



**APPLICATION FOR SUBDIVISION PURSUANT TO THE
FAMILY HEIR PROVISION OF POLICY 2.1.9 OF THE
TALLAHASSEE/LEON COUNTY COMPREHENSIVE PLAN**

Revised November 4, 2021

This package includes the following:

- Eligibility Criteria
- Policy 2.1.9 Process Steps & Requirements
- Permitted Use Verification Application (\$242)* - Attachment “A”
- Natural Features Inventory Application (\$1,128)* - Attachment “B”
- Family Heir Policy 2.1.9 Subdivision Application (\$900)* - Attachment “C”
 - Family Heir Property Affidavit
 - Concurrency Worksheet
 - Ownership/Agent Affidavit
- Environmental Stormwater Permit Short Form “B” Low Intensity (\$720 base fee) – Attachment “D”

* The fees are derived from the Leon County Department of Development Support and Environmental Management fee schedule, revised November 25, 2008.

Leon County Department of Development Support and Environmental Management
Development Services Division
435 North Macomb Street
Tallahassee, FL 32301
(850) 606-1300

Policy 2.1.9 Family Heir Subdivision Eligibility Criteria:

In order to qualify for the Policy 2.1.9 Family Heir Subdivision, the following conditions must be met:

1. The parcel to be divided has existed in its present configuration since February 1, 1990, or the parcel was created subsequent to February 1, 1990, through subdivision pursuant to the Family Heir provision of Policy 2.1.9 of the Comprehensive Plan.
2. The parcel must be located outside of the Urban Services Area.
3. The minimum lot size that can be created in a Policy 2.1.9 subdivision is one-half buildable acre. If the parcel to be subdivided is located in an unrecorded subdivision, the resulting parcels shall be no smaller than the smallest existing lot, established in accordance with the Leon County Land Development Code, nor less than one-half acre in size. The parcel to be subdivided cannot be located in a platted, recorded subdivision.
4. The number of lots shall be equal to or less than the number of eligible heirs plus the original homestead family member. Each parcel created shall be used solely as a homestead by an individual who is the grandparent, parent, stepparent, adopted parent, sibling, child, stepchild, adopted child or grandchild of the person who conveyed the parcel.
5. The application for subdivision pursuant to subsection 10-7.202.2, shall include covenants and restrictions to be executed by the applicant and the chair of the development review committee, on the behalf of Leon County, which shall be recorded in the clerk of the court's records, restricting transfer and regulating the development of the property to comply with the limitations of subsection 10-7.202.9. The covenants and restrictions shall be enforceable by Leon County. The covenants and restrictions may be amended, by the Board of County Commissioners, as necessary, to otherwise provide for the transfer or permitting in the case of the death or institutionalization of the originally intended heir.

Factors that may elevate the review level of the proposed Policy 2.1.9 Subdivision:

- a) In those instances where subdivision pursuant to this section would result in the requirement of a new access connection to a designated canopy road, or the removal of any protected tree or vegetation within the Canopy Road Protection Zone is required, the application shall be subject to the review and approval requirements of the Type "B" site and development plan application process, including mandatory pre-application and technical staff meetings, at the expense of the applicant.
- b) Should site coverage by conservation or preservation areas, as defined by the Comprehensive Plan, comprise more than 40% of the total site, then the application shall require a Type "B" subdivision review. Sites of three acres or larger wherein all buildings, attendant parking facilities, streets, and access facilities will be located outside of conservation or preservation areas shall be exempt from this requirement. Please see the Development Services Division for information regarding the Type "B" review process.

Note: A completed and approved environmental management permit may be required prior to approval of a Policy 2.1.9 Subdivision application.

Policy 2.1.9 Family Heir Subdivision Process Steps

Step 1. Submittal of a Permitted Use Verification (PUV) application. (See Attachment “A”)

The applicant shall submit a Permitted Use Verification application to determine eligibility for subdivision pursuant to Policy 2.1.9 of the Comprehensive Plan. The PUV will also provide additional information regarding compliance with the applicable provisions of the Leon County Land Development Code (LDC) and the required review procedures for subdivision pursuant to Policy 2.1.9. A PUV application is included for your convenience.

Step 2. Preliminary Environmental Review – Natural Features Inventory (NFI). (See Attachment “B”)

This step must be completed prior to proceeding to Step 3. The following information must be submitted for the preliminary environmental and subdivision review:

- A completed Leon County Natural Features Inventory (NFI) 2.1.9 application must be submitted to the Leon County Environmental Compliance Division with the appropriate fee. The submittal must include a legal survey of the existing parcel and a sketch drawing showing the proposed lots and legal ingress/egress/utility easement (minimum 40’ wide) onto a County maintained road;
- A completed Leon County Affidavit of Ownership & Designation of Agent form acknowledging ownership and agent authorization;
- During the 2.1.9. NFI review, County staff will determine the location of on-site preservation areas (including floodplains, wetlands, etc.). Based on the findings, staff will determine whether additional environmental permitting will be required. An NFI approval letter will be provided to the applicant summarizing staff findings and will include a map showing the location of preservation areas. If preservation areas are identified on more than 40% of the site, staff will stop processing the 2.1.9. NFI application and notify the applicant and Development Services Division that a standard NFI is required.

Please be advised that the Northwest Florida Water Management District (NFWFMD) and Florida Department of Environmental Protection (FDEP) also have environmental permitting programs that are not related to Leon County requirements. The applicant will also need to contact these agencies to determine whether any additional environmental review or permitting is required.

Step 3. Submittal of the Policy 2.1.9. Subdivision application and associated environmental management permit. (See Attachment “C”)

Once the items noted in Step 1 and Step 2 have been completed and approved, the applicant will be required to submit a completed Policy 2.1.9 subdivision application. The completed application shall include surveys showing the site’s natural features, preservation areas (if applicable), lot lines, and easements. The environmental management permit application (if required as indicated by the NFI) shall be submitted along with the Policy 2.1.9 subdivision application.

The Policy 2.1.9 subdivision application shall be subject to the review procedures of the Type “A” site and development plan review process; however, no technical staff meeting shall be required, but may be provided, at the request of the applicant, free of charge.

STEP 3. (continued):

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

1. Signed, sealed surveys drawn to scale by a licensed State of Florida registered surveyor on legal size paper (8½" x 14") showing the proposed subdivision and containing the following:
 - a. legal access to each lot (40' wide minimum labeled ingress/egress/utility easement if not on County maintained road);
 - b. lot numbers;
 - c. legal descriptions for each newly created lot and all required access easements;
 - d. the approved Natural Features Inventory (NFI) with all conditions or notes on final site plan;
 - e. conservation/preservation areas (if applicable) as approved in the preliminary environmental and subdivision review; and,
 - f. a copy of the issued Environmental Management Permit (if required) prior to 2.1.9 approval.
2. A completed Family Heir Policy 2.1.9 Subdivision application with the \$900 application fee.
3. Completed Family Heir Property Affidavit(s).
4. Sealed survey and legal description on legal size paper (8½" x 14"), by a licensed State of Florida registered surveyor, of the existing parcel.
5. Completed Leon County Affidavit of Ownership & Designation of Agent form (both pages) acknowledging ownership and agent authorization (attached).
6. Completed Concurrency Fee Worksheet with the concurrency fee included (attached).
7. Copy of the subject parcel's recorded warranty deed.
8. Documentation of legal access to the subject parcel. If parcel is not on a public road, provide a copy of the recorded legal ingress/egress easement with this application showing the recorded transfer of the easement to the owner of the property in this request. **Proposed legal access must be a minimum of 40-foot wide and labeled "ingress/egress/utility easement"**.
9. The application for subdivision or additional dwelling unit pursuant to subsection 10-7.202.2, shall include covenants and restrictions to be executed by the applicant and the chair of the Development Review Committee, on the behalf of Leon County, which shall be recorded in the Clerk of the Court's records, restricting transfer and regulating the development of the property to comply with the limitations of subsection 10-7.202.9. The covenants and restrictions shall be enforceable by Leon County. The covenants and restrictions may be amended by the Board of County Commissioners, as necessary, to otherwise provide for the transfer or permitting in the case of the death or institutionalization of the originally intended heir.
10. Please be advised that, according to Florida Statute 197.192, all property taxes shall be paid prior to the final approval and recording by the Clerk of the Court in the public records of the County any proposed subdivision of land, or declaration of condominium of land. Therefore, tax receipts or other documentation from the Leon County Tax Collector's Office must be provided with this submittal to demonstrate compliance with Florida Statute 197.192. Should you have any questions regarding compliance with this Statute, please contact the Leon County Tax Collector's Office at (850) 488-4735.

STEP 1: ATTACHMENT A



**PERMITTED USE
VERIFICATION (PUV)
CERTIFICATE**

APPLICATION FEE: \$242



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

Date: _____

Tax Parcel I.D. Number: _____
(If not known, contact the Leon County Property Appraiser's Office at 488-6102)

Parcel Size (In Acres): _____

Parcel Street Address (If Any): _____

Zoning District: _____

Existing Use: _____

Is the Property Vested from the Comprehensive Plan? Yes No
(If yes, please attach a copy of the vested rights certificate to this application)

Proposed Use: (Be as Specific as Possible; Use Separate Sheet if Needed to Provide Narrative of Project)
(Please be aware that all parcels of land must be "legal lots of record", meaning that the parcel was created in accordance with Subdivision Regulations in effect at the time the parcel was created. For information on whether a parcel of land is a legal lot of record, contact the Leon County Development Services Division at 606-1300.)

Change of Use To: _____

New Structure/Addition: _____

Subdivision (Specify # of Lots): _____

Non-Residential Use – Building Square Footage:

Residential Use – Number of Dwelling Units:

Existing: _____

Existing: _____

Proposed: _____

Proposed: _____

This Property is (or will be) served by (Check All That Apply):

Sewage Disposal: Septic Tank Talquin Sanitary Sewer City of Tallahassee Sanitary Sewer

Water System: Private Water Well Talquin Water City of Tallahassee Water

(For information on the availability of sanitary sewer and/or potable water, please contact the City of Tallahassee Water and Sewer Department at 891-6155 or Talquin Electric Cooperative, Inc. at 878-4414).

Driveway Access: Existing Proposed Name of Roadway: _____

Existing Land Uses Immediately Surrounding Subject Property:

North: _____

East: _____

South: _____

West: _____

Applicant Information:

Name (Please Print): _____

Mailing Address: _____

Telephone Number: _____ Fax: _____

Email Address: _____

Email Certificate Mail Certificate Pick Up Certificate Fax Certificate

PLEASE NOTE: SUBMITTAL OF THIS APPLICATION WILL RESULT IN THE ISSUANCE OF A PERMITTED USE VERIFICATION CERTIFICATE. THE CERTIFICATE WILL INDICATE IF THE PROPOSED USE IS GENERALLY CONSISTENT WITH THE LEON COUNTY CODE OF LAWS. THE CERTIFICATE WILL ALSO INDICATE IF ADDITIONAL SITE AND DEVELOPMENT PLAN OR PERMITTING REVIEW IS REQUIRED TO DEVELOP THE PROPOSED USE. THE APPLICANT ASSUMES FULL RESPONSIBILITY FOR THE ACCURACY OF ALL INFORMATION PROVIDED, AND MAY BE REQUIRED TO FURNISH ADDITIONAL INFORMATION BEFORE A CERTIFICATE IS ISSUED. CLAIMS TO VESTED RIGHTS FROM THE COMPREHENSIVE PLAN MUST INCLUDE COPIES OF THE VESTING CERTIFICATE. SUBSEQUENT SITE AND DEVELOPMENT PLAN REVIEW AND/OR THE PRESENCE OF ENVIRONMENTAL CONSTRAINTS MAY LIMIT THE ABILITY TO CONSTRUCT THE FULL DEVELOPMENT DESCRIBED IN THE CERTIFICATE. A PERMITTED USE VERIFICATION CERTIFICATE IS AN ADMINISTRATIVE ACTION AND DOES NOT GRANT DEVELOPMENT APPROVAL OR PROVIDE THE APPLICANT WITH VESTED DEVELOPMENT RIGHTS. NO PERMITTED USE VERIFICATION APPLICATION AND/OR PERMITTED USE VERIFICATION CERTIFICATE SHALL BE THE BASIS FOR ANY CLAIMS OF ESTOPPEL OR VESTING AS AGAINST ANY LAND DEVELOPMENT REGULATIONS OR ZONING REGULATIONS, WHICH MAY BE ADOPTED ON OR AFTER THE DATE OF THE PERMITTED USE VERIFICATION APPLICATION AND/OR THE PERMITTED USE VERIFICATION CERTIFICATE.

STEP 2: ATTACHMENT B



**Natural Features Inventory for 2.1.9
and Limited Partition Subdivisions**

E - 8

Development Support & Environmental Management Department
Environmental Services Division
435 North Macomb Street, 2nd Floor
Tallahassee, Florida 32301
(850) 606-1300 Fax (850) 606-1301

Fee: \$1,128

Please check one:

- 2.1.9 Limited Partition One into Two Subdivision
 Judicial Subdivision Additional Dwelling Unit

The purpose of the Natural Features Inventory for 2.1.9 and Limited Partition Subdivisions is to provide general natural features information on a particular property and provide direction on how to comply with the requirements of Section 10-4.202 of the Leon County Code of Laws. Natural features of concern, sometimes referred to as “environmentally sensitive areas”, include waterbodies, watercourses, floodplains, listed species, native forests, and various other features.

Property Access: Please note that access to the site is necessary to complete this NFI. Please provide pertinent contact information below to facilitate property access.

1. Applicant’s Name: _____
Mailing Address: _____
Telephone Number: _____
E-mail Address: _____
2. Consultant’s Name: _____
Mailing Address: _____
Telephone Number: _____
E-mail Address: _____
3. Property Owner’s Name: _____
Mailing Address: _____
Telephone Number: _____
E-mail Address: _____
4. Parcel Number: _____
Acreage of Property: _____

Please complete the checklist on page two, and provide the information indicated on page three.

STEP 2: ATTACHMENT B

Checklist

Please complete the following questionnaire to the best of your knowledge:

Does the parcel proposed for subdivision contain any of the following natural features?

Natural Feature Type	YES	NO	?	Natural Feature Type	YES	NO	?
Wetlands				Severe Slopes (grades > 20%)			
Waterbodies				Significant Slopes (grades of 10% - 20% slope)			
Watercourses				Protected Trees (18" or > diameter; dogwoods 4" or > diameter)			
Floodplains				Listed Plant or Animal Species (designated as threatened, endangered, or species of special concern)			
Floodways							
Native Forests				Karst Features (sinkholes, springs)			
High Quality Successional Forests				Archaeological or Historical Sites			
Is the property located on a designated canopy road?							
Is the property located within a Special Development Zone (SDZ)? (See LDC Sec. 10-4.323: SDZs are located within the Lake Jackson Basin, Lake Iamonia Basin, Lake McBride Basin, Bradford Brook Chain-of-Lakes, Lake Lafayette Basin, and the Fred George Basin)							
Is the property located within a closed basin?							
Environmental Permitting**							
Does the property contain an existing access or road?							
Is the creation of an additional access or road proposed for any of the newly created lots? (A minimum access/utility easement width of 40 ft. will be required)							

STEP 2: ATTACHMENT B

Please provide the following:

1. A copy of the signed and sealed boundary survey which accurately depicts the subject parcel.
2. A drawing showing the proposed lot lines, the acreage of each lot, and the proposed access road/easement to each lot. For the NFI, this drawing does not have to be prepared by a surveyor. A survey drawing of the proposed lots and access easements will be required, however, for final approval of the 2.1.9 or LP subdivision.
3. Affidavit of ownership and affidavit of authorized agent.

Environmental Features Preservation Affidavit/Conservation Easement/Drainage Easement

Depending on the type of subdivision proposed and the type of environmental feature or drainage issues present, one or more of the above forms of a protection agreement may be required.

****Environmental permitting may be required**

If a permit is required, the 2.1.9/LP application will be placed on hold until the permit can be issued.

An environmental permit **may be** required if:

- A) the site is located within a closed basin. Applicant must demonstrate that the pre vs. post volume retention will occur onsite or that offsite properties will not be adversely impacted.

An environmental permit **will be** required if:

- A) the subdivision creates lots less than two acres in clay soils and less than one acre in sandy soils per the "Soil Survey of Leon County."
- B) a new roadway or ingress/egress easement is proposed that will serve three or more single family residential parcels
- C) an existing driveway is being converted to a roadway or ingress/egress easement, and a determination is made that increased pollution loadings would result
- D) the subdivision is located in the Bradfordville Study Area

An environmental permit **will not** be required for:

- A) an improved ingress/egress for only two lots and the impervious area is less than 3000 sq. ft. and there are no adverse impacts to adjacent properties.

Note: Please be advised that, under certain circumstances, your 2.1.9./LP Subdivision may be required to provide a stabilized/improved access roadway and/or a stormwater management facility. Such requirements may necessitate that you obtain an Environmental Management Permit.

STEP 3: ATTACHMENT C



FAMILY HEIR 2.1.9 SUBDIVISION APPLICATION

APPLICATION FEE: \$900



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

Date: _____

Tax Parcel I.D. Number: _____
(If not known, contact the Leon County Property Appraiser's Office at 488-6102)

Parcel Size (In Acres): _____

Parcel Street Address (If Any): _____

Number of Existing Homes On-Site: _____

Proposed Number of Lots: _____

Applicant Information:

Name (Please Print): _____

Mailing Address: _____

Telephone Number: _____ Fax: _____

Email Address: _____

Agent Information:

Name (Please Print): _____

Mailing Address: _____

Telephone Number: _____ Fax: _____

Email Address: _____

This Property is (or will be) served by (Check All That Apply):

Sewage Disposal: Septic Tank Talquin Sanitary Sewer City of Tallahassee (COT) Sanitary Sewer

Water System: Private Water Well Talquin Water City of Tallahassee Water

(For information on the availability of sanitary sewer and/or potable water, please contact the COT Utilities at 891-6155 or Talquin Electric at 878-4414).

The undersigned acknowledges that once an application has been approved by the Development Services Division, an Affidavit for Policy 2.1.9 Subdivision must be signed and notarized by all property owners and recorded with new deeds and boundary surveys for the subdivision in the official records of the Clerk of the Circuit Court. A Policy 2.1.9 Subdivision is subject to Leon County Land Development Regulations including, but not limited to, environmental constraints, zoning, and concurrency management.

I certify that I am the owner, or duly appointed agent of the owner, of the property referenced above to be subdivided and that the property conveyed is for homestead purposes only for a period of no less than two (2) years. I understand that subdivision approval does not grant exemption from any other ordinance or regulations governing the development process.

I understand that the property referenced above will be visited during the performance of the Natural Features Inventory, and hereby grant permission.

Owner: _____ Date: _____

Agent: _____ Date: _____

STEP 3: ATTACHMENT C



HEIR PROPERTY AFFIDAVIT

**LEON COUNTY
DEPARTMENT OF DEVELOPMENT SUPPORT AND ENVIRONMENTAL MANAGEMENT
DEVELOPMENT SERVICES DIVISION
435 NORTH MACOMB STREET, 2nd FLOOR
TALLAHASSEE, FL 32301
(850) 606-1300**

**STATE OF FLORIDA
COUNTY OF LEON**

Comes now the affiant _____, and being duly sworn, deposes and says as follows:

I wish to subdivide a parcel of property described as: _____

_____ for purposes of conveying a portion of the property solely as a homestead to my heir, _____, who is my grandparent, parent, stepparent, adopted parent, sibling, child, step child, adopted child, or grandchild. I understand that the subdivision will be unlawful and void if it is determined that _____ is not my heir.

Dated this _____ day of _____, 20__.

Affiant's Signature

**STATE OF FLORIDA
COUNTY OF LEON**

The foregoing instrument was acknowledged before me by means of ___ physical presence or ___ online notarization this _____ day of _____, 20____, by _____, who is personally know to me, or who has produced _____ as identification and who did (did not) take an oath.

Signature of Notary/Deputy Clerk

Type or Print Name

STEP 3: ATTACHMENT C



WORKSHEET FOR CONCURRENCY APPLICATION REVIEW FEES
LEON COUNTY DEPARTMENT OF DEVELOPMENT SUPPORT
AND ENVIRONMENTAL MANAGEMENT
DEVELOPMENT SERVICES DIVISION
435 NORTH MACOMB STREET
TALLAHASSEE, FL 32301

1. The concurrency application review fee for the first residential unit is \$156.00 \$ _____
2. Subtract one (1) from the total number of residential lots in your project and enter that number. Existing, lawfully created parcels and existing homes are to be included in the initial total number. _____
3. Multiply the number obtained in question 2, above by \$24.00 to obtain the concurrency application review fee for each additional residential unit. \$ _____

TOTAL CONCURRENCY APPLICATION REVIEW FEE

4. Add the amount obtained in Question 1 and Question 3 of the worksheet to get the total concurrency application review fee. \$ _____

NOTES _____

Approved as to form:
Leon County Attorney's Office
301 South Monroe St., Suite 202
Tallahassee, FL 32301



Leon County
Board of County Commissioners
Department of Development Support &
Environmental Management
435 North Macomb St.
Tallahassee, FL 32301
Phone#: (850) 606-1300
Fax#: (850) 606-1301

Applicant's Affidavit of Ownership & Designation of Agent(s)

Date: _____

PARCEL I.D.# (List all numbers for the site subject to this affidavit.):

I. OWNER INFORMATION

OWNER'S (S') NAME: _____

OWNER'S (S') MAILING ADDRESS: _____

CITY: _____ COUNTY: _____ STATE: _____ ZIP CODE: _____

II. DESIGNATION OF AGENT(S)

As the owner(s) of the above-designated property and the applicant(s) for which this affidavit is submitted, I wish to designate the below named party(ies) as my agent in all matters pertaining to the location address and concerning approval(s) and permit(s) required by Leon County. In authorizing the agent(s) named below to represent me or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief.

(1) Owner's Agent: _____

Address: _____

Contact Phone: _____ Email Address: _____

If the Owner intends the Designation of Agent to be limited in any manner, please indicate the limitation below (i.e., limited to obtaining a Certificate of Concurrence for the parcel; limited to obtaining a building permit application; etc.).

(2) Owner's Agent: _____

Address: _____

Contact Phone: _____ Email Address: _____

If the Owner intends the Designation of Agent to be limited in any manner, please indicate the limitation below (i.e., limited to obtaining a Certificate of Concurrence for the parcel; limited to obtaining a building permit application; etc.).

III. NOTICE TO OWNER(S)

Application is hereby made to obtain approval(s) and permit(s) for the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction and development of land in this jurisdiction. I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

All changes in ownership and applicant's agent prior to issuance shall require a new affidavit. If ownership changes, the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.

Deed Restrictions and Covenants

Prior to pursuing a permit application, applicants should review any Deed Restrictions and/or Covenants which may apply to a particular site. Applicants should be aware that Deed Restrictions or Covenants are private civil issues and therefore are not enforced or reviewed by the County. Based on this information, I hereby acknowledge that I have been advised that I should seek out and obtain information on my own to identify if there are any Deed Restrictions and/or Covenants on the use of the site associated with this permit application. _____ Owner's Initials

Public Record Information

Chapter 119, Florida Statutes, Section 119.071(4)(d) Subparagraphs a.-r. exempt the public release of select information pertaining to the name, address, and phone numbers of certain public employees, e.g. law enforcement personnel, their spouses and children.

Do you or your spouse fall into one of these protected categories? Yes ___ No ___

If yes, do you want the exempt information that is included on this application withheld from the public, or from any official public record request? Yes ___ No ___

The authenticity of the request to withhold this specific information from the public as specified in Chapter 119, Florida Statutes is subject to verification by this Department. _____ Owner's (s') Initials

Access to Property

By submitting this application, I (we) am (are) providing permission for Leon County personnel to inspect at reasonable times the property and work required under any permit issued under this application for compliance with applicable codes as specified in Leon County's Code of Laws, Chapter 10, Section 10-1.105 and 10-4.212. Unless the inspection requires entry into a private residence, no further permission will be required.

_____ Owner's (s') Initials

Modifications

Any changes to the limits of clearing, structure location/orientation, elevations, or drainage patterns shown on the approved plans may require additional review and new approval by Leon County.

_____ Owner's (s) Initials

WARNING TO OWNER: FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

I (we), _____, certify that I (we) am (are) the owner(s), as defined by Sections 10-1.101 or 10-4.201(a) of the Leon County Code of Laws, of the property described herein.

OWNER SIGNATURE (1):

OWNER SIGNATURE (2):

NOTARY PUBLIC – CROSS THROUGH NOTARY SECTIONS NOT USED

STATE OF:

COUNTY OF:

For an individual or individuals acting in his, her or their own right; or

Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization this ___ day of _____, 20 ___, by _____, who is personally known to me or who has produced _____ as identification.
(name of person acknowledging)

(type of identification produced)

For Corporation or Governmental Entity; or

Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization this ___ day of _____, 20 ___, by _____, as _____ of _____, a _____ corporation, on behalf of the corporation.
(name of officer or agent, title of officer or agent) *(office held)*
(name of corporation) *(state)*

He/she is personally known to me or has produced _____ as identification.
(type of identification produced)

For Partnership

Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization this ___ day of _____, 20 ___, by _____, partner on behalf of _____ a partnership. He/she is personally known to me or has produced _____ as identification.
(name of acknowledging partner) *(name of partnership)*
(type of identification produced)

Notary Seal

Signature of Notary

Print Name of Notary

Title or Rank

STEP 3: ATTACHMENT C

Access to Property

By submitting this application, I (we) am (are) providing permission for Leon County personnel to inspect at reasonable times the property and work required under any permit issued under this application for compliance with applicable codes as specified in Leon County's Code of Laws, Chapter 10, Section 10-1.105 and 10-4.212. Unless the inspection requires entry into a private residence, no further permission will be required.

_____ Owner's (s') Initials

Modifications

Any changes to the limits of clearing, structure location/orientation, elevations, or drainage patterns shown on the approved plans may require additional review and new approval by Leon County.

_____ Owner's (s) Initials

WARNING TO OWNER: FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

I (we), _____, certify that I (we) am (are) the owner(s), as defined by Sections 10-1.101 or 10-4.201(a) of the Leon County Code of Laws, of the property described herein.

OWNER SIGNATURE (1):

OWNER SIGNATURE (2):

NOTARY PUBLIC – CROSS THROUGH NOTARY SECTIONS NOT USED

STATE OF:

COUNTY OF:

For an individual or individuals acting in his, her or their own right; or

Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization this ___ day of _____, 20 ___, by _____, who is personally known to me or who has produced _____ as identification.
(name of person acknowledging)

_____ as identification.
(type of identification produced)

For Corporation or Governmental Entity; or

Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization this ___ day of _____, 20 ___, by _____, as _____ of _____, a _____ corporation, on behalf of the corporation.
(name of officer or agent, title of officer or agent) *(office held)*
(name of corporation) *(state)*

He/she is personally known to me or has produced _____ as identification.
(type of identification produced)

For Partnership

Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization this ___ day of _____, 20 ___, by _____, partner on behalf of _____
(name of acknowledging partner) *(name of partnership)*

a partnership. He/she is personally known to me or has produced _____ as identification.
(type of identification produced)


Notary Seal

Signature of Notary

Print Name of Notary

Title or Rank

STEP 4: ATTACHMENT D

Development Support & Environmental Management 435 North Macomb Street, 2 nd Floor Tallahassee, FL 32301 (850) 606-1300	ENVIRONMENTAL MANAGEMENT PERMIT APPLICATION For Limited Partition, 1 into 2 "ASAP", & Family Heir 2.1.9 Subdivisions + Additional Dwelling Units	
For Staff Use Only \$720 Fee Paid, Date _____ LPR # _____ Data Entry By & Date _____ LEM # _____ Stamp Date Received Above		

Permitted Use Verification # _____ Expiration Date _____

Associated Site Plan Type: Limited Partition 1 into 2 "ASAP" Family Heir 2.1.9. Additional Dwelling Unit

Has the site plan application for the proposed subdivision been submitted? Yes No

Has concurrency been approved for the proposed subdivision? Yes No

Approved Natural Features Inventory (NFI) for the parent parcel(s) LEA#: _____

Have all NFI approval conditions been met? Yes No

Ownership or designated agent been provided? Yes No

If yes, provide new Applicant's Affidavit of Ownership and Designation of Agent form.

Property/Project Information:

Project Name: _____ Total Acreage of Proposed Site: _____

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

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

Property located within: Killlearn Lakes Subdivision (HOA approval may be required) Closed Basin

(Check all that apply) Bradfordville Study Area

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: _____

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

STEP 4: ATTACHMENT D

ENVIRONMENTAL MANAGEMENT PERMIT APPLICATION

For Limited Partition, 1 into 2 "ASAP", & Family Heir 2.1.9 Subdivisions + 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 OR Environmental Features Preservation Affidavit (ref. approved NFI):
 - ___ For 1 into 2 "ASAP", Family Heir 2.1.9 Subdivisions and Additional Dwelling Units, an Environmental Features Preservation Affidavit including Exhibits "A" and "B" 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 including associated Exhibits 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

STEP 4: ATTACHMENT D
ENVIRONMENTAL MANAGEMENT PERMIT APPLICATION

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

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