

## **ProjectDox** – UPLOADING OF FILES & NAMING OF DOCUMENTS

Prior to uploading applications and forms to Project Dox, please ensure all documents are complete and contain any supporting information/forms necessary to make application. Applications that are incomplete will not be scheduled for an application review meeting, until such time the necessary information and appropriate review fees are received. For your convenience, Project Dox recognizes approximately 200 types of file extensions. When uploading documents to Project Dox, please upload all files to the Applicant Upload Folder and name/save project files and documents in accordance with the following:

### **Site Plan Applications**

A site plan application and supporting documents for the Application Review Meeting shall be completed and saved as follows:

i.e. ARMapp.pdf

A site plan application for the Development Review Committee (DRC) Meeting shall be completed and saved as follows:

i.e. DRCapp.pdf

The site plan application is available on the Department website at:

[http://cms.leoncountyfl.gov/Portals/0/growth/developmentservices/docs/SitePlanApp\\_IA.pdf](http://cms.leoncountyfl.gov/Portals/0/growth/developmentservices/docs/SitePlanApp_IA.pdf)

### **Site Plan**

The site plans shall contain all of the necessary sheets and information set forth in the application submittal checklist. Plan sheets shall be saved as follows:

i.e. siteplan.pdf

### **Ownership affidavit**

Ownership affidavits shall be signed and notarized by all property owners and saved as follows:

i.e. owneraffidavit.pdf

The Ownership Affidavit/Designation of Agent form is available on the Department website at:

[http://cms.leoncountyfl.gov/Portals/0/growth/developmentservices/docs/SitePlanApp\\_IA.pdf](http://cms.leoncountyfl.gov/Portals/0/growth/developmentservices/docs/SitePlanApp_IA.pdf)

### **Permitted Use Verification**

As a pre-submittal requirement, the applicant shall have obtained a PUV that has been determined "eligible" or "conditional."

A copy of the PUV shall be provided and saved as follows:

i.e. PUV.pdf

### **Environmental Management Permit (EMP) Application**

The Final Design Plan Approval Track requires the site plan application to include an application for EMP. The EMP application shall be submitted at the same time as the site plan application.

The Environmental Management Permit electronic application submittals guide is available on the Department website at:

<http://cms.leoncountyfl.gov/Home/Departments/Development-Support-and-Environmental-Management/Environmental-Services>

**Environmental Impact Analysis (EIA) application**

The Concept Plan Approval Track requires the site plan application to include an application for EIA. The EIA application shall be submitted at the same time as the site plan application.

**Concurrency application**

An application for concurrency is required for all site plan application submittals. The application for Concurrency review shall be submitted at the same time as the site plan application.

The Concurrency Application and Traffic Impact Analysis form shall be saved as follows:

- i.e. concurrencyapp.pdf
- i.e. concurrencytia.pdf

The Concurrency Application and Traffic Impact Analysis form are available on the Department website at:

- <http://www.leonpermits.org/Permits/forms/concurrencyIA.pdf>
- [http://www.leonpermits.org/GROWTH/permits/forms/Concurrency\\_large\\_project\\_TIA\\_IA.pdf](http://www.leonpermits.org/GROWTH/permits/forms/Concurrency_large_project_TIA_IA.pdf)

**Natural Features Inventory (NFI)**

As a pre-submittal requirement, the applicant shall have obtained an approved Natural Features Inventory prior to filing a site plan application.

A copy of the approved or approved with conditions NFI can be saved as follows:

- i.e. NFI.pdf

**Parking Standards Committee Review**

There may be a need to request a deviation from the Parking Standards established Section 10-7.545 of the Land Development Code. Any requests for Parking Standards Committee Review shall accompany the site plan application. Applications for Parking Standards Committee Review are available at the Department of Growth and Environmental Management at 435 N. Macomb Street, 2<sup>nd</sup> Floor, Tallahassee, FL 32301

Requests for Parking Standards Committee Review can be saved as follows:

- i.e. pkgstdsreview.pdf

**Deviation from Development Standards**

There may be a need to request a deviation from a development standard set forth in the Land Development Code. All requests for development standard deviations shall be consistent with the Comprehensive Plan. There is not a Deviation from Development Standard application. However, requests shall accompany the site plan and shall include a narrative that addresses the criteria for granting such deviations set forth in Section 10-1.106 of the Land Development Code.

Requests for Deviations from Development Standards shall be saved as follows:

- i.e. deviation.pdf