



**CITY OF
TALLAHASSEE**

AMENDMENT TO ENVIRONMENTAL PERMIT CHECKLIST

- 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:

Submittal Requirements:

1. The amendment application form is complete with all blanks filled in or marked "N/A" as not applicable.
File name: AS-Application.pdf
2. Project narrative – if not explained in detail on the application form.
File name: AS-ProjectNar.pdf
3. Ownership Affidavit - ONLY if ownership has changed since the initial EMP was issued.
File name: AS-OwnersAff.pdf
4. Environmental Permit Amendment Determination Letter/Email from COT GM Engineer.
File name: AS-DeterminationLtr.pdf
5. EMP plans with areas of change marked clearly.
File name: SP-SPDwgs.pdf
6. The application fee shall be paid at time of submittal.