



CITY OF
TALLAHASSEE

LAND USE & ENVIRONMENTAL SERVICES

TYPE A SITE PLAN SUBMITTAL REQUIREMENTS

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:

<u>Required File Name</u>	<u>Document Type</u>
SP-SPDwgs.pdf	Site Plan Set (to include) <ul style="list-style-type: none"> • Cover Sheet • Site Conditions Map • Site Plan • Utility Service Plan • Landscape Plan • All Required statistical information (Site Data Table)
AS-ProjectNar.pdf	Project Narrative <i>A narrative statement outlining the scope of the project and any relevant details.</i>
AS-LUCC.pdf	Land Use Compliance Certificate (LUCC)
AS-OwnersAff.pdf	Ownership Affidavit
AS-PrelimConcurrencyCert.pdf	Concurrency Certificate (If required by the LUCC) <i>If you have not obtained a concurrency certificate but have already applied, a copy of the receipt will suffice.</i>
AS-BoundarySur.pdf	Boundary Survey <i>Signed/sealed by a Florida Registered Land Surveyor</i>
AS-SchoolConcurr.pdf	School Concurrency Impact Analysis (if residential)
AS-NFI.pdf OR AS-Exemption.pdf	Natural Features Inventory (NFI) Approval Letter OR NFI/EIA Exemption Approval Letter
AS-EIAApproval.pdf	EIA Approval Letter (if applicable)
AS-DesignReview.pdf	Design Review Approval (if applicable)