



CITY OF
TALLAHASSEE

LAND USE & ENVIRONMENTAL SERVICES

PRE-SUBMITTAL APPLICATION SUBMITTAL REQUIREMENTS

Please use the examples provided below when uploading required documentation for a permit application that requires a review by Growth Management. Requirements are based on the project's scope and details of work, not all documents may be required.

- **Note:** If you must rename a file that contains a digital signature, please right-click on the file while viewing in a folder, and select "Rename", do NOT "Save as" and rename as this will jeopardize the verified signature. Also, if you must re-submit a document, please use the original file name the file was uploaded with initially. If the document is a revision, type "Revision" into the "Description" field on the uploads page of the permit portal.
- Remember to reduce or flatten layers when saving as a PDF from design and drafting software.

PLEASE FOLLOW THE EXACT FILE NAMING CONVENTION PROVIDED FOR THE FOLLOWING DOCUMENTS:

<u>Required File Name</u>	<u>Document Type</u>
AS-ProjectNar.pdf	Project Narrative
	<i>A narrative statement outlining the scope of the project and any relevant details.</i>
SP-SPDwgs.pdf	Preliminary Site Plan
	<i>A conceptual site plan that fully demonstrates the scope of the proposed project.</i>