

Development Support & Environmental Management Dept.  
435 North Macomb Street, 2<sup>nd</sup> Floor  
Tallahassee, FL 32301  
(850) 606-1300

# ENVIRONMENTAL MANAGEMENT PERMIT APPLICATION

E - 3

Shaded Areas are for Staff use only

Fee Paid, Amount & Date \_\_\_\_\_ LPR # \_\_\_\_\_  
Data Entry By & Date \_\_\_\_\_ LEM # \_\_\_\_\_ Stamp Date Received Above

Is this an application to amend a prior permit? No Yes Project Name & Permit # \_\_\_\_\_  
Has this application been submitted in response to enforcement action? Yes No  
Has this development received Site Plan Approval? Yes No If yes, provide copy of Approval Letter.

### Permit Components Applied For:

#### Stormwater:

(Check Only One)

Short Form A Non-Residential  
Short Form B-Low (SFBL)  
Short Form B-High (SFBH)  
Standard Form (STD)  
Vegetation Management Plan

#### Tree Removal:

(Check all that apply)

Patriarch  
Canopy Road  
Wetland  
Other

#### Project Type:

(Check One Below)

Single Family Subdivision  
Multi Family Subdivision  
Multi Family  
Commercial  
Industrial  
Governmental  
Institutional  
After-the-Fact

#### Landscape:

Silviculture  
Minor Prop. Improvements  
Underground Storage Tank  
Removal  
General Utility  
Lot within a Master  
Planned Subdivision  
Other

Number of Trees Requested for Removal

### Property/Project Information:

Project Name: \_\_\_\_\_ Total Acreage of Proposed Site: \_\_\_\_\_

Parcel Tax ID# (s): \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

Development Site Address (or location): \_\_\_\_\_ Site Zip Code \_\_\_\_\_

### Ownership Information:

Owner: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street Address City State Zip

### Consultant Information:

Firm: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Consultant Contact: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street Address City State Zip

### Concurrency Status:

Exempt, Vested, Concurrency Project Title \_\_\_\_\_ Permitted Use Verification # \_\_\_\_\_

Expiration Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

### Physical Features Information:\*

Drainage Basin?  Lake Jackson  Lake Lafayette  Lake Iamonia  Other \_\_\_\_\_

Watershed, if any? \_\_\_\_\_ Predominant Soil Types \_\_\_\_\_

Is any of the site located within a Closed Basin? Yes No If yes, name: \_\_\_\_\_

Is the site located within any Special Development Zones? Yes No If yes, name: \_\_\_\_\_

	Square Feet	% of Site		Square feet	% of Site
Disturbed Area on Project Site:	_____	_____	Impervious Area, Pre-development:	_____	_____
Natural Area preserved:	_____	_____	Impervious (+) Added or (-) Removed	_____	_____
Landscaped Area:	_____	_____	Impervious Area, Post-developed	_____	_____

\* For assistance, please see an Environmental Reviewer.

Short Form A Non-residential (Review Period = 10 Working Days)  
SFBH (Review Period = 10 Working Days)  
SFBL (Review Period = 10 Working Days)  
STANDARD FORM's (Review Period = 20 Working Days)  
Tree Removal Permit (Review Period = 20 Working Days)

FEE: Fees for SFBL, SFBH, and STD projects are compound fees. This means that individual assessments for each component (stormwater, landscaping and tree removal) are added together for a total fee. Not all projects will involve landscaping or tree removal, so fees for these projects must be calculated on a case by case basis. Refer to the Fee Schedule form to determine the appropriate fee amount.

Submittal Requirements:

- 1. The application form is complete with all blanks filled in or marked "N/A" as not applicable. Do not fill in missing information for the applicant.
- 2. A Site Plan Approval letter. (Items 3 and 4 are not needed if approval letter is provided)
- 3. Verify Concurrency Status. (Concurrency Certificate)
- 4. Verify Consistency Status. (Permitted Use Verification)
- 5. A location map provided on the plans or attached as a separate document.
- 6. Project statement or narrative. This maybe a single page document, part of a report or part of the site plan.
- 7. The application fee paid at time of submittal.
- 8. The "Affidavit of Ownership and Designation of Agent" must be signed by the owner and notarized.
- 9. Legal Description.
- 10. Environmental Permits : One (1) initial set of construction plans is required. Construction plan must contain embossed seal, signature, and date.  
  
**NOTE: Once preliminary plan has been conceptually approved, three (3) sets will be requested by staff for final permit issuance. For public subdivisions six (6) sets will be requested.**
- 11. Provide a completed Leon County Environmental Permitting Checklist for Short Form-Bs, Standard Forms and Landscaping.
- 12. Verify Tax Id number. If there are any inconsistencies with the information, consult a reviewer or a zoning technician to help resolve the issue.

A reviewer will contact the applicant if any additional information is needed.

Approved as to form:  
Leon County Attorney's Office  
Suite 217, 301 South Monroe St.  
Tallahassee, FL 32303



**Applicant's Affidavit of  
Ownership & Designation of  
Agent**

Leon County  
Board of County Commissioners

Department of Development Support &  
Environmental Management  
435 North Macomb St., 2<sup>nd</sup> Floor  
Tallahassee, FL 32301

Phone#: (850) 606-1300  
Fax#: (850) 606-1301

Application is hereby made to obtain approvals and permit(s) to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction and development of land in this jurisdiction.

**Section 10-4.201 Permit requirements**

Section 10-4.201(a) of Leon County Code of Laws states:

- (a) *Environmental management permit.* Prior to engaging in any development activity, and prior to removing, damaging, or destroying any protected tree, the person proposing to engage in such activity and the owner of the land on which such activity is proposed to occur shall first apply for and obtain an environmental management permit, or a right-of-way placement permit, general permit, or silviculture permit, where appropriate pursuant to subsections(c), (d), or (e). For purpose of applying for and obtaining a permit, the term "owner" shall include the following: fee simple owner; easement holder; life tenant; tenant with a written lease specifically authorizing the tenant to secure permits; and federal, state, and local governmental entities and utilities with rights to entry, easements or other interests in real property.

**Section 10-7.107 Compliance**

Section 10-7.107(a) & (b) of Leon County Code of Laws states:

- (a) No subdivision of any lot, tract, or parcel of land shall be effected, no street, sanitary sewer, septic tank, wells, storm sewer, water main, or other facilities in connection therewith shall be laid out, constructed, opened, or dedicated for public use or travel, or the common use of occupants of buildings abutting thereon, nor site development commenced, except in strict accordance with the provisions of this article and applicable Florida Statutes.
- (b) No person, developer, applicant or any other legal entity or association shall create a subdivision of land or develop any lot within a previously approved subdivision or undertake development on a parcel anywhere in the unincorporated area of the county except in conformity with this article. No subdivision shall be platted or recorded unless such subdivision meets all the applicable county ordinances, and those of any applicable laws of the state, and has been approved in accordance with the requirements of this article.

**In order for this application to be considered complete, the applicant must sign and date this affidavit of ownership in the presence of a Notary Public.**

**Deed Restrictions and Covenants**

Prior to pursuing an environmental permit application, applicants should review any Deed Restrictions and/or Covenants which may apply to a particular site. Applicants should be aware that Deed Restrictions or Covenants are private civil issues and therefore are not enforced or reviewed by the County.

Based on this information, I hereby acknowledge that I have been advised that I should seek out and obtain information on my own to identify if there are any Deed Restrictions and/or Covenants on the use of the site associated with this permit application. \_\_\_\_\_ Owner's Initials

**Public Record Information**

Chapter 119, Florida Statutes, Section 119.071(4)(c)(d), Subparagraphs 1-8 exempt the public release of select information pertaining to the name, address, and phone numbers of certain public employees, e.g. law enforcement personnel, their spouses and children. Do you or your spouse fall into one of these protected categories? Yes No

If so, do you want the exempt information that is included on this application withheld from the public, or from any official public record request? Yes No

The authenticity of the request to withhold this specific information from the public as specified in Chapter 119, Florida Statutes is subject to verification by this Department. \_\_\_\_\_ Owner's (s')Initials

**OWNER'S CERTIFICATION**

**E - 1**

I (we), \_\_\_\_\_, certify that I (we) am (are) the owner, as defined by Sections 10-1.101 and 10-4.201(a) of Leon County Code of Laws, of the property described herein. Parcel I.D \_\_\_\_\_ Permit # \_\_\_\_\_ (if known).

OWNER'S (S') NAME :

OWNER'S (S') ADDRESS:

CITY COUNTY STATE ZIP CODE

APPLICANT(S) SIGNATURE: DATE APPLICATION COMPLETE:

**I. DESIGNATION OF APPLICANT'S (S') AGENT (Leave blank if not applicable)**

As the owner of the above-designated property and the applicant for which this affidavit is submitted, I wish to designate the below named party as my agent in all matters pertaining to the location address. In authorizing the agent named below to represent me or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief.

Applicant's Agent:

Contact Phone: Telephone No.:

Address:

**II. NOTICE TO OWNER (S)**

A. All changes in ownership and applicant's agent prior to issuance shall require a new affidavit. If ownership changes, the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.

B. If the Owner intends the Designation of Applicant's Agent to be limited in any manner, please indicate the limitation below (i.e., limited to obtaining a Certificate of Concurrence for the parcel; limited to obtaining a land use compliance certificate; etc.).

**C. ACCESS TO PROPERTY**

By submitting this application, I (we) am (are) providing permission for Leon County personnel to inspect at reasonable times the property and work required under any permit issued under this application for compliance with applicable codes as specified in Leon County's Code of Laws, Chapter 10, Sections 10-1.105 and 10-4.212. Unless the inspection requires entry into a private residence, no further permission will be required. \_\_\_\_\_ Owner's (s') Initials

**NOTARY PUBLIC – CROSS THROUGH NOTARY SECTIONS NOT USED**

STATE OF : COUNTY OF :

For an individual or individuals acting in his, her or their own right; or

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, by \_\_\_\_\_, (name of person acknowledging) who is personally known to me or who has produced \_\_\_\_\_ as identification. (type of identification produced)

For Corporation or Governmental Entity; or

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, by \_\_\_\_\_, as \_\_\_\_\_ of \_\_\_\_\_, a \_\_\_\_\_, (name of officer or agent, title of officer or agent) (office held) (name of corporation) (state) corporation, on behalf of the corporation. He/she is personally known to me or has produced \_\_\_\_\_ as identification. (type of identification produced)

For Partnership

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ by \_\_\_\_\_, (name of acknowledging partner) partner on behalf of \_\_\_\_\_, a partnership (name of partnership) He/she is personally known to me, or has produced \_\_\_\_\_ as identification. (type of identification produced)

NOTARY SEAL

Signature of Notary

Print, Type or Stamp Commissioned Name of Notary

Title or Rank

Serial Number, If Any

## Conservation Easement Requirements

(Only for sites requiring Conservation Easements)

**All conservation easements required as part of permitting must be received, executed and approved as part of the E.M.P.**

The following documents are required to ensure this process is completed and does not delay permitting:

1. An executed conservation easement agreement. Please note there are several forms of the conservation easement agreement document. Check with environmental staff to avoid delays in permitting due to inadequate agreements.
2. Legal description and sketch of the easement area.
3. A plat or picture of the property with easement area indicated.

The conservation easement agreement, along with the legal description and sketch, will be placed by staff on the Board of County Commissioners' Agenda for approval. Once the conservation easement is approved, staff will contact the applicant and provide the original conservation easement for recording. Recorded copies of the easement documents, which bear the Official Record Book and Page numbers (OR BK#, PG#) shall be provided back to staff.

# Permit Type Definitions for Use With Environmental Services Fee Schedule

Effective October 1, 2008

## 1. Short Form A Residential

This permit is for construction of a single family residential structure. This permit will also include mobile homes.

### Short Form A Non-residential

Infrastructure or accessory support for non-residential development activities, such as utility pads along roadways, minor excavation or fill activity, drainage improvements, etc., as long as additional impervious area or soil disturbance is less than 1000 square feet, and no stormwater treatment or attenuation is necessary and no adverse impact is caused to environmentally sensitive features.

Agricultural activities on non-agriculturally zoned lots, if the area of soil disturbance does not exceed 2000 square feet. (These agricultural activities would include activities such as removing trees and stumps to provide vegetable gardens, small orchards or similar type agricultural activities).

## 2. Stormwater Permit Components: (Three types)

### Stormwater Short Form B Permit - Low Intensity: (SFBL)

This component is for projects that do not have a substantial public impact on stormwater run-off or environmental features. The disturbed area is greater than 1000 square feet. SFBL's are usually considered activities that are temporary and have very little or no impervious area associated with them. This component may or may not include a tree removal component. The following are the most common situations that require a Short Form B Low component.

- Demolition of a commercial structure. When demolition occurs in advance of a permit for a new structure.
- Installation of buried service lines for water, sewer, gas, power, and communication services within the road.
- right-of-way not covered by a general permit.
- The removal of impervious area and replacing it with pervious area.
- Storm drain system or channel improvements.
- Silviculture practice or operations which do not qualify for Notice of Intent.
- Minor roadway shoulder, ditch and stormwater facility activities necessary to meet current code requirements not covered by a general permit.
- Underground Tank Removal if greater than 1,000 square feet of disturbed area.

### 3. Stormwater Short Form B Permit - High Intensity: (SFBH)

This component is for projects that have a moderate impact on stormwater run-off. SFBH's usually involve development of individual sites which are part of an approved Master Planned Commercial Subdivision. These subdivisions usually have stormwater management facilities in place designed to handle the stormwater for the individual lots. In most cases a landscape and/or tree removal component will be associated with a SFBH. The following are the most common situations that require a Short Form

- B High component.
  - Development of a commercial structure within a Master Planned Subdivision.
  - Development of a duplex or triplex within a Master Planned Subdivision.
  - Redevelopment activities with greater than 1000 square feet of *disturbed* area within a Master Planned Subdivision.
4. Stormwater Standard Form Permit: (STD)  
This component is for projects which have significant impact on stormwater runoff. SSF's usually involve development of projects that either have a individual on-site stormwater management facility for the commercial development or a master stormwater management facility for a subdivision (residential or commercial).
5. Tree Removal Permit  
These permits are issued as stand-alone permits for individual property owners, but are more frequently issued in conjunction with other environmental permits being applied for in conjunction with the development of a property. Any request to remove or relocate any protected tree shall be made through submission of an environmental management permit, unless a general permit, a right-of-way placement permit, or a silviculture permit has been issued. Protected trees and exemptions are defined in Section 10-4.362 of the Leon County Code.
6. Landscape Permit  
These permits are issued as either a stand-alone permit or as a required part of obtaining other environmental permits.
7. Environmental Analysis (Two Components)  
Part 1, Natural Features Inventory (NFI)  
A fee is required for performing the natural features inventory for development projects other than single-family residential sites.
- 7.1. Sites without floodplain
  - 7.2. Sites with floodplain
  - 7.3. Natural Features Inventory - No Impact
- If a site meets the following criteria, then a NFI - No Impact Application would be submitted:
- original/parent parcels of twenty or fewer acres,
  - no environmentally sensitive features are located on site.
- Part 2, Environmental Impact Analysis (EIA)  
This review evaluates the impact of the development activity on the natural features identified in Part I and focuses on an analysis of stormwater management requirements, protection of natural features and evaluates mitigation plan.
- 7.4. Sites without floodplain
  - 7.5. Sites with floodplain
8. Amendments/Re-submittals/Extensions  
Amendments:  
Required for minor changes to plans approved for a permitted site unless a determination is made by staff that the changes can be adequately addressed in the as-built submittal. Substantial changes, including significant increases in impervious area, changes in intended land use, modification of stormwater management systems, new phases of development, or other additions shall not be treated as amendments, but shall require a new permit application.
- Re-submittals:  
Required at the time of the third and each subsequent resubmittal of any application, which requires staff

review and comments relating to the preceding submittal, and /or indicates a need for additional information.

Extensions:

Permits may be extended, by request of the applicant and approval of the director, for successive periods of time not to exceed 12 months each, provided the request is made prior to the expiration of the prior approval and provided continuous good faith efforts have been made to complete the development.

9. Board of County Commissioner's Variance Request

To the extent that a variance, if granted, would not be inconsistent with the provision of the 2010 Comprehensive Plan, only the Board of County Commissioners may grant variances to the requirements of Division 2 as they apply within any wetland, water body, watercourse, floodplain, or floodway. The Tallahassee-Leon County Board of Adjustment and Appeals can grant variances to the remaining requirements of Divisions 2, 3, and 4, specifically relating to stormwater management, landscape and tree protection.

10. General Utility Permit

For activities routinely undertaken by federal, state and local governments and public utilities on an ongoing basis such as: vegetation mgmt. for overhead line clearance; minor underground utility service lines; relocation of existing utilities; routine roadway, shoulder, ditch and stormwater facility maintenance; and routine maintenance of parks and recreation facilities.

11. Operating Permit

No stormwater management facility shall be utilized until a stormwater management facility operating permit has been applied for and approved.

12. Discovery - After the Fact Permits

This type of permit results from the discovery of a violation for work performed without a required environmental permit application. The permit type can be a short or standard form depending on the type of violation. Fines may be imposed at 1 to 5 times the standard permit application fee based on the severity of the violation, the extent of damage, the violator's record of previous Code violations, and the amount of supervision required to be undertaken by the Director to ensure that the violation is corrected and remedial action completed.

13. Repeat Final Inspection

For failure of a requested final inspection, the permittee will be required to pay this fee for each repeat final inspection which must be undertaken to obtain final approval of the project.

14. Follow-up Inspection

If a notice of violation is issued as to a development activity, the permittee as to such project will be entitled to one inspection by the Director at no additional cost to verify that the violation has been corrected. The permittee shall be required to pay a fee for each additional follow-up inspection which is required to verify that the site has been brought into compliance.

**NEW GEM FEE SCHEDULE EFFECTIVE OCTOBER 1, 2008**  
**Environmental Services Fees**

<b>Fee Category</b>	<b>Fee</b>
<b>Environmental Management Permit (EMP) Standard Form</b>	
A. Residential Subdivisions (one dwelling unit per lot)	Base fee of \$2,388 1 <sup>st</sup> 5,000 sq. ft. of impervious area plus \$0.13/sq. ft. in excess of 5,000 sq. ft., with a maximum of \$90,000.
B. Non-residential and Others	Base fee of \$2,388 1 <sup>st</sup> 5,000 sq. ft. of impervious area plus \$0.13/sq. ft. in excess of 5,000 sq. ft., but less than 100,000 sq. ft., plus a fee of \$0.24/sq. ft. 100,000 sq. ft. and above.
<b>EMP Short Form/Residential and Non-residential</b>	
A. Short Form A	\$372
B. Short Form B – Low Intensity	Base fee of \$720 1 <sup>st</sup> 5,000 sq. ft. of disturbed area, plus \$0.02/sq. ft. in excess of 5,000 sq. ft.
C. Short Form B – High Intensity	Base fee of \$1,344 1 <sup>st</sup> 5,000 sq. ft. of disturbed area, plus \$0.01/sq. ft. in excess of 5,000 sq. ft.
<b>EMP Environmental Analysis</b>	
A. Part 1 – Natural Features Inventory (NFI), without Flood Plain	\$1,584 base fee, plus \$28 per acre over 5 acres
Part 1 – NFI with Flood Plain	\$2,064 base fee, plus \$29 per acre over 5 acres
NFI for Policy 2.1.9, Limited Partition, Judicial Subdivision Lots, and One into Two Subdivisions	\$1128
NFI – No Impact	\$180
B. Part 2 – Environmental Impact Analysis (EIA), without Flood Plain	\$1,356 base fee, plus \$24 per acre over 5 acres
Part 2 – EIA with Flood Plain	\$1,890 base fee, plus \$30 per acre over 5 acres
Part 2 – EIA with Flood Plain and Off-site Stormwater Discharge	\$1,890 base fee, plus \$36 per acre over 5 acres
<b>Amendments/Resubmittals/EMP Extension Requests</b>	
A. Amendment to Approved EIA or EMP	50% of initial fee up to maximum of \$1,200
B. Request for Additional Information (RAI)*	
C. Request for EMP Extension	
<b>Landscaping and Related Permits</b>	
A. Landscape Permit	Base fee of \$780 1 <sup>st</sup> 5,000 sq. ft. of impervious area plus \$0.01/sq. ft. in excess of 5,000 sq. ft., but less than 50,000 sq. ft., plus a fee of \$0.02/sq. ft. 50,000 sq. ft. and above
B. Tree Removal Permit	Base fee of \$114 for first 100 trees plus \$1.97 per tree in excess of 100 trees
C. Vegetative Management Plan	\$120
<b>EMP Inspections</b>	
A. Follow-up Inspection (after unsatisfactory follow-up to violation inspection)	\$240
B. Repeat Final Inspection (after unsatisfactory environmental final inspection)	\$288
<b>EMP Operating Permits</b>	
A. Operating Permit (no fee is required for individual single family lots)	\$628
B. Operating Permit Renewal	\$120 less than 5,000 sq. ft. impervious and no structures or filters, all others \$300
<b>Communication Towers</b>	
A. Communication Tower Bond	\$1,022
B. Communication Tower Bond Renewal	\$540
C. Communication Tower Bond Cancellation	\$360
<b>Environmental Compliance Miscellaneous Fees</b>	
A. General Utility Permit	\$14,190
B. Board of County Commissioners' Environmental Management Act Variance Request	\$1,440
C. After the Fact Permits	\$120 - \$1,200
D. Research Fee	\$90/hour

\* RAI – If a 3<sup>rd</sup> RAI is needed to address the same issue.

## Leon County Environmental Permitting Checklist

### Instructions

The checklist is divided into three options: Short Form-B, Standard Form and Landscaping & Tree Preservation. Complete only the options that apply to your site. The location of each option is as follows:

	<u>Pages</u>	<u>Sections</u>
<b>Part 1: Short Form-B</b>	<b>2</b>	<b>1-2</b>
<b>Part 2: Standard Form</b>	<b>3-11</b>	<b>3-20</b>
<b>Part 3: Landscaping &amp; Tree Preservation</b>	<b>12-19</b>	<b>21-33</b>

To properly fill out the checklist, place on the line either a check mark indicating you have completed this item or write N/A indicating the item is not applicable to your site. All work turned in should have unique page numbers. Whole sections may not apply to your site. These sections may have N/A placed beside the section header, indicating N/A for all blanks in the section. All blanks must be addressed.

Any information provided previously for a Natural Features Inventory, Environmental Impact Analysis or the environmental permit does not have to be duplicated or submitted twice. Items that may be duplicates can be indicated with an asterisk \*. All parentheses are meant to provide examples or helpful information. Not every situation can be adequately parenthetically noted.

If you have any questions or need any help please do not hesitate to contact Environmental Services staff at 606-1300 as they will be happy to help.

To lessen the time required to fill in the checklist the following legend has been created:

P stands for plan set

C stands for Calculations

\* indicates previously submitted

### **Examples:**

C. <u>  N/A  </u>	Special Development Standards
G. <u>  ✓  </u>	Conservation Documents
1. <u>  *  </u>	Xerox of an SCS soil map with project boundaries (*).
A. <u>  P5  </u>	Overall Grading Plan (by placing P5 in the space it indicates this is located on sheet 5 of the plan set)

# Leon County Environmental Permitting Checklist

## Part 1: Short Form-B

### 1. Type of Permit

- A. \_\_\_\_\_ Environmental Management Permit
  - 1. \_\_\_\_\_ Short B-Low (Minor changes no SWMF)
  - 2. \_\_\_\_\_ Short B-High (Part of existing Master)

### 2. \_\_\_\_\_ SHORT FORM APPLICATION REQUIREMENTS

- A. \_\_\_\_\_ A statement expressing the intent and scope of the proposed project;
- B. \_\_\_\_\_ A site plan showing a grading plan, which includes pertinent contours of the areas adjacent to the site; sediment and erosion control plans; existing and proposed wells; natural or constructed stormwater management features; and minimum finished floor elevations; size, species & location of protected trees and mitigation plan for removal
- C. \_\_\_\_\_ Provide all necessary engineering calculations to show compliance with the code. Applicant may use portions of the standard form checklist (sections 3-20) where applicable.
- D. \_\_\_\_\_ Information evidencing compliance with all applicable floodplain management and flood hazard ordinances;
- E. \_\_\_\_\_ The name, local address and telephone number of an individual who shall be designated as the stormwater management control officer;
- F. \_\_\_\_\_ Evidence based on standard engineering practice demonstrating that no significant change in surface water runoff characteristics from the site will result from the proposed development activity, (if applicable);
- G. \_\_\_\_\_ Permit number and name if part of master planned subdivision;
  - 1. \_\_\_\_\_ Method of stormwater conveyance;
  - 2. \_\_\_\_\_ Evidence of capacity of the facility, demonstrating that there is capacity available;
  - 3. \_\_\_\_\_ Update of operating permit for stormwater pond capacity accounting record;
- H. \_\_\_\_\_ If there are to be stormwater management facilities located on-site, an operations and maintenance plan meeting the requirements of subsection 10-4.209 is required.
- I. \_\_\_\_\_ If applicable, provide a Landscape Plan. See Part 3 of checklist starting with section 21.
- J. \_\_\_\_\_ If applicable, compliance with the access stabilization requirements in Section 10-4.303(16).
- K. \_\_\_\_\_ If applicable, provide required access, utility and drainage easements from property owners.

Signature of person preparing this checklist:

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(signature)

# Leon County Environmental Permitting Checklist

## Part 2: Standard Form

### 3. Types of Permits

- A.  Environmental Management Permit
1.  Standard (new SWMF)
  2.  Master (building a master)
  3.  Phased Permit (Is the project phased)

### GENERAL INFORMATION REQUIRED

#### 4. Administrative

- A.  Permit plans compatible with approved site plan, limited use site plan, PUD, DRI or other zoning
- B.  Site plan & Development Review approval conditions met
- C.  Authorization for encroachment upon any easement or adjacent property
- D.  Approved NFI (EIA, if required shall be at a minimum simultaneously submitted with EMP).
- E.  Executed Conservation Easement Documents submitted (all site plans have this component, residential subdivisions may and buffers should be included). Easements are to be accepted by the BCC.
1.  If there are no environmental constraints and/or forested areas onsite, and if the required natural area is less than one-half acre, no conservation easement is required, but the area must be delineated as a conservation area on the plans.
- F.  Building and other structural setbacks shown (proposed/recommended Finish Floor)
- G.  Zoning and land use of all adjacent properties indicated on a plan
- H.  City connection permit or other approval required
- I.  Permit fee calculated correctly
- J.  Communication Towers - Provide Performance Agreement and Performance Bond or Irrevocable letter of credit for tower removal. Language must be approved by the County Attorney's office and acceptance of the bond will be by the Director of the Development Support and Environmental Management Department.
- K.  Killlearn Lakes DRI area - Provide Killlearn Lakes Homeowners Architectural (KLHA) approval letter
- L.  Certificate of Authorization.

#### 5. Updated Environmental Design Information

- A.  Flood zone grade change restriction - no fill or other alteration shall be made to the topography or vegetative cover in any floodplain. An exception to this provision is to allow up to a maximum of 5% disturbance to the unaltered floodplain located onsite, if no reasonable alternative. Minimum fill or alteration allowed for road right-of-way, water management area or septic tank provided requirements of Sec. 10-4.327 are met.
- B.  Show depth or elevation of wet season water table at pond location determine whether a mounding analysis is necessary.
- C.  Provide a 2-foot or 4-foot contour map on which is drawn the path of stormwater discharge traced from the site's stormwater facilities to the downstream receiving water body or watercourse of a capacity 40 times greater than the site's storage volume or discharge rate. These maps should be based on the latest LIDAR data, available for inspection at City Growth Management and County Development Support and Environmental Management Departments. Maps are available for purchase from the Tallahassee-Leon County Geographic Information Services Department at 606-5504.
- D.  The stormwater discharge shall not cause flooding or other adverse impacts for the downstream areas. If a site is greater than 2 acres and its discharge is greater than 2.5% of the flow in the conveyance structure at the discharge point for the critical storm, provide one of the following:

- **Conveyance Analysis.** An analysis shall be completed to show that no adverse impacts occur downstream. The analysis shall include all storms up to and including the 25 year frequency. If there are flooding problems within the analysis area defined above, then an analysis of the storms up to and including the 100 year frequency may be required; or
- **Restricted Discharge.** The stormwater management facility shall be designed such that post-development discharge is restricted to the critical duration two (2) year pre-development discharge rate for all duration and return frequencies up to and including the twenty-five (25) year, twenty-four (24) hour storm event. The total required detention volume shall again be available within ninety (90) hours following a rainfall event.

For some sites, if there is an immediate downstream flooding problem, then an analysis of the downstream impacts may be necessary regardless of the discharge flow rate or size of project. Flooding problems may require the extent of the analysis to be moved further downstream and/or a continuous analysis be performed based on actual rainfall data.

E. \_\_\_\_\_ If a retention pond is proposed, provide the following field information:

\_\_\_\_\_ soil borings to a depth of 3.5 times the depth of the pond extended below the proposed bottom-of-pond elevation (one boring if pond is less than ½ acre, two borings if pond is greater than ½ acre but less than one acre and one additional boring for each additional acre of pond)

\_\_\_\_\_ If the seasonal high ground water table or confining layer is within 10 feet of the proposed pond bottom provide a geotechnical report on mounding potential and/or substantiate recovery via a mounding analysis.

\_\_\_\_\_ substantiate percolation rates by providing stabilized double ring percolation tests located one foot below the proposed pond bottom and in each soil strata indicating low permeability (one test if pond is less than ½ acre, two tests if pond is greater than ½ acre but less than one acre and one additional test for each additional acre of pond)

F. \_\_\_\_\_ Verify all newly proposed lots have sufficient buildable area outside of environmental constraints and special development zone (SDZ) restrictions. Sufficient buildable area shall be considered ½ acre of contiguous area if the site has environmental constraints and/or SDZ restrictions, or the allowable zoning density if there are no site constraints.

## 6. \_\_\_\_\_ General Site Design

- A. \_\_\_\_\_ Off-site runoff entering property adequately dealt with.
- B. \_\_\_\_\_ Grade changes do not alter the natural flow of off-site uphill generated runoff, unless controlled.
- C. \_\_\_\_\_ Inlets on slopes use deflectors to prevent runoff bypassing.
- D. \_\_\_\_\_ Runoff from driveways diverted into drainage system in order to prevent direct discharge into a street.
- E. \_\_\_\_\_ Stockpiling may require it's own permit. A note shall be added to the plan.
- F. \_\_\_\_\_ Adequate end treatment on all pipe ends
- G. \_\_\_\_\_ Energy dissipator structure at outlet of pipes under high head and at the end of paved flumes.
- H. \_\_\_\_\_ County or DOT approval for construction in or connection to right-of-way or drainage system.
- I. \_\_\_\_\_ Minimum access stabilization meets the requirements of Sec. 10-4.303(16).

## 7. \_\_\_\_\_ A Construction Plan Including:

- A. \_\_\_\_\_ Construction sequence (stormwater management facility built first)
- B. \_\_\_\_\_ An overall grading plan; showing existing and proposed contours, and including contours of the areas adjacent to the site;
- C. \_\_\_\_\_ All improvements proposed, including buildings, pavement, sidewalks and existing pavement and structures shown and labeled;
- D. \_\_\_\_\_ Minimum finished floor elevations; compliance with flood hazard ordinances

- E. \_\_\_\_\_ Type(s) of ground cover on pervious areas (such as grassed, landscaped, bare, wood), including both before and after development;
- F. \_\_\_\_\_ Bottom elevations, dimensions and cross sections for detention and retention areas;
- G. \_\_\_\_\_ Detailed drawings and dimensions for outfall structures from stormwater facilities, including storm drain inverts and sizes;
- H. \_\_\_\_\_ Pipe sizes, types, inverts and inlet types for interior conveyance systems;
- I. \_\_\_\_\_ Swale locations, dimensions and side slopes, along with specific proposed methods of stabilization;
- J. \_\_\_\_\_ Berm required compaction and soil content/mixture;
- K. \_\_\_\_\_ All wells, drainage easements and areas to remain natural associated with the site, both existing and proposed;
- L. \_\_\_\_\_ Applicable flood boundaries for sites lying wholly or partially within the twenty-five (25)-year and one-hundred (100)-year flood plains, with cross sections and all other information necessary to show compliance
- M. \_\_\_\_\_ Show species, size and location of protected trees and mitigation plan for removal
- N. \_\_\_\_\_ All existing and proposed wells, waterlines, sanitary sewers, storm sewers, underground and overhead electric lines shown.
- O. \_\_\_\_\_ An erosion and sediment control plan which utilizes structural and the best management practice appropriate to the site;
- P. \_\_\_\_\_ A construction schedule setting forth a sequence of development activities, which are limited to the maximum extent feasible of areas disturbed at one time, so as to prevent the occurrence of erosion;
- Q. \_\_\_\_\_ If applicable, provide a Landscape Plan. See Part Two of checklist starting with section 20.
- R. \_\_\_\_\_ A construction entrance & accompanying note addressing the no-offsite adverse impacts.

## 8. \_\_\_\_\_ Stormwater Technical Support Information

- A. \_\_\_\_\_ For existing conditions:
  1. \_\_\_\_\_ Xerox of an SCS soil map with project boundaries.
  2. \_\_\_\_\_ Aerial photo showing sufficient detail - for projects 15 acres or larger.
  3. \_\_\_\_\_ A detailed topographic map with pre-development contours. Where necessary, indicate flow directions with small arrows. Indicate sub-basin boundaries.
  4. \_\_\_\_\_ Boundaries and storage volumes of major surface depressions.
  5. \_\_\_\_\_ Details showing calculation, sketch of pre-development curve number, time of concentration and associated calculations.
  6. \_\_\_\_\_ For closed basins: measured volumetric drawdown rate, or estimate thereof based on wet season water budget analysis.
  7. \_\_\_\_\_ Peak discharge rate for all storms up to and including the 25-year event. Open basins: analyze 1, 2, 4, 8 and 24 hour events.
- B. \_\_\_\_\_ Post Development Hydrologic Conditions:
  1. \_\_\_\_\_ A detailed post development topo map with: pervious, directly connected impervious, and non-directly connected impervious areas delineated. Indicate percent of total area represented by each.
  2. \_\_\_\_\_ Detailed calculation, sketch of post curve number and time of concentration. For larger or steep areas treat DCIA separately.
  3. \_\_\_\_\_ Choose appropriate hydrograph generation methodology: Dabro, Santa Barbara, SCS unit hydrograph, modified rational, etc. and justify (briefly).
  4. \_\_\_\_\_ Post development peak runoff (inflow to pond) rates and total volumes from all storms specified in pre-development requirements.
  5. \_\_\_\_\_ Stage - volume relationship for pond.
  6. \_\_\_\_\_ Stage - discharge relationship for each separate outfall structure, for the filter, for percolation (if applicable), and for all structures acting in concert.
  7. \_\_\_\_\_ Post development peak discharge rates from pond and total outflow volumes for all storms specified above. For critical storm, supply complete outflow hydrograph (include stages).
  8. \_\_\_\_\_ Provide table for all events comparing pre-development with post development storm conditions that shows post discharge rates less than or equal to pre-development rates.
  9. \_\_\_\_\_ Show proposed outfall location.
  10. \_\_\_\_\_ Hydraulic assessment of off site conveyance to handle additional discharge - include calculations and cross-section drawings.

11. \_\_\_\_\_ **Topo map showing necessary off site drainage easements with description and notarized permission to use. Legal descriptions, plats and legal authorization by owner must be submitted prior to final approval.**
12. \_\_\_\_\_ **Show compliance with recovery requirements (Note: discuss mounding & effects on recovery).**

9. \_\_\_\_\_ **Details of Pond:**

- A. \_\_\_\_\_ **Detailed engineering drawings of stormwater collection structures, stormwater pond, filter, outfall structures and spillways with necessary sizes, elevations and other specifics to understand operation and construction of the stormwater management system.**
- B. \_\_\_\_\_ **Show areas to be planted and planting/stabilization details.**
- C. \_\_\_\_\_ **Show sediment sump and address maintainability of same.**
- D. \_\_\_\_\_ **Provide a pond maintenance prescription.**
- E. \_\_\_\_\_ **Show ability to pass peak flow for 100 year - 24 hour storm.**
- F. \_\_\_\_\_ **The discharge orifice or weir in the stormwater pond shall be protected from clogging by a submerged trash screen and shall be designed for ease of cleaning.**
- G. \_\_\_\_\_ **Pond construction prescription to keep machinery off the retention facilities pond bottom for purpose of maintaining design percolation rates.**

10. \_\_\_\_\_ **Additional descriptive information presented in a narrative form, including:**

- A. \_\_\_\_\_ **Environmental and land use characteristics, including current and proposed land used, proximity to wetlands, water bodies, watercourses or other sensitive environmental features and natural land cover, including any protected trees located on the site;**
- B. \_\_\_\_\_ **The name, local address and telephone number of an individual who shall be designated stormwater management control officer for the project;**
- C. \_\_\_\_\_ **Note on plans that operating permit will be secured and post construction certification provided prior to final inspection;**
- D. \_\_\_\_\_ **If the site is to utilize approved off site or regional/multi-state stormwater facilities, evidence of capacity of such facility, demonstrating that there is capacity;**
- E. \_\_\_\_\_ **Information regarding any off site impacts anticipated as result of the proposed development and means by which such impacts are to be mitigated; if no off-site impacts are anticipated, then a signed statement to that effect.**
- F. \_\_\_\_\_ **Specific signed statement, indicating whether flood plains, wetlands, or protected trees or other environmentally sensitive features exist on the site;**

**WATER QUALITY TREATMENT REQUIRED TO MEET 62-25 F.A.C. OR MORE STRINGENT REQUIREMENTS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:**

11. \_\_\_\_\_ **FDEP Requirements**

- A. \_\_\_\_\_ **Water Quality Treatment**
1. \_\_\_\_\_ **Retention or detention of the first 0.5" of runoff over drainage areas < 100 acres; 1.0" of runoff over drainage areas  $\geq$  100 acres.**
  2. \_\_\_\_\_ **If OFW, the first 0.75" of runoff over drainage areas < 100 acres; 1.5" of runoff over drainage areas  $\geq$  100 acres.**
  3. \_\_\_\_\_ **Facilities that will provide for the percolation of the runoff from a three-year, one-hour design storm.**
- B. \_\_\_\_\_ **Recovery**
1. \_\_\_\_\_ **Within 72 hours following storm event for retention**
  2. \_\_\_\_\_ **Within 36 hours for detention with filtration**
  3. \_\_\_\_\_ **Swales - percolation of 80% of the runoff from a three-year, one-hour design storm within 72 hours after storm event**
- C. \_\_\_\_\_ **Exemptions**
1. \_\_\_\_\_ **One single family dwelling unit, duplex, triplex or quadruplex provided not part of a larger common plan of development.**

2. \_\_\_\_\_ Facilities serving single family projects of less than 10 acres total land area and which have less than 2 acres impervious (if an FDEP exemption is granted)

12. \_\_\_\_\_ **Lake Protection Water Conservation Measures for Lake Jackson, Bradford Brook Chain-of-Lakes, Fred George and Lake Iamonia watersheds.**

A. \_\_\_\_\_ **Water Quality Treatment**

1. \_\_\_\_\_ Wet detention treatment volume - runoff from first 1.5 inches if < 100 acres; the first 3.0 inches if  $\geq$  100 acres; detention treatment volume available again within 72 hours.
2. \_\_\_\_\_ Off-line retention - 0.75" if < 100 acres; 1.5" if  $\geq$  100 acres; recovery in 72 hours.
3. \_\_\_\_\_ On-line retention or underdrained filtration - 1.125" if < 100 acres; 2.25" if  $\geq$  100 acres; recovery in 36 hours.
4. \_\_\_\_\_ Swales - percolation of 80% of runoff from a 3-year, 1-hour (2.6") storm event; recovery in 72 hours.

B. \_\_\_\_\_ **Best Management Practices**

13. \_\_\_\_\_ **Bradfordville Standards.**

A. \_\_\_\_\_ **Water Quality Treatment**

1. \_\_\_\_\_ Systems utilizing on-line dry retention only [see Sec. 10-4.301(5)(a)(i). Retention for the volume of runoff calculated as 4.0 inches times the total impervious area on the site.
2. \_\_\_\_\_ Systems utilizing a combination of offline dry retention and detention [see Sec. 10-4.301(5)(a)(ii).
  - a. \_\_\_\_\_ Off-line retention shall be provided with a treatment volume calculated as 2.5 inches times the total impervious area.
  - b. \_\_\_\_\_ Detention portion of the system - in addition to the dry retention volume, one of the following detention options shall also be provided:
    - (1) \_\_\_\_\_ Dry retention systems will provide a treatment volume calculated as 2.0 inches times the total impervious area, or
    - (2) \_\_\_\_\_ Wet detention system with a permanent pool volume equivalent to 2.9 inches times the impervious area.

B. \_\_\_\_\_ **Drawdown requirements**

1. \_\_\_\_\_ For on-line dry retention [Sec. 10-4.301(5)(6)(i), the entire treatment volume must recover within 72 hours.
2. \_\_\_\_\_ For off-line dry retention [Sec. 10-4.301(5)(6)(ii), the entire treatment volume must recover within 24 hours.
3. \_\_\_\_\_ For dry detention systems [Sec. 10-4.301(5)(6)(iii), the treatment volume must recover within 72 hours. Dry detention systems will not include underdrains but will utilize an orifice or V-notch weir for drawdown. The bottom of the drawdown device will be a minimum of 6 inches above the pond bottom.
4. \_\_\_\_\_ For wet detention systems [Sec. 10-4.301(5)(6)(iv), the bottom of the weir crest will be a minimum of 12 inches above the normal water level (seasonal high groundwater table elevation).
5. \_\_\_\_\_ Regardless of the method of volume recovery, the entire treatment volume must recover within the time frame established above unless an approved continuous analysis, using Tallahassee Airport rainfall data from January 1, 1959 to the present, demonstrates that the total volume retained within the stormwater system over this time period is greater than or equal to that retained by a dry retention system as set forth in Sec. 10-4.301(a)(1) based on the above described recovery times. For systems requiring a combination of retention and detention, this analysis shall only be used for the retention portion of the system. The detention portion of this combination system will still be required in full pursuant to Sec. 10-4.382(a)(2) b.

C. \_\_\_\_\_ **Pervious pavement deductions were calculated per Sec. 10-4.301(5)(c)**

D. \_\_\_\_\_ **Groundwater table and potential mounding calculations addressed per Sec. 10-4.301(5)(d)**

E. \_\_\_\_\_ **Recovery by irrigation - the rate of land application shall not exceed 1.5 inches per week unless conclusive demonstration warrants a higher application rate.**

F. \_\_\_\_\_ **Facility in compliance with design standards in Section 10-4.301(5)(g)**

14. \_\_\_\_\_ **Performance and Design Standards of Stormwater Management Systems**

- A. \_\_\_\_\_ **Peak post development discharge rate does not exceed pre-development rates for all critical duration storms up to and including 25 year storm. (See also Post Development Hydrologic Conditions)**
1. \_\_\_\_\_ **When redevelopment occurs - the analysis of pre-development runoff shall presume the site has and SCS curve # of 45 if on sandy soils and an SCS curve # of 60 if on clay soils.**
  2. \_\_\_\_\_ **Rate control is not necessary if discharge is into offsite stormwater facility or into a waterbody or watercourse of sufficient size with negligible effect.**
- B. \_\_\_\_\_ **Adequate easements to accommodate maintenance and inspections.**
- C. \_\_\_\_\_ **Design standards and design life - stormwater facilities designed in compliance with policies of local governmental entity with primary jurisdiction. Minimum 50 year useful life for major structural components.**
- D. \_\_\_\_\_ **Ditches - minimum standards:**
1. \_\_\_\_\_ **Side slopes no steeper than 3:1 unless;**
    - a. \_\_\_\_\_ **Slopes are paved for depths greater than 1' - 2:1 maximum;**
    - b. \_\_\_\_\_ **1:1 side slope for depths up to 1'.**
  2. \_\_\_\_\_ **Stabilized (V < 2.5 - grassed and mulched; V < 4 - sodded; V ≥ 4 - paved; between 4 and 5.5 feet per sec., ditches may be sodded if lap-staked and joint staggered.)**
  3. \_\_\_\_\_ **Alternate stabilization allowed.**
- E. \_\_\_\_\_ **Sediment and Erosion Control Plan:**
1. \_\_\_\_\_ **Construction sequence provides for installation of control between disturbed areas and adjacent property, waters bodies, watercourses, inlets, culverts and wetlands.**
    - a. \_\_\_\_\_ **Clearing allowed for installation of controls (limited to within 5 feet of controls).**
    - b. \_\_\_\_\_ **Method of control is an allowable method listed under Sec. 10-4.327(1)(b).**
    - c. \_\_\_\_\_ **Best management practices indicated for minimized erosion and sediment retained on-site.**
    - d. \_\_\_\_\_ **Other suitable method approved by director.**
    - e. \_\_\_\_\_ **Notes on plan concerning maintenance of erosion and sediment controls.**
    - f. \_\_\_\_\_ **Construction entrance.**

15. \_\_\_\_\_ **Stormwater Management Facilities**

- A. \_\_\_\_\_ **Side slopes are not steeper than 4:1 and are sodded, or side slopes are 3:1 with a perimeter fence, landscaping and SWMF is sodded.**
- B. \_\_\_\_\_ **Seeding and mulching allowed if flatter than 10:1 with demonstration of adequacy.**
- C. \_\_\_\_\_ **Grades steeper than allowed (4:1), if fenced (3') landscaped as per 10-4.350(a), all or part of facilities is at of above grade and stabilized with appropriate material.**
- D. \_\_\_\_\_ **Maximum design depth of water in vehicular use and pedestrian use areas does not exceed 6 inches.**
- E. \_\_\_\_\_ **Grade changes limited to that which is appropriate to existing topographical characteristics.**
1. \_\_\_\_\_ **Additional alterations to the topography allowed if necessary for safety of building, parking area, road right-of-way, disabled access or utilities; if acceptable justification is provided.**
- F. \_\_\_\_\_ **Vegetated runoff buffers allowed for sites with less than 10,000 sq. feet or 10% of impervious as a complementary treatment method. Runoff buffers are not allowed for treatment of roadway runoff & must meet FDEP requirements.**
- G. \_\_\_\_\_ **Stormwater discharge off site - no newly concentrated or increased concentration of flow allowed unless discharge is into adequate and approved conveyance or watercourse.**
- H. \_\_\_\_\_ **Stormwater system does not change rate, volume for closed basins or course from pre-development condition.**
1. \_\_\_\_\_ **Flood zone easement provided for all areas subject to inundation post development during 25 year storm.**
  2. \_\_\_\_\_ **Conveyance easements provided.**
  3. \_\_\_\_\_ **On-site easement for conveyance to a master stormwater management system.**
  4. \_\_\_\_\_ **Off site easement provided for newly concentrated flow or increased concentration.**
  5. \_\_\_\_\_ **If no conveyance, floodplain or easement available, full retention of the stormwater for all events up to and including the 100-year, 24-hour duration storm is provided.**

6. \_\_\_\_\_ Acquisition of off site easements by local government is required.
- I. \_\_\_\_\_ Pass-through capability provided for runoff from uphill area based upon estimated future development (as defined in the Comprehensive Plan).
- J. \_\_\_\_\_ Public dedication of stormwater facilities as a component of master management system based upon criteria in Sec. 10-4.307. Obtain Public Works approval before environmental permit approval.
- K. \_\_\_\_\_ Cut slope greater than 2:1 and fill slopes greater than 3:1 designed (i.e. compaction, soil content, etc... ) and certified by qualified professional, and note on plans that professional will provide post development certification.
- L. \_\_\_\_\_ Retaining walls shall be designed by a qualified professional & a note in the plans shall indicate that post construction certification is required, and the associated application for a building permit has been submitted to building department
- M. \_\_\_\_\_ Additional stormwater pre-treatment for intensive land activities as listed in Sec. 10-4.303(2).
- N. \_\_\_\_\_ Note on plans that a building foundation permit is required prior to clearing or filling site.
1. \_\_\_\_\_ Note on plans that if limited clearing by use of power equipment is necessary prior to the above conditions being satisfied that a director shall be notified 24 hours in advance.
- O. \_\_\_\_\_ Discharge into sinkhole. Allowed only if all the following conditions are met:
1. \_\_\_\_\_ Water quality treatment as per Ch. 62-520.420. (must meet primary and secondary drinking water standards)
2. \_\_\_\_\_ Rates and volume into sink do not exceed pre-development.
3. \_\_\_\_\_ A buffer width of 35 feet left natural.
4. \_\_\_\_\_ Protected from sedimentation.
5. \_\_\_\_\_ Proposed land use not listed in Sec. 10-4.325(5)
16. \_\_\_\_\_ **Use of Regional/Multi-Site Stormwater Facilities Allowed If All the Following Conditions Are Met:**
- A. \_\_\_\_\_ Adequate conveyance to facility.
- B. \_\_\_\_\_ Facility constructed and maintained in accordance with requirements.
- C. \_\_\_\_\_ Provisions for acquisition, construction, operation and maintenance.
- D. \_\_\_\_\_ Written authorization from owner and operator of facilities to use.
- E. \_\_\_\_\_ Water quality must be addressed either on-site or is provided in master facility.
- F. \_\_\_\_\_ Sufficient capacity is identified within the master facility and the capacity accounting record updated.
17. \_\_\_\_\_ **Redevelopment Fee Option Provided Following Requirements Are Met:**
- A. \_\_\_\_\_ Water quality addressed as required by Section 10-4.301.
- B. \_\_\_\_\_ Adequate off site conveyance, if redevelopment rate is to be in excess of pre-development.
- C. \_\_\_\_\_ A fee paid to local governing body within whose boundaries the development is to occur; city approval if within City.
18. \_\_\_\_\_ **Wetlands**
- A. \_\_\_\_\_ **Jurisdictional determination**
1. \_\_\_\_\_ Area shown on plans
2. \_\_\_\_\_ DEP jurisdiction
- a. \_\_\_\_\_ Dredge and fill required
3. \_\_\_\_\_ Conservation easement shown
- B. \_\_\_\_\_ **Wetland protection**
1. \_\_\_\_\_ No alteration to soil or vegetation
2. \_\_\_\_\_ Vegetation permitted for removal
3. \_\_\_\_\_ Water treatment prior to entry
19. \_\_\_\_\_ **Closed Basins and Interbasin Transfers**
- A. \_\_\_\_\_ Run off volumes in excess of pre-development run off volume retained for all storm events up to 100 year 24 hour storm.

1. \_\_\_\_\_ Exception - discharge by multiple sites into an approved regional facility.
  2. \_\_\_\_\_ Soil tests indicate a reasonable expectation for adequate retention.
  3. \_\_\_\_\_ Recovery - ½ volume recovery within 7 days, full recovery within 30 days
- B. \_\_\_\_\_ Basin transfer not allowed except as part of regional/multi-site facility - detailed study required evaluating impact on receiving watersheds and water bodies.
- C. \_\_\_\_\_ No on-grade structures or other development activity below 100 year flood plain up to 10 day duration).
- D. \_\_\_\_\_ Easement to be dedicated to local government indicated on plans and executed documents provided.
- E. \_\_\_\_\_ Deed restrictions are cross referenced as permit conditions to ensure enforceability by local government.
- F. \_\_\_\_\_ Proposed disturbance to the bottom of the basin is in accordance with Section 10-4.202(a)(2)(b)(7)(b).

## 20. \_\_\_\_\_ Special Development Standards

- A. \_\_\_\_\_ Check maps depicting special development zones
1. \_\_\_\_\_ Owner provides a survey in an event of discrepancy or dispute.
- B. \_\_\_\_\_ Best management practices adhered to:
1. \_\_\_\_\_ Buffering
  2. \_\_\_\_\_ Restricted use of pesticides, herbicides and fertilizers
  3. \_\_\_\_\_ Preservation or re-vegetation of wetlands
  4. \_\_\_\_\_ Regular maintenance and upgrading of septic tanks, etc.
  5. \_\_\_\_\_ SCS approved sediment control and water quality practices
  6. \_\_\_\_\_ Preservation of shoreline vegetation
- C. \_\_\_\_\_ All special protection and natural areas required for Zones “A” & “B” compliance are designated or conservation easement or equivalent on plans.

### Individual Zone Requirements

- D. \_\_\_\_\_ **Lake Jackson Zone**
1. \_\_\_\_\_ Zone “A” from elevation 89' - 100' indicated on plans.
    - a. \_\_\_\_\_ Building area - no structure below 96.5, no cut and no fill except for approved impervious area, clearing limited to 4,000 sq. feet or 5% of site located in Zone “A” (septic tank and drainfield area not included and gravel driveways kept on grade will be considered as 50% disturbed).
    - b. \_\_\_\_\_ On-site sewage disposal system - sign off from Health Department.
    - c. \_\_\_\_\_ All natural vegetation protected from the normal high water line to a minimum distance of 50' upland of elevation 89'.
    - d. \_\_\_\_\_ Motor vehicle prohibition (verify proposed use) and add note to the plan.
  2. \_\_\_\_\_ Zone “B” from elevation 100' - 110' indicated on plans.
    - a. \_\_\_\_\_ Building Area - 50% of land to remain natural.
    - b. \_\_\_\_\_ Zones “A” and “B” indicated land uses are allowed.
  3. \_\_\_\_\_ Non-single family residential uses retain post-development stormwater on-site for all storm events up to and including the 50-year, 24-hour duration storm.
- E. \_\_\_\_\_ **Bradford Brook Chain-of-Lakes Zone**
1. \_\_\_\_\_ Zone “A” from elevation 35' - 40' indicated on plans
  2. \_\_\_\_\_ Building area - impervious area does not exceed 4,000 sq. feet or 5% of a site within Zone “A” (septic tank and drainfield area not included and gravel driveways kept on grade will be considered as 50% disturbed), no cut and no fill except for approved impervious area
  3. \_\_\_\_\_ All natural vegetation protected from the normal high water line to a minimum distance or 50' upland of elevation 35'
  4. \_\_\_\_\_ Motor vehicle prohibition (verify proposed use) and add note to the plan.
  5. \_\_\_\_\_ Zone “B” from elevation 40' to 60' indicated on plans
    - a. \_\_\_\_\_ Building area - limited to 50% of land - 50% of sites to remain in natural condition

6. \_\_\_\_\_ Zones "A" & "B" - indicated land use allowed
- F. \_\_\_\_\_ Fred George Basin Special Development Zone
1. \_\_\_\_\_ Special development zones below elevation 104' indicated on plans
  2. \_\_\_\_\_ Building area - 75% of land below elevation 104' shall remain natural
  3. \_\_\_\_\_ Flood elevation minimum floor elevation 106'
  4. \_\_\_\_\_ Motor vehicle prohibition (verify proposed use) and add note to the plan.
  5. \_\_\_\_\_ All development retains volume increase in runoff for up to and including 100 year, 24 hour storm.
- G. \_\_\_\_\_ Lake Iamonia Special Development Zone
1. \_\_\_\_\_ Zone "A" to elevation 110' indicated on plans
    - a. \_\_\_\_\_ Building area limited to the greater of 4,000 sq. ft. or 5% of Zone A (septic tank and drainfield area not included and gravel driveways kept on grade will be considered as 50% disturbed)
    - b. \_\_\_\_\_ Finished floor at or above 109'
    - c. \_\_\_\_\_ All natural vegetation protected from the normal high water line to a minimum distance of 50' upland.
  2. \_\_\_\_\_ Zone "B" from elevation 110' - 120' indicated on plans
    - a. \_\_\_\_\_ Natural area at 50%
  3. \_\_\_\_\_ Prohibited uses
  4. \_\_\_\_\_ Motor vehicle prohibition (verify proposed use) and add note to the plan.
- H. \_\_\_\_\_ Lake McBride Special Development Zone
1. \_\_\_\_\_ Zone "A". The 100-year floodplain around the lake and its tributaries, plus a 50 foot buffer adjacent to watercourses and water bodies, plus regions of greater than 10% slope and soil erosion K factor greater than 0.2 contiguous with and not extending more than 200 feet upland of the 100-year floodplain boundary.
    - a. \_\_\_\_\_ Development is excluded from Zone "A" except for previously platted residential lots or residentially zoned lots of record. Where more than 25% of such lot is within Zone "A", clearing, soil disturbance and building area limited to the greater of 4,000 sq. ft. or 5% of Zone A (septic tank and drainfield area not included and gravel driveways kept on grade will be considered as 50% disturbed).
    - b. \_\_\_\_\_ All natural vegetation protected from the normal high water line to a minimum distance of 50' upland or the full extent of the flood zone, whichever is greater.
  2. \_\_\_\_\_ Zone "B". From the upland boundary of the Zone "A" boundary to a buffer extending 200 feet upland from the 100-year floodplain boundary
    - a. \_\_\_\_\_ Natural area at 50% or 3/4 of an acre, whichever is less.
  3. \_\_\_\_\_ Motor vehicle prohibition (verify proposed use) and add note to the plan.
- I. \_\_\_\_\_ Lake Lafayette Special Development Zone
1. \_\_\_\_\_ Zone "A". The 100 year flood plain around the lake.
    - a. \_\_\_\_\_ Development activities shall not exceed the greater of 4,000 (SF) or 5% of a site within zone "A".
  2. \_\_\_\_\_ Zone "B". From the 100 year flood plain boundary to a buffer extending 200' upland.
    - a. \_\_\_\_\_ Development activities shall not exceed the greater of 4,000 (SF) or 25% of that part of the development side located within Zone "B".

Signature of person preparing this checklist:

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Signature)

# Leon County Environmental Permitting Checklist

## PART 3: LANDSCAPING & TREE PRESERVATION

### 21. Types of Permits

- A.  Part of an Environmental Management Permit
- B.  Landscape (all site plans have this component, S/D may if buffers are required)
- C.  Tree (Can stand alone or be required as part of another permit)
- D.  Vegetation Management Plan (Can stand alone or be required as part of another permit)

### 22. General Information Required

- A.  Landscape and/or tree removal permit fee
- B.  General Site Information.
  1.  If the landscape application is a 'stand alone' application or combined with a Short Form-B application, then the site plan items referred to in #7 of the Part 2 Standard Form Checklist must be included.
  2.  Site data showing compliance with minimum landscape, natural, and parking area and reforestation requirements with those areas expressed as total area and as a percentage represented by each.
  3.  The name, local address and telephone number of an individual who shall be landscape supervisor for the project.
  4.  Land use conflicts addressed. Uncomplimentary land use buffers for all new development and redevelopment identified in the Zoning and Site Plan Review Code of Sec. 10-7.522.
- C.  Site Design Criteria
  1.  Certification. For sites larger than one acre, the landscape development plan prepared and submitted by a registered landscape architect, architect, engineer, or other person qualified in accordance with Chapter 481, Part II, Florida Statutes.
  2.  The landscape plan designed to assure that the overall appearance and function of the proposed project is compatible and harmonious with other properties in the immediate area; is demonstrably responsive to the environmental attributes of soil, slope, hydrology, and vegetative communities unique to the site; and is consistent with sound planning and site design principles.
  3.  Planting specifications and species selected for the site suitable for individual site environmental characteristics of soil, slope, aspect, wetness and microclimate.
  4.  Plans indicate compatibility with adjacent site environmental factors.
  5.  Structures and other improvements have been designed so as to utilize existing site characteristics of topography, existing vegetative communities, and any unique environmental factors.
  6.  Conflicts between vehicular and pedestrian circulation avoided, while utilizing the existing site characteristics and considering safe functional location of support services facilities.
  7.  Planting plans indicate a diversity of plant species in the categories of ground covers, shrubs, and trees.
  8.  Integration of proposed and existing vegetation demonstrated in the plans, with an emphasis on maintaining forested buffers and corridors, preserving or restoring forest community types, and providing for the natural ecological function of each type by using such techniques as preserving a diversity of upper, mid, and understory constituents.
  9.  Plant schedules contain botanical and common names, sizes of materials by dimension and container size, location by dimension, and notation describing species diversity.
  10.  A detailed vegetation protection plan provided and the name and telephone number of the on-site supervisor, designated by the applicant to be responsible during construction for installation and maintenance of all landscaping and vegetation protection measures.

11. \_\_\_\_\_ Detailed vegetative and landscaping management plans and narrative description is provided and designed to guide future horticultural and arboricultural activities necessary to maintain landscaping and vegetation consistent with the design goals of the approved plan and made part of the Operating Permit.

23. \_\_\_\_\_ **Environmental Impact Analysis Information (Graphical indications and tabular summary)**

- A. \_\_\_\_\_ A minimum of 25% of the developed area shall be devoted to landscaping for new and redevelopment impervious over 1,000 square feet. Area to be delineated graphically and the total sq. ft. and percentage of total site area shown.
- B. \_\_\_\_\_ A minimum of 15% of the developed area shall be devoted to landscaping for Industrial zoned sites. Area to be delineated graphically and the total sq. ft. and percentage of total site area shown.
- C. \_\_\_\_\_ Five percent minimum landscaping area located within interior of site with those areas graphically differentiated.
- D. \_\_\_\_\_ All development activity shall preserve a minimum of 25% of the development area in a natural condition. Residential subdivisions, exempted unless natural area and/or conservation easements are required by the Table of Standards for the Protection of Natural Features in Section 10-4.202(a)(2)(c)., or unless the site has no environmental constraints or environmental resources and qualifies for site design alternative.
- E. \_\_\_\_\_ Landscape Credit for preserved natural and counted towards landscape area requirements for one or more of the following:
1. \_\_\_\_\_ Tree clusters including high quality successional, native or urban forest with native understory, or protected trees.
  2. \_\_\_\_\_ Areas located to protect downhill sides of severe or significant grades.
  3. \_\_\_\_\_ A perimeter buffer of at least 20' provided on at least three sides of the site.
  4. \_\_\_\_\_ All significant on-site environmental constraints Sec.10-4.202.
  5. \_\_\_\_\_ A forested buffer along any roadway.
  6. \_\_\_\_\_ A perimeter buffer on at least two sides of a site contiguous to high quality successional, native or urban forest communities on adjacent properties.
  7. \_\_\_\_\_ Areas adjacent to an environmentally sensitive land feature.
  8. \_\_\_\_\_ Sensitive considerations as determined to be consistent with the intent of this subdivision by the director.
- F. \_\_\_\_\_ The natural area shown as a percentage of the total area with identification of those areas indicated on the site plan.
- G. \_\_\_\_\_ The development plan preserves at a minimum 10% of the number of protected trees located on any development site.
- H. \_\_\_\_\_ Natural area designated on the plan as a conservation easement, or designated as a conservation area if the project site has no environmental constraints and the required natural area is less than ½ of an acre in size.
- I. \_\_\_\_\_ **Site Design Alternative Requirements**
1. \_\_\_\_\_ Available for sites that do not contain any environmental constraints such as environmental resources or characteristics identified in the definitions as conservation area or preservation area of Sec. 10-4.202 to meet the 25% natural area requirements
  2. \_\_\_\_\_ Preservation of at least 10% of pre-development vegetation including tree clusters, urban forest with native understory vegetation
- J. \_\_\_\_\_ Label protected trees 12" diameter or greater, 4" or greater in lot perimeter zones. Label trees to be removed and indicate reason for removal.
- K. \_\_\_\_\_ **Perimeter landscape area requirements**
1. \_\_\_\_\_ A 20-foot-wide landscape strip of land, excluding side walks, landscaped along the entire front perimeter of a site located between the front property line and any vehicular use area.
  2. \_\_\_\_\_ Corner parcels where any two streets intersect are considered to have perimeter frontage on two sides on the site.
  3. \_\_\_\_\_ A 6-foot landscaped strip of land along the entire site located between the side and rear and any vehicular use area; or,
  4. \_\_\_\_\_ A 4-foot wide strip of land between a side and rear property line and a vehicular use area used as and access way.

- L. \_\_\_\_\_ **Vehicular use area requirements**
  - 1. \_\_\_\_\_ Vehicular use area shown as part of the site statistical data.(total sq. ft. and %)
  - 2. \_\_\_\_\_ One 400 sq. ft. natural or planted area required for every 5,000 sq. ft. of approved vehicular use area, or major portion thereof, with those areas shown as part of the site statistical data. (Landscape credit provided for preserved natural area. See item 3, below.)
  - 3. \_\_\_\_\_ Landscape credit availability. Landscape islands within the vehicular use area, encompassing urban forest, count on a square foot to square foot basis toward the interior landscape island requirement when preserved in a natural state. To qualify for such a wavier, the preserved area must be a minimum of 800 sq. ft. in size (qualifies as 800 sq. ft. of interior landscape area) and be approved by the director.
  - 4. \_\_\_\_\_ Show compliance with 40% plan view canopy coverage of paved parking areas.
- M. \_\_\_\_\_ **Attach a separate sheet, at the same scale as the site plan, that shows the results of the approved Natural Features Inventory. Include graphic depictions and associated narrative of how impacts to sensitive environmental features have been avoided or offset, in accordance with the Table of Standards for the Protection of Natural Features (see Section 10-4.202(a)(2)c.). If any flood zone grade changes are proposed, show compliance with the restrictions in Section 10-4.327(3). For sites that include species of special concern, threatened species, or endangered species, include a habitat suitability assessment. Include a protection and management plan approved by Federal or State agencies of jurisdiction.**

24. \_\_\_\_\_ **Natural Area Requirements**

- A. \_\_\_\_\_ Executed Conservation Easement Documents (all site plans have this component, S/D may and buffers should be included)
- B. \_\_\_\_\_ A vegetation maintenance plan provided for pre existing vegetation used for landscape or natural area credit. Approved activities include supplemental planting, pruning, mulching, fertilization and pest control. Prohibited activities include mechanical methods and compaction of earth and impairment of root system or removal of more than 10% of the green mass of a tree, or a change to the vegetative composition of a forest community including the replacement by invasive/exotics, or the removal of understory and ground cover vegetation. Passive recreational uses considered including nonpermanent structures.

25. \_\_\_\_\_ **Site Design Alternative Requirements**

- A. \_\_\_\_\_ Establish a forest community in the amount necessary to meet the 10% natural area requirement. Emphasis on enhancing wildlife habitat while conforming to landscape site design standards established in Sec. 10-4.351.

26. \_\_\_\_\_ **Reforestation Requirements**

- A. \_\_\_\_\_ Credit for preserved trees provided at the following rate and shown

Diameter of Tree Preserved (Inches) (DBH)	Number of Tree Credits
Over 60	40
49--60	28
43--48	24
37--42	20
31--36	16
25--30	10
19--24	8
13--18	6
7--12	4
4--6	2
2--3	1

B. \_\_\_\_\_ **Tree Count**

1. \_\_\_\_\_ **A minimum of 40 trees for each acre of developed area, except for public roadway projects which shall require 20 trees for each acre of developed area.**
2. \_\_\_\_\_ **Credit for preserved trees provided 75% of the Critical Protection Zone (CPZ) protected with detail construction notes and drawings provided.**

27. \_\_\_\_\_ **Perimeter Landscape Area Requirements**

- A. \_\_\_\_\_ **Joint perimeter landscape areas possible for side or rear perimeter areas and vehicular use areas on common boundaries; if,**
- B. \_\_\_\_\_ **A binding agreement is provided between property owners, or their successors, as part of the permit application approved by the director.**
- C. \_\_\_\_\_ **Access ways through the perimeter landscape meet driveway standards in accordance with Sec. 10-7.506.**
- D. \_\_\_\_\_ **A separation provided between one-way drives of not more than 10-feet unless aisle width maximum creates a safety hazard, limits safe access to and from the development, or will impact protected trees, these requirements may be waived or modified by the director.**
- E. \_\_\_\_\_ **A sight triangle provided at all points where an access way intersect the right-of-way easement line of any street or where any two streets intersect.**
- F. \_\_\_\_\_ **The area within the site triangle is constructed and maintained in accordance with Sections 10-4.211(4) and 10-7.506.**
- G. \_\_\_\_\_ **Vehicular wheel stops or other design features such as curbing extend no more than 2-feet of overhang into a landscape or buffer area.**
- H. \_\_\_\_\_ **Grass ditches have back slopes no greater than 3:1 and can support the required landscape materials.**
- I. \_\_\_\_\_ **No allowable garbage, trash collection or other functional uses shown.**

28. \_\_\_\_\_ **Vehicular Use Landscape Area Requirements**

- A. \_\_\_\_\_ **An additional 400 sq. ft. of planting area shown for every eight parking spaces above the minimum number required with those computations shown as part of the required site statistical data.**
- B. \_\_\_\_\_ **Vehicular landscape islands shall meet the planting standards of Sec. 10-4.351.**
- C. \_\_\_\_\_ **Vehicular wheel stops or other design features such as curbing allowed for no more than 2-feet of overhang into a landscaped, buffer, or natural area.**
- D. \_\_\_\_\_ **Grass ditches have back slopes no greater than 3:1 and can support the required landscape materials.**
- E. \_\_\_\_\_ **No allowable garbage, trash collection or other functional use.**
- F. \_\_\_\_\_ **Landscape functional waiver. Applied when the applicant demonstrates in writing, and approved by the director, that strict application of this section will interfere with the function of the vehicular use area. Relocation of required landscaping or other modifications which will improve functioning may be allowed provided that the intent of this section is met by such modifications.**

29. \_\_\_\_\_ **Stormwater Management Facility Landscaping**

- A. \_\_\_\_\_ **Visual screen shown around the entire perimeter of any detention or retention facility around which fencing is required in accordance with Section 10-4.303(10).**
- B. \_\_\_\_\_ **Landscape area credit availability. As a design alternative, 100% credit available towards the 25% landscape area requirements of Section 10-4.344 when wet-detention or retention facilities meet the conditions of Sec.10-4.303 (12) and landscaped in accordance with Sec.10-4.351(e)(6)**
  1. \_\_\_\_\_ **Wet-detention**
    - a. \_\_\_\_\_ **Side slopes are 6:1 or flatter;**
    - b. \_\_\_\_\_ **Appropriate wetland tree and aquatic plant species are used.**
  2. \_\_\_\_\_ **Dry retention**
    - a. \_\_\_\_\_ **Side slopes are 4:1 or flatter;**
    - b. \_\_\_\_\_ **Appropriated tree and plant species are used.**
- C. \_\_\_\_\_ **Water Quality Treatment**
  1. \_\_\_\_\_ **Wet-detention**
  2. \_\_\_\_\_ **Dry-retention**

- D. \_\_\_\_\_ **Landscape functions**
1. \_\_\_\_\_ Visually integrated the Stormwater management system into the overall landscape design.
  2. \_\_\_\_\_ Landscaped in accordance with the minimum standards set forth in Sec. 10-4.351.
- E. \_\_\_\_\_ Landscape credit area defined and shown as part of the landscape calculations, is the pond area encompassed by the pond's contour line at the spillway elevation.

### 30. \_\_\_\_\_ **Planting Standards for All Landscape Areas**

- A. \_\_\_\_\_ **Habitat Development.** The use of native plant material, site design techniques, and planting design techniques used where possible and encourage. Reference publication "Planting a Refuge of Wildlife" Florida Fish and Wildlife Conservation Commission.
- B. \_\_\_\_\_ All plants used as part of any landscape plan shall be healthy, well proportioned, disease free and pest-free, and hardy for the North Florida region.
- C. \_\_\_\_\_ Credit provided for only Florida No. 1 or better plan material as described in "Grades and Standards for Nursery Plants," Part I, 1998 and Part II, State Department of Agriculture, Tallahassee, or its successor.
- D. \_\_\_\_\_ No plants used that appear on the Florida Exotic Pest Plant Council's annual list of invasive species, or its successor publication.
- E. \_\_\_\_\_ **Tree Standards**
1. \_\_\_\_\_ Species of trees shall be selected based on overall plant characteristics, site conditions and purpose of placement and shown to grow well in Tallahassee. Sources of reference include the "Environmental Design Guide," published by the City of Tallahassee, Growth Management Department, Trees of North Florida, Kurtz & Godrey, 1993, University Press of Florida as being suitable for use in an ecosystem similar to North Florida, or their successors.
  2. \_\_\_\_\_ Trees have a minimum diameter of two inches caliper at the time of planting, or when fewer trees than 3 are required to be planted on a site, trees have a minimum height of 12-feet and a minimum diameter of three inches caliper at the time of planting.
  3. \_\_\_\_\_ Canopy tree species shall reach a height of greater than 40 feet and create the upper story of the tree line. Understory trees reach a height of less than 40 feet and prefer a cover of larger trees.
  4. \_\_\_\_\_ Crown spread. Planted trees must be a species with an average mature crown spread of at least 30 feet for canopy trees and 20 feet for understory trees, or they must be grouped so as to create a crown spread of meeting this criteria.
  5. \_\_\_\_\_ Interior planting volume with specifications referenced as part of the landscape plan. Excavation to a depth of three feet below the finished grade of the planting area and replaced with a non-compacted "friable" topsoil. The planting area around the trunk of the tree and shall be maintained in either vegetative landscape material or other pervious surface cover.
  6. \_\_\_\_\_ Utility considerations. Tree species and placement selected minimize conflicts with existing or proposed utilities, preventing conflict with overhead utilities (trees selected from a list of trees recommended for use under utility lines.) Where conflicts with underground utilities exist, tree placement is a minimum of ten feet from the underground utility and a root barricade installed.
- F. \_\_\_\_\_ **Shrubs and hedges.** Shrubs and hedges required by this division meet the following criteria except where a greater requirement is otherwise specified and be provided in the planting schedule specifications:
1. \_\_\_\_\_ Height and spread- minimum height of 18 inches and a minimum spread of 15 inches.
  2. \_\_\_\_\_ Placement and opacity conformance-shrubs with 15 to 23 inches of spread planted on maximum three-foot centers. Shrubs with greater than 23 inches of spread planted on maximum five-foot centers. In no event shall spacing exceed five feet on center, nor shall plants be closer than two feet to the edge of any pavement.
- G. \_\_\_\_\_ **Ground cover.** Planting schedule specifications reference grass or other ground cover planted on

all areas within all landscape areas not occupied by other landscape material including or permitted access ways.

- H. \_\_\_\_\_ Other materials. The use of vines, ground cover, lawn grasses, synthetic plant material, and architectural planters meet the following criteria and noted in the planting schedule specifications:
1. \_\_\_\_\_ Vines a minimum of 30 inches in length within one calendar year from the time of planting.
  2. \_\_\_\_\_ Ground covers other than lawn grasses. Ground covers other than lawn grasses shall be planted so as to provide a minimum of 75 percent coverage within one calendar year from the time of planting.
- I. \_\_\_\_\_ Lawn grasses planted for credit toward landscaping requirements shall be perennial species capable of thriving in the Leon County.
1. \_\_\_\_\_ Lawn grasses shall be planted so as to achieve complete coverage within two calendar years from the time of planting.
  2. \_\_\_\_\_ Grasses may be sodded, sprigged, plugged or seeded, except that solid sod is required in swales and other areas subject to erosion.
- J. \_\_\_\_\_ Synthetic plant material. No landscape area credit shall be granted for areas using artificial plant material.
- K. \_\_\_\_\_ Non-living material. At installation, mulches are referenced as applied at a minimum compacted depth of two inches for all planting areas. Use of cypress tree bark for mulch and visible plastic surface covers prohibited.

### 31. \_\_\_\_\_ Planting Specifications for All Landscape Areas

- A. \_\_\_\_\_ Perimeter landscape area planting specifications.
1. \_\_\_\_\_ Tree count. Tree total within the perimeter landscape areas meet the requirement of one tree for each 25 linear feet of required landscape perimeter area, or major portion thereof. Creative planting design is encouraged.
  2. \_\_\_\_\_ No less than 75% of said trees being shade trees.
  3. \_\_\_\_\_ A visual screen is shown placed within required perimeter setback landscape areas, running the entire length of such areas except for permitted access ways consisting of landscape materials sufficient to provide, at a minimum, an opaque, continuous screen at least 30 inches high at maturity.
- B. \_\_\_\_\_ Interior landscape area planting specifications.
1. \_\_\_\_\_ Canopy Coverage. Interior planting areas are located such that tree(s) planted therein will achieve a minimum of 40% plan-view canopy coverage of all paved parking areas. To calculate canopy coverage for site design purposes, the standard canopy diameter for canopy and understory trees shall be 30 feet and 20 feet, respectfully.
  2. \_\_\_\_\_ Ground cover. Interior areas planted in grass, or other ground cover, not exceeding eight inches in height.
- C. \_\_\_\_\_ Uncomplimentary land use buffer planting specifications.
1. \_\_\_\_\_ Trees. Trees used as part of an uncomplimentary land use buffer meet the provisions of subsection 10-4.351(d)(2).
  2. \_\_\_\_\_ Shrub material. Shrub material used as a part of an uncomplimentary land use buffer are a minimum height of 30 inches and have a minimum crown width of 24 inches when planted capable of achieving a minimum height of eight feet at maturity and are located in such a way as to maximize screening potential.
  3. \_\_\_\_\_ Use of native plants. Forty percent of the total number of individual plants selected from each of the categories of the list of approved species (canopy, understory, shrub, ground cover) and used to satisfy the requirements of this article shall be selected from the list of native species in the category.
  4. \_\_\_\_\_ A minimum of 75% of all required plant material, proposed or existing for a landscape buffer, shall consist of evergreen species.
- D. \_\_\_\_\_ Stormwater management facilities planting specifications. The following specifications are required in addition to those in Sections 10-4.303(12) and 10-4.350

1. \_\_\_\_\_ Planting specifications. Species selected for stormwater management facility landscaping shall be suitable for individual pond characteristics of soil, slope, aspect and hydro period and micro climate. Recommended plant materials in the “Environmental Design Guide,” published by the City of Tallahassee, Growth Management Department.

E. \_\_\_\_\_ Wet detention facilities Plant Material Requirements

1. \_\_\_\_\_ Wet detention facilities stormwater management facilities are to be landscaped with native species which are well suited to the use within the boundaries of a stormwater management facility, including fluctuating water levels, changes in hydro periods, and anthropogenic impact. Aquatic species which are listed as prohibited by the Florida Department of Environmental Protection cannot be used under any circumstances.
2. \_\_\_\_\_ Pond perimeter. Aquatic plants provide a continuous planting along 80% of the perimeter defining the pond’s mean high water level within three years of planting.

F. \_\_\_\_\_ Retention Facilities

1. \_\_\_\_\_ Retention stormwater management facilities to be used as landscape credit shall be landscaped with the same planting density requirements as wet detention ponds.
2. \_\_\_\_\_ Plant material. Plants chosen are adaptable to either dry or wet conditions, but capable of surviving and growing in either extended periods of inundation or extended periods of drought as referenced in the “Environmental Design Guide,” published by the City of Tallahassee, Growth Management Department, or its successor. Other species may be used in dry retention ponds if there is scientific evidence of their adaptability and supported in writing. Creative design and spacing of trees, shrubs and ground covers is encouraged.

G. \_\_\_\_\_ Swales and berms all swales and berms are sodded.

H. \_\_\_\_\_ Uncomplimentary Land Use and Zones

1. \_\_\_\_\_ Trees. Trees used as part of an uncomplimentary land use buffer shall meet the provisions of subsection 10-4.351(d)(2).
2. \_\_\_\_\_ Shrub material. Shrub material used as a part of an uncomplimentary land use buffer a minimum height of 30 inches and a minimum crown width of 24 inches when planted; be of a species capable of achieving a minimum height of eight feet at maturity; and located in such a way as to maximize the screening potential.
3. \_\_\_\_\_ Use of native plants. Forty percent of the total number of individual plants selected from each of the categories of the list of approved species (canopy, understory, shrub, ground cover) and used to satisfy the requirements of this article shall be selected from the list of native species in the category.
4. \_\_\_\_\_ A minimum of 75% of all required plant material proposed or existing for a landscape buffer consist of evergreen species.
5. \_\_\_\_\_ A continuous visual screen for arterial roadways when adjacent to low density residential uses or lands zoned for such use.

32. \_\_\_\_\_ Irrigation Specifications

- A. \_\_\_\_\_ All required landscaped areas and buffer strips provided with an irrigation system or a readily available water supply located within 100 feet. At a minimum, drip irrigation systems encouraged.
- B. \_\_\_\_\_ The irrigation methods to be used and location of water supply indicated on the landscape plan.
- C. \_\_\_\_\_ All irrigation lines installed so as to not impact the critical protection zone of protected trees used as credit.
- D. \_\_\_\_\_ Appropriate mitigation provided for impacted protected trees including but not limited to CPZ protection and boring techniques.

33. \_\_\_\_\_ Maintenance Specifications

- A. \_\_\_\_\_ All landscape plans include a schedule of maintenance specifications addressing pruning, fertilization, water requirements (irrigation), pest management, and other cultural requirements necessary to provide guidance in maintaining landscape material in order to accomplish design

goals.

- B. \_\_\_\_\_ Landscape management plans for long range maintenance of natural areas used as landscape credit, or for management of endangered, threatened , or specially concerned species identified in accordance with Section 10-4.202 shall be provided and reviewed at permitting for inclusion in the operating permit consistent with section 10-4.209(f)(1)(h). and (g)(7).
- C. \_\_\_\_\_ Stormwater Management Facilities Maintenance Plan.
- D. \_\_\_\_\_ Conservation Easements/Areas Management Plan.

Signature of person preparing this checklist:

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Signature)