



CITY OF  
TALLAHASSEE

LAND USE & ENVIRONMENTAL SERVICES

TYPE B SITE PLAN SUBMITTAL REQUIREMENTS

Please use the examples provided below when uploading required documentation for a permit application that requires a review by Growth Management. Requirements are based on the project’s scope and details of work, not all documents may be required.

- **Note:** If you must rename a file that contains a digital signature, please right-click on the file while viewing in a folder, and select “Rename”, do NOT “Save as” and rename as this will jeopardize the verified signature. Also, if you must re-submit a document, please use the original file name the file was uploaded with initially. If the document is a revision, type “Revision” into the “Description” field on the uploads page of the permit portal.
- Remember to reduce or flatten layers when saving as a PDF from design and drafting software.

**PLEASE FOLLOW THE EXACT FILE NAMING CONVENTION PROVIDED FOR THE FOLLOWING DOCUMENTS:**

<u>Required File Name</u>	<u>Document Type</u>
SP-SPDwgs.pdf	Site Plan Set (to include)
	<ul style="list-style-type: none"> <li>• Cover Sheet</li> <li>• Site Conditions Map</li> <li>• Site Plan</li> <li>• Utility Service Plan</li> <li>• Landscape Plan</li> <li>• All Required statistical information (Site Data Table)</li> </ul>
AS-ProjectNar.pdf	Project Narrative
	<i>A narrative statement outlining the scope of the project and any relevant details.</i>
AS-LUCC.pdf	Land Use Compliance Certificate (LUCC)
AS-OwnersAff.pdf	Ownership Affidavit
AS-PrelimConcurrencyCert.pdf	Preliminary Concurrency Certificate (If required by the LUCC)
	<i>If you have not obtained a concurrency certificate but have already applied, a copy of the receipt will suffice.</i>
AS-BoundarySur.pdf	Boundary Survey
	<i>Signed/sealed by a Florida Registered Land Surveyor</i>
AS-SchoolConcurr.pdf	School Concurrency Impact Analysis (if residential)
AS-NFI.pdf OR AS-Exemption.pdf	Natural Features Inventory (NFI) Approval Letter OR NFI/EIA Exemption Approval Letter
AS-EIAApproval.pdf	EIA Approval Letter (if applicable)
DEV-DeviationOne.pdf, DEV-DeviationTwo.pdf	Deviation Request Form (if applicable)
	<i>Form addressing the hardship and need for each individual deviation request. Any supporting documentation for each deviation should be uploaded with the form.</i>
AS-DesignReview.pdf	Design Review Approval (if applicable)
AS-SignPostAff.pdf	Sign Posting Affidavit
AS-SignPostPic.pdf	Sign Posting Pictures