



# Administrative Streamlined Application Process (ASAP)

APPLICATION FEE: \$600



Department of Development Support & Environmental Management  
435 North Macomb St., 2nd FL  
Tallahassee, Florida 32301  
Phone: (850) 606-1300  
[www.leonpermits.org](http://www.leonpermits.org)

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_  
Street & Number City State Zip Code

Parcel Tax I.D. Number: \_\_\_\_\_

**In order to be exempt from the site and development plan review process as defined by Leon County Land Development Code Section 10-7.402, one of the following three conditions must be met:**

1. Development of nonresidential, multiple use development and/or a change of use providing for not more than 1,000 square feet of total gross floor area after construction or not more than ten percent increase of total onsite impervious area. This exemption applies to additions to existing structures and uses and to new construction and uses on a non-cumulative basis.
2. In the Industrial zoning district, new development, or expansion of existing industrial uses of up to 10,000 gross square feet, where no extensions or infrastructure to the site are required.
3. The application for development has been reduced, through the use of development incentives provided in the Leon County Land Development Code, from a more rigorous level of site and development plan review to the Administrative Streamlined Application Process.

**One (1) original set of plans are needed for submittal in addition to the electronic plan uploaded to Project Dox:**

1. A scaled drawing of the existing and proposed development, including all existing and proposed structures and impervious areas, driveways, sidewalks, and stormwater management facilities.
2. Existing use of the property \_\_\_\_\_
3. Proposed use of the property \_\_\_\_\_
4. Gross floor area of existing structures \_\_\_\_\_ Square Feet
5. Existing impervious surface area on the property \_\_\_\_\_ Square Feet
6. Proposed additional floor area \_\_\_\_\_ Square Feet
7. Proposed additional impervious area \_\_\_\_\_ Square Feet
8. Percent increase/decrease in impervious area \_\_\_\_\_ Percent
9. An application fee of \$600.00 payable to: "Leon County."

I certify that I am the owner, or duly appointed agent of the owner of the property referenced above (and have attached an affidavit authorizing me to make this application on the behalf of the owner).

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Agent: \_\_\_\_\_ Date: \_\_\_\_\_