

AMENDMENT TO ENVIRONMENTAL PERMIT CHECKLIST

FEE: \$500

Submittal Requirements:

- _____ 1. The application form is complete with all blanks filled in or marked "N/A" as not applicable.
- _____ 2. Project narrative – if not explained on the application form.
- _____ 3. If Ownership has Changed - Completed "Affidavit of Ownership and Designation of Agent" (must be an original).
- _____ 4. Copy of Minor Modification A proval Letter or an environmental permit amendment determination letter.
- _____ 5. Two (2) sets of plans are required at time of submittal. Four (4) sets are required if the project is for a subdivision with publicly dedicated streets and drainage. Additional sets will be required before amendment issuance. Plans must contain embossed seal, signature, and date.
- _____ 6. The application fee shall be paid at time of submittal. Department of Transportation (DOT) is exempt from paying fees. Leon County School Board is approved to pay by purchase order. City projects should use a budget transfer memo and should be submitted with the application.
- _____ 7. Color documents should also be submitted in electronic form in one of the following formats: .tif, .pdf, .jpeg, or .bmp.

Please note:

If deficiencies are noted, the submittal package may be returned to the applicant.