Development Support & Environmental Management Dept. 435 North Macomb Street, 2nd Floor Tallahassee, FL 32301 (850) 606-1300	**ENVIRONMENTAL MANAGEMENT PERMIT APPLICATION**	E – 3

Shaded areas are for staff use only

Fee Paid, Amount & Date _____ LDR # _____

Data Entry By & Date _____ LEM # _____ Stamp Date Received Above

Is this an application to amend a prior permit? ☐ Yes ☐ No If yes, provide project name & permit #_____

Has this application been submitted in response to enforcement action? ☐ Yes ☐ No

Project Type: (check one)

- ☐ Single Family Subdivision
- ☐ Multi Family Subdivision
- ☐ Multi Family Unit
- ☐ Commercial
- ☐ Industrial
- ☐ Governmental
- ☐ Silviculture
- ☐ General Utility
- ☐ Other

Driveway Connection Permit

- ☐ Type I
- ☐ Type II
- ☐ Type III
- ☐ Type IV

Permit Components Applied For:

Stormwater:
(check only one)
- ☐ Short Form B-Low (SFBL)
- ☐ Short Form B-High (SFBH)
- ☐ Standard Form (SFP)

Tree Removal:
(Check all that apply)
- ☐ Patriarch
- ☐ Canopy Road
- ☐ Protected Area (i.e. Floodplain, Wetland, Special Development Zones)
- ☐ Other

Number of trees to be removed: _____

Landscape:
Yes ☐ No ☐

Property/Project Information:

Project Name: _____ Total Acreage of Proposed Site: _____

Parcel Tax ID# (s): _____ Subdivision Name: _____

Development Site Address (or location): _____ Site Zip Code _____

Ownership Information:

Owner: _____ Email: _____ Telephone: (____) _____

Mailing Address: _____
Street Address City State Zip

Consultant Information:

Firm: _____ Consultant Contact: _____

Email: _____ Telephone: (____) _____ Fax: (____) _____

Mailing Address: _____
Street Address City State Zip

Concurrency Status:

Exempt, Vested, Concurrency Project Title _____ Permitted Use Verification # _____

Expiration Date _____ Expiration Date _____

Physical Features Information:*

Drainage Basin? ☐ Lake Jackson ☐ Lake Lafayette ☐ Lake Iamonia ☐ Other _____

Watershed, if any? _____ Predominant Soil Types _____

Is any of the site located within a Closed Basin? ☐ Yes ☐ No If yes, name: _____

Is the site located within any Special Development Zones? ☐ Yes ☐ No If yes, name: _____

	Square Feet	% of Site		Square feet	% of Site
Disturbed Area on Project Site:	_____	_____	Impervious Area, Pre-development:	_____	_____
Natural Area preserved:	_____	_____	Impervious (+) Added or (-) Removed	_____	_____
Landscaped Area:	_____	_____	Impervious Area, Post-developed	_____	_____

Conservation Easement Requirements

(Only for sites requiring Conservation Easements)

All conservation easements required as part of the permit must be received, approved and executed prior to issuance.

The following documents are required to ensure this process is completed and does not delay permitting:

1. An executed conservation easement agreement. Please note there are several forms of the conservation easement agreement document. Check with environmental staff to avoid delays in permitting due to inadequate agreements.

2. Legal description and sketch of the easement area.

3. A plat or picture of the property with easement area indicated.

The conservation easement agreement, along with the legal description and sketch, will be reviewed by staff in coordination with the County Attorney's Office for approval. Once the conservation easement is approved, staff will contact the applicant and provide the original conservation easement for recording. The Official Record Book and Page numbers (OR BK#, PG#) shall be provided back to staff for verification.

Environmental Permitting
Overview and Fee Schedule

VEGETATION PERMITS

1. Tree Removal Permit [Form E-3v or E-3]

$114 for first 100 protected trees + $1.97 for each additional protected tree

Tree removal permits are issued as either a stand-alone permit for limited tree removal or in combination with a stormwater environmental permit. Any request to remove or relocate any protected tree should be made through submission of a permit. Protected trees and exemptions are defined in Section 10-4.362 of the Leon County Code.

Examples for stand-alone permits:
* Removal of up to three (3) protected trees without stump removal (stump grinding allowed)
* Removal of one (1) protected tree with stump removal

Removal of numerous trees is typically handled within a Vegetation Management Plan or Stormwater Permit.

2. Vegetation Management Plan [Form E-3v]

$120

Vegetation Management Plans (VMPs) are issued for minor soil disturbance activity and changes to existing vegetation that will not result in a significant change to stormwater runoff. VMPs typically cover agricultural activities, including forest management on lots that do not have an agricultural exemption from the Leon County Property Appraiser. Removal of protected trees associated with the activity can be addressed during the review of the VMP permit application.

Examples:
*Establishing a 50' vegetated waterbody buffer (ex: to create a lake view)
* Dock construction which impacts protected shoreline vegetation (ex: trees, wetland plants, etc.)
* Tree removal/thinning on a lot with an existing residential structure
* Silviculture activity on lots that do not have an agricultural exemption from the Leon County Property Appraiser
* Establishment of large residential gardens or small orchards
* Creation of recreational trails
* New driveways on a canopy road

Large scale soil disturbance activity will require a Stormwater Permit to ensure stormwater impacts are adequately addressed. Projects with landscape requirements as a condition of site plan approval will need to submit a landscape permit instead of a VMP.

3. Landscape Permit [Form E-3]

$780 minimum – (base fee of $780 for 1st 5,000 sq. ft. of impervious area, plus $0.01/sq. ft. in excess of 5,000 sq. ft., but less than 50,000 sq. ft., plus a fee of $0.02/sq. ft. for 50,000 sq. ft. and above)

Landscape permits are issued as either a stand-alone permit or in combination with a stormwater permit. Landscape permits are necessary for projects that must meet landscaping requirements as a condition of site plan approval. If protected trees will be damaged or removed as part of the proposed landscaping activity, a tree removal permit fee is also required. The landscaping and tree removal are reviewed within the same permit application.

Examples for stand-alone landscaping permits:
* Replanting a required landscape buffer
* Changing plant species and locations for commercial parking lot landscape islands

STORMWATER PERMITS

4. Short Form A: Building Permit [Form B-1]

$372 (environmental fee added to other applicable building and development services fees)

This permit covers environmental review for some types of construction activity that require a building permit and do not result in a significant change to stormwater runoff at property boundaries or changes in vegetative cover over a large area. This permit is also used to address the impacts associated with the demolition of existing structures. Environmental review process associated with this permit can include issues such as interior lot drainage, stabilization of disturbed soils, erosion and sediment controls, and construction activity (including construction staging) near floodplains, wetlands and other preservation areas. Removal of protected trees within 20 feet of the proposed improvements can be addressed within the building permit application without the need for submittal of a Short Form B permit application.

Examples:
* Single family residential structures, including manufactured and mobile homes
* Accessory structures, additions to existing residential structures and swimming pools
* Retaining walls taller than 24"
* Docks/Piers that do not impact protected shoreline vegetation (ex: trees, wetland plants, etc.)
* Demolition of residential or commercial structures

5. Short Form A: Low Intensity [Form E-3a]

$372

This permit covers environmental review of small-scale development activity that does not require submittal of a building permit and does not result in a significant change to stormwater runoff at property boundaries or changes in vegetative cover over a large area. Projects can include small residential projects, as well as infrastructure or accessory support for non-residential development activities that do not require stormwater treatment or attenuation and do not cause adverse impact to environmentally sensitive features. Environmental review can include issues such as interior lot drainage, stabilization of disturbed soils, erosion and sediment controls, and construction activity (including construction staging) near floodplains, wetlands and other preservation areas. If protected trees will be damaged or removed as part of the proposed activity, a tree removal permit is also required. Tree impacts (excluding tree removal) are addressed during the review of the Short Form A: Low Intensity permit application.

Examples:
* Utility pads along roadways
* Minor excavation or fill activity not associated with construction
* Drainage improvements
* Retaining walls shorter than 24"

6. Short Form B: Low Intensity (SFBL) [Form E-3]
$720 base fee for 1st 5,000 sq. ft. of disturbed area, plus $0.02/sq.ft.in excess of 5,000 sq. ft.

This permit is for relatively small projects that must address stormwater conveyance issues internal to the project area, but do not have a substantial public impact on stormwater run-off or environmental features. SFBLs may be required for activities that are temporary and have very little or no impervious area associated with them. Environmental review can include issues such as interior lot drainage, stabilization of disturbed soils, erosion and sediment controls, and construction activity (including staging) near floodplains, wetlands and other preservation areas. If protected trees will be damaged or removed as part of the proposed activity, a tree removal permit fee is also required. Tree impacts (excluding tree removal) are addressed during the reviewed of the SFBL permit application.

Examples:
* Installation of buried service lines within the road right-of-way not covered by a general permit
* Removal of impervious area and replacing it with pervious area
* Storm drain system or channel improvements
* Large scale silviculture practices on lots that do not have an agricultural exemption
* Minor roadway shoulder, ditch and stormwater facility activities necessary to meet current code requirements not covered by a general permit or qualified for an exemption
* Underground tank removal if greater than 1,000 square feet of disturbed area

STORMWATER PERMITS (Cont.)

7. Short Form B: Low Intensity (SFBL) for Limited Partition, Policy 2.1.9, and 1 into 2 Subdivisions [Form E-3s]
$720

This is a specialized SFBL permit application created for the unique requirements of 1 into 2 "ASAP" subdivisions, Limited Partition subdivisions, Policy 2.1.9. subdivisions, judicially subdivided lots, and additional dwelling units. This permit can address issues such as interior lot drainage, access road design, pass-through drainage and access easements, conservation easements and preservation affidavits, stormwater management facility design, stabilization of disturbed soils, tree impacts and mitigation, and erosion and sediment controls. Tree removal and landscape components are included within this type of permit without the need for additional permit applications.

Examples:
* 1 into 2 Subdivisions and projects completing the Administrative Streamline Application Process (ASAP)
* Limited Partition Subdivisions
* Policy 2.1.9. Subdivisions
* Judicial subdivision of property
* Additional dwelling units

8. Short Form B Permit - High Intensity: (SFBH) [Form E-3]
$1,344 base fee for 1st 5,000 sq. ft. of disturbed area, plus $0.01/sq.ft. in excess of 5,000 sq. ft.

This permit is for projects that must mitigate moderate impacts to stormwater runoff. SFBH's also include development of individual sites which are part of an approved Master Planned Commercial Subdivision (MPCS) or subsequent phases of a phased development. These developments typically have stormwater management facilities (SWMFs) designed to mitigate adverse stormwater impacts. Typically, landscaping and tree-related issues will be addressed during the review of the SFBH permit application.

Examples:
* Development of a commercial structure within an MPCS
* Development of a subsequent phase of a phased development
* Redevelopment activities that do not require additional stormwater treatment or rate control

9. Stormwater Standard Form Permit: (SFP) [Form E-3]
Fee varies - see fee schedule

This permit is for projects that must mitigate significant impacts to stormwater runoff. Standard permits typically involve development of projects that either have an individual on-site SWMF for the commercial development or a

master SWMF for a subdivision (residential or commercial). In most cases, landscaping and tree-related issues will be addressed during the review of the SFP permit application.

Examples:
* New commercial development
* Single or multifamily subdivisions
* Multifamily apartments
* Industrial, governmental, institutional, or other nonresidential development

ENVIRONMENTAL ANALYSIS

A two-component environmental analysis is required in conjunction with all standard form permit application requests. In addition, an environmental analysis is also required for all proposed subdivisions, conceptual or final Planned Unit Developments (PUDs), projects which include 40% or more of the site area located in a conservation or preservation overlay protection district, site and development plans, roadway projects on new locations, and the widening of existing roadways.

10. Part 1: Natural Features Inventory (NFI)

An NFI is the first component of an environmental analysis and includes the identification and mapping of all conservation areas, preservation areas and special development zones located on or adjacent to the property under review. There are three types of NFI applications which are summarized with the following:

a. Natural Features Inventory [Form E-7]
No floodplain: $1,584 base fee, plus $28 per acre over 5 acres
With floodplain: $2,064 base fee, plus $29 per acre over 5 acres

This is the typical or standard NFI application. Typically, the applicant will hire a duly qualified professional to perform the field work and prepare the NFI documents required to complete the application.

b. Natural Features Inventory for 2.1.9 and Limited Partition Subdivisions [Form E-8]
$1,128

This type of NFI application is submitted in conjunction with all proposed Policy 2.1.9, Limited Partition, and 1 into 2 Lot subdivisions. Additionally, it is also submitted in conjunction with all judicially subdivided properties, projects requiring ASAP review, and all requests for additional dwelling units. Leon County staff performs all required field work and prepares the NFI documents; however, the property owner has the option to submit a standard NFI prepared by a qualified professional hired by the applicant.

c. Natural Features Inventory – No Impact [Form E-9]
$180

The no impact NFI application can be submitted for parcels that are 20 acres or less AND do not contain any environmentally sensitive features that are protected by the County's Land Development Code (LDC). If significant natural features are identified on the property, a standard NFI will need to be completed, including the submittal of the appropriate application review fee. The applicant will be notified if the completion of a standard NFI is required.

11. Part 2: Environmental Impact Analysis (EIA)

The EIA is typically addressed during the stormwater application permit review process associated with a proposed project. A separate or stand-alone EIA application is required for all proposed PUDs and all proposed developments in the site and development plan Concept Plan Approval (CPA) review process.

Environmental Impact Analysis [Form E-2]
No floodplain - $1,356 base fee, plus $24 per acre over 5 acres
With floodplain - $1,890 base fee, plus $30 per acre over 5 acres
With floodplain & off-site discharge - $1,890 base fee, plus $36 per acre over 5 acres

This EIA application and associated review process is required for all proposed projects in the site and development plan CPA review track. The EIA must provide a conceptual development plan and analysis/calculations sufficient to demonstrate that stormwater and other applicable onsite environmental requirements can be accommodated within the general footprint of the proposed development's concept plan.

MISCELLANEOUS ENVIRONMENTAL PERMITS & FEES

12. General Permit (Utility or Government)
$14,190

This permit is for activities routinely undertaken by federal, state and local governments and public utilities on an ongoing basis. For purposes of this permit, routine activities typically include (but is not limited to) vegetation management for overhead utility line clearance; installation and maintenance of minor underground utility service lines; relocation of existing utilities; roadway, shoulder, ditch and stormwater facility maintenance; and maintenance of parks and recreation facilities.

13. Operating Permit [E-4]
Initial Fee: $628 (no initial fee is required for individual single-family lots)
3-yr Renewal Fee: $120 less than 5,000 sq. ft. impervious and no structures or filters; all others $300

Under the provisions of the County's LDC, a SWMF cannot be finalized by the County or utilized by the owner without an approved SWMF operating permit. SWMF operating permits must be renewed every three years and typically include an inspection of the SWMF by County staff.

14. Amendments/Resubmittals/Extensions
50% of initial fee, up to maximum of $1,200 for each process listed below

Amendments
Amendments to issued permits are required for changes to plans approved for a permitted site, unless a determination is made by staff that the proposed changes or revisions can be adequately addressed in the project's as-built submittal. Substantial changes, including significant increases in impervious area, changes in intended land use, modification of the permitted stormwater management system, new phases of development or other additions shall not be treated as an amendment, but will require submittal of a new permit application.

Resubmittals
A resubmittal fee will be assessed and collected by the County at the time of the third and each subsequent resubmittal of any application which requires staff review and comments relating to the preceding submittal, and/or indicates a need for additional information.

Extensions
Permits may be extended, by written request of the applicant and approval of the director, for successive periods of time not to exceed 12 months each, provided the written request is made prior to the expiration of the prior approval and provided continuous good faith efforts have been made to complete the development.

NEW LCDSEM FEE SCHEDULE EFFECTIVE OCTOBER 1, 2008

Environmental Services Fees

	Fee Category [Form]	Fee
Vegetation	**Vegetation Permits**	
	1. Tree Removal Permit [E-3v or E-3]	Base fee of $114 for first 100 trees plus $1.97 per tree in excess of 100 trees
	2. Vegetative Management Plan [E-3v]	$120
	3. Landscape Permit [E-3]	Base fee of $780 1st 5,000 sq. ft of impervious area plus $0.01/sq. ft. in excess of 5,000 sq. ft., but less than 50,000 sq. ft., plus a fee of $0.02/sq. ft.50,000 sq. ft. and above
Stormwater	**Environmental Management Permits (EMP) Short Form**	
	4-5. Short Form A [B-1 or E-3a]	$372
	6. Short Form B – Low Intensity [E-3]	Base fee of $720 1st 5,000 sq. ft. of disturbed area, plus $0.02/sq. ft. in excess of 5,000 sq. ft.
	7. Short Form B – Low for 1 into 2, LPs, Policy 2.1.9s … [E-3s]	$720
	8. Short Form B – High Intensity [E-3]	Base fee of $1,344 1st 5,000 sq. ft. of disturbed area plus $0.01/sq. ft. in excess of 5,000 sq. ft.
	EMP Standard Form	
	9. Residential Subdivisions (one dwelling unit per lot) [E-3]	Base fee of $2,388 1st 5,000 sq. ft. of impervious area plus $0.13/sq. ft. in excess of 5,000 sq. ft., with a maximum of $90,000.
	9. Non-residential and Others [E-3]	Base fee of $2,388 1st 5,000 sq. ft. of impervious area plus $0.13/sq. ft. in excess of 5,000 sq. ft., but less than 100,000 sq. ft., plus a fee of $0.24/sq. ft. 100,000 sq. ft. and above.
Environmental Analysis	**EMP Environmental Analysis**	
	10. Natural Features Inventory (NFI), without Flood Plain	$1,584 base fee, plus $28 per acre over 5 acres
	NFI with Flood Plain	$2,064 base fee, plus $29 per acre over 5 acres
	NFI for 1 into 2, LPs, Policy 2.1.9s …	$1128
	NFI – No Impact	$180
	11. Environmental Impact Analysis (EIA), without Flood Plain	$1,356 base fee, plus $24 per acre over 5 acres
	EIA with Flood Plain	$1,890 base fee, plus $30 per acre over 5 acres
	EIA with Flood Plain and Off-site Stormwater Discharge	$1,890 base fee, plus $36 per acre over 5 acres
	Conceptual EIA	$0
Miscellaneous	**Miscellaneous Permits**	
	12. General Permit (Utility or Government)	$14,190
	13. Operating Permit (no fee is required for individual single family lots)	$628
	Operating Permit Renewal	$120 less than 5,000 sq. ft. impervious and no structures or filters, all others $300
	Amendments/Resubmittals/EMP Extension Requests	
	14. Amendment to Approved NFI, EIA or EMP	50% of initial fee up to maximum of $1,200
	Notice of Application Deficiency (NAD)*	
	Request for EMP Extension	
	15. After the Fact Permits	1 to 5 times the permit fee
	EMP Inspections	
	16. Follow-up Inspection (after unsatisfactory follow-up to violation inspection)	$240
	17. Repeat Final Inspection (after unsatisfactory environmental final inspection)	$288
	Communication Towers	
	18. Communication Tower Bond / Renewal / Cancellation	$1,022 / $540 / $360
	Miscellaneous Fees	
	19. Board of County Commissioners' Environmental Management Act Variance Request	$1,440
	20. Research Fee	$90/hour

* NAD – If a 3rd NAD is needed to address the same issue.

Leon County Environmental Permitting Checklist

Instructions

The checklist is divided into three options: Short Form-B, Standard Form and Landscaping & Tree Preservation. Complete only the options that apply to your site. The location of each option is as follows:

To properly fill out the checklist, place on the line either a check mark indicating you have completed this item or write N/A indicating the item is not applicable to your site. All work turned in should have unique page numbers. Whole sections may not apply to your site. These sections may have N/A placed beside the section header, indicating N/A for all blanks in the section. All blanks must be addressed.

Any information provided previously for a Natural Features Inventory, Environmental Impact Analysis or the environmental permit does not have to be duplicated or submitted twice. All parentheses are meant to provide examples or helpful information. Not every situation can be adequately parenthetically noted.

If you have any questions or need any help, please do not hesitate to contact Environmental Services staff at 606-1300 and they will be happy to help.

Leon County Environmental Permitting Checklist
Part 1: Short Form-B

Type of Environmental Management Permit (Check one)	
	Short B-Low (Minor stormwater changes with no SWMF modification)
	Short B-High (Moderate stormwater changes, or part of existing Master/Phased Development)

Yes	N/A	Short Form Application Requirement
		A statement expressing the intent and scope of the proposed project.
		A site plan showing a grading plan, which includes pertinent contours of the areas adjacent to the site; sediment and erosion control plans; existing and proposed wells; natural or constructed stormwater management features; and minimum finished floor elevations; size, species & location of protected trees and mitigation plan for removal.
		Provide all necessary engineering calculations to show compliance with the code. Applicant may use portions of the standard form checklist (sections 3-20) where applicable.
		Information evidencing compliance with all applicable floodplain management and flood hazard ordinances.
		Information evidencing compliance with the Low Impact Development Ordinance (Sec. 10-4.308(b)).
		The name, local address and telephone number of an individual who shall be designated as the stormwater management control officer.
		Evidence based on standard engineering practice demonstrating that no significant change in surface water runoff characteristics from the site will result from the proposed development activity, if applicable.
		Permit number and name if part of master planned subdivision
		1. Method of stormwater conveyance.
		2. Evidence of capacity of the facility, demonstrating that there is capacity available.
		3. Update of operating permit for stormwater pond capacity accounting record.
		If there are to be stormwater management facilities location on-site, an operations and maintenance plan meeting the requirements of subsection 10-4.209 is required.
		If applicable, provide a Landscape Plan. See Part 3 of checklist starting with Section 21.
		If applicable, compliance with the access stabilization requirements in Section 10-4.303(16).
		If applicable, provide required access, utility and drainage easements from property owners.
		Verify compliance with any existing HOA Covenants, Conditions or Restrictions.

Signature of person preparing this checklist:

_____

(Printed name)

_____

(Signature)

Leon County Environmental Permitting Checklist
Part 2: Standard Form

Type of Environmental Management Permit (Check one)	
	Standard (New SWMF)
	Master (Building a Master)
	Phased Permit (Is the project phased?)

Yes	N/A	Administrative Information Required
		Permit plans compatible with site plan, limited use site plan, PUD, DRI or other zoning
		A statement expressing the intent and scope of the proposed project
		Authorization for encroachment upon any easement or adjacent property
		Approved NFI
		Executed Conservation Easement documents submitted (all site plans have this component, residential subdivisions may, and buffers should be included)
		1. If there are no environmental constraints and/or forested areas onsite, and if the required natural area is less than one-half acre, no conservation easement is required, but the area must be delineated as a conservation area on the plans.
		Building and other structural setbacks shown (proposed/recommended finish floor)
		Zoning and land use of all adjacent properties indicated on a plan
		City/County/FDOT connection permit or other approval required?
		Permit fee calculated correctly
		Communication Towers – provide Performance Agreement and Performance Bond or Irrevocable letter of credit for tower removal. Language must be approved by the County Attorney's Office and acceptance of the bond will be by the Director of DSEM.
		Killearn Lakes DRI area – provide Killearn Lakes Homeowners Association approval letter
		Certificate of Authorization

Yes	N/A	Environmental Design Information Required
		Flood zone grade change restriction – no fill or other alteration shall be made to the topography or vegetative cover in any floodplain. An exception to this provision is to allow up to a maximum of 5% disturbance to the unaltered floodplain located onsite, if no reasonable alternative. Minimum fill or alteration allowed for road right-of-way, water management area or septic tank, provided requirements of Sec. 10-4.327 are met.
		Show depth or elevation of wet season water table at pond location; determine whether a mounding analysis is necessary.
		Provide a 2- or 4-foot contour map on which is drawn the path of stormwater discharge traced from the site's stormwater facilities to the downstream receiving waterbody or watercourse of a capacity 40 times greater than the site's storage volume or discharge rate. These maps should be based on the latest LIDAR data, available for inspection at City Growth Management and County DSEM. Maps are available for purchase from the Tallahassee-Leon County Geographic Information Services Dept. at 606-5504.
		The stormwater discharge shall not cause flooding or other adverse impacts for the downstream areas. If a site is greater than 2 acres and its discharge is greater than 2.5% of the flow in the conveyance structure at the discharge point for the critical storm, provide one of the following:
		1. Conveyance Analysis. An analysis shall be completed to show that no adverse impacts occur downstream. The analysis shall include all storms up to and including the 25-year frequency. If there are flooding problems within the analysis area defined above, then an analysis of the storms up to and including the 100-year frequency may be required; or
		2. Restricted Discharge. The stormwater management facility shall be designed such that post-development discharge is restricted to the critical duration 2-year pre-development discharge rate for all duration and return frequencies up to and including the 25-year, 24-hour storm event. The total required detention volume shall again be available within 90 hours following a rainfall event.
		For some sites, if there is an immediate downstream flooding problem, then an analysis of the downstream impacts may be necessary regardless of the discharge flow rate or size of project. Flooding problems may require the extent of the analysis to be moved further downstream and/or a continuous analysis be performed based on actual rainfall data.

Yes	N/A	Environmental Design Information Required
		If a retention pond is proposed, provide the following field information:
		1. Soil borings to a depth of 3.5 times the depth of the pond extended below the proposed bottom-of-pond elevation (one boring if pond is less than .5 acre; two borings if pond is greater than .5 acre, but less than one acre, and one additional boring for each additional acre of pond).
		2. If the seasonal high ground water table or confining layer is within 10 feet of the proposed pond bottom, provide a geotechnical report on mounding potential and/or substantiate recovery via a mounding analysis.
		3. Substantiate percolation rates by providing stabilized double ring percolation tests located one foot below the proposed pond bottom and in each soil strata indicating low permeability (one test if pond is less than .5 acre, two tests if pond is greater than .5 acre, but less than one acre, and one additional test for each additional acre of pond).
		Verify all newly proposed lots have sufficient buildable area outside of environmental constraints and special development zone (SDZ) restrictions. Sufficient buildable area shall be considered .5 acre of contiguous area if the site has environmental constraints and/or SDQ restrictions, or the allowable zoning density if there are no site constraints.

Yes	N/A	General Site Design Information Required
		Off-site runoff entering property adequately dealt with.
		Grade changes do not alter the natural flow of off-site uphill generated runoff, unless controlled.
		Inlets on slopes use deflectors to prevent runoff bypassing.
		Runoff from driveways diverted into drainage system in order to prevent direct discharge into a street.
		Stockpiling may require its own permit. A note shall be added to the plan.
		Adequate end treatment on all pipe ends.
		Energy dissipator structure at outlet of pipes under high head and at the end of paved flumes.
		County or DOT approval for construction in or connection to right-of-way drainage system.
		Minimum access stabilization meets the requirements of Sec. 10-4.303(16).
		Demonstrate compliance with the Low Impact Development Ordinance [see Sec. 10-4.308(b)].

Yes	N/A	A Construction Plan Including:
		Construction sequence (stormwater management facility built first)
		An overall grading plan showing existing and proposed contours and including contours of the areas adjacent to the site.
		All improvements proposed, including buildings, pavement sidewalks and existing pavement and structures shown and labeled.
		Minimum finished floor elevations; compliance with flood hazard ordinances.
		Type(s) of ground cover on pervious areas (grassed, landscaped, bare, wood, etc.), including both before and after development.
		Bottom elevations, dimensions and cross sections for detention and retention areas.
		Detailed drawings and dimensions for outfall structures from stormwater facilities, including storm drain inverts and sizes.
		Pipe sizes, types, inverts and inlet types for interior conveyance systems.
		Swale locations, dimensions and side slopes, along with specific proposed methods of stabilization.
		Berm required compaction and soil content/mixture.
		All wells, drainage easements and areas to remain natural associated with the site, both existing and proposed.
		Applicable flood boundaries for sites lying wholly or partially within the 25-year and 100-year floodplains, with cross sections and all other information necessary to show compliance.
		Show species, size and location of protected trees and mitigation plan for removal.
		All existing and proposed wells, waterlines, sanitary sewers, storm sewers, underground and overhead electric lines shown.
		An erosion and sediment control plan which utilizes structural and the best management practice appropriate to the site.
		A construction schedule setting forth a sequence of development activities, which are limited to the maximum extent feasible of areas disturbed at one time, so as to prevent the occurrence of erosion.
		If applicable, provide a Landscape Plan. See Part 3 of checklist, starting with Section 21.
		A construction entrance and accompanying note addressing the no off-site adverse impacts.
		Plans do not contain notes or specifications that do not apply to the proposed development. All plan callouts checked to ensure specifications/details/x-sections are included at the location(s) specified.

Yes	N/A	Stormwater Technical Support Information Required
		For existing conditions:
		1. Copy of an SCS soil map with project boundaries
		2. Aerial photo showing sufficient detail (for projects 15 acres or larger)
		3. A detailed topographic map with pre-development contours. Where necessary, indicate flow directions with small arrows. Indicate sub-basin boundaries.
		4. Boundaries and storage volumes of major surface depressions.
		5. Details showing calculations, sketch of pre-development curve number, time of concentration and associated calculations.
		6. For closed basins: measured volumetric drawdown rate, or estimate thereof based on wet season water budget analysis.
		7. Peak discharge rate for all storms up to and including the 25-year event. Open basins: analyze 1, 2, 4, 8 and 24-hour events.
		For Post Development Hydrologic Conditions:
		1. A detailed post development topo map with pervious, directly connected impervious, and non-directly connected impervious areas delineated. Indicate percent of total area represented by each.
		2. Detailed calculation, sketch of post curve number and time of concentration. For larger or steep areas, treat DCIA separately.
		3. Choose appropriate hydrograph generation methodology: Dabro, Santa Barbara, SCS unit hydrograph, modified rational, etc. and justify (briefly).
		4. Post development peak runoff (inflow to pond) rates and total volumes from all storms specified in pre-development requirements.
		5. Stage – volume relationship for pond.
		6. Stage – discharge relationship for each separate outfall structure, for the filter, for percolation (if applicable), and for all structures acting in concert.
		7. Post development peak discharge rates from pond and total outflow volumes for all storms specified above. For critical storm, supply complete outflow hydrograph (include stages).
		8. Provide table for all events comparing pre-development with post development storm conditions that shows post discharge rates less than or equal to pre-development rates.
		9. Show proposed outfall location.
		10. Hydraulic assessment of off-site conveyance to handle additional discharge. Include calculations and cross-section drawings.
		11. Topo map showing necessary off-site drainage easements with description and notarized permission to use. Legal descriptions, plats and legal authorization by owner must be submitted prior to final approval.
		12. Show compliance with recovery requirements (note: discuss mounding and effects on recovery).

Yes	N/A	Details of Pond
		Detailed engineering drawings of stormwater collection structures, stormwater pond, filter, outfall structures and spillways with necessary sizes, elevations and other specifics to understand operation and construction of the stormwater management system.
		Show areas to be planted and planting/stabilization details.
		Show sediment sump and address maintainability of same.
		The discharge orifice or weir in the stormwater pond shall be protected from clogging by a submerged trash screen and shall be designed for ease of cleaning.
		Pond construction prescription to keep machinery off the retention facilities pond bottom for purpose of maintaining design percolation rates.

Yes	N/A	Additional Descriptive Information Presented in a Narrative Form, Including:
		Environmental and land use characteristics, including current and proposed land used, proximity to wetlands, waterbodies, watercourses or other sensitive environmental features and natural land cover, including any protected trees located on the site.
		The name, local address and telephone number of an individual who shall be designated stormwater management control officer for the project.
		Note on plans that operating permit will be secured and post-construction certification provided prior to final inspection.
		If the site is to utilize approved off-site or regional/multi-state stormwater facilities, evidence of capacity of such facility, demonstrating that there is capacity.

Yes	N/A	Additional Descriptive Information Presented in a Narrative Form, Including:
		Information regarding any off-site impacts anticipated as a result of the proposed development and means by which such impacts are to be mitigated. If no off-site impacts are anticipated, then submit a signed statement to that effect.
		Specific signed statement, indicating whether floodplains, wetlands or protected trees or other environmentally sensitive features exist on the site.

WATER QUALITY TREATMENT REQUIRED TO MEET 62-25 F.A.C. OR MORE STRINGENT REQUIREMENTS INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING:

Yes	N/A	FDEP Requirements
		Water Quality Treatment
		1. Retention or detention of the first 0.5" of runoff over drainage areas < 100 acres; 1.0" runoff over drainage areas ≥ 100 acres.
		2. If OFW, the first 0.75" of runoff drainage areas < 100 acres; 1.5" of runoff over drainage areas ≥ 100 acres.
		3. Facilities that will provide for the percolation of the runoff from a 3-year, one hour design storm.
		Recovery
		1. Within 72 hours following storm event for retention.
		2. Within 36 hours for detention with filtration.
		3. Swales – percolation of 80% of the runoff from a 3-year, one hour design storm within 72 hours after storm
		Exemptions
		1. One single family dwelling unit, duplex, triplex or quadruplex provided not part of a larger common plan of development.
		2. Facilities serving single family projects of less than 10 acres total land area and which have less than 2 acres impervious (if an FDEP exemption is granted).

Yes	N/A	Lake Protection Water Conservation Measures for Lake Jackson, Bradford Brook Chain of Lakes, Fred George and Lake Iamonia Watersheds
		Water Quality Treatment
		1. Wet detention treatment volume – runoff from first 1.5" if < 100 acres; the first 3" if ≥ 100 acres; detention treatment volume available again within 72 hours.
		2. Off-line retention – 0.75" if < 100 acres; 1.5" if ≥ 100 acres; recovery in 72 hours.
		3. On-line retention or underdrained filtration – 1.25" if < 100 acres; 2.25" if ≥ 100 acres; recovery in 36 hours.
		4. Swales – percolation of 80% of runoff from a 3-year, one hour (2.6") storm event; recovery in 72 hours.
		Best Management Practices

Yes	N/A	Bradfordville Standards
		Water Quality Treatment
		1. Systems utilizing on-line dry retention only [see Sec. 10-4.301(5)(a)(i)]. Retention for the volume of runoff calculated as 4" times the total impervious area on the site.
		Systems utilizing a combination of off-line dry retention and detention [see Sec. 10-4.301(5)(a)(ii)].
		1. Off-line retention shall be provided with a treatment volume calculated as 2.5" times the total impervious area.
		2. Detention portion of the system – in addition to the dry retention volume, one of the following detention options shall also be provided:
		a. Off-line retention shall be provided with a treatment volume calculated as 2.5" times the total impervious area.
		b. Detention portion of the system – in addition to the dry retention volume, one of the following detention options shall also be provided:
		(1) Dry retention systems will provide a treatment volume calculated as 2" times the total impervious area, or
		(2) Wet detention system with a permanent pool volume equivalent to 2.9" times the impervious area.
		Drawdown requirements
		1. For on-line dry retention [Sec. 10-4.301(5)(6)(i)], the entire treatment volume must recover within 72 hours.
		2. For off-line dry retention [Sec. 10-4.301(5)(6)(ii)], the entire treatment volume must recover within 24 hours.
		3. For dry retention systems [Sec. 10-4.301(5)(6)(iii)], the treatment volume must recover within 72 hours. Dry detention systems will not include underdrains but will utilize an orifice or V-notch weir for drawdown. The bottom of the drawdown device will be a minimum of 6" above the pond bottom.

Yes	N/A	Bradfordville Standards
		4. For wet detention systems [Sec. 10-4.301(5)(6)(iv)], the bottom of the weir crest will be a minimum of 12" above the normal water level (seasonal high groundwater table elevation).
		5. Regardless of the method of volume recovery, the entire treatment volume must recover within the timeframe established above, unless an approved continuous analysis, using Tallahassee Airport rainfall data from January 1, 1959 to the present, demonstrates that the total volume retained within the stormwater system over this time period is greater than or equal to that retained by a dry retention system as set forth in Sec. 10-4.301(a)(1) based on the above-described recovery times. For systems requiring a combination of retention and detention, this analysis shall only be used for the retention portion of the system. The detention portion of this combination system will still be required in full pursuant to Sec. 10-4.382(a)(2)b.
		6. Pervious pavement deductions were calculated per Sec. 10-4.301(5)(c).
		7. Groundwater table and potential mounding calculations addressed per Sec. 10-4.301(5)(d).
		8. Recovery by irrigation – the rate of land application shall not exceed 1.5" per week unless conclusive demonstration warrants a higher application rate.
		9. Facility in compliance with design standards in Sec. 10-4.301(5)(g).

Yes	N/A	Performance and Design Standards of Stormwater Management Systems
		Peak post-development discharge rate does not exceed pre-development rates for all critical duration storms up to and including 25-year storm (see also Post Development Hydrologic Conditions).
		1. When redevelopment occurs – the analysis of pre-development runoff shall presume the site has an SCS curve # of 45 if on sandy soils and an SCS curve # of 60 if on clay soils.
		2. Rate control is not necessary if discharge is into offsite stormwater facility or into a waterbody or watercourse of sufficient size with negligible effect.
		Adequate easements to accommodate maintenance and inspections.
		Design standards and design life – stormwater facilities designed in compliance with policies of local governmental entity with primary jurisdiction. Minimum 50-year useful life for major structural components.
		Ditches – minimum standards
		1. Side slopes no steeper than 3:1, unless:
		a. Slopes are paved for depths of greater than 1' to 2:1 maximum; or
		b. 1:1 side slope for depths up to 1'.
		2. Stabilized ($V < 2.5$ if grassed and mulches; $V < 4$ if sodded; $V \geq 4$ if paved; between 4' and 5.5' per sec., ditches must be sodded (Sec. 10-4.351).
		3. Alternate stabilization allowed.
		Sediment and Erosion Control Plan
		1. Construction sequence provides for installation of control between disturbed areas and adjacent property, waterbodies, watercourses, inlets, culverts and wetlands.
		a. Clearing allowed for installation of controls (limited to within 5' of controls)
		b. Method of control is an allowable method listed under Sec. 10-4.327(1)(b).
		c. Best management practices indicated for minimized erosion and sediment retained on-site.
		d. Other suitable method approved by director.
		e. Notes on plan concerning maintenance of erosion and sediment controls.
		f. Construction entrance.

Yes	N/A	Stormwater Management Facilities
		Side slopes are not steeper than 4:1 and are sodded, or side slopes are 3:1 with a perimeter fence, landscaping and SWMF is sodded.
		Seeding and mulching allowed if flatter than 10:1, with demonstration of adequacy.
		Grades steeper than allowed (4:1), if fenced (3') and landscaped as per Sec. 10-4.350(a), all or part of facilities is at or above grade and stabilized with appropriate material.
		Maximum design depth of water in vehicular use and pedestrian use areas does not exceed 6".
		Grade changes limited to that which is appropriate to existing topographical characteristics.
		1. Additional alterations to the topography allowed, if necessary, for safety of building, parking area, road right-of-way, disabled access or utilities. If acceptable, justification is provided.
		Vegetated runoff buffers allowed for sites with less than 10,000 SF or 10% of impervious as a complementary treatment method. Runoff buffers are not allowed for treatment of roadway runoff and must meet FDEP requirements.
		Stormwater discharge off-site – no newly concentrated or increased concentration of flow allowed unless discharge is into adequate and approved conveyance or watercourse.

Yes	N/A	Stormwater Management Facilities
		Stormwater system does not change rate, volume for closed basins or course from pre-development conditions.
		1. Flood zone easement provided for all areas subject to inundation post-development during 25-year storm.
		2. Conveyance easement provided.
		3. On-site easement for conveyance to a master stormwater management system.
		4. Off-site easement provided for newly concentrated flow or increased concentration.
		5. If no conveyance, floodplain or easement available, full retention of the stormwater for all events up to and including the 100-year, 24-hour duration storm is provided.
		6. Acquisition of off-site easements by local government is required.
		Pass-through capability provided for runoff from uphill area based upon estimated future development (as defined in the Comprehensive Plan).
		Public dedication of stormwater facilities as a component of master management system based upon criteria in Sec. 10-4.307. Obtain Public Works approval before environmental permit approval.
		Cut slope greater than 2:1 and fill slopes greater than 3:1 designed (i.e. compaction, soil content, etc.) and certified by qualified professional, and note on plans that professional will provide post-development certification.
		Retaining walls shall be designed by a qualified professional and a note in the plans shall indicate that post-construction certification is required, and the associated application for a building permit has been submitted to building department.
		Additional stormwater pre-treatment for intensive land activities as listed in Sec. 10-4.303(2).
		Note on plans that a building foundation permit is required prior to clearing or filling site.
		1. Note on plans that if limited clearing by use of power equipment is necessary prior to the above conditions being satisfied that a director shall be notified 24 hours in advance.
		Discharge into sink hole. Allowed only if all the following conditions are met:
		1. Water quality treatment as per Ch. 62-520-420 (must meet primary and secondary drinking water standards)
		2. Rates and volume into sink do not exceed pre-development.
		3. A buffer width of 35 feet left natural.
		4. Protected from sedimentation.
		5. Proposed land use not listed in Sec. 10-4.325(5)

Yes	N/A	Use of Regional/Multi-Site Stormwater Facilities Allowed if all the following conditions are met:
		Adequate conveyance to facility.
		Facility constructed and maintained in accordance with requirements.
		Provisions for acquisition, construction, operation and maintenance.
		Written authorization from owner and operator of facilities to use.
		Water quality must be addressed wither on-site or is provided in master facility.
		Sufficient capacity is identified within the master facility and the capacity accounting record updated.

Yes	N/A	Redevelopment Fee Option Provided if the following requirements are met:
		Water quality addressed as required by Section 10-4.301.
		Adequate off-site conveyance, if redevelopment rate is to be in excess of pre-development.
		A fee paid to local governing body within whose boundaries the development is to occur; City approval required if within City limits.

Yes	N/A	Wetlands
		Jurisdictional Determination
		1. Area shown on plans
		2. DEP jurisdiction
		a. Dredge and fill required
		3. Conservation easement shown
		Wetland Protection
		1. No alteration to soil or vegetation
		2. Vegetation permitted for removal
		3. Water treatment prior to entry

Yes	N/A	Closed Basins and Interbasin Transfers
		Runoff volumes in excess of pre-development runoff volume retained for all storm events up to 100-year, 24-hour storm
		1. Exception – discharge by multiple sites into an approved regional facility.

Yes	N/A	Closed Basins and Interbasin Transfers
		2. Soil tests indicate a reasonable expectation for adequate retention.
		3. Recovery – half volume recovery within 7 days, full recovery within 30 days.
		Basin transfer not allowed except as part of regional/multi-site facility – detailed study required evaluating impact on receiving watersheds and waterbodies.
		No on-grade structures or other development activity below 100-year floodplain up to 10-day duration.
		Easement to be dedicated to local government indicated on plans and executed documents provided.
		Deed restrictions are cross-referenced as permit conditions to ensure enforceability by local government.
		Proposed disturbance to the bottom of the basin is in accordance with Sec. 10-4.202(a)(2)(b)(7)(b).

Yes	N/A	Special Development Standards
		Check maps depicting special development zones
		1. Owner provides a survey in an event of discrepancy or dispute
		Best management practices adhered to:
		1. Buffering
		2. Restricted use of pesticides, herbicides and fertilizers
		3. Preserving or re-vegetation of wetlands
		4. Regular maintenance and upgrading of septic tanks, etc.
		5. SCS approved sediment control and water quality practices
		6. Preservation of shoreline vegetation
		All special protection and natural areas required for Zones A and B compliance are designated or conservation easement or equivalent on plans

Yes	N/A	Individual Zone Requirements
		Lake Jackson Zone
		1. Zone A from elevation 89’ – 100’ indicated on plans.
		a. Building area – no structure below 96.5, no cut and no fill except for approved impervious area, clearing limited to 4,000 SF or 5% of site located in Zone A (septic tank and drainfield area not included and gravel driveways kept on grade will be considered as 50% disturbed).
		b. On-site sewage disposal system – sign off from Health Dept.
		c. All-natural vegetation protected from the normal high-water line to a minimum distance of 50’ upland of elevation 89’.
		d. Motor vehicle prohibition (verify proposed use) and add note to the plan.
		2. Zone B from elevation 100’ – 110’ indicated on plans
		a. Building Area – 50% of land to remain natural.
		b. Zones A and B indicated land uses are allowed.
		3. Non-single family residential uses retain post-development stormwater on-site for all storm events up to and including the 50-year, 24-hour duration storm.
		Bradford Brook Chain-of-Lakes
		1. Zone A from elevation 35’ – 40’ indicated on plans
		2. Building Area – impervious area does not exceed 4,000 SF or 5% of a site within Zone A (septic tank and drainfield area not included and gravel driveways kept on grade will be considered as 50% disturbed), no cut and no fill except for approved impervious area.
		3. All-natural vegetation protected from the normal high-water line to a minimum distance or 50’ upland of elevation 35’
		4. Motor vehicle prohibition (verify proposed use) and add note to the plan.
		5. Zone B from elevation 40’ to 60’ indicated on plans
		6. Zones A and B – indicated land use allowed

Yes	N/A	Fred George Basin Special Development Zone
		Special development zones below elevation 104’ indicated on plans
		Building area – 75% of land below elevation 104’ shall remain natural
		Flood elevation minimum flood elevation 106’
		Motor vehicle prohibition (verify proposed use) and add note to the plan
		All development retains volume increase in runoff for up to and including 100-year, 24-hour storm.

Yes	N/A	Lake Iamonia Special Development Zone
		Zone A to elevation 110’ indicated on plans

Yes	N/A	Lake Iamonia Special Development Zone
		1. Building are limited to the greater of 4,000 SF or 5% of Zone A (septic tank and drainfield area not included and gravel driveways kept on grade will be considered as 50% disturbed)
		2. Finished floor at or above 109’
		3. All-natural vegetation protected from the normal high-water line to a minimum distance of 50’ upland
		Zone B from elevation 110’ – 120’ indicated on plans
		1. Natural area at 50%
		Prohibited uses
		Motor vehicle prohibitions (verify proposed use) and add note to the plan

Yes	N/A	Lake McBride Special Development Zone
		Zone A: the 100-year floodplain around the lake and its tributaries, plus a 50’ buffer adjacent to watercourses and water bodies, plus regions of greater than 10% slope and soil erosion K factor greater than 0.2 contiguous with and not extending more than 200 feet upland of the 100-year floodplain boundary.
		1. Development is excluded from Zone A except for previously platted residential lots or residentially zoned lots of record. Where more than 25% of such lot is within Zone A, clearing, soil disturbance and building area limited to the greater of 4,000 SF or 5% of Zone A (septic tank and drainfield area not included and gravel driveways kept on grade will be considered as 50% disturbed).
		2. All-natural vegetation protected from the normal high-water line to a minimum distance of 50’ upland or the full extent of the flood zone, whichever is greater.
		Zone B: from the upland boundary of the Zone A boundary to a buffer extending 200’ upland from the 100-year floodplain boundary.
		1. Natural area at 50% or ¾ of an acre, whichever is less.
		Motor vehicle prohibition (verify proposed use) and add note to the plan.

Yes	N/A	Lake Lafayette Special Development Zone
		Zone A: the 100-year floodplain around the lake
		1. Development activities shall not exceed the greater of 4,000 SF or 5% of a site within Zone A
		Zone B: from the 100-year floodplain boundary to a buffer extending 200’ upland.
		1. Development activities shall not exceed the greater of 4,000 SF or 25% of that part of the development side located within Zone B.

Please note: For all proposed lots, include the Base Flood Elevation (BFE) information along with the Minimum Finished Floor Elevation (FFE).

Signature of person preparing this checklist:

_____

(Print name)

_____

(Signature)

Leon County Environmental Permitting Checklist
Part 3: Landscaping and Tree Preservation

Type of Permit	
	Part of an Environmental Management Permit
	Landscape (all site plans have this component, S/D may if buffers are required)
	Tree (can stand along or be required as part of another permit)

Yes	N/A	General Information Required
		Landscape and/or tree removal permit fee
		General Site Information
		1. If the landscape application is a "stand alone" application or combined with a Short Form B application, then the site plan items referred to in #7 of the Part 2 Standard Form Checklist must be included.
		2. Site data showing compliance with minimum landscape, natural and parking area and reforestation requirements with those areas expressed as total area and as a percentage represented by each.
		3. The name, local address and telephone number of an individual who shall be landscape supervisor for the project.
		4. Land use conflicts addressed. Uncomplimentary land use buffers for all new development and redevelopment identified in the Zoning and Site Plan Review Code of Sec. 10-7.522.
		Site Design Criteria
		1. Certification. For sites larger than one acre, the landscape development plan prepared and submitted by a registered landscape architect, architect, engineer, or other person qualified in accordance with Chapter 481, Part II, Florida Statutes.
		2. The landscape plan designed to assure that the overall appearance and function of the proposed project is compatible and harmonious with other properties in the immediate area; is demonstrably responsive to the environmental attributes of soil, slope, hydrology and vegetative communities unique to the site; and is consistent with sound planning and site design principles.
		3. Planting specifications and species selected for the site suitable for individual site environmental characteristics of soil, slope, aspect, wetness and microclimate.
		4. Plans indicate compatibility with adjacent site environmental factors.
		5. Structures and other improvements have been designed so as to utilize existing site characteristics of topography, existing vegetative communities and any unique environmental factors.
		6. Conflicts between vehicular and pedestrian circulation avoided, while utilizing the existing site characteristics and considering safe functional location of support services facilities.
		7. Planting plans indicate a diversity of plant species in the categories of ground covers, shrubs and trees.
		8. Integration of proposed and existing vegetation demonstrated in the plans, with an emphasis on maintaining forested buffers and corridors, preserving or restoring forest community types, and providing for the natural ecological function of each type by using such techniques as preserving a diversity of upper, mid and understory constituents.
		9. Plant schedules contain botanical and common names, sizes of materials by dimension and container size, location by dimension and notation describing species diversity.
		10. A detailed vegetation protection plan provided and the name and telephone number of the on-site supervisor, designated by the applicant to be responsible during construction for installation and maintenance of all landscaping and vegetation protection measures.
		11. Detailed vegetative and landscaping management plans and narrative description is provided and designed to guide future horticultural and arboricultural activities necessary to maintain landscaping and vegetation consistent with the design goals of the approved plan and made part of the Operating Permit.

Yes	N/A	Environmental Impact Analysis Information (graphical indications and tabular summary)
		A minimum of 20% of the developed area shall be devoted to landscaping for new and redevelopment impervious over 1,000 SF. Area to be delineated graphically and the total SF and percentage of total site area shown.
		A minimum of 15% of the developed area shall be devoted to landscaping for Industrial zoned sites. Area to be delineated graphically and the total SF and percentage of total site area shown.
		Five percent minimum landscaping area located within interior of the site, with those areas graphically differentiated.
		All development activity shall preserve a minimum of 25% of the development area in a natural condition. Residential subdivisions, exempted unless natural area and/or conservation easements are required by the Table of

Yes	N/A	Environmental Impact Analysis Information (graphical indications and tabular summary)
		Standards for the Protection of Natural Features in Section 10-4.202(a)(2)(c), or unless the site has no environmental constraints or environmental resources and qualifies for site design alternative.
		Landscape credit for preserved natural area and counted towards landscape area requirements for one or more of the following:
		1. Tree clusters including high quality successional, native or urban forest with native understory or protected trees.
		2. Areas located to protect downhill sides of severe or significant grades.
		3. A perimeter buffer of at least 20' provided on at least three sides of the site.
		4. All significant on-site environmental constraints (Sec. 10-4.202).
		5. A forested buffer along any roadway.
		6. A perimeter buffer on at least two sides of a site contiguous to high quality successional, native or urban forest communities on adjacent properties.
		7. Areas adjacent to an environmentally sensitive land feature.
		8. Sensitive considerations as determined to be consistent with the intent of this subdivision by the director.
		The natural area shown as a percentage of the total area with identification of those areas indicated on the site plan
		The development plan preserves at a minimum 10% of the number of protected trees located on any development site
		Natural area designated on the plan as a conservation easement or designated as a conservation area if the project site has no environmental constraints and the required natural area is less than half of an acre in size.
		Site Design Alternative Requirements
		1. Available for sites that do not contain any environmental constraints such as environmental resources or characteristics identified in the definitions as conservation or preservation area of Sec. 10-4.202 to meet the 25% natural area requirements.
		2. Preservation of at least 10% of pre-development vegetation including tree clusters and urban forest with native understory vegetation.
		Label protected trees 12" diameter or greater, 4" or greater in lot perimeter zones. Label trees to be removed and indicate reason for removal.
		Perimeter Landscape Area Requirements
		1. A 20' wide landscape strip of land, excluding sidewalks, landscaped along the entire front perimeter of a site located between the front property line and any vehicular use area.
		2. Corner parcels where any two streets intersect are considered to have perimeter frontage on two sides of the site.
		3. A 6' landscaped strip of land along the entire site located between the side and rear and any vehicular use area, **or**
		4. A 4' wide strip of land between a side and rear property line and a vehicular use area used as an access way.
		Vehicular Use Area Requirements
		1. Vehicular use area shown as part of the site statistical data (total SF and %)
		2. One 400 SF natural or planted area required for every 5,000 SF of approved vehicular use area or major portion thereof, with those areas shown as part of the site statistical data (landscape credit provided for preserved natural area – see #3 below)
		3. Landscape credit availability. Landscape islands within the vehicular use area, encompassing urban forest, count on a square foot by square foot basis toward the interior landscape island requirement when preserved in a natural state. To qualify for such a waiver, the preserved area must be a minimum of 800 SF in size (qualifies as 800 SF of interior landscape area) and be approved by the director.
		4. Show compliance with 40% plan view canopy coverage of paved parking areas.
		Attach a separate sheet, at the same scale as the site plan, that shows the results of the approved Natural Features Inventory. Include graphic depictions and associated narrative of how impacts to sensitive environmental features have been avoided or offset, in accordance with the Table of Standards for the Protection of Natural Features (Sec. 10-4.202(a)(2)c). If any flood zone grade changes are proposed, show compliance with the restrictions in Sec. 10-4.327(3). For sites that include species of special concern, threatened species or endangered species, include a habitat suitability assessment. Include a protection and management plan approved by Federal or State agencies of jurisdiction.

Yes	N/A	Environmental Impact Analysis Information (graphical indications and tabular summary)
		Natural Area Requirements

Yes	N/A	Environmental Impact Analysis Information (graphical indications and tabular summary)
		Executed Conservation Easement documents (all site plans have this component, S/D may, and buffers should be included)
		A vegetative maintenance plan provided for pre-existing vegetation used for landscape or natural area credit. Approved activities include supplemental planting, pruning, mulching, fertilization and pest control. Prohibited activities include mechanical methods and compaction of earth and impairment of root system or removal of more than 10% of the green mass of a tree, or a change to the vegetative composition of a forest community including the replacement by invasive/exotics or the removal of understory and ground cover vegetation. Passive recreational uses considered, including non-permanent structures.
		Site Design Alternative Requirements
		Establish a forest community in the amount necessary to meet the 10% natural area requirement. Emphasis on enhancing wildlife habitat while conforming to landscape site design standards established in Sec. 10-4.351.
		Reforestation Requirements
		Credit for preserved trees provided at the following rate and shown:

Diameter of Tree Preserved (Inches)(DBH)	Number of Tree Credits
Over 60	40
49 – 60	28
43 – 48	24
37 – 42	20
31 – 36	16
25 – 30	10
19 – 24	8
13 – 18	6
7 – 12	4
4 – 6	2
2 – 3	1

		Tree Count
		A minimum of 40 canopy trees for each acre of developed area, except for public roadway projects which shall require 20 canopy or sub-canopy trees for each acre of developed area.
		Credit for preserved trees, provided 75% of the Critical Protection Zone (CPZ) protected with detailed construction notes and drawings provided. Including plan for invasive and exotic vegetation removal.
		Perimeter Landscape Area Requirements
		Joint perimeter landscape areas possible for side or rear perimeter areas and vehicular use areas on common boundaries, if:
		1. A binding agreement is provided between property owners or their successors, as part of the permit application approved by the director.
		2. Access ways through the perimeter landscape meet driveway standards in accordance with Sec. 10-7.506.
		3. A separation provided between one-way drives of not more than 10’ unless aisle width maximum creates a safety hazard, limits safe access to and from the development or will impact protected trees, these requirements may be waived or modified by the director.
		4. A sight triangle provided at all points where an access way intersects the right-of-way easement line of any street or where any two streets intersect.
		5. The area within the sight triangle is constructed and maintained in accordance with Sec. 10-4.211(4) and 10-7.506.
		6. Vehicular wheel stops or other design features such as curbing extend no more than 2’ of overhang into a landscape or buffer area.
		7. Grass ditches have back slopes no greater than 3:1 and can support the required landscape materials.
		8. No allowable garbage, trash collection or other functional uses shown.
		Joint perimeter landscape areas possible for side or rear perimeter areas and vehicular use areas on common boundaries, if:
		Vehicular Use Landscape Area Requirements
		1. An additional 400 SF of planting area shown for every 8 parking spaces above the minimum number required with those computations shown as part of the required site statistical data.
		2. Vehicular landscape islands shall meet the planting standards of Sec. 10-4.351.
		3. Vehicular wheel stops or other design features such as curbing allowed for no more than 2’ of overhang into a landscaped, buffer or natural area.
		4. Grass ditches have back slopes no greater than 3:1 and can support the required landscape materials.
		5. No allowable garbage, trash collection or other functional use.

Yes	N/A	Environmental Impact Analysis Information (graphical indications and tabular summary)
		6. Landscape functional waiver. Applied when the applicant demonstrates in writing, and approved by the director, that strict application of this section will interfere with the function of the vehicular use area. Relocation of required landscaping or other modifications which will improve functioning may be allowed provided that the intent of this section is met by such modifications.
		Stormwater Management Facility Landscaping
		Visual screen shown around the entire perimeter of any detention or retention facility around which fencing is required in accordance with Sec. 10-4.303(10).
		Landscape area credit availability. As a design alternative, 100% credit availability towards the 20% landscape area requirements of Sec. 10-4.344 when wet detention or retention facilities meet the conditions of Sec. 10-4.303(12) and landscaped in accordance with Sec. 10-4.350 and 10.4.351(e)(6).
		Wet detention:
		1. Side slopes are 6:1 or flatter
		2. Appropriate wetland tree and aquatic plant species are used.
		Dry retention:
		1. Side slopes are 4:1 or flatter
		2. Appropriate tree and plant species are used.
		Water Quality Treatment
		1. Wet detention
		2. Dry retention
		Landscape Functions
		1. Visually integrated the stormwater management system into the overall landscape design
		2. Landscaped in accordance with the minimum standards set forth in Sec. 10-4.351.
		Landscape credit area defined and shown as part of the landscape calculations - the pond area encompassed by the pond's contour line at the spillway elevation

Yes	N/A	Planting Standards for All Landscape Areas
		Habitat Development. The use of native plant material, site design techniques, and planting design techniques used where possible and encouraged. Reference publication "Planting a Refuge of Wildlife," Florida Fish and Wildlife Conservation Commission.
		All plants used as part of any landscape plan shall be healthy, well proportioned, disease and pest free and hardy for the north Florida region.
		Credit provided for only Florida No. 1 or better plan material as described in "Grades and Standards for Nursery Plants," Part I, 1998 and Part II, State Department of Agriculture, Tallahassee, or its successor.
		No plants used that appear on Leon County's List of Invasive Exotic Plants, or its successor publication.
		Tree Standards
		1. Species of trees shall be selected based on overall plant characteristics, site conditions and purpose of placement and shown to grow well in Leon County. Sources of reference include the "Environmental Design Guide" published by the City of Tallahassee/Growth Management Department, and *Trees of North Florida*, Kurtz & Godfrey, 1993, University Press of Florida as being suitable for use in an ecosystem similar to north Florida or their successors.
		2. Trees have a minimum diameter of two-inch caliper at the time of planting, or when fewer than three trees are required to be planted on a site, trees have a minimum height of 12 feet and a minimum diameter of 3-inche caliper at the time of planting.
		3. Canopy tree species shall reach a height of greater than 40 feet and create the upper story of the tree line. Understory trees reach a height of 25 to 40 feet and prefer a cover of larger trees.
		4. Crown spread. Planted trees must be a species with an average mature crown spread of at least 30 feet for canopy trees and 20 feet for understory trees, or they must be grouped so as to create a crown spread to meet this criteria.
		5. Interior planting volume with specifications referenced as part of the landscape plan. Excavation to a depth of 3 feet below the finished grade of the planting area and replaced with a non-compacted "friable" topsoil. The planting area around the trunk of the tree shall be maintained in either vegetative landscape material or other pervious surface cover.
		6. Utility considerations. Tree species and placement selected minimize conflicts with existing or proposed utilities, preventing conflict with overhead utilities (trees selected from a list of trees recommended for use under utility lines). Where conflicts with underground utilities exist, tree placement is a minimum of 10 feet from the underground utility and a root barricade installed.

Yes	N/A	Planting Standards for All Landscape Areas
		Shrubs and hedges. Shrubs and hedges required by this division meet the following criteria, except where a greater requirement is otherwise specified and be provided in the planting schedule specifications:
		1. Height and spread – minimum height of 18 inches and a minimum spread of 15 inches.
		2. Placement and opacity conformance – shrubs with 15 – 23 inches of spread planted on maximum 3 foot centers. Shrubs with greater than 23 inches of spread planted on maximum 5-foot centers. In no event shall spacing exceed 5 feet on center, nor shall plants be closer than 2 feet to the edge of any pavement.
		Ground cover. Planting schedule specifications reference grass or other ground cover planted on all areas within all landscape areas not occupied by other landscape material including on permitted access ways.
		Other materials. The use of vines, ground cover, lawn grasses, synthetic plant material and architectural plants meet the following criteria and noted in the planting schedule specifications:
		1. Vines a minimum of 30 inches in length within one calendar year from the time of planting.
		2. Ground covers other than lawn grasses shall be planted so as to provide a minimum of 75% coverage within one calendar year from the time of planting.
		Lawn grasses planted for credit toward landscaping requirements shall be perennial species capable of thriving in Leon County.
		1. Lawn grasses shall be planted so as to achieve complete coverage within 2 calendar years from the time of planting.
		2. Grasses may be sodded, sprigged, plugged or seeded, except that solid sod is required in swales and other areas subject to erosion.
		Synthetic plant material. No landscape area credit shall be granted for areas using artificial plant material.
		Non-living material. At installation, mulches are referenced as applied at a minimum compacted depth of 2 inches for all planting areas. Use of cypress tree bark for mulch and visible plastic surface covers prohibited.

Yes	N/A	Planting Specifications for All Landscape Areas
		Perimeter landscape area planting specifications
		1. Tree total within the perimeter landscape areas meet the requirement of one tree for each 25 linear feet of required landscape perimeter area or major portion thereof. Creative planting design is encouraged.
		2. No less than 75% of said trees being shade trees.
		3. A visual screen is shown placed within required perimeter setback landscape areas, running the entire length of such areas except for permitted access ways consisting of landscape materials sufficient to provide, at a minimum, an opaque, continuous screen at least 30 inches high at maturity.
		Interior landscape area planting specifications
		1. Canopy Coverage. Interior planting areas are located such that tree(s) planted therein will achieve a minimum of 40% plan-view canopy coverage of all paved parking areas. To calculate canopy coverage for site design purposes, the standard canopy diameter for canopy and understory trees shall be 30 feet and 20 feet, respectively.
		2. Ground cover. Interior areas planted in grass or other ground cover, not exceeding 8 inches in height.
		Uncomplimentary land use buffer planting specifications
		1. Trees used as part of an uncomplimentary land use buffer meet the provisions of subsection 10-4.351(d)(2).
		2. Shrub material used as a part of an uncomplimentary land use buffer are a minimum height of 30 inches and have a minimum crown width of 24 inches when planted, capable of achieving a minimum height of 8 feet at maturity and are located in such a way as to maximize screening potential.
		3. Use of native plants. Forty percent of the total number of individual plants selected from each of the categories of the list of approved species (canopy, understory, shrub, ground cover) and used to satisfy the requirements of this article shall be selected from the list of native species in the category.
		4. A minimum of 75% of all required plant material, proposed or existing for a landscape buffer, shall consist of evergreen species.
		Stormwater management facilities planting specifications. The following specifications are required in addition to those in Sections 10-4.303(12) and 10-4.350.
		1. Planting specifications. Species selected for stormwater management facility landscaping shall be suitable for individual pond characteristics of soil, slope, aspect and hydro period and microclimate. Recommended plant materials are listed in the "Environmental Design Guide," published by the City of Tallahassee Growth Management Department.

Yes	N/A	Planting Specifications for All Landscape Areas
		Wet Detention Facilities Plant Material Requirements
		1. Wet detention facilities stormwater management facilities are to be landscaped with native species which are well suited to the use within the boundaries of a stormwater management facility, including fluctuating water levels, changes in hydro period, and anthropogenic impact. Aquatic species which are listed as prohibited by the Florida Department of Environmental Protection cannot be used under any circumstances.
		2. Pond perimeter. Aquatic plants provide a continuous planting along 80% of the perimeter defining the pond's mean high-water level within 3 years of planting.
		Retention Facilities
		1. Retention stormwater management facilities to be used as landscape credit shall be landscaped with the same planting density requirements as wet detention ponds.
		2. Plants chosen are adaptable to either dry or wet conditions, but capable of surviving and growing in either extended period of inundation or extended periods of drought as referenced in the "Environmental Design Guide," published by the City of Tallahassee Growth Management Department or its successor. Other species may be used in dry retention ponds if there is scientific evidence of their adaptability and supported in writing. Creative design and spacing of trees, shrubs and ground covers is encouraged.
		All swales and berms are sodded.
		Uncomplimentary Land Use and Zones
		1. Trees used as part of an uncomplimentary land use buffer shall meet the provisions of Sec. 10-4.351(e)(5).
		2. Shrub material used as part of an uncomplimentary land use buffer a minimum height of 30 inches and a minimum crown width of 24 inches when planted, be of a species capable of achieving a minimum height of 8 feet at maturity and located in such a way as to maximize the screening potential.
		3. Use of native plants. Forty percent of the total number of individual plants selected from each of the categories of the list of approved species (canopy, understory, shrub, ground cover) and used to satisfy the requirements of this article shall be selected from the list of native species in the category.
		4. A minimum of 75% of all required plant material proposed or existing for a landscape buffer consists of evergreen species.
		5. A continuous visual screen for arterial roadways when adjacent to low density residential uses or lands zoned for such use.

Yes	N/A	Irrigation Specifications
		1. All required landscaped areas and buffer strips provided with an irrigation system or a readily available water supply located within 100 feet. At a minimum, drip irrigation systems are encouraged.
		2. The irrigation methods to be used and location of water supply indicated on the landscape plan.
		3. All irrigation lines installed so as to not impact the critical protection zone of protected trees used as credit.
		4. Appropriate mitigation provided for impacted protected trees including, but not limited to, CPZ protection and boring techniques.

Yes	N/A	Maintenance Specifications
		1. All landscape plans include a schedule of maintenance specifications addressing pruning, fertilization, water requirements (irrigation), pest management, and other cultural requirements necessary to provide guidance in maintaining landscape material in order to accomplish design goals.
		2. Landscape management plans for long range maintenance of natural areas used as landscape credit or for management of endangered, threatened or specially concerned species identified in accordance with Section 10-4.202 shall be provided and reviewed at permitting for inclusion in the operating permit consistent with Section 10-4.209(f)(1)(h) and (g)(7).
		3. Stormwater Management Facilities Maintenance Plan.
		4. Conservation Easements/Areas Management Plan.

Signature of person preparing this checklist:

_____

(Print name)

_____

(Signature)