

**Land Use & Environmental Services Division****(850) 891-7100**

Location: 435 N. Macomb Street

Mail: 300 S. Adams Street, Box B-28, Tallahassee, Florida 32301-1731

Fax: (850) 891-7184 Florida Relay Service TDD: 711

TECHNICAL AMENDMENT

SUBMITTAL REQUIREMENTS:

1. Letter (original) requesting and describing the technical amendment signed by all of the legal owner(s) of the subject properties. The letter may be addressed to the City of Tallahassee, Growth Management Department, 300 S. Adams Street, Box B-28, Tallahassee, Florida 32301;
2. Completed Owner's Affidavit (original);
3. Tax Parcel Identification Number(s) of subject parcel(s);
4. Site plan showing existing conditions including utility service locations that will be impacted by lot line adjustments;
5. Three (3) copies (letter or legal size) of the proposed legal description and sketch of the subject properties;
6. Color documents should also be submitted in electronic form in one of the following formats: .tif, .pdf, .jpeg, or .bmp.
7. Fee of \$470.00 (made payable to the City of Tallahassee).

REVIEW CRITERIA:

Technical Amendments must meet the following criteria, as set forth in the *City of Tallahassee Land Development Code*:

1. No additional lots or streets are created;
2. The lots resulting from the technical amendments are not reduced below the minimum sizes required by the *City of Tallahassee, Land Development Code*;
3. There is no change in the orientation of any lot adjacent to streets;
4. No streets are vacated; and
5. There will be no impact resulting from the proposed change which, in the opinion of the Land Use Administrator, would require a public hearing before the Planning Commission.

A TECHNICAL AMENDMENT IS INTENDED TO MEET THE PROCEDURAL REQUIREMENTS OF THE CITY OF TALLAHASSEE LAND DEVELOPMENT CODE, AND DOES NOT WAIVE ANY OTHER APPLICABLE FEDERAL, STATE OR LOCAL REGULATION.