C I T Y   O F
T A L L A H A S S E E

LAND USE & ENVIRONMENTAL SERVICES

PREVIOUSLY ESTABLISHED LAND USE CONFORMITY (PELUC) 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 (to include)
	• Cover Sheet • Site Conditions Map • Site Plan • Utility Service Plan • Landscape Plan • All Required statistical information (Site Data Table)
AS-PELUCAck.pdf	PELUC Acknowledgement Form
	The application package states the eligibility for a Previously Existing Land Use Conformity and is a means for the property owner to attest that the property meets those criteria.
AS-OwnersAff.pdf	Ownership Affidavit
AS-BoundarySur.pdf	Boundary Survey
	Signed/sealed by a Florida Registered Land Surveyor
AS-ProjectNar.pdf	Project Narrative
	A narrative statement outlining the scope of the project and any relevant details.
AS-SitePics.pdf	Pictures of the site and adjacent properties
AS-SignPostAff.pdf	Sign Posting Affidavit
AS-SignPostPic.pdf	Sign Posting Pictures