

**CITY OF TALLAHASSEE LAND DEVELOPMENT CODE  
CHAPTER 10, ARTICLE I, SECTION 10-11  
GOVERNMENT RIGHT-OF-WAY TAKINGS  
EXEMPTION INFORMATION SHEET**

**APPLICATION SUBMITTAL REQUIREMENTS:**

1. Letter requesting and describing the exemption, signed by either an authorized representative of the condemning authority, the property owner, or a tenant;
2. Documentation that the applicant served notice to the filing of the application (and provided a copy of the application) to all concerned parties involved in the negotiation or condemnation of the parcel, in person or by first class mail;
3. Two (2) copies of site plan prepared to scale, showing accurately and complete with dimensions, the boundaries of the subject site (prior to the proposed governmental right-of-way taking and after the proposed governmental right-of-way taking), the location of all buildings, structures, uses, off-street parking lots, driveways, and any other principle site development features existing or proposed on a parcel of land;
4. Color documents should also be submitted in electronic form in one of the following formats: .tif, .pdf, .jpeg, or .bmp.
5. Application fee of \$1,265.00 (checks payable to **City of Tallahassee**).

**REVIEW CRITERIA:**

In accordance with the *City of Tallahassee Land Development Code* the Land Use Administrator will determine if the granting of the exemption will not result in a condition dangerous to the health, safety or welfare of the general public.

**RECORDING PROCESS (IF EXEMPTION APPLICATION IS APPROVED BY THE LAND USE ADMINISTRATOR):**

Upon securing a letter approving the exemption application, the applicant will record the approval letter (and attachments) in an Official Records Book located in the Office of the Clerk of the Circuit Court of Leon County. In addition, the applicant will prepare a site plan/map and file it with the Office of the Clerk of the Circuit Court to be maintained in an Unrecorded Map Book. Pursuant to the direction provided by the Office of the Clerk of the Circuit Court, the site plan/map shall demonstrate the following characteristics:

1. Must be 24" x 36" in size;
2. Must be an original drawing in permanent black ink on a stable base film, a minimum of 0.003-inches thick, coated upon completion with a suitable plastic material to prevent flaking and to assure permanent legibility;
3. Must leave at least a 1/2-inch margin on each of the 3 sides and a 3-inch margin on the left side of the site plan/map for binding purposes;
4. Must have an identifying title in bold legible print;
5. When more than 1 sheet must be used to accurately portray the lands, each sheet must show the particular number of that sheet and the total number of sheets included;
6. Must show a prominent "north arrow;"
7. Must show the Tax Identification Number of the subject property and the property owner's name;
8. Must have an original signature of the Land Use Administrator; and
9. Each map shall reference the Official Records Book and Page of the recorded letter of approval. Conversely, the recorded letter of approval shall reference the Unrecorded Map Book and Page.