



## DEVELOPMENT ORDER

**Authority:** Section 1A.02.00, et. seq., Okaloosa County Land Development Code.

**Purpose:** To properly and efficiently manage, control, guide, and monitor growth and development by and through the regulation of development activities by requiring development orders and permits for certain regulated activities.

**Regulated activities:** Unless otherwise exempted, a development order or permit shall be required for the following regulated activities. It is unlawful to commence or continue any regulated activity without first obtaining a development order or other permit required by the Land Development Code.

1. The clearing of land in anticipation of building construction, development, or subdivision of land, except for bona fide agricultural or resource management purposes.
2. The construction, location, placement, or installation of any building or structure (including signs) on any land or property; or the ongoing or continuing use of land for storage of equipment, materials, vehicles, boats, etc. whether such use is in conjunction with a building or structure or not.
3. The subdivision of land into three (3) or more lots or parcels, except as provided in Section 6.01.07 of this Code.
4. Construction of any public or private roadway by a nongovernmental entity.

**Applicability:** Certain development activities because of their size or nature may require a permit but may not be required to undergo the extensive review process. These include, but may not be limited to, the following.

- a. Construction of single-family or duplex dwellings; or the placement of one mobile home or manufactured housing unit on an individual lot or parcel of land when such activity is not part of a larger, common plan of development.
- b. Construction, placement, or location of accessory buildings, structures, or uses.
- c. Interior remodeling that occurs totally within an existing building or structure provided there is no change of use or increase in density or intensity.
- d. Renovations, expansions, or similar activities involving an increase in the size or square footage of any structure, including parking areas, provided such activity is less than 10% of the area of the existing structure or 1,000 square feet, whichever is less.
- e. Any development activity which the Planning Official, after consultation with the Public Works Director and Water and Sewer Director, determines to be of minor impact not necessitating the issuance of a development order.

**Process:** Scroll down to Development Review Process.

**Application fees:**

Subdivisions - \$350.00 + \$15.00 per lot

(includes residential, commercial, industrial, and mobile home park)

Townhouse - \$350.00 + 15.00 per lot

Apartments/Condominiums - \$350.00 + \$10.00 per dwelling unit

Commercial Site Plan - \$500.00 [up to 10,000 sq. ft.] + \$40.00 per 1,000 sq. ft. over 10,000 sq. ft.

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## DEVELOPMENT REVIEW PROCESS

### Purpose and Intent

The development review process is prescribed in Chapter 1A of the Land Development Code. As specified therein, the purpose is to provide a standardized and uniform system for the review of applications for development order or permit approval and to set forth the essential requirements of law that must be met in order for a development order or permit to be reviewed and approved.

### Summary of Typical Development Review

A step-wise summary of the development review process is described as follows. A more detailed description of each step is provided later on.

<u>STEP</u>	<u>DESCRIPTION</u>	<u>TIMELINE</u> <sup>1</sup>
0	Pre-application review	Optional
1	Submit development order application	
2	Completeness review	5 days
3	Administrative review [county depts. utilities, fire, etc.]	45 days
4	Applicant resolution of issues raised	60 days
5	Intent to issue-public notice	7 days
6	Final action by Planning Official	
		117 days total

<sup>1</sup> Maximum days allowed counted as consecutive, calendar days.

The process and timeline shown above applies to all development applications **EXCEPT**: Planned Unit Development [PUD], phased developments, tall structures, and development on Okaloosa Island. For these types of applications additional review and review time may be required for Planning Commission and/or Board of County Commissioners approvals. Also, by state law all final plats for subdivisions must be approved by the Board of County Commissioners.

### Typical Development Review Process

#### **Pre-Application Review**

A pre-application review may be required at the discretion of the Planning Official, or upon request by an applicant, prior to the formal submission of a development order or permit application. Such reviews will be performed by staff within the Department of Growth Management. Pre-application review does not constitute formal review by the Department, and in no way implies or purports any obligation or commitment on the part of either the applicant or the Department. No fees or charges will be charged for a pre-application review. [Click here for pre-application review checklist.](#)

## **Development Order Application**

Any person wishing to undertake development activity in the unincorporated area of the County not exempt pursuant to s.1A.02.03 must first complete and submit to the County a development order application. Applications will be provided by Growth Management, and must be completed by the verified owner of the property for which the development is proposed; or the property owner's verified authorized agent. ***The applicant must post a public notice sign on the property being developed within five [5] days after an application is submitted to Growth Management.*** [Click here for development order application requirements.](#)

### **Completeness Review**

The Planning Official, or designee, will be responsible for "completeness" review of applications. Applications will be reviewed on a preliminary basis and will be deemed "complete" or "incomplete" within five [5] days after the date the application is stamped in and officially received by Growth Management. An application will be deemed complete when all pertinent information has been provided in sufficient clarity and detail so as to enable the County to conduct an adequate and proper review.

If and when an application is deemed incomplete the applicant will be notified in writing as to missing items or other deficiencies. This notification will occur within the five day completeness review period. A determination of an incomplete application will stop the time specified for a review period until such time as all required information has been submitted and all deficiencies are cured. Any application which remains incomplete for sixty [60] days shall be deemed null and void and a new application and fee will be required; unless it can be demonstrated by the applicant that submittal of the deficient or missing items is beyond his/her control.

### **Administrative Review**

Once an application is deemed complete, it will be distributed for administrative review to all affected departments and agencies. Reviewing agencies must provide written comments to the Planning Official, or designee, within forty-five (45) days after the date the application is distributed. Comments will be in the form of either binding objections which will be supported by citation of specific code requirements which have not been met; and/or non-binding recommendations intended to enhance or otherwise improve the development project. The Planning Official, or designee, will then send to the applicant a project status letter which will include any objections or comments received from any review agencies as well as comments or objections from the Growth Management Department.

### **Applicant Resolution of Issues Raised**

The applicant has sixty (60) days from the date of the status letter to resolve any objections raised which may necessitate re-submittal of site plans, drawings, and other necessary information, however, the 60-days may be extended by the Planning Official upon written request by the applicant. Applicants may consult directly with the agency that raised the objection. Unless granted an extension, failure to resolve the objection(s) within the 60-day period will render an application null and void. Binding objections from any reviewing agency may form the basis for denial or modification of application and site plan information. After the reviewing agencies have determined preliminary approval final plans and drawings must be routed to Public Works, the utilities provider, the applicable fire district, and the Health Department, when applicable. Each of these agencies will then issue a final approval and stamp the plans accordingly. The routed and stamped plans must then be submitted to Growth Management before a final development order is issued. The applicant is responsible for routing and obtaining final stamps of

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approval and returning the stamped plans to Growth Management. This can be done during the 7-day Notice of Intent period.

### **Intent to Issue – Public Notice**

The development order applicant shall post a public notice sign on the property being developed. Said sign shall be no less than 2 feet wide by 3 feet high with contrasting letters at least 1 inch in size. The sign shall be posted at the property line of the property involved facing and clearly visible from the adjacent street or for multiple street frontages a sign at the property line facing and clearly visible from all adjacent streets. The sign shall describe the type of development activity being proposed and the place and telephone numbers where the public can obtain information about the development project. The sign shall be posted within five (5) days after the date the application is filed with the Department. The applicant must then provide the County with a signed affidavit stating that a sign has been posted as prescribed herein, and a time-dated photograph of the sign after it has been posted on the site.

Upon completion of the administrative review the Planning Official shall issue a Notice of Intent to approve, approve with conditions, or deny a development order. At this time any person, including the Planning Official, may petition for a Development Order Hearing as specified in Section 1.11.08 of the Land Development Code.

### **Final Action by Planning Official**

If no petition is received for a development order hearing within seven [7] days after a Notice of Intent has been posted, the Planning Official can approve, approve with conditions or deny the development order application.

### **Additional Development Review**

As mentioned previously, Planned Unit Development [PUD], phased development, tall structures, and development on Okaloosa Island will require additional development review. For these types of developments an application would go through the typical development review process except that additional levels of approval would be required. The additional requirements for these types of development projects are as follows.

**Planned Unit Development:** Two public hearings are required, one hearing before the Planning Commission and one before the Board of County Commissioners [BCC]. Final approval by the BCC.

**Phased Development:** Review by the Planning Commission, final approval by the Board of County Commissioners.

**Tall Structures:** Review by the Aviation Advisory Committee and Planning Commission, final approval by the Board of County Commissioners.

**Okaloosa Island:** Review by the Okaloosa Island Leaseholders Architectural Review Committee [except “incidental projects”], final approval by the Board of County Commissioners.

Review timelines and approvals for these types of projects will be subject to scheduled meeting dates.

### **Other Required Approvals**

The preceding provides a general description of the review process required to obtain development approval from Okaloosa County only. Additional approvals may be required from other agencies or entities as a prerequisite to an applicant receiving a final development order from the County. These may include: For North Okaloosa – Okaloosa County Health Department [septic tanks]; applicable water

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service provider [i.e. Auburn, Baker, Holt]. For South Okaloosa – Fire Department of jurisdiction. In addition, permits or authorizations may be required from other agencies such as Northwest Florida Water Management District, Department of Transportation, Department of Environmental protection, etc. ***The applicant is responsible for obtaining all other required approvals and submitting same to the County as part of the development review process.***

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**OKALOOSA COUNTY DEPARTMENT OF GROWTH  
MANAGEMENT**

**APPLICATION FOR CONCURRENCY COMPLIANCE &  
DEVELOPMENT ORDER REVIEW**

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Date Received: \_\_\_\_\_ File Number: \_\_\_\_\_

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**TYPE OF DEVELOPMENT**

- Residential       Commercial       Industrial       Minor Division of Land  
 Major (more than 10,000 sqft.)       Minor (less than 10,000 sqft.)
- 

**A. CONTACT INFORMATION**

**APPLICANT:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Fax: \_\_\_\_\_

**OWNER(s):**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Fax: \_\_\_\_\_

**AGENT:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Fax: \_\_\_\_\_

**ENGINEER/ARCHITECT:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Fax: \_\_\_\_\_

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**B. PROJECT /SITE INFORMATION**

1. Type of Project: \_\_\_\_\_
2. Future Land Use (FLUM): \_\_\_\_\_ Zoning: \_\_\_\_\_
3. Current Use: \_\_\_\_\_
4. Parcel Identification Number: \_\_\_\_\_
  - Attach proof of ownership (i.e., deed, property tax card, closing statement, etc.)
5. Parcel size: \_\_\_\_\_ (acres) \_\_\_\_\_ (square feet)
6. Building Size: (if applicable) \_\_\_\_\_ gross square feet
7. Maximum Building Height: \_\_\_\_\_
8. Floor Area Ratio (proposed--%): \_\_\_\_\_
9. Impervious Surface Area Ratio (proposed-%): \_\_\_\_\_
10. Density (allowable—du's/acre): \_\_\_\_\_ (residential only)
11. Number of dwelling units/lots( proposed): \_\_\_\_\_ (residential only)
12. Parking (proposed spaces): \_\_\_\_\_ Required spaces (specific land use): \_\_\_\_\_
13. Recreation Facilities (50 residential units or greater):  payment  land dedication
14. Name and jurisdiction of existing ROW to be used for ingress/egress: \_\_\_\_\_

(If existing ROW is not within the County's jurisdiction the applicant/owner is responsible for providing said jurisdictional entity with site plan and all technical drawings for review)

**Adjacent Land Use Designations**

	<b><u>FLUM:</u></b>	<b><u>ZONING:</u></b>	<b><u>EXISTING:</u></b>
North:	_____	_____	_____
South:	_____	_____	_____
East:	_____	_____	_____
West:	_____	_____	_____

**Site Utilities**

(Check applicable service)

- Water System Provider: \_\_\_\_\_
- Sewer System Provider: \_\_\_\_\_
- Septic System
- Private Well

Fire District/Department: \_\_\_\_\_ Impact Fee: \$ \_\_\_\_\_

**Site Environmental Information**

(Check if applicable)

**Flood Zone:**

(1988 Datum)

- A    AE    V    VE    X    coastal barrier area

Panel number & date: \_\_\_\_\_

**Wetlands:**

- FDEP                       ACOE                       Joint                       None                      Acreage: \_\_\_\_\_

**Coastal:**

- within the coastal construction line                       shoreline protection zone (50' from the mean high water line)

**Other required Permits**

( check if applicable)

**FDOT:**

- driveway connection (State roads)                       drainage connection (State roads)

**FDEP:**

- stormwater                       wastewater                       potable water                       swale exempt  
 dredge/fill

**ACOE:**

- dredge/fill

**County:**

- driveway connection ( county roads)                       drainage connection

**APPLICATION CERTIFICATION**

I hereby certify that the information contained in this application is true and correct to the best of my knowledge. I also give permission for County staff to enter upon my property at reasonable times for the purpose of site inspections and any other necessary visits.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date