

Instructions for the Airport Zone Disclosure Form

- (1) Written notice that the residential property to be sold or leased is within an established Airport Zone shall be disclosed to the buyer/lessee as soon as possible after the start of the transaction. All advertising materials for the property should include the pertinent Airport Zone information, including all applicable zones, the name of the military airfield/installation or public airport, and references to where the buyer/lessee can find more information in relation to Airport Zones. Information about disclosure requirements in relation the Airport Zones, as well as other pertinent Airport Zone requirements, may be found in the Santa Rosa County Land Development Code, Article 11.07.00, by linking to the Santa Rosa County web page at www.santarosa.fl.gov/zoning/landdevcode.html.
- (2) The determination as to whether the property lies within an Airport Zone or any other applicable zone may be made by using the Santa Rosa County [Interactive GIS Mapping System](#) (GoMAPS). The GoMAPS can check if any of the Airport Zones apply to a particular parcel of land through the “Report” function. First you must identify the property in question by either searching for the parcel using a street address, parcel number, or owner name, or by panning/zooming to the subject property in the main map view and using the “Identify” tool (make sure that “Parcel” is the layer set to identify). Then select “Reports” from the results window to pull up a list of available reports for the identified parcel. Then select the “Airfield Proximity Report” to have GoMAPS check if any Airport Zones apply to the property. You can check the [Regulations for Airport Environs website](#) for more detailed instructions.

Alternatively, the Santa Rosa County Department of Planning, Zoning, and Development may make the determination upon the written request of the property owner or agent. The request must include the street address of the subject property as well as the parcel identification number (tax identification number) for the property. Requests may be submitted via e-mail (Planning-Zoning@co.santa-rosa.fl.us).
- (3) For sales transactions, a copy of the fully executed Airport Zone Disclosure Form shall be attached to the contract for sale. For lease transactions, a copy of the fully executed Airport Zone Disclosure Form must be attached to the lease agreement. For both sale and lease transactions, the Seller or Lessor is responsible for providing a copy of the fully executed Airport Zone Disclosure Form after closing of the sale or commencement of the lease to the Naval Air Station Whiting Field Aviation Planning Office, Operations Code 31, Room 110, 7550 USS Essex Street, Milton, Florida 32570-6155. The completed form may also be faxed to 850-623-7804, or e-mailed to randy.roy@navy.mil.
- (4) Failure to complete this form and follow the provisions of Ordinance 2005-07 and the Santa Rosa County Land Development Code could subject a property owner and/or sales agent to penalties or fines as set forth in the laws and ordinances of Santa Rosa County. For more information regarding the designated areas listed above, the possible impacts due to the proximity of public or military airports, and the requirements of Ordinance 2005-07, please contact the Santa Rosa County Department of Community Planning, Zoning, and Development at 850-981-7075 or visit the website at www.santarosa.fl.gov/zoning.

STATE OF FLORIDA
COUNTY OF SANTA ROSA

Airport Zone Disclosure Form

ATTENTION: Pursuant to Santa Rosa County Ordinance 2005-07, any owner of residential property who sells or leases that property is required to disclose to buyers or lessees (for leases that run for more than seven (7) months) if the property is located, in whole or in part, within a Public Airport Notification Zone or a Military Airport Notification Zone, and any other designated areas, as defined by the Santa Rosa County Comprehensive Plan and Land Development Code, and that said property may be subject to varying degrees of accident potential, noise, and other impacts from operations conducted at or above military airfields, airports, or installations, or public airports. **This disclosure must be attached to the contract of sale or the lease agreement. The Seller or Lessor must provide a completed copy of this disclosure after closing of the sale or commencement of the lease to the Naval Air Station Whiting Field Aviation Planning Office, Operations Code 31, Room 110, 7550 USS Essex Street, Milton, Florida 32570-6155 (fax: 850-623-7804, e-mail: randy.roy@navy.mil).**

To be completed by Seller/Lessor

Street Address of Property: _____

Parcel Identification Number of Property: ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____

Public or Military Airfield: _____

This property also lies, in whole or in part, within an area(s) designated as a(n):

Public/Military Airport Zone	_____	Accident Potential Zone 1	_____
Clear Zone/Runway Protection Zone	_____	Accident Potential Zone 2	_____
Noise Zone 55 decibels or greater	_____	Public/Military Airport Influence Area	_____

CERTIFICATION

As to Seller/Lessor:

Seller/Lessor: _____ Printed Name: _____ Date: _____

Seller/Lessor: _____ Printed Name: _____ Date: _____

Sales Agent: _____ License Number: _____

(Sales Agent/Realtor must sign if involved in the transaction)

As to Buyer/Lessee:

Buyer/Lessee: _____ Printed Name: _____ Date: _____

Buyer/Lessee: _____ Printed Name: _____ Date: _____

Sales Agent: _____ License Number: _____

(Sales Agent/Realtor must sign if involved in the transaction)

This form must be affixed to the contract of sale or lease agreement.
Failure to complete this form and follow the provisions of Ordinance 2005-07 and the Santa Rosa County Land Development Code could subject a property owner and/or sales agent to penalties or fines as set forth in the laws and ordinances of Santa Rosa County. For more information regarding the designated areas listed above, the possible impacts due to the proximity of public or military airports, and the requirements of Ordinance 2005-07, contact the Santa Rosa County Department of Community Planning, Zoning, and Development at 850-981-7075 (web site: www.santarosa.fl.gov/zoning).