
APPLICATION FOR THE USE OF STATE-OWNED UPLANDS

BOARD OF TRUSTEES OF THE INTERNAL IMPROVEMENT TRUST FUND OF THE STATE OF FLORIDA

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION DIVISION OF STATE LANDS BUREAU OF PUBLIC LAND ADMINISTRATION



Completed applications with any and all required attachments must be electronically submitted to:
Upland.Applications@FloridaDEP.gov

Applications deemed incomplete will be returned to the applicant with a request to provide any outstanding items.

If unable to send electronically, mail (1) one hard copy to the address below:

Department of Environmental Protection
Division of State Lands
Bureau of Public Land Administration
3800 Commonwealth Boulevard, MS 130
Tallahassee, Florida 32399-3000

PRIOR TO COMPLETING THIS APPLICATION, PLEASE BE ADVISED THAT:

Any application to use state land which would result in significant adverse impact to state land or associated resources shall not be approved unless the applicant demonstrates there is no other alternative and proposes compensation or mitigation acceptable to the Board of Trustees pursuant to paragraph 18-2.018(2)(i), Florida Administrative Code. Any requested use of state land which has been acquired for a specific purpose, such as conservation and recreation lands, shall be consistent with the original specified purpose for acquiring such land pursuant to paragraph 18-2.018(2)(c), Florida Administrative Code.

SPECIAL NOTE TO ALL APPLICANTS: Submittal of a completed application shall not operate to create any rights or constitute any grounds for The Department to recommend approval of any requested use of State Land. The Board of Trustees (BOT) has the authority and reserves the right to deny any application. All costs incurred by applicants complying with the requirements of the application shall be at their own risk. Cost associated with obtaining an authorization are non-refundable and shall be assumed by the application including, but not limited to, all appraisals, all surveys, all title searches, and all recording fees.

REQUESTED ACTION

New
Amendment

Release
Partial Release

Assignment/Assumption

AUTHORIZATION REQUESTED

Lease
Sublease

Easement
Use Agreement

Conveyance
Other:

Applicant Information

Legal Name of Grantee/Lessee:

Address:

City:

State:

Zip code:

Phone No.:

Fax No.:

Email:

Billing Information

Same as above

Name:

Company:

Title:

Address:

City:

State:

Zip code:

Phone No.:

Fax No.:

Email:

Representative Information

**If other than the property owner*

Name:

Address:

City:

State:

Zip code:

Phone No.:

Fax No.:

Email:

Management Plan or Land Use Plan Contact Information

**For Leases/Subleases only*

Name:

Title:

Phone No.:

Fax No.:

Email:



Property Information

County: Parcel ID Number:
Parent Lease Number (if applicable):
Section: Township: Range:
Approximate Acres of Requested Use:
Zoning Designation:
Location Address:
City: State: Zip code:

Descriptive Narrative describing the intended use of the property. Narrative shall include the following:

**Narrative can be attached as a separate page(s).*

- a) The requested term, which shall not be greater than is necessary to provide for the reasonable use of the state land and shall not be greater than the parent lease term.*
- b) The need for the proposed use of state lands and written evidence that all other alternatives to the use of state lands have been denied.*
- c) Projected revenue to be generated from the use of state lands.*
- d) Whether the intended use is public or private and the extent of public access for such use.*
- e) A statement describing the public benefits that will occur as a result of the proposed use of state lands.*

Required Attachments

The following must be completed and attached for all types of authorization requests:

Non-refundable \$300 application fee per 18-2.019(4), F.A.C. **Agencies as defined in 18-2.017(2), F.A.C. are exempt from this requirement.*

A written statement from the managing agency approving the proposed request.

Certified survey or sketch of description, which contains the boundaries, legal description(s), and acreage of the requested area located on state-owned uplands.

A location and aerial map clearly depicting the proposed project boundaries/area.

A county tax map identifying the parcel(s).

A letter from the applicable local planning agency stating that the proposed use of state lands is consistent with the local government comprehensive plan.

If applying for an easement, a written commitment to pay an easement fee based on the appraised market value of the proposed easement.

