



CITY OF
TALLAHASSEE

LAND USE & ENVIRONMENTAL SERVICES

PARKING STANDARDS 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-OwnersAff.pdf	Ownership Affidavit
PS-JustificationStmt.pdf	Parking Standards Justification Statement <i>A statement providing basis for the request that must document the source of data used to justify the request.</i>
PS-SiteCirculation.pdf	Traffic Circulation/Parking Plan <i>Must be scaled sufficiently to show all the necessary information to conduct a review.</i>