



**Land Use & Environmental Services Division** (850) 891-7001  
435 N. Macomb Street  
Mail: 300 S. Adams Street, Box B-28, Tallahassee, Florida 32301-1731  
Fax: (850) 891-7184 Florida Relay Service TDD: 711

## **TREE IMPACT/REMOVAL SUBMITTAL REQUIREMENTS CHECKLIST**

- 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.

***For an application to be eligible for review the following materials must be provided. All documentation should be in PDF format and named using the Standard Naming Conventions listed.***

### **Document:**

### **File Name:**

Ownership Affidavit:

AS-OwnersAff.pdf

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

Location Map:

AS-LocationMap.pdf

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

Site Plan:

SP-SPDwgs.pdf

- *Indicating the tree location(s), the tree species & the tree size*

Mitigation Narrative Plan:

AS-MitigationNar.pdf

- *Indicating the number of trees to be removed and how tree debits will be resolved*

Arborist Letter:

AS-ArboristLtr.pdf

- *May include arboricultural mitigation or similar tree assessment*
- *If applicable*