

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:**

**Owner's Affidavit:**

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

**Boundary Survey:** Signed and sealed by a Florida Registered Land Surveyor

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

**Site Plan:** Drawn to an appropriate engineer's scale showing:

- Scaled used;
- Use, size, location, and height of all existing buildings and other structures;
- Parking spaces, drive aisles, sidewalks and driveways;
- Adjacent properties with their zoning and current land use;

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

**Deviation Request Form:** Form addressing the hardship and need for the deviation request. Any supporting documentation should be uploaded with the form.

**File name:** DEV-DeviationOne.pdf

**Sign Posting Affidavit:**

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

**Sign Posting Pictures:**

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