

**Required Attachments:** Following are required attachments, other supporting information may be necessary.

Narrative     Owner's Affidavit (original)     Location Map     Natural Features Map

\*\*\*Color documents should also be submitted in electronic form in one of the following formats: .tif; .pdf; .jpeg; or .bmp\*\*\*

1. Property Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip  
Telephone #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_
2. Applicant's (Optionee) Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip  
Telephone #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_
3. Agent's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip  
Telephone #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_
4. Other Contact Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip  
Telephone #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_
5. Project Name: \_\_\_\_\_
6. Total Acreage of Project Site \_\_\_\_\_
7. Parcel Tax ID # (s): \_\_\_\_\_
8. LUCC #: \_\_\_\_\_
9. Does the site contain 100 year floodplain?     Yes     No    (Application fees are based on whether the site contains floodplain.)
10. Drainage Basin?     1=Lake Jackson     2=Lake Lafayette     3=Lake Munson     4=Other \_\_\_\_\_
11. Closed Basin Name(s): \_\_\_\_\_

NOTE: PROPERTY OWNER, CONSULTANT, APPLICANT (OPTIONEE), AND OTHER CONTACT PERSON WILL BE COPIED ON ALL CORRESPONDENCE FROM THE GROWTH MANAGEMENT DEPARTMENT

Growth Management Department | Land Use & Environmental Services Division | Phone: (850) 891-7001, option 4 | Fax: (850) 891-7184  
Location: 435 N. Macomb Street, Tallahassee, FL 32301 | Mailing: 300 S. Adams Street, Box B 28, Tallahassee, FL 32301

12. Natural Features (Conservation or Preservation Area) Information: Indicate which of the following conservation and preservation areas exist on or are adjacent to your site by providing the following statistics. Continue on a separate sheet if needed.

Preservation Areas	Sq Ft	Conservation Areas	Sq Ft
Unaltered Floodplain		Altered Floodplain	
25 year <b>Elevation:</b> _____		25 year <b>Elevation:</b> _____	
100 year <b>Elevation:</b> _____		100 year <b>Elevation:</b> _____	
Unaltered Wetlands		Altered Wetlands	
Unaltered Waterbodies		Altered Waterbodies	
Unaltered Watercourses		Altered Watercourses	
Severe Grades (over 20%)		Significant Grades (10 to 20%)	
Native Forest		High Quality Succession Forest	

13. Sq. Ft. of Archaeological Sites on the Property: \_\_\_\_\_

14. Sq. Ft. of Historical Sites on the Property: \_\_\_\_\_

15. Endangered or Threatened Species or Species of Special Concern Present:  
 \_\_\_1=Gopher Tortoise \_\_\_2=Bent Golden Aster \_\_\_3=Other: \_\_\_\_\_

16. Special Development Zone: \_\_\_1=Lake Jackson \_\_\_2=Lake Lafayette \_\_\_3=Fred George Basin  
 \_\_\_4=Lake Iamonia \_\_\_5=Bradford Brook Chain of Lakes \_\_\_6=None

17. Special Development Zone A Sq. Ft.: \_\_\_\_\_

18. Special Development Zone B Sq. Ft.: \_\_\_\_\_

19. 100 Year Storm Event Flood Exclusion Zone Elevation: \_\_\_\_\_

20. Karst Features (Sink Holes) Sq. Ft.: \_\_\_\_\_

21. Canopy Road Name: \_\_\_1=Centerville \_\_\_2=Meridian \_\_\_3=Miccossukee  
 \_\_\_4=St. Augustine \_\_\_5=Old Bainbridge \_\_\_6=None

22. Number of wells (monitor or supply) present on the property: \_\_\_\_\_

FOR REFERENCE ONLY

# Checklist

Please check to indicate items that have been addressed.

1. This completed **Application form, Checklist, Owner's Affidavit (original), and Required Fee.**
2. **Location Map** with north arrow.
3. Color documents should also be submitted in electronic form in one of the following formats: .tif, .pdf, .jpeg, or .bmp.
4. **Narrative (s).** Provide a narrative that describes the conservation and preservation areas identified on or adjacent to the site. Include detailed descriptions of the vegetation and wildlife observed or anticipated to be on site. Include any information about past activities that may have contributed to the present day site conditions. It may be helpful to compare the site vegetation to the community types identified in "Guide to the Natural Communities of Florida" or comparable reference materials that provide qualitative or quantitative descriptions of Leon County vegetation. The guide is available for purchase from the Florida Forever Program, Office of Environmental Services, Division of the State Lands, (850) 487-1750. Ecosystems of Florida, Meyers and Ewel, 1991, University of Central Florida Press is another useful reference. Additional resources for listed species information include the Florida Game & Fresh Water Fish Commission at (850) 488-6661, FAX (850) 922-5679 and the Florida Natural Areas Inventory at (850) 224-8207. If the site is greater than 20 acres, a Florida Natural Areas Inventory will be required and a copy must be included with this submittal.
5. **Site reference information.** Include property boundary corner stakes, wetland boundary flags, other environmental constraint boundary flags, survey points, numbered trees, etc. Use highly visible surveyor's tape to delineate features. Tree Tags - On sites with dense vegetation or numerous trees, tagging and numbering of some protected trees should be provided for on site orientation. Numbers should correspond to trees noted on the contour map. Consult with Review staff before undertaking extensive tree tagging or surveying.
6. **Aerial Photograph.** Provide original full sheet blueline aerial or other comparable aerial photo. GIS or DOT aerials are acceptable. Xerox copies are not acceptable. Label site property boundaries on the aerial. Large sites or sites with multiple natural features may require additional aerial photos. Photos may be purchased from the Tallahassee Leon County GIS Dept. - 488-8020, the Dept. of Transportation Aerial Surveys Division - 488-2250, or local blueprint stores.
7. **Natural Features Map.** A Natural Features Map is the boundary and topographic survey (contour map) that depicts the boundaries of all conservation and preservation areas found on or adjacent to the site. The map should include the site's contours at a 1 foot contour interval, property boundaries, wells, existing structures and utilities and general tree locations. The NFI Map will be 24" x 36" and have a scale of 1" to 60' or larger (i.e. 1" to 40'). Public Infrastructure projects may use alternate mapping methods at the discretion of the Growth Management Department. The NFI Map will serve as a reference map throughout the land development review process.
8. **Conservation or Preservation Areas.** Boundaries of the conservation and preservation areas listed on page 1 of the application form or in the Tallahassee Land Development Code must be surveyed and depicted on the NFI map. A qualified professional retained by the applicant shall demarcate the jurisdictional boundary of conservation or preservation areas.
9. Identify the **25 and 100 year Floodplains** on the NFI map. Distinguish between altered and undisturbed floodplain. The 100 year flood elevation must be identified for projects that have all or a portion of the property located within the 100 year floodplain. The base flood elevation should be determined as follows: 1. Under no circumstances can a base flood elevation be accepted which is lower than that specified in the latest FEMA study; 2. For sites within a 100 year floodplain, as defined by the City of Tallahassee Land Development Code, where a FEMA base flood elevation was not provided, the applicant should either: a) use the best available data from the inventory of drainage studies to determine the base flood elevation (studies may include, but are not limited to, the USGS-91 study, a local government approved drainage study, or a private engineering study) or b) use the certified results of a drainage study performed by a professional engineer.
10. **Drainage Basin Map.** Provide a drainage basin map that includes basin area and flows.
11. Indicate the **soil types** on site. Refer to the Soil series as indicated in the Soil Survey of Leon County.
12. **Karst features:** Discuss the method of detection in the NFI narrative and indicate if they are active or inactive.
13. Show the location of all **wells** (water supply or monitoring), areas susceptible to **groundwater contamination** or areas known to be contaminated on the NFI map.
14. **Listed Species.** Map the location of all endangered species, threatened species, or species of special concern. Additionally, delineate the habitat boundaries of each listed species. Listed species habitat must be preserved in its entirety. As per the City of Tallahassee Land Development Code, if the applicant can prove that development activities will provide a net benefit to each listed species, the preservation area of habitat for listed species may be reduced. A management plan approved by local, state, and federal resource management agencies is required prior to environmental impact analysis approval.
15. **Cultural Resource Assessment.** A Cultural Resource Assessment is a process through which the applicant must submit information to the State of Florida, Bureau of Historic Preservation, Compliance Review Section (850) 245-6333 to determine whether there are known or there is a potential for significant archaeological or historical resources to exist on site. A copy of the clearance letter must be received by the Growth Management Department prior to approval of the NFI .