



Land Use & Environmental Services Division (850) 891-7001
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ENVIRONMENTAL PERMIT WAIVER SUBMITTAL REQUIREMENTS CHECKLIST

Submittal Requirements:

- The documents listed below are required for a submittal to be considered a complete application.
- Please use the exact file naming conventions provided when uploading the required documentation listed below.
- All documentation should be in PDF format
- 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.

Document:

File Name:

Owner's Affidavit:

AS-OwnersAff.pdf

- *Completed & notarized*
- *If multiple parcels with different owners an affidavit is required per parcel/owner*

Project Narrative:

AS-ProjectNar.pdf

- *A narrative statement outlining the scope of the project*

Site Plan:

SP-SPDwgs.pdf

- *A Plan or plan set showcasing typical site plan information, including contours, existing and proposed improvements, existing and proposed utilities, including electrical services, etc.*
- *Should include a.) Boundary delineation of all conservation or preservation areas; b.) Labeled conservation easements; and c.) Location of all protected tree.*