



Land Use & Environmental Services Division

(850) 891-7100

Location: 408 N. Adams Street

Mailing: 300 S. Adams Street, Box B-28, Tallahassee, Florida 32301-1731

Fax: (850) 891-7184

Florida Relay Service TDD: 711

**'CITY PROJECTS' LIST OF
REQUIRED DIGITALLY SIGNED & SEALED OR E-NOTARIZED DOCUMENTS**

TYPE B SITE PLAN REVIEW

- **Boundary Survey** must be digitally signed and sealed by engineer.
- **Owner's Affidavit** must be digitally signed/ e-notarized by notary.
- **Sign Posting Affidavit** must be digitally signed/ e-notarized by a notary.

LIMITED PARTITION REVIEW

- **Recording Affidavit** must be digitally signed/ e-notarized by a notary.
- **Boundary Survey** must be digitally signed and sealed by engineer.
- **Sign Posting Affidavit** must be digitally signed/ e-notarized by a notary.
- **Owner's Affidavit** must be digitally signed/ e-notarized by notary.

PRELIMINARY PLAT REVIEW

- **Boundary Survey** must be digitally signed and sealed by engineer.
- **Sign Posting Affidavit** must be digitally signed/ e-notarized by a notary.
- **Owner's Affidavit** must be digitally signed/ e-notarized by notary.

TYPE A REVIEW MAJOR & MINOR MODIFICATIONS

- **Boundary Survey** must be digitally signed and sealed by engineer.
- **Owner's Affidavit** must be digitally signed/ e-notarized by notary.

City of Tallahassee Growth Management Department reserves the right to request additional unlisted documentation be submitted digitally signed, sealed or e-notarized.

For more information on digital signatures, seals and e-notary please visit
<http://www.talgov.com/growth/certauthorities.cfm>