



**Land Use & Environmental Services Division (850) 891-7100**  
 Location: 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

## ENVIRONMENTAL MANAGEMENT PERMIT APPLICATION

**Property Owner's Information:**

Name: \_\_\_\_\_  
 Mail Address: \_\_\_\_\_  
 \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip  
 Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

**Agent's Information:**

Name: \_\_\_\_\_  
 Mail Address: \_\_\_\_\_  
 \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip  
 Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

**Applicant's (Optionee) Information:**

Name: \_\_\_\_\_  
 Mail Address: \_\_\_\_\_  
 \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip  
 Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

**Other Contact Person (if applicable):**

Name: \_\_\_\_\_  
 Mail Address: \_\_\_\_\_  
 \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip  
 Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

**Project Information**

Parcel Tax ID # (s): \_\_\_\_\_  
 LUCC #: \_\_\_\_\_ Total Acreage of Project Site: \_\_\_\_\_  
 Project Name: \_\_\_\_\_

Site Address or Location: \_\_\_\_\_

Application Type:  LDO - Land Disturbance Only,  STD - Standard,  GEN - General Permit,  MINOR- Minor,  ROAD- Roadway

Development Type:  (1=Site Development; 2=Site Redevelopment)

Project Type:  (1=Residential Subdivision 3=Multi-Family 5=Industrial 7=Institutional 9=Roadway  
 2=Commercial Subdivision 4=Commercial 6=Governmental 8=Silviculture 10=Other)

Tree Removal:  Yes  No If Yes, # of Trees Removed: \_\_\_\_\_ Type: \_\_\_\_\_ (1=Patriarch 2=Canopy Road 3=Wetland 4=Other)

Landscaping:  Yes  No

Is this application being submitted due to enforcement action?  Yes  No

Has this development received Site Plan Approval?  Yes  No If Yes, provide copy of Approval Letter.

Area in Flood Zone?  Yes  No

Area in Special Development Zones?  Yes  No If Yes, Name: \_\_\_\_\_

<b><u>Development:</u></b>	<u>Square feet</u>	<u>% of Site</u>	<u>Square feet</u>	<u>% of Site</u>
Disturbed Area:	_____	____%	Landscape Area:	_____
Impervious Area Pre-Development:	_____	____%	Urban Forest Area:	_____
Impervious (+)Added or (-) Removed:	_____	____%		
Impervious Area Post Development:	_____	____%		

**NOTE:** The following stormwater models will be accepted for: Pond Analysis -- 1) XP-SWMM; 2) SWMM; 3) ICPR; 4) ModRet  
 Conveyance Analysis -- 1) Flow Master; 2) Hand Calculations

## ENVIRONMENTAL PERMIT CHECKLIST

**FEE:** Fees for LDO, MINOR, and STD projects are compound fees. This means that individual assessments for each component (stormwater, landscaping and tree removal) are added together for a total fee. Not all projects will involve landscaping or tree removal, so fees for these projects must be calculated on a case-by-case basis. Refer to the **Fee Schedule** form to determine the appropriate fee amount.

### Submittal Requirements:

- \_\_\_\_\_ 1. The application form is complete with all blanks filled in or marked "N/A" as not applicable.
- \_\_\_\_\_ 2. Copy of the Site Plan Final Approval letter. If there was no site plan review required, then a copy of the EIA approval or NFI/EIA exemption letter must be provided or an application for an EIA must be included with this submittal.
- \_\_\_\_\_ 3. A location map provided on the site plan or attached as a separate document.
- \_\_\_\_\_ 4. Project statement or narrative. This may be a single page document, part of a report, or part of the site plan.
- \_\_\_\_\_ 5. Completed "Affidavit of Ownership and Designation of Agent" (must be an original).
- \_\_\_\_\_ 6. Two (2) sets of plans are required at time of submittal. Four (4) sets are required if the project is for a subdivision with publicly dedicated streets and drainage. Additional sets will be required before permit issuance. Plans must contain embossed seal, signature, and date.
- \_\_\_\_\_ 7. Certified copy of the Stormwater Management Design Report.
- \_\_\_\_\_ 8. The application fee shall be paid at time of submittal. Department of Transportation (DOT) is exempt from paying fees. Leon County School Board is approved to pay by purchase order. City projects should use a budget transfer memo and should be submitted with the application.
- \_\_\_\_\_ 9. Color documents should also be submitted in electronic form in one of the following formats: .tif, .pdf, .jpeg, or .bmp.

**Please note:**

**If deficiencies are noted, the submittal package may be returned to the applicant.**