

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 the Acquisition and Restoration Council (ARC) throughout the year.

Criteria: Boundary amendment proposals exceeding \$5,000,000 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. Refer to [Rule 18-24, Florida Administrative Code](#).

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 60 days prior to a scheduled ARC meeting. 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) to the email address below.

Please note that up to 18 copies may be requested. Maps should be in color and set to print no larger than 11 inches x 17 inches. The [Florida Forever Goals, Performance Measures and Criteria](#) can be accessed on our website. Applicants may also consult the Florida Natural Areas Inventory [Florida Forever Conservation Data Viewer](#) to ensure proposed parcels are not already within an approved project boundary.

SUBMIT COMPLETED APPLICATIONS TO:
FloridaForever@FloridaDEP.gov

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

Learn more about [Florida Forever](#).

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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.
- 8) Whether the project is on another state acquisition list? If so, which one?

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) and willing seller(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.