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NATURAL FEATURES INVENTORY (NFI) EXEMPTION 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:

Location Map:

AS-LocationMap.pdf

- *Showing location of the project site as well as major cross streets*
- *Defines the boundary of the site*

Owner's Affidavit:

AS-OwnersAff.pdf

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

Contour Map:

EX-ContourMap.pdf

- *Shows the project boundaries, property boundaries as well as land within 150 feet of the project boundary.*
- *Includes Site Contours intervals, no greater than 2 feet, wells, existing structures, utilities & general tree locations.*

Cultural Clearance Letter:

AS-CulturalLtr.pdf

- *Desktop survey of the project site by a Registered Professional Archaeologist or a professional who meets the Secretary of Interior archaeologist qualification standards.*
- *The report from the archeologist shall provide a definitive recommendation for the project to proceed with or without an archaeological field survey.*