

**Owner Information:**

Name: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**Agent Information:**

Name: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**Applicant (Optionee) Information:**

Name: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**Other Contact Person (if applicable):**

Name: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**Project Information:**

Parcel Tax ID # (s): \_\_\_\_\_

Environmental Permit --- Permit #: TEM \_\_\_\_\_ Date Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Extension Requested (check only one): **STANDARD:**  3 Months  6 Months  9 Months  12 Months

**LAND DISTURBANCE ONLY OR MINOR:**  6 Months

Will project remain dormant during the Extension Period?  Yes  No

(If **Yes**, you must pay the Continuation Application Fee at time of application. If **No**, pay Extension Application Fee at time of application and be advised that an additional extension fee will be required at time of issuance.)

Property owner, agent, applicant (optionee), and other contact person will be copied on all correspondence from the Growth Management Dept.

# ENVIRONMENTAL PERMIT EXTENSION CHECKLIST

Application for an Extension shall be reviewed within 20 calendar days of receipt of a complete application. Copies of the Extension Policy are available upon request.

## Submittal Requirements:

- \_\_\_\_\_ 1. Verify that the Environmental Management Permit number given is correct.
- \_\_\_\_\_ 2. If Ownership changes (or is different from what is in the database) a new Owner's Affidavit (original) is required.
- \_\_\_\_\_ 3. Project narrative. This may be a single page document, part of a report, or part of the site plan.
- \_\_\_\_\_ 4. The application fee shall be paid at time of submittal. Department of Transportation (DOT) is exempt from paying fees. Leon County School Board is approved to pay by purchase order. City projects should use a budget transfer memo and should be submitted with the application.
- \_\_\_\_\_ 5. Color documents should also be submitted in electronic form in one of the following formats: .tif, .pdf, .jpeg, or .bmp.

**\*\* Please note:**

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