

### 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 Surveyor's Guide to Digital Signatures



# Professional Surveyor's Guide to Digital Signatures

## CONNECTING YOU TO THE RESOURCES YOU NEED

In the world of electronic plans review it is crucial that a surveyor be able to prove their identity and the integrity of documentation that they submit. This is done through the process of adding digital signatures and electronic seals to a document. 'City Projects' now requires that 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](http://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 are a brief synopsis of FS. 668, FS. 471.025, and the Florida Board of Professional Surveyors Rule 5J-17.062 at the time this pamphlet was created.

Changes or additions to these statutes and rules 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](http://www.talgov.com/growth/certauthorities.cfm).

If you do not have the ability to digitally sign a document, a notary may verify the integrity of the original paper document and attest to the document's authenticity using a Notary Document Affidavit found on our website at <http://www.talgov.com/growth/pdf/orig-doc-notary-affadavit.pdf>. If you have additional questions about digital signatures, or the digital signature process, please contact us at [growthmgt.techsupport@talgov.com](mailto: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](http://www.identrust.com/tallahassee/index.html)
- **GeoTrust** — [www.geotrust.com](http://www.geotrust.com)
- **GlobalSign** — [www.globalsign.com](http://www.globalsign.com)
- **Chosen Security** — [www.chosensecurity.com](http://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).
- **Signing 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 Signatures and Seals.** The Board of Professional Surveyors has outlined the content and format in which your digital signature should appear in Rule 5J-17.062.

## SUBMITTING DIGITALLY SIGNED AND SEALED DOCUMENTS IN 'CITY PROJECTS'

After digitally signing and sealing your documents, submit them to 'City Projects' as follows: Upload the documents to the 'City Projects' site by logging in and choosing the project and folder to which the documents will be uploaded by selecting the "Upload Files" button, locating the document on your PC, and finally selecting the "Upload Now" button.

The Board of Professional Surveyors also requires that a signature file be submitted. The signature file should contain the following:

- **Surveyor's Name and PSM number.**
- **Brief Overall description of documents.**
- **List of electronic files, identified by their file name.** In most cases you will be submitting one PDF file so only one file name will need to be listed.
- **SHA-1 message digest (Hash Calculation) for each file listed.** SHA-1 Hash Calculators can be downloaded off the internet for free. A few examples of these calculators are AccuHash, HashCalc, and MD5 & SHA-1 Checksum Utility. The calculator is run on the same digitally signed and sealed version of the file that was uploaded to 'City Projects' and will provide you with a unique hash calculation. Be sure to list only the hash calculation for SHA-1.

A signature file form can be found on our website at <http://www.talgov.com/growth/pdf/signature-file.pdf>. The final signature file should be printed and manually signed and sealed by the surveyor who digitally signed and sealed the PDF document. At some point during the review, the original signature file will need to be hand delivered to the Growth Management office at:

**435 N Macomb St., Tallahassee, FL 32301** or mailed to: **300 S Adams St. B-28, Tallahassee, FL 32301.**

The signature file is not required for initial submittal of the documentation, however, it must be submitted before the approval or issuance can be processed. If you have additional questions regarding signature files please contact the Land Use and Environmental Services Intake Staff at (850) 891-7100.