



CITY OF  
TALLAHASSEE

LAND USE & ENVIRONMENTAL SERVICES

BOAA VARIANCE SUBMITTAL REQUIREMENTS

Please use the examples provided below when uploading required documentation for a permit application that requires a review by Growth Management.

- **Note:** If you must rename a file that contains a digital signature, please right-click on the file while viewing in a folder, and select "Rename", do NOT "Save as" and rename as this will jeopardize the verified signature. Also, if you must re-submit a document, please use the original file name the file was uploaded with initially. If the document is a revision, type "Revision" into the "Description" field on the uploads page of the permit portal.
- Remember to reduce or flatten layers when saving as a PDF from design and drafting software.

**PLEASE FOLLOW THE EXACT FILE NAMING CONVENTION PROVIDED FOR THE FOLLOWING DOCUMENTS:**

<u>Document Type</u>	<u>Required File Name</u>
<input type="checkbox"/> Checklist:	AS- Checklist.pdf
<input type="checkbox"/> Owner's Affidavit:	AS-OwnersAff.pdf
<input type="checkbox"/> Boundary Survey with Legal Description: <ul style="list-style-type: none"> <li>• Signed/sealed by a Florida Registered Land Surveyor</li> </ul>	VP-BoundarySur.pdf
<input type="checkbox"/> Location map:	VP-LocationMap.pdf
<input type="checkbox"/> Variance Site Plan, Drawn to Scale:	VP-SPDwgs.pdf
<input type="checkbox"/> Sign Variance Drawings/Renderings: <ul style="list-style-type: none"> <li>• Dimensioned drawing/renderings of the sign, including building elevations if applicable.</li> </ul>	VP-SignDwgs.pdf
<input type="checkbox"/> Pictures of the site and the area of the variance request:	AS-SitePics.pdf
<input type="checkbox"/> Hardship Statement Narrative: <ul style="list-style-type: none"> <li>• An explanation of the reason the variance is needed and a description of the work to be performed. This must also demonstrate how the request meets each of the 12 hardship criteria.</li> </ul>	AS-HardshipLtr.pdf

**The below items will be emailed to you for uploading after the application has been received. This is part of the required legal notification process:**

Sign Posting Affidavit:	AS-SignPostAff.pdf
Sign Posting Pictures:	AS-SignPostPic1.pdf AS-SignPostPic2.pdf