



Land Use & Environmental Services Division (850) 891-7100
 435 N. Macomb Street
 Mail: 300 S. Adams Street, Box B-28, Tallahassee, Florida 32301-1731
 Fax: (850) 891-7184 Florida Relay Service TDD: 711

LIMITED PARTITION CHECKLIST COMPLETENESS DETERMINATION CHECKLIST

NOTE: All documentation should be in PDF format and named using the Standard Naming Conventions

Project Name: _____ Parcel ID #: _____

APPLICANT

- _____ 1. This completed checklist with the naming convention *Checklist.pdf*.
- _____ 2. E-Notarized Owner's Affidavit with the naming convention *OwnersAff.pdf*. **(see the Digital Signature page on talgov.com for more information)**
- _____ 3. Completed Application for each Deviation Requested with the naming convention *DeviationOne.pdf, DeviationTwo.pdf, etc.*
- _____ 4. Legal description and boundary survey of the parcel, which is **digitally signed and sealed** by a Florida Registered Land Surveyor with the naming convention *BoundrySur.pdf*. **(See the Digital Signature page on talgov.com for more information)**
- _____ 5. Certificate of Land Use Compliance with the naming convention *LUCC.pdf*.
- _____ 6. If Concurrency approval is required, the applicant must have submitted for (and have an active application for) a Certificate of Concurrency. If a Concurrency Certificate has already been issued, upload the document using the naming convention *concur.pdf*. Note: The applicant may apply simultaneously for Concurrency and Site Plan Approval.
- _____ 7. A copy of the Natural Features Inventory (NFI) exemption or approval letter with the naming convention *NFI.pdf* or *Exemption.pdf*.
- _____ 8. An Environmental Impact Analysis application (if no NFI exemption) with the naming convention *EIA.pdf*. **(Please note that before receiving final NFI approval, an EIA or an amendment to your current EIA may be required.)**
- _____ 9. Any proposed deed restrictions or covenants with the naming convention *Cov&rest.pdf*
- _____ 10. School Concurrency Impact Analysis (if residential)
- _____ 11. The proposed limited partition drawn to a scale approved by the Growth Management Department, depicting the following graphic or textual information:
 - _____ a. **Digitally signed and sealed** boundary survey of the parcel to be subdivided (by a Florida Registered Land Surveyor)
 - _____ b. Existing structures and parking area(s) on the parcel to be subdivided.
 - _____ c. Date of preparation
 - _____ d. Total acreage of the parcel to be subdivided
 - _____ e. Lot and block numbers, if applicable
 - _____ f. All easements on the property to be subdivided and on abutting street(s).
 - _____ g. A statement on the face of the plan stating that any further subdivision of the lot or lots shall be subject to the platting requirements as specified in Chapter 9 of the Tallahassee Land Development Code.
 - _____ h. Scale of plat, both written and graphic.

- _____ i. The method by which utilities, including water, sewer, and electric will be provided to the subdivision.

- _____ j. A vicinity map, which depicts the location of the proposed subdivision in relation to adjacent streets and properties.

- _____ k. The 100-year flood frequency hazard area or a notation if not applicable.

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NOTE: All of the items listed above must be uploaded to City Projects before the application is reviewed for completeness, unless the Land Use Administrator waives a specific item when a Land Use Compliance Certificate is issued or during a Pre-Submittal meeting. Failure to provide one of the items listed above may result in the rejection of the limited partition application.