



CITY OF  
TALLAHASSEE

LAND USE & ENVIRONMENTAL SERVICES

MINOR AND MAJOR MODIFICATION SUBMITTAL REQUIREMENTS

Please use the examples provided below when uploading required documentation for a permit application that requires a review by Growth Management. Requirements are based on the project’s scope and details of work, not all documents may be required.

- **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.

**PLEASE FOLLOW THE EXACT FILE NAMING CONVENTION PROVIDED FOR THE FOLLOWING DOCUMENTS:**

<u>Required File Name</u>	<u>Document Type</u>
SP-SPDwgs.pdf	Site Plan Set (with previously approved site plan and revised plan with changes)
AS-ModificationNar.pdf	Modification Narrative <i>Narrative describing the proposed modification(s) to the previously approved plan.</i>
AS-LUCC.pdf	Land Use Compliance Certificate (LUCC)
AS-OwnersAff.pdf	Ownership Affidavit
AS-ModificationLtr.pdf	Modification Determination Letter <i>Letter from the Land Use Administrator stating the required modification type, either Major or Minor.</i>
AS-BoundarySur.pdf	Boundary Survey <i>Signed/sealed by a Florida Registered Land Surveyor</i>

**For Major Modifications Only:**

DEV-DeviationOne.pdf, DEV-DeviationTwo.pdf, DEV-DeviationThree.pdf	Deviation Request Form (if applicable)  <i>Form addressing the hardship and need for each <b>new</b> individual deviation request. Any supporting documentation for each deviation should be uploaded with the form.</i>
AS-SignPostAff.pdf	Sign Posting Affidavit
AS-SignPostPic.pdf	Sign Posting Pictures