

**SUBMITTAL REQUIREMENTS CHECK-LIST**  
**FOR REQUESTING THE FINAL ENVIRONMENTAL INSPECTION**

Submit the following information to the City of Tallahassee, Environmental Inspector for review approximately ***TWO WEEKS*** prior to requesting the Final Environmental Inspection. Incomplete submittals will be returned, resulting in delay of scheduling the final environmental inspection.

**NOTE: The project must receive approval of the final environmental inspection prior to release of a certificate of occupancy.**

- **As-builts/Record Drawings** - *(two sets) including the following information, Certified by registered surveyor:*
  - Finished Floor Elevations – All buildings
  - Detail of the pond control structure – (structure type, size and invert of all pipes, orifices, and weirs, invert of connection at off-site conveyance system, grates and skimmers)
  - Detail of sand filter construction details – (show cross section, inverts and sizes of under drain pipe at each cleanout, elevation of the top of each cleanout, thickness of sand and gravel)
  - Pond construction details – (Show topography, top of berm/wall and bottom elevations, sand filter location)
  - Show entire stormwater conveyance system (size, type and invert of all pipes, channels, roof drain systems, structures, curbing, and spot spot elevations in vehicle use areas)
  - Show all sidewalks and vehicle use areas
  - Show all traffic control devices (signs, signals, parking stripping and pavement markings)
  - Site data table – impervious area, urban forest area, green space area, number of parking spaces, etc
  - Post construction tree survey (show location, size, species of all urban forest and replant trees, and irrigation systems)
  - Delineate conservation and drainage easement boundaries and label with the OR book and Page number
  
- **Compliance Report** - *Prepared based on the Record Drawings and Certified by the Engineer of Record*
  - Engineer’s statement that project is consistent with permit as required in LDC 5-62(4)
  - Discuss reason and nature of all permit modifications
    - Addresses protected tree removal not authorized by the permit
    - List all modifications and provide approval documentation
    - Identify any modifications required to bring project into compliance with approved plan
  - Provide a post construction tree preservation and replant credit schedule
  - Report the total impervious area constructed on the site
  - Report as-built Pond Storage and Treatment volumes
  - Filter material tested and within gradation parameters
  - Retention Ponds – Report the following:
    - Design infiltration rate \_\_\_\_\_
    - Actual infiltration rate \_\_\_\_\_ (Provide certified supporting test data)
  
- **Easements** – Provide copies of all executed and recorded conservation, and drainage easements
- **Subdivisions** – For subdivisions that require a property or homeowners association, provide a copy of the executed and recorded by-laws/covenants and restrictions that include language specifically addressing ownership and maintenance of common open space and conservation areas
- **New Owners Affidavit** – Only if owner or agent has changed since Environmental permit application was submitted
- **Stormwater Management Facility Operating Permit** – For Projects that utilize an existing master SWMF, an updated capacity accounting record is required with the compliance report. Projects with new or modified stormwater ponds require a new Operating Permit. Provide the operating permit number in the Compliance Report.

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| FOR OFFICE STAFF ONLY<br>See Jerry Walden Memo<br>For team engineer<br>➤ ➤ Send Mark Simpson – Copy of As-Built/Record Drawing<br>➤ ➤ Send Jerry Walden – Notice that off-site water and sewer is complete per environmental |
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