



OKALOOSA COUNTY GROWTH MANAGEMENT

402 BROOKMEADE DRIVE
CRESTVIEW, FL 32539

(850) 689-5080

DEVELOPER'S HELP GUIDE



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INTRODUCTION AND SERVICES DIRECTORY

Welcome

Welcome to Okaloosa County development review and permitting process. County staff is committed to providing service to our customers in a friendly, effective, and efficient manner. Primary County departments involved in this process include: Growth Management (Planning), Public Works, Okaloosa County Water & Sewer (OCWS), Okaloosa County School Board (if applicable), County Airports, County Addressing, and Fire Inspection.

Historical Data

Okaloosa County was formed by an act of the Florida Legislature passed on September 7, 1915 that combined portions of Santa Rosa and Walton Counties. Okaloosa is the 52nd county in the state, with its name being derived from the Choctaw language in that “oka” translates to “water” and “lusa” translates to “black”.

Pursuant to County records the following is list of milestones concerning planning efforts:

Ordinances 74-4 & 74-5, adopted March 11, 1974, created the first zoning and subdivision regulations.

Ordinance 90-1, adopted January 1990, established the first Comprehensive Plan.

Ordinance 91-1, adopted January 1991, established the current Land Development Regulations.

Developer’s Help Guide Overview

The Developer’s Help Guide is provided as a continuing effort to more effectively communicate with the citizens, businesses, and developers within our community. **It is not a replacement of, but rather a supplement to, the County’s *Land Development Code (LDC)* and other County codes**, and is intended to be used as a quick reference tool.

This guide is divided into sections that correspond to the various components of the County’s development review process. Several or all of these sections may apply to your development project. Each section provides an overview of the process along with the necessary information for your submittal. For specific code language, please refer to this link [Land Development Code \(http://www.co.okaloosa.fl.us/gm/planning/code\)](http://www.co.okaloosa.fl.us/gm/planning/code). We look forward to working with you and are available to answer questions that may arise at any phase throughout your development project.

Development Review Staff

You may work with a number of County employees during your project review. Projects are submitted to the Planning Department and distributed to other staff members and County review agencies as required. Depending on the scope of your project, it may go to the Planning Commission, and the Okaloosa County Board of County Commissioners (BOCC).

Directory of County Planning Staff

Elliot Kampert, AICP, <i>Director</i> ekampert@myokaloosa.com	850-651-7524
Randy Woodruff, AICP, <i>Planning Manager</i> rwoodruff@myokaloosa.com	850-689-7347
Tim Durbin, <i>Planner III</i> tdurbin@myokaloosa.com	850-689-7359
Marissa Martinez, <i>Planner III</i> mmartinez@myokaloosa.com	850-651-7795
Mike Ruzowski, <i>GIS Planner</i> mruzowski@myokaloosa.com	850-651-7523
Leslie Adams, <i>Administrative Assistant</i> ladams@myokaloosa.com	850-689-5080
Sherry Reed, <i>Planning Coordinator</i> sreed@myokaloosa.com	850-689-7917

Planning Offices

The Growth Management Department (Planning) is located in both the north and south areas of the County:

North Office: 402 Brookmeade Drive, Crestview FL. 32539; (850) 689-5080.

South Office: 1250 Eglin Parkway N, Suite 300, Shalimar, FL. 32579; (850) 651-7180

Public Works Department

Jason Autrey, Director
1759 S. Ferdon BLVD., Crestview, FL. 32536
(850) 689-5772

The mission of the Public Works Department is to provide infrastructure and quality of life related services to residents and visitors of Okaloosa County. The Public Works

Department accomplishes this mission through its six (6) divisions: Engineering (Storm water), Traffic Operations, Roads, Environmental Services, Parks Division, and Administrative Services.

Okaloosa County Addressing

Stefan Vaughn, Director
90 College BLVD East, Niceville, FL. 32578
(850) 689-5788

Okaloosa County Addressing provides approval for all proposed street names and property addresses.

Okaloosa County Water & Sewer (OCWS)

Jeff Littrell, Director
1804 Lewis Turner BLVD., Suite 300, Ft. Walton Beach, FL. 32547
(850) 651-7171

A professional organization providing the customers of Okaloosa County an ample & affordable supply of clean, safe drinking water, with a commitment to collecting and disposing of domestic waste in a manner that protects the environmental future of our County.

Application Submittals

All application submittals are to be made to the Growth Management (Planning) Department. Incomplete applications will be returned to the applicant within five (5) calendar days of receipt. Staff will accept only a complete application package for processing. County staff will provide timely review of all submittals though certain circumstances may affect the ability to secure specific meeting deadlines.

Scheduling an appointment with staff will guarantee the ability to meet individually with that staff member. The outcome of a public body review cannot be guaranteed by staff. The applicant for any development should understand that it is not reasonable for any expenditure to be made based on conversations with staff. It should also be understood that the outcome of the first hearing of a public board may change at the second hearing.

Prior to the start of project planning, use the [Land Development Code](#) or contact staff to ensure the project is permitted on the subject property's land use and zoning designations.

REVIEW BOARDS

If the proposed development is such that it must be reviewed by a board (for example the Board of Adjustment or the Planning Commission, Board of County Commissioners), the applicant and/or their representative should attend all scheduled meetings.

Development Review (S.1A.03.03 4 LDC)

The Growth Management Department is responsible for coordinating the various departments' and other agencies reviews of applications for: subdivisions, site plans, planned unit development projects, final plats, and Developments of Regional Impacts. Departments and agencies involved in such reviews include the Planning Department, Public Works Department, the jurisdictional Fire District (in addition to municipal fire departments, Okaloosa County has numerous independent fire districts) the Okaloosa County Water and Sewer Department or other jurisdictional utility providers, the Health Department (septic systems), the Airport Department and Aviation Advisory Committee (if applicable), Eglin Air Force Base (if applicable), School Board (if residential), and the Addressing Section within the Public Safety Department. The Growth Management department will issue the development order (which could include conditions once approval has been received from these agencies. It may also deny a development order if the proposed development cannot satisfy the provisions of the County's Comprehensive Plan, Land Development Code, or the applicable rules of the other departments and agencies.

Planning Commission (PC) (S.1A.01.04 LDC)

The Planning Commission (PC) is responsible for determining whether projects conform to the principles and requirements of the Comprehensive Plan as pertaining to the growth and improvement of the area. The PC is comprised of volunteer residents of the County that are appointed by the Okaloosa County Board of County Commissioners. In the examination of development plans, the PC will review the overall site, as well as its adjacent properties and infrastructure. Generally, the PC can recommend modifications of site requirements to the presented site plan. Conditions of approval may also include development requirements above the minimum thresholds as set by the Code. Recommendations from the PC are provided to the BOCC to consider when they provide the final decision.

Planning Commission meetings are held the **2nd** Thursday of each month at 5:01 PM. In order to provide as central a location in the County as possible, the Planning Commission typically meets in the Niceville City Council Chambers located at 208 N. Partin Drive in Niceville, Florida, 32578. However, meetings may, on occasion, be held at a different location if there is a schedule conflict with the room. Such occurrences are rare, and are well noticed. The alternative meeting location is the Board of County Commissioners' meeting chambers located at 1250 Eglin PKWY, Shalimar, FL. 32579

Board of County Commissioners (BOCC) (S.1A.01.01 LDC)

The Board of County Commissioners (BOCC) is responsible for considering and taking final action on large-scale development and growth management issues to include but not limited to: rezoning requests, comprehensive plan amendments, tall structures, most development on Okaloosa Island, final subdivision plat reviews, and site plans considered a Development of Regional Impact (DRI). The BOCC is a panel comprised of Okaloosa

County citizens elected into office by the public to serve as the County's governing body. Appeals of a BOCC decision are made to the Circuit Court.

Unless a special meeting date is called, the Board of **County Commissioners** meets on the **1st** and **3rd** Tuesdays of each month at 8:30 AM. Because the County is bisected by Eglin Air Force Base, the BOCC alternates meeting in the north and south portions of the County as follow:

1st Tuesday (North): Crestview City Hall Council Chambers, City Hall, 198 N. Wilson ST., Crestview, FL. 32536

3rd Tuesday (South): Okaloosa County Administrative Building, Commissioners Chambers 150 Eglin PKWY, Shalimar, FL. 32579

At the time of this writing, the County is constructing a new Courthouse in Crestview. When it is completed, the BOCC will meet in the new courthouse. The change in venue will be publicly announced.

SUBDIVISION/ NON-RESIDENTIAL SITE PLAN REVIEW PROCESS

Pre-Application Meeting (not required, but recommended)

The pre-application meeting with the County planning staff assists in identifying potential issues related to the project, introducing staff to the project and the applicant to the review process, and identifying what development review needs are associated with the project. Staff will advise the applicant as to all required approval processes and their associated timelines.

Subdivision/Site Plan Overview

A site plan package must be submitted for County review for all new types of construction and land disturbing activities. The site plan is required to show the overall scheme of development, including all proposed improvements and alterations to the existing site. In order to process and review applications in a timely manner, it is the responsibility of the applicant to ensure that appropriate and complete information is submitted to staff. Incomplete applications will not be deemed complete. An abbreviated summary of the County's site plan review process is provided in [Refer to LDC Section 1A.03.03 & S.6.01.00 Subdivisions]

Non-Residential (commercial/industrial) Site Plan Thresholds

County divides site plan submittals into two categories: Minor & Major. The following chart displays the threshold requirements for each category:

Subdivision/Site Plan Process Thresholds			
	Minor		MAJOR
Commercial	< 10,000 SF		≥ 10,000 SF
New Impervious Surfaces (ft ²)	< 1,000 SF		≥ 1,000 SF

Approval (subdivision & non-residential projects) Process Outline

Site Plan Approval Process

Step 1: Pre-Application(not required, but recommended)

- Schedule meeting to discuss concurrent review of project, plat,
- Conceptual site plan is required for meeting

Step 2: Full Plan Submittal

- Completeness review takes approximately 5 calendar days
- Deemed incomplete, the applicant will be notified of deficiencies within 5 calendar days
- Deemed complete, the project will be routed for technical review (45 calendar day review period)
- The applicant has 60 calendar days to remedy, if not, submittal is deemed null and void

Step 3: Development Review Committee

- Various technical review agencies will review projects and provide approval, denial, or comments for projects within 45 calendar days
- Note: this “committee” does not convene, however individual departments may be contacted in order to schedule meetings concerning a project

Step 4: Resubmittal

- Includes corrections and recommendations of the DRC
- Applicant has 60 calendar days to resolve all comments, if not, the submittal is deemed null & void. However, an extension may be granted for extenuating circumstances, these requests are to be in writing addressed to the Growth Management Director.

Step 5: Planning Commission

- (for projects that require PC approval)*
- PC meetings held 2nd Thursday of each month

Step 6: Board of County Commissioners (BOCC) (for projects that requires BOCC approval

- **BOCC meetings held the 1st & 3rd Tuesdays of each month**

Step 7: Building Permit – Applied for after Development Order issuance

Upon receipt of a project the Planning staff has 5 (five) calendar days in which to deem the project complete or incomplete. If deemed complete technical reviewers have 45 (forty-five) calendar days to review and submit comments/corrections. Upon receipt of all comments from the technical reviewers the project planner will remit all comments to the engineer of record. The engineer of record has 60 (sixty) days to resolve all comments, if not, then the project will be deemed null & void.

FINAL PLAT APPROVAL PROCESS

Final Plat Approval Overview (S.6.01.0313 LDC)

Upon construction of a residential subdivision (per development order) the applicant shall submit to the Growth Management Department the original mylar after all reviews and revisions or other reproducible drawing of the final plat as prescribed in chapter 177, F.S., duly signed as required. Review copies of the final plat may be submitted for comment(s) on bond paper. The applicant shall submit (4) 24”x36” copies, and (1) 11”x17” copy of the final plat, signed/sealed boundary survey, to the Growth Management Department. The Growth Management Department will then route the final plat to the appropriate review agencies for comment or approval.

Final Plat Approval Process

Step 1: Final Plat submittal

- **Applicant to remit all required final plat plans to the Growth Mgmt Department**
- **Growth Mgmt will route plans to appropriate review agencies**

Step 2: Final Plat Review

- **Must be reviewed by all applicable review agencies**
- **Comments received from reviewing agencies will be forwarded to the applicant for corrections noted**

Step 4: Board of County Commissioners Approval

- **Upon BOCC approval the final plat will be recorded**

UTILITIES & FLOOD INFORMATION

General Requirements for Utilities (Water and Wastewater)

In the case where Okaloosa County Water Services (OCWS) services will be utilized, the construction and design of all utilities should conform to the latest version of the OCWS standards and specifications.

General Requirements for Development in the 100-Year Floodplain

Okaloosa County participates in the National Flood Insurance Program (NFIP) and the National Flood Insurance Program's Community Rating System (CRS). The County, therefore, enacts and implements the floodplain regulations required by NFIP and our local flood ordinance.

The 100-year floodplain map for Okaloosa County can be accessed from Okaloosa County website (http://www.myokaloosa.com/gis_online_map) or the FEMA website, <https://www.fema.gov/national-flood-insurance-program-flood-hazard-mapping>. During the pre-application meeting, a 100-year floodplain map for the proposed project area will be provided by the Growth Management Department.

A summary of the general requirements from Section 3.06 of the Land Development Code is provided below:

Require all new construction or developments to have its lowest floor of the proposed structure be elevated to at least one foot above the base flood elevation (BFE).

- 1 When the BFE is not available, the lowest floor of the proposed structure shall be elevated to a minimum of five (5) feet above the highest adjacent grade.
- 2 Require that all new subdivision proposals and other proposed developments (including proposals for manufactured home parks and subdivisions) greater than 50 lots or five acres, whichever is more restrictive, include within such proposals the BFE data, if this data is unavailable a Base Flood Elevation will be required to be established.
- 3 All single family dwellings in flood zone X must have the finished floor a minimum of 12" above the crown of the road, or a variance must be obtained (from Public Works) **where an undue hardship exists**.
- 4 For development activities where the placement of fill is proposed, besides detailed information about the fill material, a description of the intended purpose of the fill areas and evidence of compensatory storage to offset fill within floodplain shall be provided.
- 5 In general, the proposed structure shall be anchored to prevent floatation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effect of buoyancy.

Please note that there is **no** development in the regulatory floodway, limited development in the river protection zones and no alterations of a watercourse, etc. For more details,

please refer to Chapter 3, Okaloosa County Land Development Code, Ordinance 91-1, as amended, Florida.

BUILDING PERMITS

Building permit applications are filed through the Inspections Division of the Growth Management Department which is sometimes referred to as the County's Building Department. For questions regarding building permits, please contact:

County Building Department, 850-689-5080 or 850-651-7180
Building Official, Purl Adams, 850-689-7987

Building Permit Office Locations:

North Office: 812 East James Lee Blvd, Crestview, FL. 32539

South Office: 1250 North Eglin Parkway, Suite 301, Shalimar, FL. 32579 (850) 651-7180

An abbreviated summary of the County's building permit process follows:

Building Permit Process

Step 1: Building Plans Submittal

- **Application should be submitted along with required set(s) of building plans**
- **Full Departmental Review**
- **Resubmittal may be necessary**

Step 2: Issuance of Building Permits

Step 3: Construction

Step 4: Building and Site Inspections

- **Inspections by Building Department**

Step 5: Certificate of Occupancy

The Okaloosa County Inspections Division offers two separate "walk-thru" days for residential permits. Each customer is allowed to submit one (1) residential permit applications for walk thru (expedited review). Walk thru is only for customers who wish to sit and wait for their plans to be reviewed. Commercial permits and permits requiring elevation certificates, special flood hazard areas are not reviewed during walk-thru hours.

Walk-thru times and locations follow:

Shalimar Permit Office: Tuesdays, 8am-2pm

Crestview Permit Office: Thursdays, 8am-2pm

Interactive Voice Response (IVR) System

In an ongoing commitment to improve customer service the County building department has installed an Interactive Voice Response System (IVR). The system allows users to set-up or cancel inspections, 24 hours a day, 7 days a week. You will be able schedule inspections, cancel inspections or retrieve inspection results. Listed below is the IVR number:

(850) 651-7140

DEVELOPMENT FEES

***Cost recovery for outside consultants will be billed directly to the applicant**

1. Development Permits\$30.00

DEVELOPMENT FEES

2. Building PermitsReference Ord. 99-26
3. Certificates of Zoning Compliance (Grandfathering).....\$100.00
4. Appeals to the Board of Adjustment.....\$800.00
5. Variances.....\$800.00
6. Variances (Okaloosa Island)\$800.00
7. After-the Fact Variances\$400.00
(Setback encroachments prior to 1993)
8. After-the Fact Variances (Okaloosa Island).....\$500.00
(Setback encroachments prior to 1993)
9. Special Exceptions\$800.00
10. PUD Request \$800.00 base fee plus \$15.00 per lot/unit
11. PUD Revised Plans Submittal \$150.00 each submittal
12. Rezoning Requests/Comprehensive Plan Amendments
(0 to 9.99 acres)..... \$1,200.00 base fee + \$10.00 per acre or fraction thereof
(10 acres or more).....\$1700.00 base fee + \$20.00 per acre or fraction thereof
13. Comprehensive Plan Amendments
(0 to 9.99 acres)..... \$1,200.00 base fee + \$20.00 per acre or fraction thereof
(10 acres or more) \$2,500.00 base fee + \$10.00 per acre or fraction thereof
14. Residential Subdivision Request \$350.00 +\$15.00 per lot
Residential Subdivision Revised Plan Submittal \$150.00 each submittal
15. Commercial Subdivision..... \$350.00 base fee + \$15.00 per lot
Commercial Subdivision Revised Plan Submittal \$150.00 each submittal
16. Industrial Subdivision \$350.00 base fee + \$15.00 per lot
Industrial Subdivision Revised Plan Submittal..... \$150.00 each submittal
17. Minor Division of Lands..... \$350.00 base fee + \$15.00 per lot
Revised Plan Submittal \$150.00 each submittal
18. Mobile Home Park..... \$350.00 base fee + \$15.00 per lot
Revised Plan Submittal \$150.00 each submittal

18. Lot Split Requests	\$50.00
20. Alcohol Signature	\$75.00
21. Home Occupations.....	\$50.00
22. Apartments & Condominium Projects....	\$350.00 base fee + \$10.00 per dwelling unit
Apartments & Condominium Projects Revised Plan Submittal	\$150.00 per each submittal
23. Townhomes.....	\$350.00 base fee + \$15.00 per lot
Townhome Revised Plan Submittal.....	\$150.00 each submittal
24. Application for Marine Construction.....	\$100.00
25. Landscaping Review and Compliance for Certificate of Occupancy (Inspection)	\$100.00 + \$50.00 for
26. Copy of Maps	
Future Land Use	\$15.00
Zoning	\$20.00
Custom (8.5" X 11")	\$10.00; Custom (24" X 36") \$20.00
27. Copies of Documents.....	15 per page
28. Street Addresses	\$15.00 per lot/unit
29. Administrative Fee for Storm water Management.....	*A
(*A) Permit Fees for Storm water Management and Conservation	
30. Copy of Ordinance 90-1 (Comp. Plan without Binder)	\$30.00
(Comp. Plan with Binder	\$40.00
31. Copy of Ordinance 91-1 (LDC without Binder)	\$30.00
(LDC with Binder	\$40.00
32. Maps of Santa Rosa Island.....	\$3.00
33. Projects of Area Wide Impact (larger than 100,000 square feet)	\$2,000.00 for the 1 st 100,000 square feet + \$20.00 per 1,000 square feet or fraction thereof
34. Development of Regional Impact (DRI), Notice of Proposed Change, Substantial Deviation	\$2,000.00base fee + \$20.00 per acre or fraction thereof
35. Regional Activity Center (RAC)	\$2,500.00 base fee + \$20.00 per acre or fraction thereof
Revised Plan/Document Submittal	\$500.00 each submittal
36. Master Plans.....	\$2,000.00 base fee + \$20.00 per acre or fraction thereof
Revised Plan/Document Submittal	\$500.00 each submittal
37. Grandfather Transfer Fee.....	\$50.00
38. Tall Structure Review	\$750.00
Tall Structure Revised Plan Submittal.....	\$150.00 each submittal
39. Temporary Use Permit (For Special Events)	\$50.00
40. Temporary Use Permit (Other than Special Events).....	\$200.00
41. Commercial Site Plan Review	
Minor Project - (0 - 9,999 square feet)	\$500.00
Minor Project Revised Plan Submittal.....	\$150.00 each submittal
Major Project (10,000 square feet - and above).....	\$500.00 for the first (1 st) 10,000 square feet + \$40.00 per 1,000 square feet or fraction thereof
Major Project Revised Plan Submittal.....	\$150.00 each submittal
42. Minor Change of Use (0 - 9,999 square feet)	\$250.00
Revised Plan Submittal	\$125.00

- 43. Major Change of Use (10,000 square feet or more.....\$500.00 for
the first (1st) 10,000 square feet + \$20.00 per 1,000 square feet or fraction thereof
Revised Plan Submittal\$150.00
- 44. Master Sign Plan
 - On-Site\$100.00
 - Off-Site\$100.00
- 45. Land Development Code Interpretation/Determination of Vested Rights\$40.00
- 46. Comprehensive Plan Consistency Letter\$50.00
- 47. Storage Fee - Researching for Requested Files\$25.00 per request
- 48. Clearing Permits.....\$50.00
Required only for commercial or residential parcels without development plans, (tree
survey will be required). Exemptions will be for all vested residential lots or parcels
and agricultural and silvicultural parcels
- 49. FEMA Map Revisions/Amendment\$40.00
- 50. White Sand Compliance (Inspection)\$25.00 per initial inspection
\$75.00 per each reinspection
- 51. Appeals to the Code Enforcement Board\$150.00

GENERAL DEVELOPMENT REGULATIONS

Lot Size and Dimension Regulations

Zoning District	Minimum Lot Size	Maximum Density	Minimum Building Setbacks			Minimum Lot Frontage	Maximum Building Height * +	Non Residential Uses	
			Front	Side	Rear			Maximum Lot Coverage Impervious Surface Coverage (ISC)	Maximum Floor Area Ratio (FAR)
AA * Conditional	10 acres 1 acre *	1 du/10 acres 1 du/1 acre *	40' 25'	25' 10'	25' 10'	20' 50'	75' 75'	55% 55%	0.10 0.10
RR * Conditional	5 acres 1 acre ½ acre	1 du/5 acres 1 du/1 acre * 2 du/1 acre *	20' 20' 20'	10' 10' 10'	10' 10' 10'	50' * 50' * 50' * 20' (for Cul-de sac)	45' 45' 45'	55% 55% 55%	0.10 0.10 0.10
R-1 1 - North of Eglin AFB 2 - South of Eglin AFB		4 du/1 acre 1 5 du/1 acre 2	20' 20'	10' 10'	10' 10'	20' 20'	45' 45'	55% 55%	0.10 0.10

+ See Section [2.19.00](#) for additional building height restrictions

Zoning District	Minimum Lot Size	Maximum Density	Minimum Building Setbacks			Minimum Lot Frontage	Maximum Building Height * +	Non Residential Uses	
			Front	Side	Rear			Maximum Lot Coverage Impervious Surface Coverage (ISC)	Maximum Floor Area Ratio (FAR)
<u>R-2</u> 1 - Single-family detached 2 - Single-family attached (Townhouse, minimum 2 units per building) 3 - Duplex, triplex, quadraplex 4 - Multi-family building		6 du/1 acre 1	20'	7.5'	10'	20'	45'	55%	0.10
		16 du/1 acre 2	20'	7.5'	10'	20'	45'	55%	0.10
		16 du/1 acre 3	20'	10'	10'	20'	45'	55%	0.10
		16 du/1 acre 4	20'	10'	10'	20'	45'	55%	0.10
<u>SR</u> 1 - Single-family detached 2 - Single-family attached (Townhouse, minimum 2 units per building) 3 - Duplex, triplex, quadraplex 4 - Multi-family building		6 du/1 acre 1	20'	7.5'	10'	20'	45'	60%	0.25
		16 du/1 acre 2	20'	7.5'	10'	20'	45'		
		16 du/1 acre 3	20'	10'	10'	20'	45'		
		16 du/1 acre 4	20'	10'	10'	20'	45'		

+ See Section [2.19.00](#) for additional building height restrictions

Zoning District	Minimum Lot Size	Maximum Density	Minimum Building Setbacks			Minimum Lot Frontage	Maximum Building Height * +	Non Residential Uses	
			Front	Side	Rear			Maximum Lot Coverage Impervious Surface Coverage (ISC)	Maximum Floor Area Ratio (FAR)
R-3 1 - Single-family detached 2 - Single-family attached (Townhouse, Minimum 2 units per building) 3- Duplex, Triplex, quadraplex 4- Multi-family building 5- Subject to approval by the Aviation Advisory Committee		8 du/1 acre 1	20'	10'	10'	20'	200' 5	55%	0.10
		16 du/1 acre 2	20'	10'	10'	20'	200' 5	55%	55%
		16 du/1 acre 3	20'	10'	10'	20'	200' 5		
		25 du/1 acre 4	20'	10'	10'	20'	200' 5		

+ See Section [2.19.00](#) for additional building height restrictions

Zoning District	Minimum Lot Size	Maximum Density	Minimum Building Setbacks			Minimum Lot Frontage	Maximum Building Height * +	Non Residential Uses	
			Front	Side	Rear			Maximum Lot Coverage Impervious Surface Coverage (ISC)	Maximum Floor Area Ratio (FAR)
MU Inside UDAB		25 du/1 acre	20'	5'	10'	20'	200' 2	75%	0.75
		10 du/acre 4 du/1 acre	20'	10'	10'	20'	45'	50%	0.10
MU-1		As specified in Comprehensive Plan Future Land Use Element Policy 10.1, 5						65%	0.75
MU-2		As specified in Comprehensive Plan future Land Use Element Policy 10.1, 6						65%	0.75
C-1		subject to the density limitations of the R-3	10'	0'	10'			75%	0.75

+ See Section [2.19.00](#) for additional building height restrictions

Zoning District	Minimum Lot Size	Maximum Density	Minimum Building Setbacks			Minimum Lot Frontage	Maximum Building Height * +	Non Residential Uses	
			Front	Side	Rear			Maximum Lot Coverage Impervious Surface Coverage (ISC)	Maximum Floor Area Ratio (FAR)
C-2		subject to the density limitations of the R-3	10'	0'	10'		45'	75%	0.75
C-3		subject to the density limitations of the R-3	10'	0'	10'		75'	85%	0.75
AC-.5	½ acre	2 du/1 acre	20'	10'	10'	80' 20' (for Cul-de sac)	45'		
AC-1	1 acre	1 du/1 acre	20'	10'	10'	80' 20' (for Cul-de sac)	45'		
I-1									
Inside UDAB Outside UDAB		10 du/1 acre 4 du/1 acre					100' 100'	85% 85%	0.75 0.75
I-2							100'	85%	0.75
INST									
Inside UDAB Outside UDAB		10 du/1 acre 4 du/1 acre					75' 75'	65% 65%	0.75 0.75
REC							75'	85%	0.75

PARKING REQUIREMENTS

Off-Street Parking Regulations:

Parking Requirements for Specific Uses:

TYPE	REQUIRED SPACES
Industrial	
All industrial buildings	1 per employee per shift
Residential	
Single-family detached	2 per dwelling unit
Single-family attached (townhouse)	1.5 per dwelling unit
Duplex/Triplex/Quadraplex	1.5 per dwelling unit
Apartment	1.5 per apartment unit + 5 per leasing office
Multi-family buildings	1.5 per dwelling unit
Senior adult housing	.5 per living unit
Adult congregate living facility	.5 per living unit
Assisted living facility	.5 per living unit
Other retirement facilities	.5 per living or dwelling unit
Lodging	
Hotel	1.3 per room
Motel	1 per room
TYPE	
REQUIRED SPACES	
Resort condominium	1.5 per unit
Other lodging establishments (inn, bed & breakfast, etc.)	1 per unit
Medical	
Hospital	5.5 per bed
Out-patient center	2 per operating room
Nursing home	1.5 per 1,000 sq. ft.
Clinic/testing lab	5.5 per 1,000 sq. ft.
Medical/dental office	4 per 1,000 sq. ft.
Animal clinic/hospital	2.5 per 1,000 sq. ft.
Institutional	
Church/house of worship	10 per 1,000 sq. ft.
Museum	3 per 1,000 sq. ft.
Library	3.5 per 1,000 sq. ft.
Government office building	4 per 1,000 sq. ft.
Other government buildings	2 per 1,000 sq. ft.
Commercial	
Building materials/lumber	2.5 per 1,000 sq. ft.

Discount (dollar) store	3.5 per 1,000 sq. ft.
Hardware/paint store	3 per 1,000 sq. ft.
Shopping center/mall	
Strip (< 30,000 sq. ft.)	4 per 1,000 sq. ft.
Neighborhood (30,000 to 100,000 sq. ft.)	4.5 per 1,000 sq. ft.
Community (100,000 to 400,000 sq. ft.)	5.5 per 1,000 sq. ft.
Regional (400,000 to 800,000 sq. ft.)	6 per 1,000 sq. ft.
Tire store	5 per 1,000 sq. ft.
Supermarket	5 per 1,000 sq. ft.
Convenience store	5 per 1,000 sq. ft.
Discount club	5 per 1,000 sq. ft.
TYPE	REQUIRED SPACES
Liquor store	3 per 1,000 sq. ft.
Sporting goods	3 per 1,000 sq. ft.
Superstores	3 per 1,000 sq. ft.
(Home improvement, electronics, toys, office supply, pet supply, etc.)	
Clothing/apparel store	2 per 1,000 sq. ft.
Child care center	3.5 per 1,000 sq. ft.
Mini-warehouse/self-storage	1 per 5,000 sq. ft.
Pharmacy/drugstore	4 per 1,000 sq. ft.
Furniture store	2 per 1,000 sq. ft.
Carpet store	1.5 per 1,000 sq. ft.
Video rental	3 per 1,000 sq. ft.
Drive-in bank	3 per 1,000 sq. ft.
Quality restaurant	19 per 1,000 sq. ft.
(seat turnover 1 hour or more, not part of a chain)	
High-turnover restaurant	14 per 1,000 sq. ft.
(seat turnover less than 1 hour, not part of a chain)	
Fast-food restaurant	21 per 1,000 sq. ft.
(without drive-up window)	
Fast-food restaurant	15 per 1,000 sq. ft.
(with drive-up window)	
Dry cleaners	3 per 1,000 sq. ft.
Water park	12 per acre
Marina/dry storage	.5 per slip or dry storage cubicle
Golf course	12 per hole
Bowling alley	5 per lane
Billiard/pool hall	7 per 1,000 sq. ft.
Adult entertainment	5 per 1,000 sq. ft.
Live theatre	.33 per seat
Movie theatre	.27 per seat
Roller skating rink	6 per 1,000 sq. ft.

Racquet/tennis club	4 per court
Health/athletic club	5 per 1,000 sq. ft.

All manufacturing, industrial, warehouses and similar establishments customarily receiving and distributing goods by motor vehicle shall provide loading and unloading facilities on the premises. The minimum dimensions for off-street loading spaces shall be ten (10) feet by fifty (50) feet, and the number of spaces shall be determined according to the following floor area schedule:

Floor Area (Square Feet)	Minimum Number of Berths
0 to 20,000	1
20,000 to 40,000	2
40,000 to 100,000	3
100,000 to 200,000	4
200,000 to 320,000	5
320,000 to 400,000	6
Each 90,000 above 400,000	1

1. Bus and Truck Terminals: Sufficient space to accommodate the maximum number of buses or trucks to be stored or to be loaded at the terminal at any time.
2. Retail Business and Services:

Square Feet	Number of Spaces
Up to 10,000	1
10,001 to 20,000	2
Square Feet	Number of Spaces
20,001 to 50,000	3
50,001 to 75,000	4
75,001 to 100,000	5
100,001 to 125,000	6
125,001 to 150,000	7
150,001 to 175,000	8
175,001 and above	9

6.04.051 Handicapped Parking Spaces: The minimum number of such parking spaces shall comply with the following schedule:

Total Parking Required in Lot	Required Number of Accessible Spaces
Up to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1,000	2% of Total
over 1,000	20 plus 1 for each 100 over 1,000

Parking lots with ten (10) or less parking spaces may be surfaced with alternative surface material such as crushed stone, gravel, or other suitable material, with the approval of the County, to provide a surface that is stable and will help to avoid dust and erosion. The perimeter of such parking lot shall be defined by bricks, stones, railroad ties, or other similar devices. In addition, whenever a parking lot abuts a paved street, the driveway apron leading from such street to such area shall be paved as provided in Land Development Code.

Lighting: Adequate lighting shall be provided for parking lots with ten (10) or more spaces, and lighting shall be positioned to reflect away from the adjoining properties. Parking Space Standards: All parking stall measurements shall comply with the schedule of dimensions in the table.

Parking Angle (degrees)	Stall Width (feet)	Stall Depth (feet)	Aisle Width (feet)	Curb Length Per Car (feet)	Lot Width (two rows plus aisle) (feet)
0	9	10	12	23	32
45	9	21.2	12	14.1	54.4
60	9	22.3	18	11.5	62.6
90	9	20	24	9	64
Compact Car Space (Maximum: 20% of required parking spaces)					
90	8	17	24	7.5	

1. Fencing, wheel stops or bumper guards: Fencing, wheel stops or bumper guards are required along property and street lines to avoid the chance of encroachment on other properties or sidewalks.

SIGNAGE

Permanent On-Site Signs: Permanent On-Site signs may be illuminated and are allowable in all zoning districts provided that the requirements of this code are met and the necessary permits have been acquired. In addition, the following restrictions apply:

1. No portion of any type of sign shall project or be located closer than ten (10) feet from the nearest right-of-way line, or property line.
2. The height and location of the sign shall not create any traffic or visual obstructions at ground level or if elevated. Signs shall not exceed forty-five (45) feet in height.

Permanent Off-Site Signs: Permanent Off-Site signs may be illuminated and are allowable in certain zoning districts, provided that the requirements of this code are met and that the necessary permits have been acquired. In addition, the following restrictions apply:

1. Permanent off-site signs are permitted in the following zoning districts: AA, C-2, C-3, and I-1.

2. The maximum size of each off-site sign, including border and trim but excluding supports, shall not exceed four hundred (400) square feet for each sign face.
3. The height of each off-site sign measured from grade level must be a minimum of fifteen (15) feet from the bottom of the sign, and shall not exceed forty-five (45) feet from grade.
4. The required setback for each off-site sign shall be twenty (20) feet from the nearest right-of-way line from any street, road, or highway, and forty five (45) feet from the intersection point of right-of-way line of any street, road, or highway and ten (10) feet from any other property line.
5. There shall be spacing of five-hundred (500) feet between off-site signs, which are located on the same side of the street. Spacing shall be one thousand (1,000) feet from any other permitted sign on the same side of the highway, if on a federal aid primary highway. Spacing shall be one thousand five hundred (1,500) feet from any other permitted sign on the same side of the highway, if on an interstate highway.
6. Permits required from other agencies shall be obtained prior to receiving a permit from the Planning and Inspection Department. Reference F.S. Chapter 479.

Temporary Signs: Temporary signs are allowed throughout the County, subject to the following provisions:

1. Temporary signs shall be posted securely in the ground or on a building.
2. Temporary signs may display messages of construction in progress or announce temporary events such as fairs/carnivals, sporting events, or any public, charitable, educational or religious events. Such temporary signs shall not be installed more than seven (7) days prior to the special event, and shall be removed within five (5) days after the special event. One (1) Construction sign may be permitted for each parcel, identifying the name of the development, company and general contractor, and other pertinent similar information, which shall be removed at the time a certificate of occupancy is issued for the building or structure. The following restrictions shall apply to construction signs:
 - a. In residential zoning districts, temporary signs shall be placed a minimum of ten (10) feet from the roadway or curb, and shall not exceed six (6) square feet in size.
 - b. In commercial zoning districts, temporary signs shall be placed a minimum of ten (10) feet from the roadway or curb, and shall not exceed thirty-two (32) square feet.
 - c. The permit board used for the required display of permits issued by the county shall not exceed sixteen (16) square feet.

3. Real Estate signs located at subdivision entrances and model homes, exceeding eight(8) square feet, but not exceeding thirty-two (32) square feet are permitted during the marketing of the property provided that:

a. The sign maintains a ten (10) foot setback from the right-of-way

Master Signage Plan: For any lot or parcel on which the owner proposes to erect two or more signs requiring permits, unless such lot or parcel is included in a Common Signage Plan, the owner may submit to the Department of Growth Management a Master Signage Plan. The Master Signage Plan shall be kept on file and any subsequent permits shall not be issued unless such sign is depicted on such plan. In addition, a Master Signage Plan is required in a planned development.

Amended Master Signage Plan: If any amended Master Signage Plan is filed for a property on which existing signs are located, it shall include a schedule for bringing into conformance within three (3) years, all signs not conforming to the proposed amended plan or to the requirements of this ordinance in effect on the date of submission of the amended Master Signage Plan.

SIGNS EXEMPT FROM PERMITTING

The following signs are exempt from the permitting process required by this code:

1. Any sign required to be maintained or posted by law or governmental order, rule or regulation;
2. Public warning signs which indicate the dangers associated with trespassing, swimming, or similar hazards;
3. Incidental signs and any signs not exceeding one (1) square foot in area and bearing only property numbers, post office numbers, names of occupants of premises, or other identifications of premises not having commercial connotations;
4. Real estate signs which are securely constructed and erected on the site listed for sale, rent, or lease and do not exceed eight (8) square feet in size. The sign shall be removed when the property is no longer for sale, rent, or lease;
5. Flags and insignia of any government except when displayed in connection with commercial promotions;
6. Integral decorative or architectural features of buildings except letters, trademarks, and moving lights, and
7. Signs directing and guiding traffic and parking, but bearing no advertising matter, and not exceeding four (4) square feet in size. Off-site directional signs for churches, schools and other not for profit organizations shall not exceed six (6) square feet in size.

8. Normal servicing of previously permitted sign structures, including a change of copy for billboards and a panel change in structures designed to allow changeable copy.

PROHIBITED SIGNS.

It shall be unlawful to erect any sign not authorized or exempted from this code. The following signs are expressly prohibited:

1. Signs which are in violation of the building codes adopted by the county;
2. Any portion of a sign, including its surface supports, closer than ten (10) feet to the right-of-way line (property line) of any public street or the side or rear of the property lines, excluding signs for subdivisions and planned developments defined in Section 8.04.00 which may be located in the median where the entrance street is divided as approved by the County Public Works Department;
3. Abandoned signs,
4. Vehicles not used for operating purposes and parked on any parcel solely for advertising purposes, and
5. Signs, commonly referred to as snipe signs, made of any material whatsoever and attached in any way to a utility pole, tree, fence post, stake, stick or any other object located or situated on public property, except as otherwise expressly allowed by, or exempted from this code
6. Wind signs,
7. Any description or representation, in whatever form, of nudity, sexual conduct, or sexual excitement, when it is patently offensive to contemporary standards in the adult community as a whole with respect to what is suitable sexual material for minors, and taken as a whole, lacks serious literary, artistic, political, or scientific value.
8. Any sign which emits audible sound, vapor, smoke, or gaseous matter.
9. Any sign which obstructs, conceals, hides or otherwise obscures from view any official traffic or government sign, signal or device, is erected or maintained so as to obstruct any firefighting equipment, window, door, or opening used as a means of ingress or egress for fire escape purposes including any opening required for proper lighting and ventilation, or constitutes a traffic hazard, or detriment to traffic safety by reason of its size, location, movement, content, coloring, or method of illumination, or distracting the vision of drivers or pedestrians.
10. Signs located upon, within, or otherwise encroaching upon County or public right-of-way, except as may be permitted by the Board of County Commissioners and those erected by a governmental agency or required to be erected by a governmental agency.

11. Neon type signs except where permitted within all commercial and industrial districts.

DUMPSTERS

1. Dumpsters: Dumpsters are permitted in all zoning districts except [R-1](#) and [R-2](#) subject to the following restrictions.
 - a. Temporary construction dumpsters are permitted in [R-1](#) and [R-2](#) zoning districts.
 - b. Dumpsters may be located on single-family, detached dwelling unit lots for construction purposes only. The dumpster(s) must be removed upon completion of construction.
 - c. All dumpsters must be screened from view of adjoining property owners and streets at first floor level. Dumpsters shall be screened on at least three (3) sides. Temporary construction and demolition debris dumpsters are exempted from the screening requirement.
 - d. All dumpsters shall be located off the public right-of-way, on a paved pad or hard surface and vehicular access shall be paved or improved with a stable surface.
 - e. The following structures may be permitted as screening for dumpsters.
 - i. Wood Fence.
 - ii. Concrete block and stucco wall, masonry wall, brick wall, or walls of similar material.
 - iii. Vegetative screening shall comply with [Section 6.05.07](#).
 - f. Dumpsters may be permitted within the building setback area provided there is no obstruction of vision of adjacent streets.
 - g. Screening for dumpsters shall be exempted from height limitations for fences provided there is no obstruction of vision of adjacent streets.
 - h. Screening of dumpsters shall be exempted in the Industrial Protected (IP) Zoning District if the dumpsters are located greater than two hundred feet (200) from residentially zoned or used property and are not located within front yards, Agricultural Districts, or during construction in all other zoning districts.

LOT SPLITS

Minor Lot Splits: any property, regardless of size, may be further subdivided or split subject to the minimum requirements specified herein. All minor lot splits shall be verified and approved by the Department of Growth Management based on forms and information required by county staff. A minor lot split shall not be allowed in any platted recorded subdivision which was recorded after March 11, 1974 provided, however, that such a lot split may be allowed as a special exception to be granted by the Board of Adjustment. Minimum requirements are as follows.

- a. The property being created (split off) must meet all dimensional requirements of the zoning within which it is located.

- b. All property created must front upon an existing public or private road, and shall not necessitate a need for any new road or drainage improvements. In no case shall the minimum road frontage for any lot be less than twenty (20) feet.
- c. There shall be no more than three (3) lots created, including the “parent parcel” on any subdivided property.
- d. All newly created lots must be recorded by deed or other legal instrument in the Official Records of Okaloosa County.
- e. In Agricultural Zoning Districts the following requirements must be met also.

One-Acre Lots. The minimum lot size in the AA district may be one (1) acre when the following conditional requirements are met:

- a. Access to each lot must be from an existing state or county-maintained roadway.
- b. Each lot created shall have a minimum of 50 feet frontage on such state or county maintained road.
- c. Where two or less lots are created access may be provided from a recorded easement.
- d. Per the Okaloosa County Comprehensive Plan, Ordinance 90-1 as amended, under Policy 10-1, Agricultural; the provisions of above shall not be applicable to lands classified as “prime farmland” by the U.S. Department of Agriculture. In these areas density shall be 1 dwelling unit per 10 acres.

LANDSCAPING

In order to enhance the County’s visual and aesthetic appearance, ameliorate heat island effects of large paved areas, help reduce the amount of storm water runoff generated by development, provide for compatibility between land uses (e.g., between commercial use and residential uses), and a number of other benefits, the LDC includes landscaping requirements that are applicable to various types of development. These requirements are summarized in the sections that follow, below.

Exemptions: Single family detached and two family dwelling units, agricultural and silviculture uses and activities, and public utilities are exempt from said landscaping provisions.

Landscape Area Requirements: Except for land zoned I-1 or I-2, all land uses not specifically exempted by Section 6.05.011 hereof shall devote a minimum of fifteen (15) percent of the total developed area to landscape improvement. Landscaping within I-1 and

I-2 zoning districts shall be provided as required by sections 6.05.021 through 6.05.13 without a minimum percentage requirement.

Perimeter Requirements:

1. Front Perimeter Landscape Areas: A minimum of a ten (10) foot wide strip of land, located between the front property line and the vehicular use area shall be landscaped on all new construction, except in permitted access-ways. Width of sidewalks shall not be included within the ten (10) foot wide front setback perimeter landscape area. This provision shall not apply to land located within the I-1 or I-2 zoning districts except in instances where the street along which the front property line is located abuts a non-industrial zoning district.

Parking Lot Landscaping: Applicable only to non-residential development which is both greater than one (1) acre in total proposed site area and will have a total of twenty-five (25) or more parking spaces. The requirements does not apply to land within the I-1 or I-2 zoning districts.

Plant Material Standards

1. Unless otherwise provided herein, only Florida No. 1 or better plant material as described in GRADES AND STANDARDS FOR NURSERY PLANTS, PART II, Florida Department of Agriculture, shall be credited on the landscape development requirements of this chapter.
2. Portions of a development area left in the natural state shall be credited toward the landscape development requirements of Section 6.05.03.
 - a. For credit, trees shall be subject to the following:
 - b. A minimum height of six (6) feet at the time of planting for non-protected trees, four (4) feet at time of planting for protected trees.
 - c. The planting area for each tree shall be a minimum of one hundred (100) square feet around the trunk of the tree and shall be maintained in either vegetative landscape material or pervious surface cover.
3. Ground cover, lawn grasses, turf grass, and architectural planters shall be subject to the following:
 - a. Turf and Lawn Grass: Lawn grass shall be perennial species capable of thriving in Okaloosa County.
 - i. Grass and ground cover planted for credit on the landscaping requirements shall be perennial species capable of thriving in Okaloosa County.
 - ii. Grass may be sodded, sprigged, plugged or seeded except that solid sod shall be used in swales or other areas subject to erosion.

- iii. Grass areas shall be consolidated and limited to those areas on the site that receive pedestrian traffic, provide for recreation use, or provide erosion control on slopes or in swales.
- b. Synthetic Plant Material: No credit shall be granted for use of artificial plant material.
- c. Architectural Planters: Credit shall be given for use of permanent architectural planters which meet the following criteria:
 - i. For shrubs, a planting area of not less than ten (10) square feet and a depth of not less than eighteen (18) inches.
 - ii. For trees, have a planting area of not less than twelve (12) square feet and a depth of not less than four (4) feet.

Site Preparation Standards: To the extent that is feasible, the performance of development activities and revegetation of altered sites shall be consistent with the following standards.

1. Development shall not involve the unnecessary removal of any native vegetation. Where removal of native trees is necessary, efforts should be made to replant native trees;
2. Site alteration shall occur in planned stages or increments and not exceed the minimum area necessary to prepare the site for the succeeding phase of development;
3. Adequate erosion control measures shall be put into effect prior to commencing site alteration on each increment; and
4. Vegetative buffer strips shall be retained for a distance of twenty-five (25) feet to the banks of all natural watercourses, water bodies or wetlands. The width of the buffer shall be sufficient to prevent erosion, trap the sediment in overland runoff, provide access to the water body and allow for periodic flooding without damage to structures.

Landscape Plan: An approved landscape plan shall be required prior to commencing any residential, (subdivision or multi-family) commercial or industrial development activity, including removal of vegetation for site preparation. The owner, developer or agent shall submit an accurately scaled drawing.

Compatibility Screening and Buffering: The following landscape buffer areas shall be required for all new development or redevelopment which creates the indicated land use conflict:

TABLE 1 REQUIRED BUFFER LEVELS

	Office and Institutional	Business	Industrial	Multi-Family Residential	Single Family Detached Residential	Single Family Attached Residential
Residential Zones*						
Single-Family Detached Residential	Level 2	Level 3	Level 4	Level 3	N/A	N/A
Single-Family Attached Residential	Level 2	Level 3	Level 4	Level 2	N/A	N/A
Multi-Family Residential	Level 1	Level 1	Level 3	N/A	Level 3	Level 2
Residential Uses**						
Single-Family Detached Residential	Level 1	Level 2	Level 3	Level 2	N/A	N/A
Single-Family Attached Residential	Level 1	Level 2	Level 2	Level 1	N/A	N/A
Multi-Family Residential	Level 1	Level 1	Level 1	N/A	Level 3	Level 2

* Level of required screening between a residential zone and a non-residential zone

** Level of required screening between a single-family residential use and a non-residential use.

2. Buffer Level Options:

BUFFER	Level 1	Level 2	Level 3	Level 4
Plantings	8' wide	12' wide	22' wide	30' wide
Canopy*	N/A	3	5	5
Understory	N/A	3	4	6
Shrubs**	20	20	40	50
Plantings & Wall or Fence	Fence only	6' wide	12' wide	20' wide
Canopy*	N/A	4	3	3
Understory	N/A	or 4	3	4
Shrubs**	N/A	15	22	30
Plantings & Berm	N/A	10' wide***	14' wide	20' wide
Canopy*	N/A	2	3	3
Understory	N/A	2	3	4
Shrubs**	N/A	18	30	35

* Level of required screening between a residential zone and a non-residential zone

** Level of required screening between a single-family residential use and a non-residential use located in a non-residential zone

Tree Removal: Unless exempted in Section 6.05.01 from the provisions of this chapter, no person shall cut, remove, trim, or in any way damage any protected trees in Section 6.05.033 without first obtaining approval from the County. No formal approval shall be required for the removal of diseased or weakened trees.

APPENDIX

PLANNING AND ZONING COMMISSION SCHEDULE

SEE: <http://www.co.okaloosa.fl.us/gm/planning/schedules>



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