



Florida Department of Environmental Protection
DIVISION OF RECREATION AND PARKS (DRP) - OFFICE OF PARK PLANNING (OPP)

APPLICATION FOR REVIEW OF PROPOSED PROJECT ON DRP MANAGED LANDS

IMPORTANT! Review of your proposed project is required in order to receive the consent needed to apply for use of State-owned lands through the Division of State Lands (See page four). Incomplete applications will not be eligible for approval.

For questions regarding this application contact OPP at 850-245-3051. Return completed application along with all required attachments via email: OPP.Applications@floridadep.gov or by mail: OPP, Land Administration Section, 3800 Commonwealth Boulevard, MS#525, Tallahassee, Florida 32399-3000

SECTION 1 - APPLICANT INFORMATION

APPLICANT CONTACT ORGANIZATION ORGANIZATION ADDRESS ADDRESS PHONE NUMBER PHONE NUMBER EMAIL ADDRESS EMAIL ADDRESS

CATEGORY Public Agency Private Entity Private Citizen Non-Profit Entity

SECTION 2 - STATE-OWNED CONSERVATION LAND PROJECT INFORMATION

NAME OF PARK or TRAIL LEASE NUMBER PROJECT LOCATION/ADDRESS SECTION TOWNSHIP RANGE COUNTY/COUNTIES OF USE

SECTION 3 - PROPOSED USE INFORMATION

Description of proposed use:

Is the request for private use only?

Yes No

Does the requested use serve the public?

Yes No

If yes, please explain: _____

Are there any regulatory permits required in order to engage in the proposed use?

Yes No

If yes, please list those permit(s): _____

Has each required permit been issued?

Yes No

Is the proposed use appurtenant to an adjacent parcel owned/managed by the applicant?

Yes No

Is the parcel landlocked from public road access by State-owned property?

Yes No

Is the use already occurring and proper authorization is now being sought?

Yes No

Requested length of time (term) of proposed use:

What is the requested date for issuance of the land use authorization? _____

When are construction activities scheduled to begin? (If applicable) _____

Is exclusive control of use area being requested?

Yes No

If yes, why? _____

Will the project require fencing?

Yes No

SECTION 4 - AVOIDANCE

Use of State-owned conservation lands is considered to be the “last resort”. Provide a brief explanation of what other alternatives, **including contacting other landowners**, have been investigated and why they were not viable, prior to requesting use of State-owned Lands.

SECTION 5 – IMPACTS

Please Note: Construction activities may not commence until DEP has reviewed and consented to 100% complete final construction design plans.

How will the use area be accessed? (Include construction access/staging area, if applicable.)

Route: _____

Frequency: _____

Vehicle size/weight: _____

What infrastructure will be installed?

Type: _____

Size (footprint, height, pipe diameter, etc.): _____

How long will installation/construction take? _____

Will the proposed use involve ground-disturbing activities?

Yes No

Ground Disturbing Activities – Any activities on property that result in a change in the existing soil cover (both vegetative and non-vegetative) and/or the existing soil topography. Ground disturbing activities include, but are not limited to, development, re-development, demolition, construction, reconstruction, clearing, grading, filling, and excavation.

If proposed use involves installation of buried infrastructure, what construction method will be used (open trench cut, horizontal directional drilling, jack-and-bore):

Are construction design plans available for DEP review and consent? If yes, include with this application.

Yes No

SECTION 6 - MINIMIZATION

How will the proposed use impacts to the following be minimized?

Natural Resources: _____

Cultural Resources: _____

Recreational Activities: _____

Safety of Park Visitors and Staff: _____

Is it possible to conduct installation/construction/maintenance activities outside of normal park operating hours?

Yes No

SECTION 7 - FEES

If use of State-owned lands is granted, the applicant is responsible at their sole cost, for repair or replacement of any resources or infrastructure damaged or destroyed during construction, operational, or maintenance activities, related to the proposed use.

PROJECT FEES

An application fee and easement fee will be paid to **Division of State Lands (DSL)**, as agents for the Board of Trustees of the Internal Improvement Trust Fund, as part of the Application for Use of State-Owned Lands, if the project is approved by **DSL/Bureau of Public Land Administration (BPLA)**.

[Download the BPLA Application](#)

ADDITIONAL COMPENSATION/NET POSITIVE BENEFIT (Calculated by DSL)

Replacement lands and/or fees are due to the affected Park(s), as identified by the Park Manager(s), for the dollar value calculated by DSL will be required and must be provided to the Park(s) prior to the issuance of the project land use authorization. For additional information regarding the Application for Use of State-Owned Lands and fees, visit the DSL/BPLA website at <https://floridadep.gov/lands/bureau-public-land-administration>

Your completed application must include:

1. A general location map. (Include Property ID Number)
2. An aerial photo of the proposed use area that depicts:
 - a. The boundary of the use area.
 - b. All proposed uses within the proposed use area boundary.
 - c. Size (measurements, acreage/square footage) and dimensions of use area being requested that includes *construction staging area, if applicable.
 - d. Placement and dimensions of construction staging area, if applicable.

*If use includes construction staging area, specific questions must be completed in **SECTION 5-IMPACTS**.

Signature of Person Completing Form

Date

Printed Name of Person Completing Form