

**SUBMITTAL REQUIREMENTS**

**(delivered to the Growth Management Department, Land Use and Environmental Services Division):**

1. A letter (original) requesting and describing the technical amendment signed by all of the legal owner(s) of the subject properties;
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. Proposed legal description (original) 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; and
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.

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**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.**