



CITY OF
TALLAHASSEE

LAND USE & ENVIRONMENTAL SERVICES

STAND ALONE DEVIATIONS 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:

Required File Name	Document Type
SP-SPDwgs.pdf	Site Plan Set
AS-ProjectNar.pdf	Project Narrative <i>A narrative statement outlining the scope of the project and any relevant details.</i>
AS-OwnersAff.pdf	Ownership Affidavit
AS-BoundarySur.pdf	Boundary Survey <i>Signed/sealed by a Florida Registered Land Surveyor</i>
DEV-DeviationOne.pdf, DEV-DeviationTwo.pdf	Deviation Request Form <i>Form addressing the hardship and need for each individual deviation request. Any supporting documentation for each deviation should be uploaded with the form.</i>
AS-SignPostAff.pdf	Sign Posting Affidavit
AS-SignPostPic.pdf	Sign Posting Pictures