



# City of Destin

Community Development Department

## Planning Division

City of Destin Annex  
4100 Indian Bayou Trail  
Destin, Florida 32541

Phone (850) 654-1119 • Fax (850) 460-2171

## DEVELOPMENT ORDER EXEMPTION APPLICATION

\_\_\_\_\_ - DO - EX - \_\_\_\_\_

(project number assigned by planning staff)

**All applications must be emailed or shared with [planning@cityofdestin.com](mailto:planning@cityofdestin.com).**

### I. APPLICANT INFORMATION:

A. Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

B. Authorized Agent (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

C. Engineer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

### II. PROPERTY INFORMATION:

Street Address: \_\_\_\_\_

Parcel ID (s): \_\_\_\_\_

\_\_\_\_\_

**III. PROJECT INFORMATION:**

Zoning District(s) of the Property: \_\_\_\_\_

Future Land Use Map Designation(s) of the Property: \_\_\_\_\_

Description of Current Use of the Property: \_\_\_\_\_

\_\_\_\_\_

Description of the Proposed Use of the Property: \_\_\_\_\_

\_\_\_\_\_

**IV. DEVELOPMENT ORDER EXEMPTION CRITERIA:**

**NOTE: The exemptions to the requirement for a development order is located in the Destin Land Development Code, Section 2.05.02.**

G. Minor alterations to existing improved properties that will alter gross floor area, use of structure or land, or change/add to the impervious surface of the site provided that:

1. The proposed change does not require additional parking spaces beyond those already existing on the site.

Applicant's response: \_\_\_\_\_

\_\_\_\_\_

2. The proposed change cannot increase impervious surface area beyond 750 square feet. An increase in impervious surface up to 750 square feet must meet the requirements of section 10.03.02.I.2.b.

Applicant's response: \_\_\_\_\_

\_\_\_\_\_

3. The proposed change does not exceed the minimums level of service standards for concurrency.

Applicant's response: \_\_\_\_\_

\_\_\_\_\_

4. Sufficient information (site plan drawn to scale, existing versus proposed development, existing conditions, etc...) generally in accordance with section 2.18.02 general plan requirements must be provided at the time a building permit is submitted to the City. *Refer to section V, item D (1-5) below.*

V. **SUBMITTAL REQUIREMENTS**

- A. Completed application - The applicant must fill out all applicable areas of the application and submit to the Community Development Department Planning Division at the City of Destin Annex, 4100 Indian Bayou Trail, Destin.
- B. Proof of Ownership - A copy of the last recorded deed of the property. Owner on deed must correspond to “Current Owner” identified on page 1.
- C. Agent Affidavit - Applicable only if the applicant is other than the property owner.
- D. Required Information - to include, but not limited to the following:
  - 1. A parking calculation showing the difference (if any) between the parking required for the existing (or previously approve) and proposed use(s).
  - 2. A traffic study (signed, sealed and dated by a Florida registered Professional Engineer) describing the difference (if any) between the trip generation of the existing (or previously approved) and the proposed use(s).
  - 3. Site Plan depicting all proposed physical alterations of the site, if any.
  - 4. Drawings indicating alterations to existing or new buildings or structures, if any.
  - 5. Any other documentation relevant to project review.
- E. Application Fee - [Fee Schedule](#)  
(FY2019 Schedule of Fees, Resolution 19-11, adopted 08/05/2019)

**The following development order related application fee includes first submittal reviews only. Subsequent submittal reviews, advertisement costs and mailing costs will be invoiced to the applicant at actual cost plus a 10% Administrative Fee. All invoices must be paid in full prior to submittal of additional submittal packages and/or the issuance of the Final Development Order or Approval Letter.**

VI. **SUBMITTAL PACKAGE QUANTITIES:**

- A. **ONE (1) COMPLETE DIGITAL package of PDF files emailed or shared with [planning@cityofdestin.com](mailto:planning@cityofdestin.com).**

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**NOTE: This application must be filled out completely and must be signed by the owner or his designated agent. If the applicant is different than the owner of the subject property, then an agent affidavit is required from the owner of the property. The agent affidavit must be completely filled out and submitted with this application. If the property has multiple owners, then all owners or their designated agents must sign this application.**

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**I HAVE READ THE INFORMATION IN THIS APPLICATION AND HAVE FILLED IN ALL ANSWERS CORRECTLY TO THE BEST OF MY ABILITY.**

**APPLICANT:**

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

PRINTED NAME: \_\_\_\_\_

**AGENT AFFIDAVIT  
SPECIAL POWER OF ATTORNEY**

KNOWN ALL MEN BY THESE PRESENTS, THAT I, \_\_\_\_\_

am presently the owner and/or leaseholder at \_\_\_\_\_

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-in-Fact to act as follows, GIVING AND GRANTING unto said attorney full power to act as my agent in any and all matters pertaining to:\_\_\_\_\_.

FURTHER, I do authorize the aforesaid Attorney-in-Fact to perform all necessary acts in the execution of the 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 caring out the foregoing powers shall contain my name, followed by that of my said attorney and the designation "Attorney-in-Fact."

OWNER

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

**STATE OF** \_\_\_\_\_  
**COUNTY OF** \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of physical presence \_\_\_ or online notarization \_\_, this \_\_\_ day of \_\_\_\_\_, 20\_\_\_,

By:

\_\_\_\_\_  
(Print name)

Personally known \_\_\_\_ OR Produced Identification\_\_\_\_\_

\_\_\_\_\_  
Notary Signature Seal: