

Development Support & Environmental Management
435 N. Macomb St., 2nd Floor
Tallahassee, FL 32301
(850) 606-1300

ENVIRONMENTAL MANAGEMENT PERMIT APPLICATION

Short Form A Non-Residential



For Staff Use Only

\$372 Fee Paid, Date _____ LPR # _____
Data Entry By & Date _____ LEM # _____ Stamp Date Received Above

Permitted Use Verification Required? Yes No

Permitted Use Verification # _____ Expiration Date _____

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

Additional fees may apply upon completion of development activities [up to five (5) times initial application fee]

Brief Description of Development Activity: _____

Size of Development Activity Area: _____ square feet acres

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: _____ Telephone: (____) _____

Mailing Address: _____
Street Address City State Zip

E-mail: _____

Consultant Information: Designated as Agent? Yes No

Firm: _____ Telephone: (____) _____

Consultant Contact: _____ Fax: (____) _____

Mailing Address: _____
Street Address City State Zip

E-mail: _____

Physical Features Information:

Drainage Basin? Lake Jackson Lake Lafayette Lake Iamonia Other _____

Property located within: Killlearn Lakes Subdivision (HOA approval may be required) Closed Basin _____
(Check all that apply) Bradfordville Study Area

Protected Features Located on Property: (Check all that apply)
 Floodplain Significant Slopes (10-20%) Native or High Quality Successional Forest
 Wetland Severe Slopes (20%+) Karst (Sinkhole or Spring)
 Watercourse Waterbody Endangered/Threatened/Special Concern Species
 Canopy Road Protection Zone Special Development Zone: _____

For assistance completing this form, please contact the Environmental Service Advisor at 606-1300.

Last updated 9/22/16

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Applicant Submittal Checklist

- _____ 1. The \$372 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. The "Affidavit of Ownership and Designation of Agent" form must be signed by ALL owners of the property and notarized.
- _____ 6. Legal description of existing parent parcel(s).
- _____ 7. Environmental Management Permit Plan(s): One (1) initial set of permit plans.*
The permit plan shall address the following:
- Location and extent of proposed activity.
 - Location of protected features. Development activity including project staging and access shall be located outside of protected environmental features (See Application Form).
 - Grading plan or specifications describing pre-post development grades (ex. post development grades to match existing grades)
 - Sediment/erosion controls & stabilization of disturbed areas
 - Access stabilization
 - Location of natural and manmade drainage conveyances and easements
 - Species & location of protected trees for which development activity encroaches within the critical root protection zone
 - Mitigation plan for protected tree removal
 - Construction sequence including pre-construction conference with County Environmental Inspector

* *NOTE: Once preliminary permit plan has been conceptually approved, three (3) sets will be requested by staff for final permit issuance.*

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