



Site Control Documentation Application Requirements¹

Eligible Site

The project site (site) of a Florida Recreation Development Assistance Program (FRDAP) development project shall be owned by the applicant, or shall be under lease to the applicant for a period of time sufficient to satisfy the dedication period required by Rule 62D-5.056(2)(b), Florida Administrative Code (F.A.C.) by the submission period deadline.

Other forms of real property interest will be considered if the applicant provides clear and explicit documentation showing that it has the sole ability to control, manage, and dedicate the site for the required period of time; and that such interest cannot be unilaterally or arbitrarily canceled by the grantor of the interest.

1. Site control verification must be received by the close of the submission cycle.
2. Eligible sites shall not include school board property.
3. Eligible sites shall be dedicated or managed for public recreational use pursuant to Rule 62D-5.059, F.A.C.

Applicant Proof of Ownership and Supporting documentation

Ownership Document	Supporting Documentation
Warranty Deed	Boundary Map, Certified Survey ² or Plat and dedication, legal description must match deed
Quit-Claim Deed	Boundary Map, Certified Survey or Plat and dedication, legal description must match deed Title Report (see description below)
Special Warranty Deed	Boundary Map, Certified Survey or Plat and dedication, legal description must match deed Title Report (see description below)
Lease Agreement	Boundary Map, Certified Survey or Plat and dedication, legal description must match lease

All submitted documents must be legible. If the print is too small or faded, provide the entire document and an enlarged copy of the legal description. The site control must cover the entire site, excluded areas must have a legal description and be clearly identified on the supporting documentation.

¹ Nothing herein is intended to modify statutory or rule requirements of FRDAP.

² R. 62D-058(7)(c)3., F.A.C; see also R. 5J-17.050 - .052, F.A.C.



Title Report³

- A Title Report (which may be in the form of an Ownership and Encumbrance Report, a title insurance commitment, or title insurance policy, so long as it provides all of the information described below) that reflects all parties having a current recorded interest in the property, including owners, tenants under recorded leases, lienors, mortgage holders, and easement holders, among others, should be submitted with the grant application. The search commences with the instrument constituting the root of title under the Marketable Record Title Act (MRTA) (i.e., evidence of title, such as a deed, that is at least 30 years old) and includes a review of all subsequently recorded instruments, a review of prior recorded instruments (to the extent required by MRTA), and a review of prior recorded instruments that are not eliminated by MRTA.
- The Title Report should be no older than six (6) months prior to delivery to DEP. Older reports can be used but the applicant must provide an Affidavit of Title indicating what, if anything, has changed from the older Title Report or confirming that the status of title is unchanged from the Title Report. The Title Report must include complete copies of all existing encumbrances on the property as reported in the Title Report.
- If a “Memorandum of Lease” or “Notice of Lease”, rather than the entire lease, is recorded a complete copy of the lease along with the Memorandum or Notice must be provided to DEP. For properties with numerous easements or multiple partially restricted areas, in addition to the encumbrances, provide a Survey showing the locations of all encumbrances in relation to the project area is extremely helpful.

Applicant Lease Requirements

The applicant lease must meet the following requirements:

- a. meet site eligibility requirements;
- b. extend for thirty years from the date of application;
- c. must not be revocable at will by the grantee;
- d. must not prohibit the proposed uses of the site; and
- e. must grant the applicant the authority to dedicate the property for a minimum of twenty-five years after the project is complete.

³ Because the real property that is acquired or developed with FRDAP funds must be dedicated as an outdoor recreation site for the use and benefit of the general public recorded by the Grantee, DEP must be certain of ownership. R. 62D-5.059, F.A.C.