WASHINGTON COUNTY PLANNING DEPARTMENT

1331 South Boulevard
Chipley, Florida 32428
Phone (850) 415-5093
E-mail: dmcdonald@washingtonfl.com

APPLICATION FOR LAND USE CERTIFICATE / GENERAL DEVELOPMENT REVIEW

Washington County Planning Department, 1331 South Blvd., Chipley, FL 32428. For questions call 850-415-5093. Please allow up to five (5) business days for processing of this application. Land Use Certificates will expire one (1) year from the date of issuance if no building permit is obtained. Land Use Certificates may be revoked in cases where there has been a false statement or misrepresentation in the application or on the plot plan for which the certificate was issued (LDC Section 10.01.03).

Application Date: _____ **Property Address:** _____

Parcel Identification Number (See Property Tax Records): 00000000 – _____

Municipality ☐ Unincorporated ☐ Vernon ☐ Wausau ☐ Ebro ☐ Caryville

Deed Date: _____ **Power Company:** ☐ GCE ☐ FPL ☐ WFE

Subdivision Name: _____ **Lot#:** _____ **Block:** _____

Use Type ☐ Residential ☐ Agricultural ☐ Commercial ☐ Other: _____

Development Type ☐ Single Family ☐ Mobile Home ☐ Modular Home ☐ Swimming Pool

☐ Accessory (i.e., Bar, Shed, Storage, Garage): _____

☐ Utility (i.e.) Power, Well, Septic): _____

☐ Other: _____

Size/Dimensions: _____ Year: _____

***Note: Permanent Residential Use of RV's are prohibited.**

Classification ☐ New ☐ Addition ☐ Replacement ☐ Structural Move

☐ Temporary

Shared Driveway: ☐ Yes ☐ No Number of units it serves? ____ Road Frontage: ☐

Application Information

Please check one, I am the: ☐ Owner ☐ Contractor ☐ Agent

Name: _____ Mail: _____

Phone: _____ Email: _____

Property Owner ☐ Same As Applicant

Name: _____ Mail: _____

Phone: _____ Email: _____

Additional Comments:

Certification

I certify that the plot/development plan and the information contained within this application describe the property and development as it is intended. I understand that knowingly providing a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty shall be subject to a misdemeanor of the second degree pursuant to Section 837.06, Florida Statutes.

Applicant Signature*: _____ Date: _____

*Applicants submitting on behalf of a property owner must provide a notarized agent authorization letter.

*Property located in a flood zone will require an Elevation Certificate completed by a licensed surveyor or engineer per FEMA guidelines.

*A simple site map and copy of deed are required for a land use application.

NEW CONSTRUCTION, MANUFACTURED, AND MODULAR HOME
RESIDENTIAL PLANNING REVIEW & APPROVAL INSTRUCTIONS
WASHINGTON COUNTY PLANNING DEPARTMENT
(850) 415-5093

Note: All development within Washington County requires review and approval. The County has a two-step development review process with Planning Department review first, followed by Building Department Building Permit review and approval. Before you begin, please read the following process below. This is regarding the first step of the process when submitting a Land Use Application to the Planning Department. Number 1 and Number 2 are to be submitted together to the Planning Department. Number 3 may be submitted at the same time also. This form with the appropriate initial must be submitted as well.

1. Complete and submit the Land Use Application with a recorded deed and site plan to the Planning Department. A fee of $50.00 will be assessed when the application is submitted to the office. Phone #: 850-415-5093.

- Check for Deed Restrictions. They override county laws and ordinances. It is the applicant's responsibility to ensure that all restrictions are followed. The County does not enforce or oversee any deed restrictions. Restrictions are recorded on your deed or may be recorded separately with the Washington County Courthouse. Phone #: 850-638-6285. **While your proposed residential construction project may meet the County's codes, it may be in violation of restrictions which are in your chain of title. Washington County makes no warranties as to whether the residence meets and restrictions in your chain of title. (__) initials of applicant(s)**

- Some Subdivisions have Architectural Review Committees that require approval of the placement of a dwelling and accessory buildings. Contact your ARC for further information. **While your proposed residential construction project may meet the County's codes, it may be in violation of restrictions which are in your chain of title or the provisions of any Architectural Review Committee. Washington County makes no warranties as to whether the residence meets the requirements of any Architectural Review Committee. ( ) initials of applicant(s)**

- If new development within the city limits of Chipley, then contact the City of Chipley for a Land Use Compliance. Phone #: 850-638-6350. If within the Vernon City limits, a letter stating sewer and water will be provided or are available must be attached to the Land Use Application. A letter from the Town of Wausau, Ebro, and Caryville is required for any new development within the City limits.

- If the Applicant is not the registered owner of the property, a notarized ***Letter of Authorization*** will be required, giving permission to construct a home or place a manufactured home on their property.

2. Complete and submit the E911 Address Application to the E911 Addressing Office. A fee of $25.00 will be assessed when the application is submitted to the Planning Department. A yellow flag provided by the Planning Department is required to be posted in the proposed driveway location on the parcel of property. This is required for the E911 Department Staff to be able to locate the property in order to assign the proper address. (An address number must be properly posted before the authorization for power may be given.) Phone #: 850-638-6325.

3. For homes located on county maintained roads, Applicants must apply for a Driveway Permit from the Public Works Department. This form may be submitted with the Land Use Application and the E911 Address Application. A fee of $70.00 for residences will be assessed for all new driveways. Circular or double driveways require a $100 fee. Phone #: 850-638-6280. For homes located on state-maintained highways, call the Florida Department of Transportation. The driveway permit must be obtained before any electrical power is authorized to a new residence. Phone #: 850-718-3800.

4. Septic tank construction permits must be obtained and approved by the Florida Department of Environmental Protection (Panama City Branch Office) prior to submittal of the building permit application. Current tanks may require a reuse permit. Phone #: 850-872-4375. Once the Land Use Application is approved by the Planning Department, Applicants may begin working with FDEP, and hire a septic service or consultant to assist with this state permit.

5. Contact the Building Department for Building Permit Application requirements, including fees, impact fees, and plan submittal timelines.

WASHINGTON COUNTY
BOARD OF COUNTY COMMISSIONERS
1331 South Boulevard
Chipley, Florida 32428

Phone (850)638-6325

Addressing Coordinator
Clint Erickson

ADDRESS APPLICATION

All INFORMATION IS REQUIRED!

FLAG MUST BE PLACED AT ENTRANCE BEFORE SERVICE IS COMMENCED.

Date: _____ Parcel ID: _____

Nearest Address: _____ Name: _____

Phone Number: _____ Email: _____

Road Name (NEW ADDRESS)_____ Yellow Flag Received: _____

WILL YOU BE USING A SHARED DRIVEWAY? YES / NO

IF YES TO THE ABOVE QUESTION, LIST ADDRESS OF DRIVE_____

Address Application MUST be completed entirely along with a $25 application fee must be submitted to the Planning Department.

Once Issued: Address WILL need to be Displayed ASAP and before CO is issued by Building Dept.

Once you receive your Address FLAG you have 24 hours to post it. There will be an additional $25 trip charge if flag is not displayed.

NO RV'S will be Addressed, only structures approved by the Planning Department.

All Addresses will be completed by our office within 10 working days received from the Planning Department.

Signature of Applicant: _____

WASHINGTON COUNTY PUBLIC WORKS

1331 South Boulevard
Chipley, Florida 32428
Phone (850) 638-6280

DRIVEWAY PERMIT

Name: _____ Phone: _____

Address: _____ City: _____

Date: _____ Inspected By: _____

Directions:

Driveway Permit is issued with the following requirements:

☐ Pipe (coated metal pipe) Size: _____ Diameter: _____ Length: _____

☐ Existing Driveway ☐ Mitered ends (must be installed within 30 days of installation of culvert)

☐ No pipe required ☐ Rip Rap ☐ Headwalls ☐ Rock ☐ Swell (concrete)

☐ Permit is issued with the following stipulation: Should the County assume maintenance of this road, the property owner will be responsible for bringing the driveway to County specifications.

☐ Permit is issued with no pipe being required at this time; however, if the installation and use of this driveway interferes with the drainage on the County road, the property owner will be required to install a culvert. (The size of the culvert to be determined by the Public Works Supervisor).

Date of Final Inspection: _____ Approved By: _____

Permit Fee: _____ Date Paid: _____ Receipt Number: _____