



CITY OF  
TALLAHASSEE

LAND USE & ENVIRONMENTAL SERVICES

**BOARD OF ADJUSTMENT AND APPEALS VARIANCE SUBMITTAL REQUIREMENTS**

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:**

<u>Required File Name</u>	<u>Document Type</u>
SP-SPDwgs.pdf	Site Plan showing project causing the variance <i>For sign variance show dimensioned drawings/renderings of the sign and building elevations, if applicable</i>
AS-ProjectNar.pdf	Project Narrative <i>A narrative statement outlining the scope of the project and any relevant details.</i>
AS-BOAAAck.pdf	BOAA Variance Acknowledgement Form <i>The acknowledgement form states the criteria for a BOAA Variance and is a means for the property owner to attest that the property meets those criteria.</i>
AS-OwnersAff.pdf	Ownership Affidavit
AS-BoundarySur.pdf	Boundary Survey <i>Signed/sealed by a Florida Registered Land Surveyor</i>
AS-SitePics.pdf	Pictures of the site and the area of the variance request
AS-SignPostAff.pdf	Sign Posting Affidavit
AS-SignPostPic.pdf	Sign Posting Pictures