



**ENVIRONMENTAL MANAGEMENT PERMIT APPLICATION**

For Limited Partition, 1 into 2 "ASAP", Family Heir 2.1.9 Subdivisions, Judicially Subdivided Lots & Additional Dwelling Units

**Applicant Submittal Checklist\***

- \_\_\_ 1. The \$720 application fee paid at time of submittal.
- \_\_\_ 2. The application form is complete with all blanks filled in or marked "N/A" as not applicable.
- \_\_\_ 3. Project statement or narrative expressing the intent and scope of the proposed project. This may be a single page document, part of a report or part of the site plan.
- \_\_\_ 4. A location map provided on the plans or attached as a separate document.
- \_\_\_ 5. Legal Description of existing parent parcel(s).
- \_\_\_ 6. Verify permit submittal is consistent with the Site Plan application (submitted separately)
  - Each proposed lot contains at least 0.5 acres of buildable area outside of environmental constraints
  - Preservation Areas are delineated for identified protected environmental features (ref. approved NFI)
  - All proposed lots are adjacent to Public ROW or served by Access & Utility Easements
  - Pass thru drainage easements are provided as necessary consistent with LDC Sec. 10-4.304.
- \_\_\_ 7. Conservation Easement:
  - \_\_\_ For 1 into 2 "ASAP", Family Heir 2.1.9 Subdivisions, Judicially Subdivided Lot, and Additional Dwelling Units, a Conservation Easement with Exhibit "B" (prepared by staff) is required to protect on-site environmental features. A draft may be submitted with the initial application. The final approved affidavit must be recorded and the OR BK/PG identified on the approved Site Plan.
  - OR
  - \_\_\_ For Limited Partition Subdivisions a Conservation Easement with Exhibit "A" (prepared by a surveyor) is required to protect on-site environmental features. A draft may be submitted with the initial application. The final easement must be approved by the Leon County Board of County Commissioners and then recorded. The OR BK/PG of the easement shall be identified on the approved Site Plan.

Please be advised the following items shall be addressed prior to site plan approval:

- The final approved site plan shall reference this permit number (LEM#-?).
- All common infrastructure must be constructed and as-builts approved
- Operating Permit(s) and Operation & Maintenance Plan approved for common stormwater facilities
- Declaration of Covenants or drainage easements placed over common stormwater facility areas

Signature of owner or designated agent preparing this checklist:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\* A reviewer will contact the applicant if any additional information is needed.  
Staff Review Period = 10 Working Days

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**Engineer of Record Submittal Checklist:**

\_\_\_ Environmental Permit Plan(s): One (1) initial set of construction plans. Construction plan must contain seal, signature, and date of Engineer of Record. Permit Plans shall address the following:

- Grading plan - Leon County GIS topographic contours may be used at the discretion of the Engineer of Record
- Sediment/erosion controls & stabilization
- Access stabilization
- Location of proposed SWMFs
- Discharge path of SWMFs
- Location of natural and manmade drainage conveyances and easements
- Required setbacks for wells and septic drainfields
- Species & location of protected trees within access/utility/drainage easements & vicinity of proposed construction activity
- Mitigation plan for protected tree removal
- Location of protected features
- Construction sequence

\_\_\_ Stormwater Engineering Calculations/Report: One (1) Engineering Report properly signed and sealed by the engineer of Record.

\_\_\_ Site and Stormwater Design Summary:

Drainage Basin Name(s) \_\_\_\_\_ Closed Basin:  Yes  No

\_\_\_\_\_ Closed Basin:  Yes  No

USDA NRCS Soil Information (Attach Report from: <http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm>)

Soil Name	Hydrologic Group	Seasonal High Groundwater Depth	Infiltration Rate*

\* LCDSEM does not accept NRCS infiltration estimates if retention depth exceeds 18" or floor of SWMF more than 18" below existing grade. Engineer shall contact Environmental Services prior to using NRCS infiltration rate.

**Stormwater Design**

- Water Quality: \_\_\_\_\_ LDC Section: \_\_\_\_\_  
 Dry Retention     Wet Detention     Sand Filter     Other: \_\_\_\_\_
- Rate Control:  2-yr restricted     25-yr     100-yr     N/A
- Volume Control:  100-yr Full Retention     100-yr Pre-Post Retention     N/A
- Recovery Time: Treatment Volume \_\_\_\_\_ hrs: 50% Volume \_\_\_\_\_ days: 100% Volume \_\_\_\_\_ days

Describe management of internal and off-site stormwater conveyance: \_\_\_\_\_

Signature of Engineer of Record preparing this checklist:

\_\_\_\_\_  
(Engineer Name)

\_\_\_\_\_  
(License Number)

\_\_\_\_\_  
(Seal/Signature/Date)

Ensure any required permits from other regulatory agencies are obtained (ex NWFWM, FDOT, NPDES, FDEP, DHR, etc.). Engineer may submit more detailed Standard Form Permit checklist if desired.