

Please use the examples provided below when uploading required documentation for a permit application that requires a review by Growth Management. Requirements are based on the project's scope and details of work, not ALL documents may be required.

- **Note:** If you must rename a file that contains a digital signature, please right-click on the file while viewing in a folder, and select "Rename", do NOT "Save as" and rename as this will jeopardize the verified signature. Also, if you must re-submit a document, please use the original file name the file was uploaded with initially. If the document is a revision, type "Revision" into the "Description" field on the uploads page of the permit portal.
- Remember to reduce or flatten layers when saving as a PDF from design and drafting software.

PLEASE FOLLOW THE EXACT FILE NAMING CONVENTION PROVIDED FOR THE FOLLOWING DOCUMENTS:

Project Narrative: A narrative statement outlining the scope of the project and any relevant details.

File name: AS-ProjectNar.pdf

Land Use Compliance Certificate:

File name: AS-LUCC.pdf

Owner's Affidavit:

File name: AS-OwnersAff.pdf

Preliminary Concurrency Certificate:

File name: AS-PrelimConcurrencyCert.pdf

Boundary Survey: Signed and sealed by Florida Licensed Land Surveyor

File name: AS-BoundarySur.pdf

School Concurrency Impact Analysis (if residential):

File name: AS-SchoolConcurr.pdf

NEI Exemption or Approval Letter:

File name: AS-Exemption.pdf

Limited Partition Plan Set – to include:

- Cover Sheet
- Digitally signed and sealed boundary survey of the parcel to be subdivided (by a Florida Registered Land Surveyor)
- Existing structures and parking area(s) on the parcel to be subdivided.
- Date of preparation
- Total acreage of the parcel to be subdivided

- Lot and block numbers, if applicable
- All easements on the property to be subdivided and on abutting street(s).
- A statement on the face of the plan stating that any further subdivision of the lot or lots shall be subject to the platting requirements as specified in Chapter 9 of the Tallahassee Land Development Code.
- Scale of plat, both written and graphic.
- The method by which utilities, including water, sewer, and electric will be provided to the subdivision.
- A vicinity map, which depicts the location of the proposed subdivision in relation to adjacent streets and properties.
- The 100-year flood frequency hazard area or a notation if not applicable.

File name: SD-SDDwgs.pdf

Deviation Request Form (if applicable): Form addressing the hardship and need for each individual deviation request. Any supporting documentation for each deviation should be uploaded with the form.

File names: DEV-DeviationOne.pdf, DEV-DeviationTwo.pdf, DEV-DeviationThree.pdf

Public Works Engineering Roadway & Drainage Checklist:

File name: OA-PWEngRoadDrain.pdf

Sign Posting Affidavit:

File name: AS-SignPostAff.pdf

Sign Posting Pictures:

File name: AS - SignPostPic.pdf