Land Use & Environmental Services Division   **(850) 891-7001**
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CITY OF TALLAHASSEE

NATURAL FEATURES INVENTORY (NFI)
SUBMITTAL REQUIREMENTS CHECKLIST

Submittal Requirements

For an application to be eligible for review the following materials must be provided. Additional supporting information may be necessary for application approval. All documentation should be in PDF format and named using the Standard Naming Conventions listed.

NOTES:
- To rename a file that contains a digital signature, please right-click on the file while viewing in a folder and select "Rename" (<u>DO NOT</u> "Save as" as that will jeopardize the verified signature).
- If a document must be resubmitted, please use the same file name used for the initial document upload. If the document is a revision, type "Revision" into the "Description" field of the permit portal uploads page.
- Please reduce or flatten layers when saving as a PDF from design and drafting software.

Document:	**File Name:**

Completed Application Form and Checklist: NFI-App.pdf

- *Submit completed .pdf version of current NFI application including checklist.*

Affidavit of Ownership & Designation of Agent: AS-OwnersAff.pdf

- *If application project boundary contains multiple parcels with different owners, an affidavit is required per parcel/owner.*

Location Map: AS-LocationMap.pdf

- *A location and vicinity map depicting the project boundary.*

Natural Features Map: NFI-NaturalFeaturesMap.pdf

- *A map depicting the project boundary and boundaries of regulated environmental features onsite and within 150' of the project boundary. Refer to the current NFI application form checklist for detailed requirements.*

Project Narrative: NFI-Narrative.pdf

- *A narrative statement which briefly summarizes the scope of the project and details the information requested in the current NFI application form checklist.*

Cultural Resource Assessment: AS-CulturalLtr.pdf

- <u>Desktop Assessment</u>: *A desktop cultural resource assessment prepared by a qualified archaeologist according to the* [Interim Cultural Resource Review Procedures](#) *which provides a definitive recommendation for the project to proceed with or without an archaeological field survey.*

- <u>Survey Report</u>: *If an archaeological field survey (Phase I Cultural Resource Assessment Survey) has been performed, the resulting report may be provided in lieu of the desktop assessment with the naming convention* AS-CRAS.pdf.

Naming Convention for Supplemental Documentation

Please provide the following documents as applicable to the project.

Document:	**File Name:**

Contour Map: NFI-ContourMap.pdf

- *Professional topographic survey or TLCGIS 2'contour map. Boundary surveys may be provided with the naming convention AS-BoundarySur.*

Floodplain Calculations: NFI-Flood Plain Analysis.pdf

- *Drainage study or other supporting documentation as detailed in the NFI application checklist for establishing base flood elevation in 100-year floodplain and/or closed basin flood exclusion zone.*

Geotechnical Report: AS-Geotechnical.pdf

- *If geotechnical investigation of potential karst features has been performed, please provide a copy of the associated report.*

Digital Files: NFI-Gis.zip

- *The applicant may provide digital files (.shp, .kml, or .kmz) of the project boundary and environmental features in state plane coordinates with grid to ground conversion to facilitate application review.*

Supporting Photo Documentation: AS-SitePics.pdf

- *NFI site visit photos may be provided within the NFI narrative or as a separate document.*

FEE: The NFI application fees are based on the project area acreage and the presence or absence of floodplain. Refer to the Land Use and Environmental Services Division section of the Growth Management Fee Schedule for further information. The application fee is payable through the permit portal.

Please note:
If deficiencies are noted, the submittal package may be electronically returned to the applicant.