

Saving Our Customers Time and Money

The Growth Management Department, in its continuing effort to provide the most efficient and effective service possible, has begun the development of the new online permit submittal and review tool, 'City Projects'. This tool eliminates the submittal of paper documentation spanning from the inception to completion of a review, while significantly reducing the need for customers to travel to our offices. The key element in our mission is educating our customers to the many benefits of electronic reviews with the use of a hands-on open approach to training and reinforcement of environmental benefits. We've worked hard and will continue to provide our customers with all of the knowledge and guidance they need to feel comfortable using 'City Projects'. As development of 'City Projects' continues and our customers are given the luxury of using it to apply and submit for more of our reviews, they will see a tremendous economic savings on time, money, and staff resources all the while reducing the use of natural resources taken from our environment.

On average, the City of Tallahassee Growth Management Department takes in close to 100,000 pieces of paper every year for various project reviews. If these numbers continued that would eliminate the waste of 500,000 pieces of paper over a 5-year period. It is also estimated that over 12 trees a year will be saved from being cut down to produce the paper needed to complete these reviews. That's a cost savings in paper of \$1,600.00 a year, or \$8,000.00 over a 5-year period.

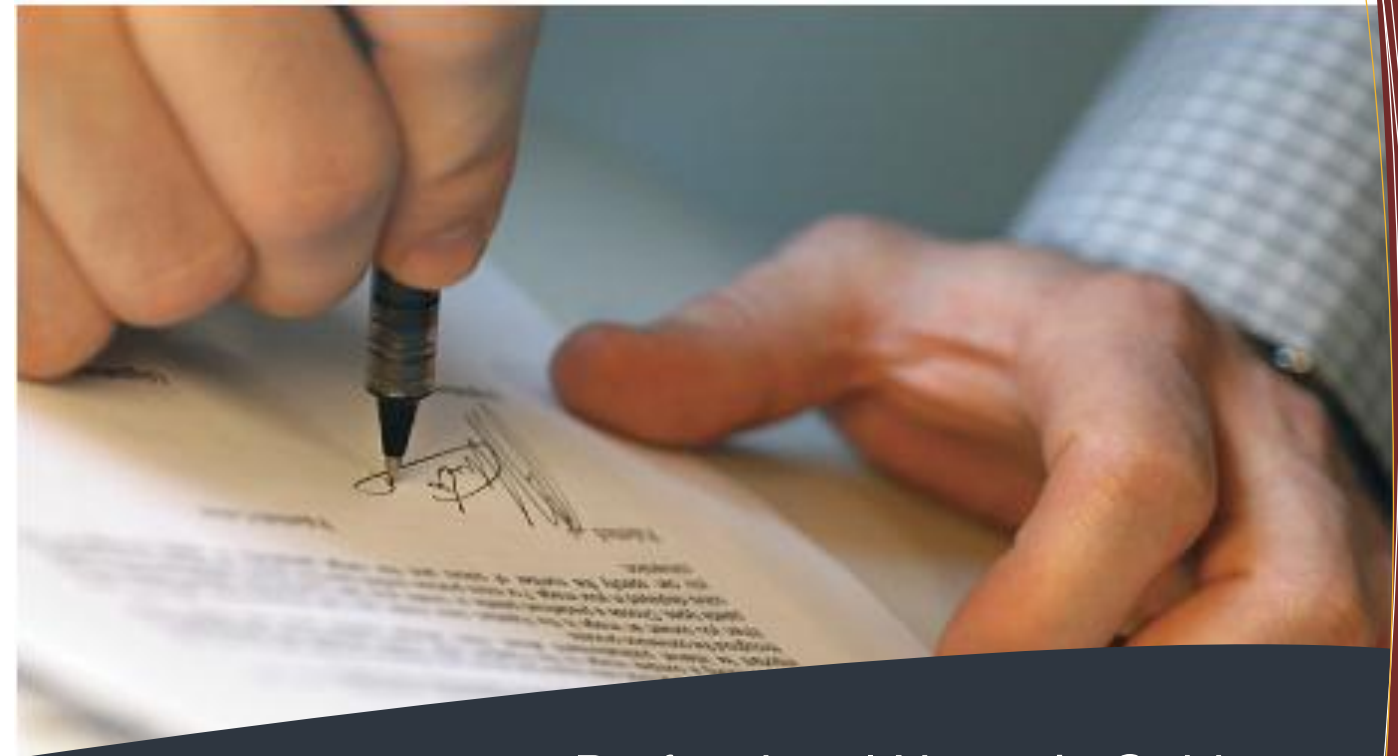
Perhaps the biggest savings can be found in our customer's transportation footprint with the elimination of commutes to our office. A submitting party currently travels to our office an average of 4 times during the life of a permit review. At the current price of \$2.60 a gallon for gas, the submitter would expect to pay \$15.60 in gas for the 4 round trips and spend 3.3 hours of time commuting to our office. The average car would emit 29 pounds of Carbon Dioxide Gas (CO2) each trip for a total of 116 pounds of CO2 emitted into the atmosphere per permit review.

The average number of Land Use and Environmental Services applications applied for in a year is 589. If numbers stay consistent, that would mean a savings for our customers of 2,356 trips to our office each year. Bringing a savings of \$9,188.40 in gas and 1,943 hours of commute time each year valued at \$29,145.00. Looking at the environmental benefits, this would save 3,534 gallons of gas and cut 68,324 pounds of CO2 emissions into our atmosphere every year. These positive benefits will undoubtedly work towards making Tallahassee a cleaner and healthier place for its residents and visitors.

This statement has been taken from the Growth Management Department's Green Initiative for FY2010.



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Professional Notary's Guide to Digital Signatures



Professional Notary's Guide to Digital Signatures

CONNECTING YOU TO THE RESOURCES YOU NEED

In the world of electronic document review it is crucial that a notary be able to prove their identity and the integrity of documentation that they notarize. This is done through the process of adding digital signatures and electronic seals to a document. 'City Projects' now requires some submittal documents be signed and sealed using digital signatures. For a listing of the documents that are required to be digitally signed and sealed please visit www.talgov.com/growth/pdf/listofreqdigitalsig.pdf.

This pamphlet is intended to walk you through the process of acquiring a digital signature by providing some general guidelines for signing and submitting in 'City Projects'.

The guidelines below are a brief synopsis of FS. 668 and FS. 117.021 at the time this pamphlet was created. Changes or additions to these statutes or new regulations are possible; therefore, it is your responsibility to monitor these to ensure that you remain in compliance. Links to these references and more can be found on our website at www.talgov.com/growth/certauthorities.cfm.

If you have additional questions about digital signatures, or the digital signature processes, please contact us at growthmgt.techsupport@talgov.com.

ACQUIRING A DIGITAL SIGNATURE AND SIGNING

The City of Tallahassee's Growth Management Department has compiled the list below of trusted Certificate Authorities who issue digital signatures for individuals. This is not a complete listing.

- **IdenTrust** — www.identrust.com/tallahassee/index.html
- **GeoTrust** — www.geotrust.com
- **GlobalSign** — www.globalsign.com
- **Chosen Security** — www.chosensecurity.com

Please note that when doing business with these companies you are not doing business with the City of Tallahassee. Also, be sure to follow these steps and note our suggestions when purchasing a digital signature and signing:

- **Purchasing a Digital Signature.** A variety of different products are provided by Certificate Authorities, depending greatly on the number of digital signatures you are purchasing. Be sure to ask for a product that has **at least a NIST Level 3** assurance for verifying your identity. You may also wish to ask about digital signatures that can support images of signatures or seals. Finally, since the Growth Management Department requires that submittals be made in PDF format, it is necessary that you purchase signatures that can be applied and verified using a PDF authoring software (purchased separately).
- **Electronic Notarization with a Digital Signature.** Your Certificate Authority will be your main source for information on applying your new digital signature by offering step-by-step instructions on the digital signing process using their products.
- **Following the Guidelines for Electronic Notarization.** The State of Florida has outlined the content and format in which your digital signature should appear in FS. 117.021.

VERIFYING AN ORIGINAL SEALED DOCUMENT

As a notary, you may be asked to verify an original paper document for a 'City Projects' review. This is done by completing a Notary Public Affidavit found at <http://www.talgov.com/growth/pdf/orig-doc-notary-affadavit.pdf>.

The intended use of this document is to allow for a Notary Public to attest that the photocopy of a document being transmitted electronically is a true and correct copy of the original document.

The digitally signed affidavit can be used for any instance where a photocopy is being made of a signed and sealed document for the purposes of submitting for a 'City Projects' review. One digitally signed Notary Public Affidavit must be submitted for each occurrence of a copy of an original document made for the purpose of submitting to 'City Projects'.

When using the Notary Public Affidavit, please follow these steps while creating your document for submittal to 'City Projects':

- 1) Scan the original signed and sealed document.
- 2) Create a PDF where the Notary Public Affidavit is the first page, followed by the scanned copy of the original document.
- 3) Be sure that all of the pages of the scanned copy are in the same order as the original document and are rotated correctly.
- 4) Name the document according to the document's specific naming convention as outlined at http://talgov.org/growth/pdf/std_naming_conventions.pdf.
- 5) Complete the Notary Public Affidavit and digitally sign the PDF.

