



## STORMWATER OPERATING PERMIT 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
- Description of facilities to be permitted, whether it is a dry detention, wet detention, sand filter or retention facility

Capacity Accounting Record:

AS-CptyAcctRcd.pdf

- Detail of operating capacity of the facility
- Must include digital P.E. Seal

Location Map:

AS-LocationMap.pdf

- Showing location of the project site as well as major cross streets
- Defines the boundary of the site
- Provided on the site plan or attached as a separate document

Drainage Area Map:

OP-DrainageAreaMap.pdf

- Showing the limits of the drainage area contributing to the stormwater facility
- Includes flow patterns, roof drain systems, etc.

Operation and Maintenance Plan:

AS-OMPlan.pdf

- A Plan outlining the specific operating procedures including routine, intermittent and annual maintenance
- Include possible facility adjustments and how and when they will be made
- Also include maintenance of wetlands or aquatic species vegetation if any exist and/or are required

Stormwater Facility As-Builts

OP-AsBuiltRcdDwgs.pdf

- A plan sheet or series of plan sheets that show the constructed stormwater management facility and its components as applicable (outfall structure, etc.)
- Must be signed & sealed by a registered land surveyor

If a Stormwater Management Facility Property Owners Association (SWMFPOA) is required, then the below documents must also be submitted:

Articles of Incorporation and Bylaws of the SWMFPOA: AS-ArtIncoprByLaws.pdf

- *Approved by the director as meeting the requirements of Chapter 5 of the City of Tallahassee Land Development Code, and other local government requirements if any*
- *Recorded in the official Record Books of Leon County*

FL Certificate of Good Standing: AS-CertGoodStanding.pdf

- *Issued by the Florida Secretary of State*

Parcel Map: AS-ParcelMap.pdf

- *A map indicating each parcel with the parcels tax identification number showing each owner that is required to maintain membership in the SWMFPOA.*