



ENVIRONMENTAL MANAGEMENT PERMIT (EMP) SUBMITTAL REQUIREMENTS CHECKLIST

Application Types: LDO: Land Disturbance Only- Generally this is activity on a parcel that will not change existing stormwater runoff characteristics and meets the approved uses as noted herein.
MINOR: Projects that are located in a master planned area and have stormwater capacity dedicated and reserved for the project or redevelopment projects that do not result in increased stormwater runoff.
STANDARD: Projects that include construction of a new stormwater pond or modification of an existing stormwater pond.

NOTE: All documents should use the file names listed below. To 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" as that will jeopardize the verified signature).

- Remember to reduce or flatten layers when saving as a PDF from design and drafting software.

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

Document:

File Name:

Site Plan Final Approval Letter:

[AS-SPFinalApprovalLetter.pdf](#)

- If there was no site plan review required, then a copy of the EIA approval letter or NFI/EIA exemption approval letter must be provided. [AS-EIALtr.pdf](#) or [AS-Exemption.pdf](#)

Location Map

[AS-LocationMap.pdf](#)

- Provide on the cover sheet of the construction plans or as a separate document

Affidavit of Ownership & Designation of Agent:

[AS-OwnersAff.pdf](#)

- If multiple parcels with different owners an affidavit is required per parcel/owner.

Project Narrative:

[AS-ProjectNar.pdf](#)

- A narrative statement outlining the scope of the project and any relevant details. This may be a single page document or part of a report.

EMP Construction Plans:

[EMP-SPDwgs.pdf](#)

- Electronically Signed & Sealed by the Engineer of Record & all other design professionals

Stormwater Management Design Report:

[R-StormwaterMgtDesignRpt.pdf](#)

- Electronically Signed & Sealed by the Engineer of Record
- Required for Minor or Standard EMP only

ADDITIONAL INFORMATION FOR OFFSITE TEMPORARY CONSTRUCTION LAYDOWN/STORAGE YARDS

LDO Storage Lot Approved Uses:

- Storage of pipe & fittings and utility/drainage structures.
- **(With special conditions as determined by site characteristics)**, Spoils (including asphalt & concrete demolition items), select backfill and road base.
- Construction equipment and private employee vehicles. **Note: There must be a designated fueling station for all equipment with EPA acceptable containment procedures.**
- Job office trailers with acceptable restroom facility.
- Job site storage trailers. (Under no circumstances will permanent structures be allowed under an LDO permit.)
- Permit is only valid for stated job affiliation and must be closed out promptly with job completion.

EMP-LDO Plans Submittal Requirements.

- All construction laydown/storage yards will be reviewed as a commercial property.
- EMP construction plans may not need to be digitally sealed if they aren't an engineering product (no stormwater component, etc.) and a stormwater report may not apply.
- Property topography (two ft. contours) and boundary survey for subject parcel including easements.
- Tree survey of all trees 4" and larger with ID#, DBH, & Category Type for each. Include a tree debit/credit table for impacted and preserved protected trees (TLDC Sec. 5-83d2).
- Show all utilities on the property.
- Show full extents of disturbed area and clarify method of vegetative stabilization after use.
- If the site has any offsite stormwater passing through it, **(i.e., channels, outfall ditches from SWMF's, etc.)**, provide in drawings and narrative with an explanation of how it will be addressed during and after use.
- If the site is larger than one acre an NPDES permit will also be required.
- Show all proposed erosion control and tree protection measures.
- Provide information on planned site restoration and tree replanting after use, meeting Sec. 5-64 and 5-83 of the Tallahassee Land Development Code.
- Provide details on construction entrances and any required maintenance of traffic (MOT) affiliated with site.
- If needed, provide driveway connection information for review by COT Traffic Division.

NOTE: Any ground or tree disturbance of parcel prior to issuance of permit (including silviculture logging) may be grounds for forfeiture of permit and fees.

FEE: The environmental management permit fees are based on the application type (LDO, MINOR, or STANDARD), and may also include a landscape review fee, if applicable. The application type fee and the landscape review fee must be added together to determine the total application fee. Refer to the Land Use and Environmental Services division section of the Growth Management Fee Schedule for further instructions on calculating the fee amount.

Please note:

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