

DRIVEWAY CONNECTION PERMIT APPLICATION
FOR PROJECT DEVELOPMENTS WITHIN MUNICIPALITY LIMITS



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

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

DEVELOPMENT PROJECTS WITHIN MUNICIPALITY LIMITS

When applying for a building permit, a Driveway Connection Permit is required for Development Project Access within Municipal Limits on County facilities. This application will provide the information needed for Public Works to evaluate the developments proposed access to a county-maintained facility and any potential impacts to county infrastructure. Modifications and/or improvements to County infrastructure may be required as warranted or deemed necessary for the overall safety and acceptable level of operation for county-maintained facilities. A representative from Public Works will contact you regarding your project development driveway connection. Please be sure to provide a current telephone number and email address, otherwise there may be a delay. It is the property owner's responsibility to make the improvements set forth by Public Works. Please email application to PWDrivewayPermit@mywaltonfl.gov or contact Public Works at 850.892.8108.

DRIVEWAY REGULATIONS

- Access management shall meet the requirements of the Walton County Land Development Code, Chapter 5.
- Cross access may be required along roadways classified as collectors or arterials as stated in Chapter 5 of the Walton County LDC.
- Driveway surface material within the County right-of-way shall be hardened in a manner not to allow transport of material onto driving surface of County facility. Approved materials shall be cast in place concrete or asphalt.
- The applicant is responsible for obtaining all other 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 approved construction plans 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.



WALTON COUNTY DRIVEWAY CONNECTION PERMIT

PART I: PERMIT INFORMATION

County Application No.: _____ Application Date: _____

Project Name: _____

Parcel Identification No.: _____ City: _____

Driving Directions: _____

PART II: PERMITTEE INFORMATION

Permittee/Property Owner Name: _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Permittee Email: _____

Project Engineer/Consultant Name: _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Permittee Email: _____

PART III: PERMIT REQUIREMENTS *(please initial)*

- _____ Full set of construction plans signed and sealed by a Registered Professional Engineer licensed in the State of Florida.
 - a) Include pertinent details of adjacent driveways within the county-maintained right-of-way.
 - b) Materials to be used for the driveway should be noted on the plans (culvert type, driveway surface material, etc.)
- _____ Location map
- _____ Agent Affidavit
- _____ Drainage calculations for right-of-way modifications
- _____ If the permitted driveway(s) herein are not constructed within one calendar year of the date of approval the permit becomes void. An additional extension may be requested 60 days prior to 1 year expiration.
- _____ 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.
- _____ Traffic Analysis
- _____ An operational analysis and/or turn lane analysis may be required at the discretion of the County Engineer or designee. Pending the right-of-way modifications warranted, the Applicant may be required to submit a Right-of-Way Use Permit application to Walton County Public Works. The Right-of-Way Use Application would require BCC approval. This Driveway Connection Permit is not valid until any required Right-of-Way Use permit has been approved.



PART IV: GENERAL PROVISIONS *(please initial)*

1. Notify Walton County's Public Works Department Office at least 48 hours in advance of starting proposed work.
Phone: _____ Attention: _____
2. A copy of the approved permit must be displayed in a prominent location in the immediate vicinity of the connection of construction.
3. All work performed in the County's right of way shall be done in accordance with the most current County standards, specifications, and the permit provisions.
4. All approved connection(s) and turning movements are subject to the County's continuing authority to modify such connection(s) or turning movements in order to protect safety and traffic operations on the County highway or State Highway System.
5. **Transportation Control Features and Devices in the County Right of Way.** Transportation control features and devices in the County's right of way, including, but not limited to, traffic signals, medians, median openings, or any other transportation control features or devices in the County right of way, are operational and safety characteristics of the County facility and are not means of access. The County may install, remove, or modify any present or future transportation control feature or device in the County right of way to make changes to promote safety in the right of way or efficient traffic operations on the roadway.
6. The Permittee for themselves, their heirs, assigns and successors in interest, binds and is bound and obligated to save and hold Walton County, its agents and employees harmless from any and all damages, claims, expense, or injuries arising out of any act, neglect, or omission by the applicant, his/her heirs, assigns and successors in interest that may occur by reason of this facility design, construction, maintenance, or continuing existence of the connection facility, except that the applicant shall not be liable under this provision for damages arising from the sole negligence of the County.
7. The Permittee shall be responsible for determining and notifying all other users of the right of way.
8. Starting work on the County facility means that I am accepting all conditions on the Permit.

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 THE PUBLIC WORKS DEPARTMENT

I HAVE READ AND AGREE TO ALL THE TERMS AND CONDITIONS SET FORTH 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: _____

PRINT NAME : _____



PART V: PERMIT APPROVAL

TO BE COMPLETED BY PUBLIC WORKS DEPARTMENT

Culvert Required (Y/N): _____ Culvert Diameter: _____ Culvert Length: _____

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

Description of right of way modifications for Project Development: _____

Comments _____

Permit Approved By: _____ Date: _____

County Engineer Signature: _____ Date: _____

Date of Permit Issuance: _____

Final Inspection Approved By: _____ Date Approved: _____

PART VI: AGENT AFFIDAVIT

Agent Affidavit / Special Power of Attorney



STATE OF FLORIDA COUNTY OF WALTON

KNOW ALL MEN BY THESE PRESENTS, that I _____ am presently the owner and/or leaseholder of _____ and desiring to execute a Special Power of Attorney, have made, constituted and appointed, and by these presents do make, constitute and appoint _____ whose address is _____. County of _____, State of _____, my Attorney full power to act as my agent in the process of obtaining a development order pertaining to _____.

FURTHER, I do authorize the aforesaid Attorney-in-Fact to perform all necessary tasks in the execution of aforesaid authorization with the same validity as I could effect if personally present. Any act or thing lawfully done hereunder by the said attorney shall be binding on myself and my heirs, legal and personal representative, and assigns.

PROVIDED, however, that any and all transactions conducted hereunder for me or for my account shall be transacted in my name, and that all endorsements and instruments executed by the said attorney for the purpose of carrying out the foregoing powers shall contain my name, followed by that of my said attorney and the designation "Attorney-in-Fact."

WITNESSES:

APPLICANT:

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

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 executed the foregoing instrument. Given under my hand and seal this ___ day of _____, _____.

Signed Name of Notary Public

Printed Name of Notary Public

{Seal}

Commission Number: _____

Expiration Date: _____

