

**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 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 permit must be obtained and approved from the Florida Department of Environmental Protection (local Washington County Environmental Health Department Office). Current tanks must have a reuse permit. Phone #: **850-638-6240**. Once the Land Use Application is approved by the Planning Department, Planning Department Staff will notify FDEP of the development approval.
5. Contact the Building Department for Building Permit Application requirements, including fees, impact fees, and plan submittal timelines.