



**Florida Department of Environmental Protection**  
**Division of State Land**  
**Bureau of Public Land Administration**

**Non-Conservation Land Use Plan Submission**

# Non-Conservation Land Use Plan Submission

## Introduction

This Land Use Plan (LUP) is intended for all Board of Trustees leases of non-conservation properties. It is intended to address the requirements of Section 253.034, Florida Statutes and 18-2.018, Florida Administrative Code. Attachments to this form are welcome if the space provided below is not sufficient. Number all attachments and reference them in the appropriate location below. Please answer all of the numbered items. Any management plan format is acceptable and you are not required to use this form; however, this form was designed to assist you in answering the questions required in Section 253.034(5), Florida Statutes, and 18-2.018, Florida Administrative Code.

Each manager of non-conservation lands shall submit to the Division of State Lands a LUP one year from the effective date of the lease (anniversary date). Additional requirements per Section 253.034(5), Florida Statutes, include: a review by the department of all short term goal accomplishments that shall be achieved within a 5-year planning period and long term goals that shall be achieved within a 10-year planning period. Five years after the approval of the initial LUP, the Parent Lessee must submit an update on all short term goal accomplishments to the Division of State Lands within 30 days of the five-year anniversary date. Every 10 years thereafter, the Parent Lessee shall submit an updated LUP to the Division of State Lands within 30 days of the 10-year anniversary date.

Each Parent Lessee is responsible for coordinating with their Sub-lessee to ensure the land use is consistent with the Parent Lessee's master plan, consistent with the authorized use, terms and conditions of the lease and 18-2, Florida Administrative Code. The Parent Lessee's master plan shall list all associated Sub-leases, as well as, the activities association with each sublease.

A letter addressed to the Division of State Lands detailing the short and long term goals accomplishments and barriers that may have prevented the accomplishment of those goals, must be received within 30 days of the 5<sup>th</sup> year lease anniversary date. Please address and email the letter to [Christopher Bass](#).

The division shall review each plan for compliance with the requirements of Section 253.034, Florida Statutes, and 18-2.018, Florida Administrative Code. Each manager is responsible for submitting to the Division of State Lands a LUP whenever the manager proposes to add new facilities, new Sub-leases, or make substantive land use or management changes that were not addressed in the lease and associated LUP. LUP's submitted by a manager shall include references to appropriate statutory authority for such use or uses and shall conform to the appropriate policies and guidelines of the state lands management plan.

All non-conservation LUP's shall be managed to provide the greatest benefit to the state. If you should have any issues completing this plan, please email [Christopher Bass](#) or call 850-245-2707.

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## A. General Information

1. Common name of the property: \_\_\_\_\_

Lease number: \_\_\_\_\_

Acres: \_\_\_\_\_

Name of agency that is managing the property: \_\_\_\_\_

LUP Contact person: \_\_\_\_\_

a) Address: \_\_\_\_\_

b) Phone: \_\_\_\_\_

c) Email: \_\_\_\_\_

Billing Contact person: \_\_\_\_\_

a) Address: \_\_\_\_\_

b) Phone: \_\_\_\_\_

c) Email: \_\_\_\_\_

Additional Contact person: \_\_\_\_\_

a) Address: \_\_\_\_\_

b) Phone: \_\_\_\_\_

c) Email: \_\_\_\_\_

2. Provide a map, as an attachment, showing the location and boundaries of the property including: *(A map can be found at the property appraiser's site)*

a) The location and type of structures or improvements currently on the property

b) The location and type of proposed improvements.

3. Provide a legal description, as an attachment, of the property.  
*(A legal description can be found in the lease)*

4. Are there any associated Sub-leases?

Yes

No

If yes, please complete questions 4, 5, and 6.

Please list all Sub and Sub-Sub-leases:

*(Florida Statute and Florida Administrative Code does not require a Sub-lessee to submit a management plan to the Division of State Lands for review or approval. The Parent Lessee is responsible for coordinating with their Sub-lessees to make sure they are consistent with the Parent Lessee master plan and that it includes all activities for the above referenced Sub-lessees. Please contact [Christopher Bass](#) or call 850-245-2707, for a list of all Sub -leases associated with the Parent Lease.)*

5. Provide a map, as an attachment, showing the location and boundaries for each of the Sub - lessee properties including: *(A map can be found at the property appraiser's site)*

- a) The location and type of structures or improvements currently on the property
- b) The location and type of proposed improvements.

6. Provide a legal description, as an attachment, for each of the properties.  
*(A legal description can be found in the lease(s))*

**B. Usage of Property - (Include Parent Lessee and Sub-lessee properties)**

7. Please provide a detailed description of **past** uses on the property. *For example, timber or agriculture, vacant property, private office building and parking lot, or maintenance yard.*

8. Please provide a detailed description of **current** uses on the property. *For example, 10,000 square foot waste water treatment plant and 100-acre spray field used to treat the city of X wastewater.*

9. Are you proposing any new uses to the property?

- Yes                       No

If so, please explain:

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10. Are there any uses on the property that are not consistent with the Land Use Plan or approved use of property? *For example, the property was approved for educational purposes but there is an adjacent neighborhood where the residents are encroaching, dumping, driving on the property.*

Yes

No

If so, please explain:

11. Please provide an analysis of the potential of the property to generate revenue to enhance the management of the property.

12. Was there any public or local government involvement/participation in the development of this plan?

Yes

No

If so, please explain:

## **C. Management Activities - (Include Parent Lessee and Sub-lessee properties)**

13. Is there more than one managing agencies that could facilitate the restoration of the property?

Yes

No

If so, please explain:

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14. A physical description of the land which includes any significant natural or cultural resources as well as management strategies developed by the land manager to protect such resources.

*s. 253.034(5)(i)1.a., F.S.*

15. What is the desired property development outcome? *For instance, construction of new buildings, general building renovations, landscaping and development.*

*s. 253.034(5)(i)1.b., F.S.*

16. What is the schedule for achieving the desired property development outcome?

*s. 253.034(5)(i)1.c., F.S.*

17. Describe the short-term and long-term development goals. *s. 253.034(5)(i)1.d., F.S. and s. 253.034(5)(i)2., F.S. (Short term goals shall be achieved within a 5-year planning period and long-term goals shall be achieved within a 10 year planning period.)*

a) Short-term Goal Description:

1) Short-term Goal Activity Schedule:

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b) Long-term Goal Description:

1) Long-term Goal Activity Schedule:

18. What are the measurable objectives to achieve the goals identified in the land use plan?  
*s. 253.034(5)(i)l.g., F.S.*

19. Please describe the management and control plan to prevent/control invasive, non-native plant species. *s. 253.034(5)(i)l.e., F.S. (Information on the non-native plant species can be found at [Go to Invasive Species Info](#) and information on the control methods for those non-native plant species can be found in the control plans listed on the site.)*

20. Please describe the management and control plan for soil erosion and soil and water contamination. *s. 253.034(5)(i)l.f., F.S.*

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## D. Facility Maintenance

### *Fire Safety Systems Inspections*

21. Fire Safety System Contractor

Contact Person: \_\_\_\_\_

a) Address: \_\_\_\_\_

b) Phone: \_\_\_\_\_

c) Email: \_\_\_\_\_

22. Last date building was inspected:

23. List of the Deficiencies:

24. Date deficiencies were corrected:

25. Date inspected and approved by State Fire Marshal's Office.

### *General Building Inspections*

26. General building inspection date:

27. List of building deficiencies in each subsection.

a) Structural issues (Concrete, steel, wood):

b) Roof System (Surface material, condition, age, remaining useful life):

c) Building Envelope (Roof and sidewalls including windows and doors):

d) Interior Finishes (Floors, walls, ceiling):

e) Heating, Ventilation, A/C:

f) Electrical System and Components

g) Plumbing System and Fixtures:

h) Landscaping:

i) Hardscape (Walks, roadways, drives, parking areas):

j) Stormwater Drainage:



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28. Are there any planned upgrades or modifications to the facilities on site?

Yes  No

*(If you answered Yes, please contact the Division of State Lands for review and approval of any and all planned upgrades or modifications to the facility or site.)*

If so, please list upgrades or modifications and expected start and completion time

29. If this lease is to a State Agency, have you submitted a Legislative Budget Request?

Yes  No

If so, what year are the funds expected

## E. Contamination

30. Any known contamination on site?

Yes  No

If so, list them

31. Are there any institutional controls in place?

Yes  No

*(Institutional controls provide notice to the public in the form of a deed notice or classification exception area that contaminants remain in the soil and or groundwater above the Department's standard. These controls include mechanisms used to limit human activities at or near a contaminated site as well as ensuring the effectiveness of the remedial action over time. Common examples of such controls may include structure, land, and natural resource use restrictions, well restriction areas, ground water classification exception areas, deed notices, and declarations of environmental restrictions.)*

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If so, list them

32. Are there any engineering controls in place?

- Yes                       No

*(Engineering controls are used as part of a final remedy in remediation that allow contamination to remain onsite above Department standards. These controls consist of any physical mechanism to contain or stabilize contamination while ensuring the effectiveness of a remedial action over time. Common examples of such controls include caps, covers, dikes, trenches, leachate collection systems, signs, fences, physical access controls, ground water monitoring systems and ground water containment systems, slurry walls and ground water pumping systems.)*

If so, list them.

33. Is there any contamination on adjacent properties?

- Yes                       No

If so, list what adjacent properties