



CITY OF
TALLAHASSEE

LAND USE & ENVIRONMENTAL SERVICES

LIMITED PARTITION 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 | Limited Partition Plan Set |
| | <i>For information on plan set requirements, see Limited Partition Checklist.</i> |
| AS-ProjectNar.pdf | Project Narrative |
| | <i>A narrative statement outlining the scope of the project.</i> |
| AS-LUCC.pdf | Land Use Compliance Certificate (LUCC) |
| AS-OwnersAff.pdf | Ownership Affidavit |
| AS-PrelimConcurrencyCert.pdf | Preliminary Concurrency Certificate (If required by the LUCC) |
| | <i>If you have not obtained a concurrency certificate but have already applied, a copy of the receipt will suffice.</i> |
| AS-BoundarySur.pdf | Boundary Survey |
| | <i>Signed/sealed by a Florida Registered Land Surveyor</i> |
| AS-SchoolConcurr.pdf | School Concurrency Impact Analysis (if applicable) |
| AS-NFI.pdf OR AS-Exemption.pdf | Natural Features Inventory (NFI) Approval Letter OR NFI/EIA Exemption Approval Letter |
| AS-EIAApproval.pdf | EIA Approval Letter (if applicable) |
| DEV-DeviationOne.pdf, DEV-DeviationTwo.pdf, | Deviation Request Form (if applicable) |
| | <i>Form addressing the hardship and need for each individual deviation request. Any supporting documentation for deviation should be uploaded with the form.</i> |
| AS-Cov&Rest.pdf | Any proposed deed restrictions or covenants (if applicable) |
| AS-SignPostAff.pdf | Sign Posting Affidavit |
| AS-SignPostPic.pdf | Sign Posting Pictures |