

FLORIDA GREEN LODGING PROGRAM Application Instructions

Application Instructions:

The Designation Application is an Adobe Acrobat file that will allow you to enter the requested information and select individual criteria. To use the Adobe file, you will need the free [Adobe Reader software](#).

The application is 23 pages. Review it thoroughly before entering information.

Supporting Documentation

Some criteria throughout the application will require you to submit documentation as proof of implementation. Documentation should be submitted in PDF format, where possible. Examples of possible documentation include receipts, schedules, photos and meeting notes.

Submitting Your Application

It is requested that applications, and all documentation, be completed electronically and submitted by e-mail. This helps to ensure that all applications are reviewed in a timely manner and it furthers one of our program's goals of reducing waste generation.

When you are satisfied with your application and are ready to submit, save a copy for your files by using the "Save As" function under the "File" or "Home" menu. Title all attachments with your property's name and location (Hotel Canary - Daytona).

Submittal directions are as follows:

- Open a new e-mail message and address it to GreenLodging@dep.state.fl.us.
- Attach both the application and all needed supporting documentation.
- Complete your e-mail message as needed.
- Review e-mail and make sure that all documents are attached.
- Submit e-mail.

Application Review

All applications will be reviewed within 2 weeks of receipt. Incomplete applications, including those without supporting documentation, will not be reviewed and will be returned. After initial review, applications needing correction will be returned to the applicant with clear instructions on what needs correction.

If for some reason you are unable to submit your application package or have any questions, please contact Greg Ira at 850-245-2132 or GreenLodging@dep.state.fl.us.