

Please use the examples provided below when uploading required documentation for a permit application that requires a review by Growth Management. Requirements are based on the project's scope and details of work, not ALL documents may be required.

- **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:**

**Site Plan** – to include:

- Cover Sheet
- Site Conditions map
- Site Plan
- Utility Service Plan
- Landscape Plan
- All required statistical information

**File name:** SP-SPDwgs.pdf

**Project Narrative:** A narrative statement outlining the scope of the project and any relevant details.

**File name:** AS-ProjectNar.pdf

**Land Use Compliance Certificate:**

**File name:** AS-LUCC.pdf

**Owner's Affidavit:**

**File name:** AS-OwnersAff.pdf

**Preliminary Concurrency Certificate (if required):**

**File name:** AS-PrelimConcurrencyCert.pdf

**Boundary Survey:** Signed and sealed by Florida Licensed Land Surveyor

**File name:** SD-BoundarySur.pdf

**School Concurrency Impact Analysis:**

**File name:** AS-SchoolConcurr.pdf

**NFI Exemption or Approval Letter:**

**File name:** AS-Exemption.pdf

**Deviation Request Form (if applicable):** Form addressing the hardship and need for each individual deviation request. Any supporting documentation for each deviation should be uploaded with the form.

**File name:** DEV-DeviationOne.pdf, DeviationTwo.pdf, DeviationThree.pdf

**Sign Posting Affidavit:**

**File name:** AS-SignPostAff.pdf

**Sign Posting Pictures:**

**File name:** AS-SignPostPic.pdf