



**Land Use & Environmental Services Division** (850) 891-7100  
Location: 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

## Environmental Impact Analysis Application Requirements

In general, the Environmental Impact Analysis (EIA) is submitted at the same time as the Site Plan or Subdivision application. Capital Improvement Projects and those projects that do not require site plan approval must apply for the EIA by submitting it directly to the Growth Management Department (GMD). The EIA must address each of the conservation or preservation areas identified on or adjacent to the site during the Natural Features Inventory (NFI). Specific EIA application requirements are identified in the Tallahassee Land Development Code. Please remember that the EIA will not be accepted unless a NFI has been approved or conditionally approved by the GMD and that an environmental permit application will not be accepted without an approved EIA.

An EIA must contain the following:

- Completed Application
- Owner's Affidavit
- Project Narrative
- Fee
- EIA Overlay
- Site Plan/Plan Sheets
- Impact Analysis
- Mitigation Narrative

EIA **Application fees** are currently set at \$556.00 or \$885.00 for sites which contain 100 year floodplain. City projects may use the Budget Transfer Memorandum when transferring City funds.

A **Project Narrative** describes the scope of work.

An **EIA Overlay** is a plan sheet or series of plan sheets that show both the boundaries of the conservation and preservation areas and the proposed development activity.

The **Site Plan/Plan sheets** should include:

- Boundary Delineation of all Conservation or Preservation areas.
- Labeled Conservation Easements.
- Location of all protected trees
- A Drainage Basin map.
- Typical site plan information, including contours, existing and proposed improvements, etc.

An **Impact Analysis** describes and quantifies the project's impact from the proposed development activities on the natural features identified in the NFI. This narrative must also discuss and quantify how the project has complied with the development standards and guidelines found in the Tallahassee Land Development Code.

A **Mitigation Narrative** describes the measures taken to prevent or mitigate the adverse effects of the proposed development on the conservation and preservation areas identified in the NFI. For example, if fill is proposed within an altered floodplain, compensating volume must be provided.

**Supporting Information** can include drainage calculations, soil borings, geotechnical information, retaining wall designs, photographs, other environmental narratives, wetland hydrocycle information, habitat management plans for listed species, vegetation management plans, canopy road protection zone impact analysis and mitigation plan, etc.



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## ENVIRONMENTAL IMPACT ANALYSIS

**Required Attachments:** Following are required attachments, other supporting information may be necessary.

Project Narrative  Owner's Affidavit  EIA Overlay  Site Plan/Plan Sheets  Impact Analysis  Mitigation Narrative

*\*\*\*Color documents should also be submitted in electronic form in one of the following formats: .tif; .pdf; .jpeg; or .bmp\*\*\**

1. Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

Telephone #: \_\_\_\_\_ FAX #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

2. Applicant's (Optionee) Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

Telephone #: \_\_\_\_\_ FAX #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

3. Agent's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

Telephone #: \_\_\_\_\_ FAX #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

4. Other Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

Telephone #: \_\_\_\_\_ FAX #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

5. Project Name: \_\_\_\_\_

6. Total Acreage of Project Site \_\_\_\_\_

7. Parcel Tax ID # (s): \_\_\_\_\_

8. LUCC #: \_\_\_\_\_

9. Approved NFI #: \_\_\_\_\_

10. Does the site contain 100 year floodplain?  Yes  No (Application fees are based on whether the site contains floodplain.)

11. Drainage Basin?  1=Lake Jackson  2=Lake Lafayette  3=Lake Munson  4=Other \_\_\_\_\_

12. Closed Basin Name(s): \_\_\_\_\_

13. Natural Features (Conservation or Preservation Area) Information: Indicate which of the following conservation and preservation areas exist on or are adjacent to your site by providing the following statistics. Continue on a separate sheet if needed.

	Total Sq. Ft.	Impacted Sq. Ft.	Preserved Sq. Ft.
Unaltered Floodplain			
25 year <b>Elevation:</b> _____			
100 year <b>Elevation:</b> _____			
Unaltered Wetlands			
Unaltered Waterbodies			
Unaltered Watercourses			
Severe Grades (over 20%)			
Native Forest			
Altered Floodplain			
25 year <b>Elevation:</b> _____			
100 year <b>Elevation:</b> _____			
Altered Wetlands			
Altered Waterbodies			
Altered Watercourses			
Significant Grades (10 to 20%)			
High Quality Succession Forest			
Archaeological Sites			
Historical Sites			
Karst Features (Sink Holes)			
Special Development Zone A			
Special Development Zone B			
Canopy Road			

14. Special Development Zone:    \_\_1=Lake Jackson    \_\_2=Lake Lafayette    \_\_3=Fred George Basin  
  \_\_4=Lake Iamonia    \_\_5=Bradford Brook Chain of Lakes    \_\_6=None

15. Canopy Road Name:    \_\_1=Centerville    \_\_2=Meridian    \_\_3=Miccossukee  
  \_\_4=St. Augustine    \_\_5=Old Bainbridge    \_\_6=None

16. Endangered or Threatened Species or Species of Special Concern Present:  
      \_\_1=Gopher Tortoise    \_\_2=Bent Golden Aster    \_\_3=Other: \_\_\_\_\_

17. 100 Year Storm Event Flood Exclusion Zone Elevation: \_\_\_\_\_