WALTON COUNTY PUBLIC WORKS
117 Montgomery Circle
DeFuniak Springs, FL 32433
850-892-8108

IF THE DRIVEWAY CONNECTION IS LOCATED ON A STATE HIGHWAY, PLEASE ADVISE OFFICE PERSONNEL. YOU WILL BE REQUIRED TO SUBMIT AN APPLICATION TO THE FLORIDA DEPARTMENT OF TRANSPORTATION. (STATE HIGHWAY 20, 81, 83, 90, 98 ,331)

RESIDENTIAL

When applying for a permit, a Driveway Permit is required. This application will provide the information needed for Public Works to inspect the road frontage adjacent to your property to determine what improvements are to be made. A representative from Public Works will contact you to discuss the construction of your driveway. Please be sure to provide a current telephone number, otherwise there may be a delay. It is the property owner's responsibility to make the improvements set forth by the Public Works. Please email application to **PWDrivewayPermit@mywaltonfl.gov** or contact Public Works at 850.892.8108.

DRIVEWAY REGULATIONS

- Single family residential driveways shall be limited to a maximum of 20 feet in width with a maximum driveway connection of 24 feet. *(See Exhibit A: Typical Residential/General Driveway Detail)*
- Driveway surface material shall be hardened in a manner not to allow transport of material onto driving surface of adjacent roadway.
- Mitered end sections are required for arterial and/or collector roads or to match development trends within the vicinity.
- The applicant is responsible for obtaining any applicable federal or state permits.
- All driveways placed in the county right of way are subject to being removed, modified, or relocated if deemed necessary in regard to future roadway improvements.
- Driveways will be constructed in accordance with County regulations at the time the permit is issued.
- The applicant binds and obligates themselves to conform to the driveway description and attached sketch and to abide by the driveway regulation stated above.
- The applicant certifies they own or have possessory interest in the property adjacent to the right of way for which this permit is issued.

Please place flags or markers in the proposed location so the inspector will know exactly where you want the driveway.

Please make sure your driveway has been installed prior to final inspection. Power will not be released by the Building Department until your driveway has been inspected and approved by Public Works.

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850-892-8108
PWDrivewayPermit@mywaltonfl.gov
www.mywaltonfl.gov/1441/Driveway-Connection-Permits

*Building Permit No.: _____

*Date: _____

RESIDENTIAL DRIVEWAY CONNECTION PERMIT APPLICATION

"Fields marked with a red asterisk (*) are required and must be completed before submitting the application."

PROPERTY INFORMATION

Parcel I.D. #: *_____

Location/911 Address:* _____

Subdivision Name (if applicable):_____

Driving Directions:*_____

_____

_____

OWNER INFORMATION

Owner:* _____Phone:* _____

Email Address: _____

APPLICANT/AGENT INFORMATION

Name:* _____Phone: * _____

Email Address:* _____

*Please identify the type of driveway or surface material to be used:

□ Concrete □ Gravel □ Brick Pavers □ Other, please specify: _____

REQUIREMENTS *(Please provide your initials below to indicate that you have read and fully understand the requirements)*

- _____*Brick pavers are allowed ***only if a release of liability is signed,*** holding the County harmless in the case of damage, removal, modification, or relocation in regard to future roadway improvements. Applicant understands the County will only replace driveway material with cast in place concrete or asphalt. The Right of Way Release/Hold Harmless Agreement must be recorded with the Clerk of Courts by the applicant. A recorded copy must be given to the Walton County Public Works Department before a final inspection can be approved.
- _____ *A sketch/site plan showing the location of the proposed driveway(s) and the parcel(s) property line shall be provided with the permit application. Materials to be used for the driveway should be noted on the sketch (culvert type, driveway surface material, etc.)
- _____ *I understand I am responsible for purchasing the culvert and to contact Public Works once the culvert has been installed for final inspection.

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*Building Permit No.: _____

*Date: _____

- _____*The applicant agrees to save and keep the County harmless from all damages, claims, or injuries that may occur by reason of the construction of said facility.
- ____ *The applicant agrees to verify existing utilities within 50 feet before culvert installation
- ____ *The applicant agrees to call Public Works at (850) 892-8108 to schedule a final inspection of all driveway work completed. If it is unacceptable, applicant agrees to correct any deficiencies and call for another inspection.
- ____ A Driveway Connection permit remains valid for six (6) months from the date of issuance. The permit may continue in effect beyond six months provided no modifications have been made to the approved plans and the associated building permit remains active and has not expired.

I HAVE READ AND AGREE TO ALL THE TERMS AND CONDITIONS SETFORTH ABOVE. THE GRANTING OF THIS PERMIT DOES NOT CONFER UPON THE APPLICANT ANY PROPERTY INTEREST IN THE RIGHT OF WAY, NOR THE COUNTY FACILITY, AND IS ISSUED BASED SOLELY ON COMPLIANCE WITH THE CONSTRUCTION STANDARDS IN EFFECT AT THE TIME OF ISSUANCE.

***APPLICANT SIGNATURE: _____ Date: _____**

Please place flags or markers in the proposed location so the inspector will know exactly where you want the driveway.

TO BE COMPLETED BY PUBLIC WORKS DEPARTMENT

Please indicate the road ownership and maintenance status by selecting the appropriate option:

☐ Public-Accepted for County Maintenance ☐ Public-Not Accepted for County Maintenance ☐ Private

Please indicate the road surface type by checking the appropriate option:

☐ Paved ☐ Dirt Road ☐ Improved

Culvert Required: ☐ Yes ☐ No Culvert Diameter: _____Culvert Length: _____

(*Match flow line of existing ditch or minimum of one foot cover requirement*)

Comments:_____

_____

DRIVEWAY PERMIT APPROVAL

☐ Culvert Installed ☐ Existing Driveway ☐ No culvert needed

Permit Approved By:_____ Date Approved: _____

Final Surface Material Inspection Approved By: _____ Date Approved: _____

DRIVEWAY PERMIT NOT REQUIRED

After reviewing all applicable guidelines, we have determined that a driveway connection permit is not required.

☐ Private Road ☐ Other, please specify: _____

_____ Date: _____
(Signature)

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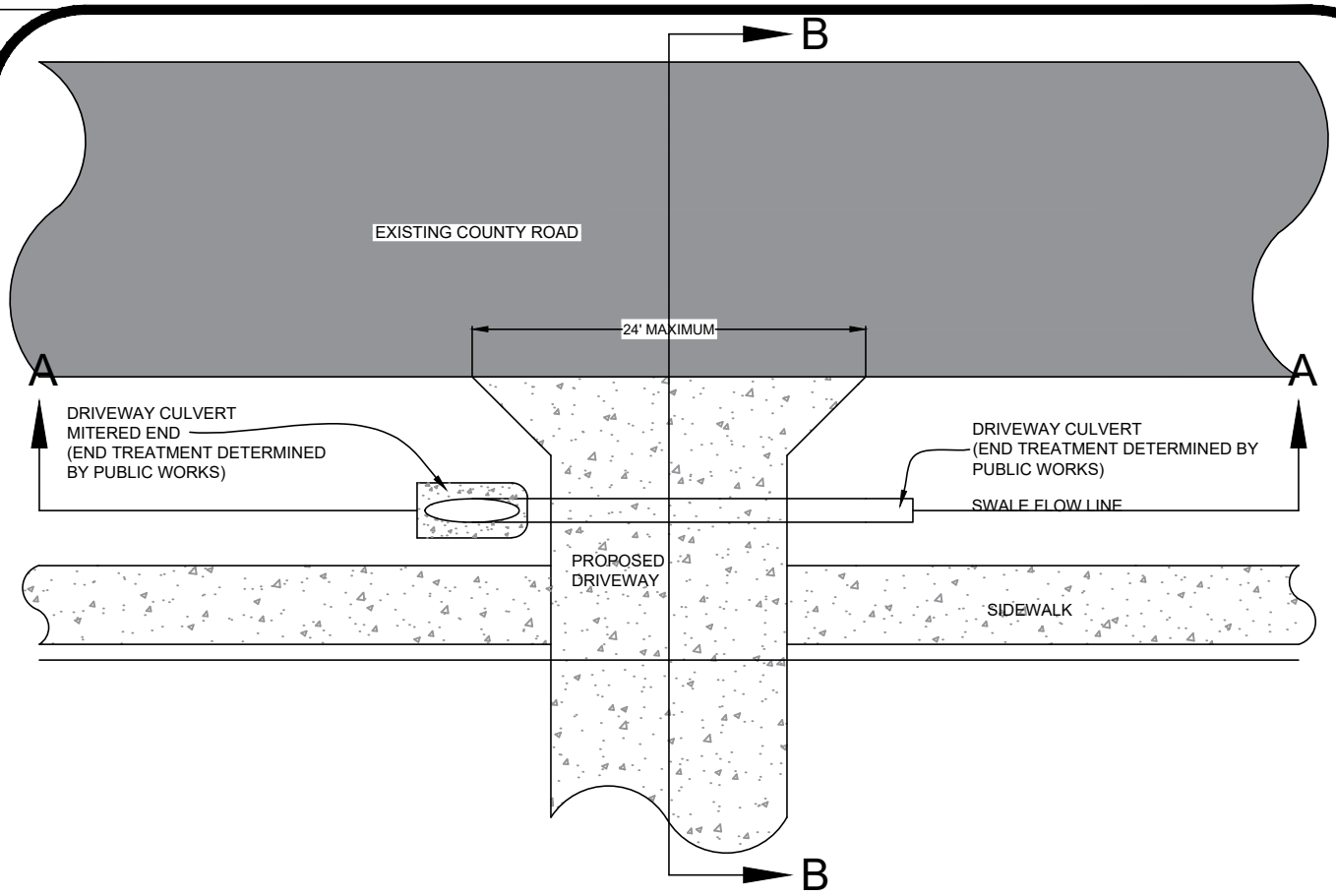
*Building Permit No.: _____

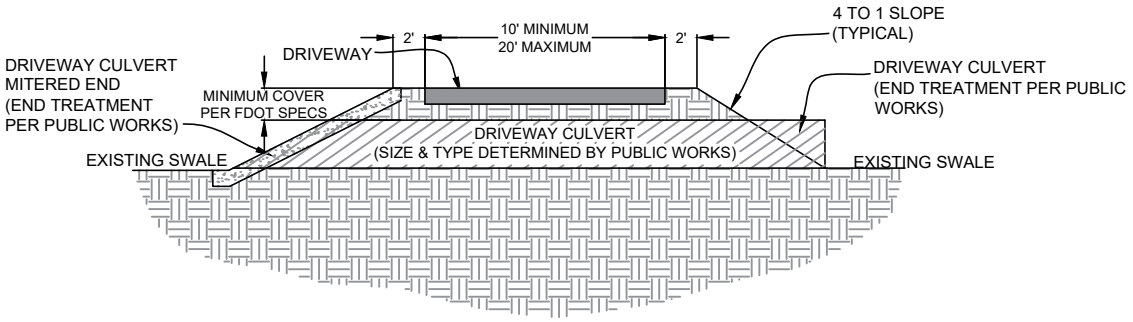
*Date: _____

PLEASE INCLUDE SKETCH

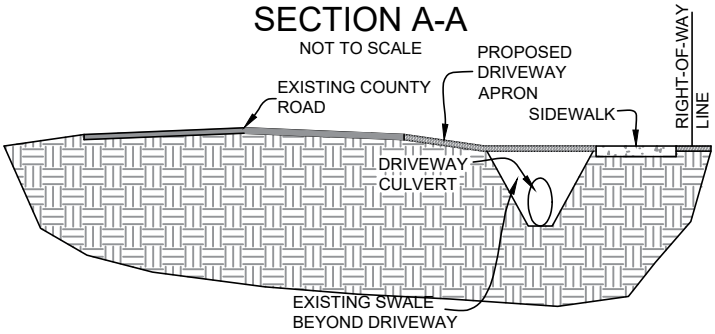
Materials to be used for driveway should be noted on the sketch.
(culvert type, driveway surface material, etc.)



PLAN VIEW
NOT TO SCALE



SECTION A-A
NOT TO SCALE



SECTION B-B
NOT TO SCALE

WALTON COUNTY PUBLIC WORKS

TELEPHONE: (850) 892-8108
EMAIL: PWDrivewayPermit@MYWALTONFL.GOV

WALTON COUNTY TYPICAL RESIDENTIAL DRIVEWAY DETAIL

Prepared by and return to:
Walton County Public Works
117 Montgomery Circle
DeFuniak Springs, FL 32435

RIGHT OF WAY RELEASE/HOLD HARMLESS AGREEMENT FOR PAVER DRIVEWAYS ONLY

Location of Driveway		
Address:	Unit No.:	Parcel ID Number:

I (we), _____ (owner), in exchange for the allowance to use alternative materials or construction finishes (most commonly know as pavers) within Walton County's (the "County") right of way to enhance the accepted standard materials per the County's Residential Driveway Policy, submit and agree to the following conditions as owner of the above-describe property:

- Walton County and any other users of the right of way are hereby released from the responsibility for damage to, and the like-kind repair or replacement of, any alternative or "enhanced materials" damaged in the performance of their work, maintenance, or other duties whether such damage occurs by necessity or by negligence. Any and all repairs will be made with standard materials unless the property owner specifically requests that repair or replacement not be made so that such owner may make their own like-kind repairs.
- As owner, I (we) acknowledge and accept responsibility for all maintenance needs for alternative or enhanced materials, specifically including, but not limited to, maintenance of a safe and stable roadside zone.
- If the County determines that pavers are not maintained in accordance with the approved County Use Permit, ten (10) days written notice will be given to the owner regarding the maintenance failure. Notice will be sent by USPS Return Receipt to the mailing address listed with the Walton County Property Appraiser's Office or by posting a notice at the listed property. If Owner fails to correct the condition within the ten (10) days, the County may afterward replace the pavers with a concrete or asphalt apron as determined by the County.
- This agreement will run with the land and be binding on the Owner, assignees, and successors in interest in the property.
- As present owner, I (we) agree to disclose the above agreement to future owners of the subject property and further acknowledge that said Agreement will be recorded into public record with the Walton County Clerk of Court.

This Notice does not constitute a representation that lawful access to the parcel exists.

[Signature(s) to follow on next page]

IN WITNESS, WHEREOF the undersigned owner(s) have/has executed this Notice/Agreement on this _____ day of _____, 20____.

Signature	Print Name
Signature	Print Name

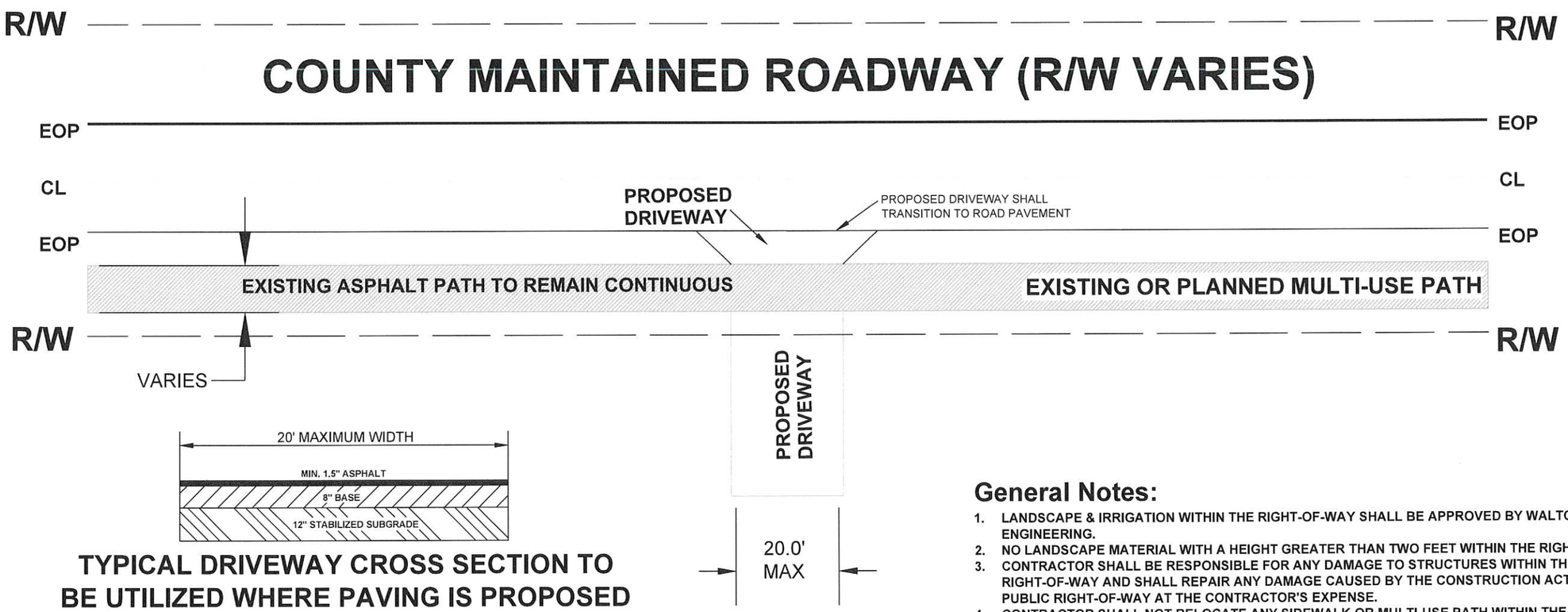
The foregoing instrument was acknowledged before me by means of □ physical presence or □ online notarization, this ____ day of _____, 20____, by _____.

Personally Known or Produced Identification

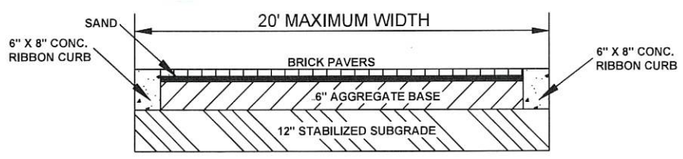
_____
Notary Public

Type of Identification Produced

STANDARD DETAIL FOR RESIDENTIAL DRIVEWAY CUT WITHIN PUBLIC RIGHT-OF-WAY WHERE MULTI-USE PATH EXIST OR IS PROPOSED AND DEVELOPER IS PROPOSING DRIVEWAY CUT



TYPICAL DRIVEWAY CROSS SECTION TO BE UTILIZED WHERE PAVING IS PROPOSED WITHIN COUNTY R/W & A MULTI-USE PATH EXISTS OR IS PLANNED



TYPICAL DRIVEWAY CROSS SECTION TO BE UTILIZED WHERE BRICK PAVERS IS PROPOSED WITHIN COUNTY R/W & A MULTI-USE PATH EXISTS OR IS PLANNED

General Notes:

1. LANDSCAPE & IRRIGATION WITHIN THE RIGHT-OF-WAY SHALL BE APPROVED BY WALTON COUNTY ENGINEERING.
2. NO LANDSCAPE MATERIAL WITH A HEIGHT GREATER THAN TWO FEET WITHIN THE RIGHT-OF-WAY.
3. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO STRUCTURES WITHIN THE PUBLIC RIGHT-OF-WAY AND SHALL REPAIR ANY DAMAGE CAUSED BY THE CONSTRUCTION ACTIVITIES TO THE PUBLIC RIGHT-OF-WAY AT THE CONTRACTOR'S EXPENSE.
4. CONTRACTOR SHALL NOT RELOCATE ANY SIDEWALK OR MULTI-USE PATH WITHIN THE COUNTY RIGHT-OF-WAY WITHOUT WRITTEN PERMISSION FROM WALTON COUNTY ENGINEERING.
5. DRIVEWAY MATERIAL SHALL BE CONCRETE, ASPHALT OR BRICK PAVERS
6. IF BRICK PAVERS ARE USED, A MINIMUM 6" WIDE CONCRETE CURB SHALL BE USED ALONG BOTH SIDES OF THE PROPOSED DRIVEWAY AND BETWEEN BRICK PAVERS AND ROADWAY EDGE OF PAVEMENT AND/OR BIKE PATH EDGE OF PAVEMENT.
7. BRICK PAVERS ARE ONLY ALLOWED WITH EXECUTED "HOLD HARMLESS AGREEMENT".
8. DRIVEWAYS SHALL ALSO CONFORM TO WALTON COUNTY PUBLIC WORKS, DRIVEWAY CONNECTION PERMIT POLICY AND PROCEDURE.

Walton County Engineering
Approved

Chance Powell, P.E.

4-8-2025
Date