



Land Use & Environmental Services Division (850) 891-7100
 Location: 435 N. Macomb Street
 Mail: 300 S. Adams Street, Box B-28, Tallahassee, Florida 32301-1731
 Fax: (850) 891-7184 Florida Relay Service TDD: 711

**ENVIRONMENTAL MANAGEMENT PERMIT
EXTENSION**

Owner Information:

Name: _____
 Mail Address: _____

 City State Zip
 Telephone #: _____ Fax #: _____
 E-Mail Address: _____

Consultant 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 Department.

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.