

## Florida Forever Boundary Amendment Application



Current Florida Forever projects may be modified via the expedited boundary amendment application process. Proposed boundary amendments must meet criteria specified below and may be considered by Acquisition and Restoration Council (ARC) throughout the year.

Criteria: Boundary amendment proposals exceeding 1,000 acres or 10% of the original project acreage or \$2,000,000 in the most recent county property appraiser's tax assessed value shown on the owner's ad valorem tax bill shall be considered new Florida Forever Projects (Rule [18-24.005](#), Florida Administrative Code). Refer to 18-24.001(2)(v), F.A.C. for the definition of "tax assessed value."

Existing Florida Forever Project (proposed for amendment): \_\_\_\_\_

Property Proposed for Boundary Amendment: \_\_\_\_\_

Name/Affiliation Proposing Amendment: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Primary Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Please note:** Applications for boundary amendments must be submitted at least 30 working days prior to a scheduled meeting of the ARC. Meeting dates and submission deadlines are published on the ARC [webpage](#). This application, along with the supporting documentation specified in Attachments A-C, must be submitted in electronic format (.pdf preferred) to the email address below. Alternate formats such as a CD or USB drive may also be sent via mail. Please note that up to 18 copies may be requested. Maps should be in color and set to print no larger than 11" x 17". The Florida Forever Goals, Performance Measures and Criteria can be accessed on our [website](#). Applicants may also consult the Florida Natural Areas Inventory [Conservation Lands map](#) to view current Florida Forever project boundaries and to ensure the proposed parcel(s) are not already within an approved project boundary.

### SUBMIT COMPLETE APPLICATIONS TO:

[FloridaForever@FloridaDEP.gov](mailto:FloridaForever@FloridaDEP.gov)

#### Or by mail to:

Office of Environmental Services  
Division of State Lands  
Department of Environmental Protection  
3900 Commonwealth Blvd., Mail Station 140  
Tallahassee, FL 32399-3000  
Phone: 850-245-2555

Visit our [website](#) for more information.

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**Supporting documentation**

Attachment A. Provide a general description (narrative) of the land proposed including:

- 1) A descriptive location of the proposed project with total acreage.
- 2) The general physical, natural resource, biological, hydrological, archaeological and historical characteristics of the project.
  - a. Does the property contain historic structures fifty years old or older? If so, provide a brief description, photograph(s) and location.
  - b. Does the property contain any improvements/facilities? If so, please describe.
- 3) Potential public recreation opportunities or other public uses.
- 4) Potential threats or development plans that could impact the value of the proposed project.
- 5) Local resolutions related to the potential public acquisition of the project (if applicable).
- 6) Details on how the project meets Florida Forever criteria [see [Chapter 259.105](#)(9) and (10), F.S.] and furthers the Florida Forever goals and performance measures [see [Chapter 259.105](#)(4), F.S.]. Refer to the [application addendum](#) on our website.
- 7) Whether the project is proposed for fee simple or less-than-fee acquisition.
  - a. If a less-than-fee acquisition is proposed, include a brief description of the current use(s) of the property. Also include any known activities or property rights proposed to be acquired by the state and those proposed to be retained by the property owner.
  - b. If project is proposed for fee simple acquisition, include the proposed land manager and a management commitment letter from the agency/entity upon application submittal. Applications for fee simple projects may be delayed if a management commitment from the recommended agency/entity is not included.

Attachment B. Ownership and tax information must include:

- 1) One (1) copy of the county property appraiser's property tax card for each parcel of land within the proposal. The tax card should include the following:
  - a. Tax parcel identification number
  - b. Just or market tax assessed value and tax assessed value.
  - c. Owners' names and addresses
  - d. Description and value of improvements.
  - e. Tax parcel acreage and its improvements.
  - f. Ad valorem taxes assessed on the property
- 2) If multiple parcels are included in the project proposal, summarize in table format by county, parcel ID, owner, acres and tax assessed value.
- 3) A letter from each property owner confirming their willingness to sell or a statement from the applicant asserting that each owner has been contacted.

Attachment C. Maps and Aerial Photographs

- 1) Provide shapefiles for the proposed project that depicts the project boundaries or show the property boundaries on a U.S. Geological Survey (USGS) topographic quadrangle map(s). USGS topographic quadrangle maps can be obtained from the Department of Environmental Protection's [Land Boundary Information System](#) (LABINS) or the [U.S. Geological Survey](#).
- 2) Mark the boundaries of the proposed addition on county tax maps, overlain on aerials if available. If tax aerial overlays are not available, aerials or [Digital Orthophoto Quadrangle](#) (DOQs) and tax maps should be submitted. DEP's [Map Direct](#) can also be used to assist with developing aerial and tax maps.
- 3) Mark the boundaries of the proposal on Florida Department of Transportation (FDOT) [county highway maps](#).

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**Authorized Representative**

In accordance with the Florida Forever application process, the following individual is authorized as the primary point of contact for all matters concerning this application on behalf of the owner(s) of the real property described below, in \_\_\_\_\_ County, Florida.

Property/project name: \_\_\_\_\_

Name/Affiliation of Authorized Representative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Primary Phone: ( ) Email: \_\_\_\_\_

**Property information**

Section \_\_\_\_\_ Township \_\_\_\_ Range \_\_\_\_\_

Lat/Long \_\_\_\_\_

Acres \_\_\_\_\_

Parcel identification number(s):

_____	_____
_____	_____
_____	_____

**Landowner Information**

Landowner Signature \_\_\_\_\_ Date \_\_\_\_\_

Landowner Name (print) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Primary Phone: ( ) Email: \_\_\_\_\_

Please note: The landowner's signature above is not intended to preclude any representative of the Department of Environmental Protection, Division of State Lands (DSL), from contacting the property owner(s) directly concerning the property. This form is not intended to create or acknowledge an exclusive property listing agreement or any business relationship between the owner(s) of the property and the individual(s) named above. Owner understands that any commission or fee charged by the person named above in connection with the property is the sole responsibility of the landowner. This authorization will remain in effect throughout the application process unless written notice of rescission by the owner(s) named above, is received by the DSL.