

How is a sub division Created?



Okaloosa County has steadily grown in population since it was created in 1915. As the County grows, proper planning is used to manage growth to ensure that Okaloosa County continues to foster its unique and one-of-a-kind living standard while fostering opportunities for the future.

A developer must first go through these required steps before building. These steps are necessary to establish a properly planned development and transparency to the public.

Pre-Application Meeting

This is a voluntary and informal meeting between the applicant and staff to discuss issues such as zoning, stormwater, traffic, permitting or any other subject matter pertaining to the proposed project.

Development Order Application

The applicant submits a Development Order Application (DO) to the County's Planning Official. Upon receipt of the application, Planning Staff has five days to review it and ensure it is complete. If the DO application is deemed complete the proposed project will be routed to the appropriate review agencies for review.

Public Notice

A yellow public notice sign is posted on the property by the applicant (within five days after the DO application is filed) that is being considered for development to inform the surrounding neighbors. The applicant is required to submit to Planning Staff a date-stamped photo of the public notice sign posting.

Administrative Review

Once the application is deemed complete, it will be reviewed by all affected agencies and departments who will provide written comments or approvals to the County's Planning Official. Reviewing agencies may include utility companies, the County Public Works Department, state agencies or emergency services. These agencies have 45 days to review and provide comments or approvals for DO applications. The Planning Official will provide all comments or objections to the applicant's engineer of record.

Applicant Response to Comments

The engineer of record has 60 days to resolve all issues raised during the administrative review. If 60 days are not enough, the applicant may request an extension. Upon completion, the applicant's response, which may include revised drawings, additional studies, or other materials as necessary, is provided to the County, initiating another 45 day review period. There is no limit on the number of review cycles.

Notice of Intent

Once it is determined that an application is consistent with the Comprehensive Plan and meets all the applicable requirements of the Land Development Code, the review is considered complete and the County's Planning Official will issue a notice of intent to approve the development order application. At this time, Planning staff will post a white sign in a conspicuous place on the property to inform neighbors of the status, nature of the development, contact information and a statement that any party may request information or submit a Petition for a Development Hearing application within a specified time period. If no valid Petition for a Development Order Hearing is received, the Development Order is signed by the Planning Official and development can begin. If a hearing is requested, the application is subject to the Development Order Hearing process described, below.

Flip to continue the journey 

The Department of Growth Management currently has two office locations:

Growth Management (south)
1250 N. Egin Parkway, Suite 301
Shalimar, FL. 32579
850.651.7180

Growth Management (north)
402 Brookmeade Drive
Crestview, FL. 32539
850.689.5080

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Commencement of Development

Development must commence within one year of the effective date of the development order after which time it becomes invalid unless an extension is requested and approved prior to the expiration. Once development commences, the development order remains valid until the project is completed.

Final Approval & Recording

When the subdivision is completed and has passed all the necessary inspections, a set of as-built plans, a record mylar, and a written certification from the engineer of record that all construction has been substantially completed in accordance with approved plans is provided to the County. At this time, the Planning Official will place the plat on the next available Board of County Commissioners' agenda. Upon approval, each member of the Board signs the record mylar which is then provided to the Clerk of Court where it is assigned a Plat Book and Page Number and recorded as part of the County's official record. This completes the process.

Development Order Hearing

Citizen(s) may appeal the issuance of a Development Order by submitting a Petition for a Development Order Hearing which must be submitted to the Planning Official within seven days of the posting of the notice of intent (NOI) sign. The petitioner then has an additional 14 days from the date the Petition is filed to submit a Memorandum of Error (MOE) that identifies the specific provisions of the Land Development Code that the petitioner believes the proposed project fails to meet along with proposed corrective actions. Upon receiving both the Petition and MOE within the specified time periods, the County's Planning Official will schedule a mediation meeting between the staff, applicant and petitioner(s) to provide an opportunity for the issues to be resolved.

If objections and issues cannot be resolved at the meditation meeting, County staff will schedule a development order hearing before the County Planning Commission. The Planning Commission will hear arguments from both sides in a quasi-judicial hearing. The Planning Commissioners will vote to approve, recommend changes, or deny the Development Order application. If the Development Order is approved the applicant will be issued a development order for the proposed application. However, if the Planning Commission recommends denial of the application, Planning staff will schedule a DO hearing for the next available Board of County Commissioners meeting. The Board of County Commissioners' decision is the final decision.

For detailed information please review the Okaloosa County Land Development Code (LDC), Comprehensive Plan, and Okaloosa County Developers Guide at MyOkaloosa.com

SCAN FOR DEVELOPER'S GUIDE



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