

## **Required Information and Materials**

The following information must be submitted along with the completed, signed, and dated application form.

1. \_\_\_ A plot plan, survey, site plan or other drawing drawn to acceptable scale and detail showing the dimensions of the property involved, adjacent roadways, easements or rights-of-way (if any), all buildings or structures on the property, and a depiction of the administrative adjustment being requested.
  
2. \_\_\_ The legal description of the property involved.
  
3. \_\_\_ Letters from all adjacent property owners indicating they have been informed about the requested action with comments or objections to same.

**NOTE: Letters are to be mailed to the adjacent property owners by United States Postal Service Certified Return Receipt Mail.**

Mail out documents must include the following Items:

- A. The letter (a sample is included in this package)
- B. Proposed site plan showing all proposed structures, setbacks, and requested adjustments
- C. A stamped envelope addressed to:

Okaloosa County Growth Management Department  
Attn: Planning Manager  
402 Brookmeade Drive  
Crestview, FL 32539

**OKALOOSA COUNTY**  
**DEPARTMENT OF GROWTH MANAGEMENT APPLICATION FOR**  
**ADMINISTRATIVE ADJUSTMENT**

March 2022

Applicant name: \_\_\_\_\_

Applicant is: Property owner \_\_\_\_\_

Authorized agent\* \_\_\_\_\_

\*Attach verification

Applicant address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant telephone: \_\_\_\_\_

FAX: \_\_\_\_\_

Name of property owner if  
different than applicant: \_\_\_\_\_

Address of property involved: \_\_\_\_\_  
\_\_\_\_\_

Property ID Number: \_\_\_\_\_

Land use information: FLUM category \_\_\_\_\_

Zoning district \_\_\_\_\_

Size of property: \_\_\_\_\_ acres OR \_\_\_\_\_ sq. ft.

**A. Review guidelines:** The Planning Official shall make a final decision regarding an administrative adjustment based upon consideration of the following guidelines.

1. Review of comments and objections received from adjacent property owners.
2. The administrative adjustment will not interfere with the rights of others or create harm or hardship for other property owners, and will not otherwise constitute a threat to the health, welfare, and safety of the general public.
3. The action involved provides a reasonable adjustment under the specific circumstances of each application.
4. The action involved is generally consistent with the spirit and intent of the Code and the Comprehensive Plan.



Certification: I do hereby certify and affirm that the information represented in this application is true and correct to the best of my knowledge. I also give my permission for county staff to enter upon the property involved at any reasonable time for purposes of inspections or other official purposes.

\_\_\_\_\_  
Applicant typed or printed name

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Corporate officer

Corporate seal

**FOR GROWTH MANAGEMENT USE ONLY**

\_\_\_ APPLICATION APPROVED

\_\_\_ APPLICATION DENIED

BY: \_\_\_\_\_  
Planning Official

DATE: \_\_\_\_\_

# SAMPLE

OKALOOSA COUNTY

ADMINISTRATIVE ADJUSTMENT

ADJACENT PROPERTY OWNER LETTER

DATE: \_\_\_\_\_

\_\_\_\_\_ is applying for an administrative Adjustment pursuant to Section 1A.04 of the Okaloosa County Land Development Code, Ordinance 91-1, as amended for property located at \_\_\_\_\_.

The requested Administrative Adjustment is as stated below:

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As the adjacent property owner, you have right to provide comments and/or objections on the requested Administrative Adjustment. Please provide all comments and/or objections to the Okaloosa County Growth Management Department at the following address:

Okaloosa County Growth Management  
Attn: Planning Manager  
402 Brookmeade Drive  
Crestview, FL 32539.

The requested letter of approval, objection, or comment must be returned to the Growth Management Department by fourteen (14) calendar days from the date of this letter.

The Planning Official shall render a decision regarding the proposed adjustment based on the guidelines provided in I.A.04.04, below, and shall render the decision in writing to the applicant no more than five (5) days following the 14-day timeline date.

## **Okaloosa County Land Development Code**

IA.04.04 Review Guidelines: The Planning Official shall make a final decision regarding an application for administrative adjustment based upon consideration of the following factors.

1. The comments and objections received from adjoining property owners.
2. The administrative adjustment will not interfere with the rights of others or create harm or hardship for other property owners, and will not otherwise constitute a threat to the general health, safety, and welfare of the public.
3. The action involved provides a reasonable adjustment under the specific circumstances of each application.
4. The action involved is generally consistent with the spirit and intent of this Code and the Comprehensive Plan.
5. The action involved is the absolute minimum necessary to provide relief under the specific circumstances of each application.
6. The action involved otherwise complies and is consistent with other applicable requirements of this Code and any other county, state, or federal laws and regulations.

IA.04.05 Allowable Adjustments: Only the following adjustments may be approved by the Planning Official, or designee.

1. Bulk Regulations. Bulk regulations including yard setbacks, building height, lot size, etc. may be reduced no more than 20% under those prescribed in Chapter 2 of this Code.
2. Parking Requirements. Parking requirements may be reduced no more than 20% under those prescribed in subsections 6.04.02 and 6.04.03 of this Code. This does not include reduction of parking spaces required pursuant to the Americans with Disabilities Act or Florida Accessibility Code.
3. Parking Lot Pavement & Striping. Reduce or waiver the requirement for paving and striping parking lots, except handicapped parking requirements, prescribed in subsection 6.04.061 of this Code, after approval from the Public Works Department.
4. Landscaping. Landscaping requirements may be reduced no more than 20% under those prescribed in subsection 6.05.02 of this Code.
5. Compatibility Screening & Buffering. Screening and buffering requirements may be reduced or waived when it can be conclusively demonstrated that compatibility buffering is not necessary to protect adjacent land uses.

6. Building Height. Building height may be increased no more than 30% above the maximum height allowed in Industrial-1 (I-1) and General Commercial (C-3) zoning districts only, subject to approval by the Aviation Advisory Committee.

If you have any questions, please call the applicant at \_\_\_\_\_ or Okaloosa County Growth Management office at (850) 689-5080.

\_\_\_\_\_ Approved

\_\_\_\_\_ Rejected

\_\_\_\_\_ Comments:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Adjacent Property Owner

\_\_\_\_\_  
Date