planning Department, PO Box 339, Freeport, FL 32439 no later than 4:30 p.m. the day prior to the Planning Board Meeting or you may be present at the scheduled public hearings. Reference the applicant and development proposal in all correspondence.

The Freeport Planning and Development Review Board has a public meeting scheduled to review this development proposal on (month/day/year). The meeting will begin at (time). The meeting will be held in the Council Chambers at Freeport City Hall in Freeport, Florida.

The Freeport City Council has a public hearing scheduled to review this development proposal on (month/day/year). The meeting will begin at (time). The meeting will be held in the Council Chambers at Freeport City Hall in Freeport, Florida.

If ownership of your property in this vicinity has changed, please return this package with the name(s) and address (es) of the new owner(s) to _____ (applicant) _____ so that they may be notified regarding these meetings.

Please be advised accordingly.

(applicant/applicant's agent)

Enclosures



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REQUIRED SIGNAGE INSTRUCTIONS/NOTICE TO APPLICANTS

POSTING OF PROPERTY REQUIREMENTS

All applications for Variances, Future Land use Map Amendments, Development Projects, Zoning Changes, Planned Development Projects and Developments of Regional Impact shall be required to post the subject site with a sign notifying the public of such public meeting in accordance, with the following minimum requirements:

1. The subject site described in the application shall have a sign posted by the applicant for the owner, notifying the public of the required public hearing, date and time of meeting, location of meeting, and type of meeting.
2. The posted sign shall be placed upon the property in the correct location (as shown below).
3. The posted sign shall be placed upon the property not less than 14 days prior to the public meeting and remain on the site until final approval by the City of Freeport. Applicant will remove sign within 14 days after final board decision.
4. The posted sign shall be provided by the applicant at the expense of the applicant.
5. The applicant shall provide a photo of the sign depicting the text and location of the sign in relation to the road right-of-way to the City Planning Department.
6. The applicant shall provide the attached Affidavit with the requirement of #5 above to the City Planning Department no less than 2 working days prior to such public meeting.
7. Failure to satisfy the above requirements will result in an automatic tabling of the item from the public meeting to the next available meeting, where the applicant will have to again satisfy the above requirements.

3 ft wide x 3 ft high (minimum)

1 1/2 "	City of Freeport	
3"	Notice Of Public Hearing	
2"	Insert Type of Application Here (DEVELOPMENT/VARIANCE REQUEST/ FUTURE LAND USE CHANGE/ZONING CHANGE/ PLANNED DEVELOPMENT PROJECT) "NAME OF PROJECT"	
1 1/2 "	Planning Board Time: Date: Located at:	Freeport City Council Time: Date: Located at:

Note: Sign must have a WHITE background & BLACK letters. Sign shall be securely attached to 2 posts, being a minimum of a 2" x 4" post, and the face shall be a minimum of 1 foot above grade. Posts shall be a minimum of 18" below grade.



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POSTING AFFIDAVIT

**CITY OF FREEPORT
POSTING OF PROPERTY AFFIDAVIT**

BEFORE ME, the undersigned authority, personally appeared _____
The owner and/or authorized agent of the following described property: _____
_____ who deposes and says as follows:

1. That the subject site described above has a sign posted by the owner and/or authorized agent for the owner, notifying the public of the required public hearing, date and time of meeting, location of meeting, and purpose of meeting in accordance to the City of Freeport requirements.
2. That the posted sign meets the dimensional requirements set by the City.
3. That the posted sign was placed and will be maintained upon the property in the correct location and not less than fourteen (14) days prior to the public meeting.
4. That a photo of the sign depicting the location of the sign in relation to the road right-of-way is attached.
5. This affidavit will be forwarded to the Freeport Planning Department no later than two (2) working days prior to the public meeting.

I have completed the said requirements as described in the City of Freeport Application.

Signed Name of Owner

Printed Name of Owner

STATE OF _____
COUNTY OF _____

Before me, the undersigned Notary Public in and for said County and State, appeared _____ who is personally known to me or who produced _____ as identification, and who did/did not take an oath, and who is known to me to be the individual described by said name who executed the foregoing instrument.

Given under my hand and official seal the _____ day of _____, 20__.

Signed Name _____ Printed Name

My Commission Expires: _____



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OWNER CERTIFICATION FORM

By my signature, I hereby certify that:

- 1) I am duly qualified as owner or authorized agent to make such application, this application is of my own choosing, and staff has explained all procedures relating to this request; and
- 2) All information given is accurate to the best of my knowledge and belief, and I understand that deliberate misrepresentation of such information will be grounds for denial or reversal of this application and/or revocation of any approval based upon this application; and
- 3) I understand that there are no guarantees as to the outcome of this request, and that the application fee is non-refundable; and
- 4) I authorize City staff to enter upon the property referenced herein at any reasonable time for purposes of site inspection and authorize placement of a public notice sign(s) on the property referenced herein at a location(s) to be determined by City staff.
- 5) I understand it is my responsibility to provide to the City of Freeport at my expense:
 - A. A Certified list (obtained from a local title company) of the current property owners within a 500 foot radius of the property for which the proposed development approval is requested.
 - B. Addressed and stamped envelopes (with sufficient postage for certified mail and return receipt – metered mail is not acceptable), and Postal Service Forms 3800 and 3811 (certified receipt and green card) reflecting the names and addresses of those on the above referenced list (please request an example.)
- 6) I am aware that Public Hearing notices for the request shall be provided, for mail-out purposes, by the City at my expense.

Owner's signature _____ Date _____

Agent's signature _____ Date _____

Name of owner or agent: _____ (print or type)
 Address: _____ City _____ State _____ Zip _____
 Telephone () _____ Fax # () _____
 STATE OF _____ COUNTY OF _____

The forgoing instrument was acknowledged before me this _____ day of _____, year of _____ by, _____ who () did () did not take an oath. He/she is () personally known to me, () produced current Florida/Other driver's license, and/or () produced current _____ as identification.

Signature of Notary Public _____ Name of Notary Printed _____ Date _____
 My Commission Expires _____ Commission No. (Notary seal must be affixed)



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APPLICATION CRITERIA

The Planning Board shall consider each **MAJOR** development application at a public hearing and, within 15 days of such hearing, make a recommendation to the City Council setting forth findings of fact and conclusions of law. Such recommendation shall be approval, approval with modification, or denial including reasons for any modifications or denial; and shall include consideration of the following:

- a. Consistency with the Comprehensive Plan. Whether the proposed development is consistent with the Comprehensive Plan;
- b. Consistency with this Code. Whether the proposed development is in conflict with any portion of the Land Development Code, and is consistent with the stated purpose and intent of the Land Development Code;
- c. Compatibility with surrounding uses. Whether and the extent to which the proposed development is compatible with existing and proposed uses in the area of the subject property(s);
- d. Changed conditions. Whether and the extent of which there are any changed conditions that impact the subject property(ies);
- e. Effect on natural environment. Whether and the extent to which the proposed development would result in significant adverse impacts on the natural environment;
- f. Development patterns. Whether and the extent to which the proposed development would result in a logical and orderly development pattern.

The developer is required to submit a summary document that addresses all the items stated above, in a summary letter format.

I have read and understand the above statement and agree to comply with this requirement.

Developer's Signature

Date of Signature

Owner's Agent Signature

Date of Signature

Project Engineer's Signature

Date of Signature



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SUBMITTAL CHECKLIST*	
The following items are required for Major Developments, Minor Developments, and Subdivisions:	
ITEM	# COPIES
• Signed/completed application including affidavits	Original & 1 unstapled copy
• Application fee(s)	Check to City of Freeport
• Initial engineering review fees	Check to City of Freeport
• Location Map with landmarks/street names	1 copy (letter-size)
• Legal description of property	1 copy
• Proof of Ownership (deed/tax notice)	1 copy
• Proof of title search	1 copy
• Certified Topographic/Protected Tree Survey of property (24" x 36") signed/sealed	2 copies
• Section map from Property Appraiser's Office showing existing land uses within 500 feet	2 copies
• Construction/Grading/Drainage/Utility/Landscaping/Lighting Plans (24" X 36") signed/sealed	3 copies
• Drainage Calculations signed/sealed	2 copies
• Preservation/Mitigation/Landscaping Plan (24"x36") <i>can be combined with full sets of plans</i>	3 copies
• Single-page Site Plan (24"X36")	1 copy
• Floor Plans/side elevations (24" X 36") (if applicable)	2 copies
• Lighting Plan (street lighting, parking lots, sidewalks, bike paths, etc.) complimentary to architecture (24"x 36") <i>can be combined with full sets of plans</i>	1 copy
• Signage Plan (includes signage locations and graphics, including ground signs, directional signs & building signs for <i>review only</i> ; <i>application must be made post-development order</i>)	1 copy
• Environmental Assessment	1 copy
• Traffic Study signed/sealed	1 copy
• State permits/permit applications signed/sealed	1 copy
• Sewer & Water letter of availability from Billing Dept.	original
• GIS Addressing Road Name Approval Verification	1 copy
• DVD/CD/Thumb-drive with entire submittal package in digital format for all initial submittals and resubmittals	3 copies



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ITEM (CLIPPED/NOT STAPLED OR BOUND)	# COPIES
• List of property owners within 400 feet of the development site	1 copy
• Certified Topographic Survey of property (11" x 17")	1 copy
• Construction/Grading/Drainage/Utility/Landscaping/Lighting Plans (11"x17")	1 copy
• Preservation/Mitigation/Landscaping Plan (11" x 17") can be combined with full sets of plans	1 copy
• Floor plan/side elevations (if applicable) (11" X 17") can be combined with full sets of plans	1 copy
• Lighting Plan (11" x 17") can be combined with full sets of plans	1 copy
• Application Criteria Summary (per Page 18 of Application)	1 copy

**The reduced-size copies (11" X 17") should not be turned in⁴ until the Major project is ready to be scheduled for the Planning Board Meeting. The City of Freeport reserves the right to request additional information which may be necessary for the review and completion of this application.*

REVISION SUBMITTAL CHECKLIST*	
The following items are required for each Revision submittal:	
ITEM	# COPIES
• Full-sized plans	3 copies
• Revised paperwork	1 copy
• Cover letter explaining revisions	1 copy
• DVD/CD/Thumb-drive with entire revision submittal package in digital format for all initial submittals and resubmittals	3 copies

Be advised that these are the minimum submittal requirements. The Planning & Zoning Dept. reserves the right to request any additional information deemed necessary for the review of the proposed development.

I HAVE READ AND UNDERSTAND THE SUBMITTAL REQUIREMENTS AS EXPLAINED ABOVE.

Owner/Applicant _____ Date _____

Agent for Owner _____ Date _____

Project Engineer _____ Date _____



**City of Freeport
DEVELOPMENT ORDER APPLICATION**

MAJOR DEVELOPMENT SCHEDULE

	20 business days	Project Submittal Review for Completeness
Preliminary Plan (6 months maximum)	30 business days	City Planner
		City Engineer
Conceptual Plan (6 months maximum)	30 business days	Co. Fire Chief
		City Water Dept.
		City Sewer Dept.
		Co. School Dist.
		Co. Public Works
		Co. Garbage Service
		CHELCO
Final Plan (6 months maximum)	30 business days	Co. Sheriff's Office
		Note: cycle repeats as revisions are submitted
		Schedule project for next PB Mtg (3 weeks prior)
		PB 1 st Wednesday
		FCC 4 th Thursday
		Note: cycle repeats if project is continued
		Review fees paid
		Sewer/ water/ fire fees paid
		Protected Tree Mitigation paid
		State permits signed/ forwarded to FDEP/NWFWMD
30 business days	30 business days	Pre-construction Conference
		Final Plans stamped approved by City Engineer
		FINAL DEVELOPMENT ORDER ISSUED* Concurrency Vested Clearing & Site Improvements Begin Plat Application Process Can Begin

**If plat is required (residential/non-residential), building permits will not be issued until plat is complete and plat is recorded. Development not requiring a plat can obtain building permits when the final development order is issued after the pre-construction conference.*

This timeframe is considered average and should not be construed as the minimum or maximum amount of time that a development project will stay "in progress".

The Developer must complete each plan phase within 6 months per Resolution 07-13.

The Development Order is valid for one year from its issuance and may be extended at the discretion of the City Council, at the Council's discretion based on justification.



**City of Freeport
DEVELOPMENT ORDER APPLICATION**

MINOR DEVELOPMENT SCHEDULE

	20 business days	Project Submittal Review for Completeness
Preliminary Plan (6 months maximum)		City Planner City Engineer Co. Fire Chief City Water Dept. City Sewer Dept. Co. School Dist. Co. Public Works Co. Garbage Service CHELCO Co. Sheriff's Office
	30 business days	Technical Review Note: cycle repeats as revisions are submitted Review fees paid Sewer/ water/fire fees paid Protected Tree Mitigation paid State permits signed/forwarded to FDEP/NWFWMD Pre-construction Conference Final Plans stamped approved by City Engineer
Final Plan (6 months maximum)	30 business days	FINAL DEVELOPMENT ORDER ISSUED* Concurrency Vested Clearing & Site Improvements Begin Plat Application Process Can Begin

**If plat is required (residential/non-residential), building permits will not be issued until plat is complete and plat is recorded. Development not requiring a plat can obtain building permits when the final development order is issued after the pre-construction conference.*

This timeframe is considered average and should not be construed as the minimum or maximum amount of time that a development project will stay "in progress".

The Developer must complete each plan phase within 6 months per Resolution 07-13.

The Development Order is valid for one year from its issuance and may be allowed a one-time/one-year extension by the City Council, at the Council's discretion based on justification.



**City of Freeport
DEVELOPMENT ORDER APPLICATION**

GIS ADDRESSING APPROVAL OF PROPOSED ROAD NAMES

Instructions for receiving approval:

The applicant will be required to deliver a full-size copy of the proposed site plan, showing proposed road names to the GIS Addressing Department, located at:

Walton County GIS Department
Walton County EOC Annex
75 South Davis Lane
DeFuniak Springs, Florida 32435

A full-size site plan and a letter requesting review and approval of proposed road names was submitted to the Walton County GIS Addressing Department

On the ____ (day) of ____ (month), ____ (year).

Signature of Applicant _____

Date of Signature _____

NOTES!

- Please e-mail a list of proposed road names to the GIS IR group email account gis@co.walton.fl.us and cc Harold Bigham bigharold@co.walton.fl.us.
- This development application will not be considered complete without affirmation that GIS Addressing is reviewing the proposed road names.



**City of Freeport
DEVELOPMENT ORDER APPLICATION**

REQUIRED PRE-CONSTRUCTION CONFERENCE

As of September 15, 2005, all new development which has not begun construction will be required to hold a pre-construction conference prior to the issuance of the development order. This meeting is to be conducted by the Project Engineer and/or their representative and a suitable time, date and location arranged with the Staff Project Manager.

The following project personnel must attend:

1. Owner/Agent
2. Developer
3. Project Engineer/representative
4. All prime contractors
5. All sub-contractors responsible for site work.

The following city/ county personnel must be invited to this pre-construction conference:

1. City Engineer
2. City Planner
3. Water Supervisor
4. Sewer Supervisor
5. Walton County Public Works representative, if project is located on a county road

The Project Engineer will walk everyone through the approved sets of plans, and will address, at a minimum:

1. Protected tree preservation
2. Wetland buffers
3. Clearing of remainder of site
4. Grading
5. Utility Easements/Lines/Connections
6. Stormwater management plan
7. Locations of all roads/sidewalks/foundations and cross-sections of same
8. Setbacks or all structures
9. Parking plan
10. Landscaping Plan

At this time, all applicable permits should be in hand and construction ready to proceed. The proposed construction schedule must be made available to the City Engineer at this pre-construction meeting. It is the Project Engineer of record's duty to inform the City Engineer of the person responsible for the development(s) currently under construction. The City Engineer must be kept informed of proposed construction activities and schedules at all times. A copy of all test reports such as density tests, asphalt tests, pressure tests, bacteriological tests, and any other required tests should be forwarded to the City Planner. Work without valid test reports will not be accepted.

The project engineer must bring seven (7) full sets of plans to the Pre-Con meeting.

I have read and understand this requirement.

Applicant/Owner

Date of Signature

Project Engineer

Date of Signature



**City of Freeport
DEVELOPMENT ORDER APPLICATION**

Major Development Reviews	Initial Review + 1st Revision + Preconstruction Conference + Final Site Inspection	\$3,500.00
	Each Subsequent Revision submittal	Hourly rate
	Additional Site Inspections	Hourly rate
	Post Approval Changes/Reviews	Hourly rate
Minor Development Reviews	Initial Review + 1st Revision + Preconstruction Conference + Final Site Inspection	\$2,500.00
	Each Subsequent Revision submittal	Hourly rate
	Additional Site Inspections	Hourly rate
	Post Approval Changes/Reviews	Hourly rate
Less Than Minor Reviews*	Initial Review + 1st Revision	\$1,500.00
	Each Subsequent Revision	Hourly rate
Fire Flow Testing	Per Test	\$250.00
Water and Sewer Availability Letter	Per Letter	\$220.00
FFE Exemption Review	Per Submittal	\$220.00