



Project Permitting Required

Item	Review Authority	Notes
Initial Steps		
1 Pre-Submittal	City of Tallahassee Growth Management / Planning	1 week review
2 Land Use Compliance Certificate	City of Tallahassee Growth Management	1 week review
3 Environmental Inventory Assessment with Floodplain Review	City of Tallahassee Growth Management	14 working days for initial review, 7 working days for resubmittal
4 Concurrency update	City of Tallahassee Growth Management	Development Agreement, Exhibit "B" update
Design and Engineering Phase		
5 Site Plan Application	Leon County Research & Development Authority, Development Review Committee	Submit at least 1 week before meeting
6 Variance Application, if applicable	Leon County Research & Development Authority, Development Review Committee	
7 Run Advertisement for Variance Public Hearing	Leon County Research & Development Authority, Development Review Committee	15 working days prior to meeting
8 Variance Public Hearing	Leon County Research & Development Authority, Development Review Committee	2nd Tuesday of the month
9 Site Plan Review	Leon County Research & Development Authority, Development Review Committee	2nd Tuesday of the month
10 Site Plan Approval	Leon County Research & Development Authority, Governing Board	
11 Environmental Management Permit (Short Form B High) with Landscape and Tree Removal	City of Tallahassee Growth Management	Reviewed within 15 working days
12 Stormwater Permit	Northwest Florida Water Management District	
13 Building Permit	City of Tallahassee Growth Management	First submittal reviewed within 20 working days
14 Certificate of Occupancy	City of Tallahassee Growth Management	TBD upon coordinating between contractor and staff

Notes:

- 1) Permitting steps listed on this sheet are the main steps required and listed in the general order of which they may be submitted. There is some flexibility in the timing, sequence and the opportunity to submit several permitting application items concurrently. A pre-submittal is highly recommended prior to moving forward with permitting submittals.
- 2) This sheet is prepared as a guide only and subject to changes based on project goals, final design and permitting.

9/14/2018