

Florida *Green Lodging* Program  
**Designation Application**

**Application Instructions:**

- The Designation Application is an Adobe Acrobat file that allows you to submit your completed application on-line. To submit online, you will need free [reader software](#).



- The application is 10 pages. Review it thoroughly before entering information.

**Entering data:**

- Dollar fields are pre-set for two decimal places and the \$ sign. Example: If you enter 10, the result will be \$10.00.
- Date fields are pre-set for mm/yyyy. Example: 06/2009.
- Point totals are automatically calculated.
- You can clear the form of all entries by using the reset button located on page 10.

**Submitting the Application**

When you are satisfied with your entries and are ready to submit the application, save a copy of the file for your records by using the 'Save As' option under the 'File' menu.

- Then click the submit button.
- Once you submit the application using the submit button an email window will appear and the application will be attached.
- Be sure to attach all required documentation as listed in each environmental category.
- Attachments should be in pdf form, clearly titled with your property's name.
- Attached documents should be no larger than 250 kb in size.
- **Your application will not be reviewed for designation without the required documents.**

If you are unable to submit online, you may fax or mail your completed application and required documents to:

Florida Department of Environmental Protection  
Florida *Green Lodging* Program  
3900 Commonwealth Boulevard, MS 30  
Tallahassee, FL 32399-3000  
Fax: 850.245.2159

Person-to- person telephone support is available from 8:00 am to 5:00 pm (EST) at (850) 245-2047 or by E-mail: [GreenLodging@dep.state.fl.us](mailto:GreenLodging@dep.state.fl.us)