



Florida Department of Environmental Protection

LAND AND WATER CONSERVATION FUND PROGRAM  
COMMENCEMENT DOCUMENTATION CHECKLIST  
ATTACHMENT B

---

Required Signatures: **No Signature**

---

**Following approval of these documents, the Department will issue written authorization to commence construction or acquisition of the project.**

**DEVELOPMENT COMMENCEMENT DOCUMENTATION**

1. Commencement Certification (**DRP-123**)
2. A site plan (detail specifications not required). A graphic document of the proposed development that shows the location of all existing and proposed buildings, facilities, etc. that is signed and dated by the project liaison. If part of a larger simultaneous development or part of a phased project, please color code the current project elements and/or any phases/existing elements. (**Site plan cannot be any larger than 11X14 or 14X17.**)
3. A boundary survey of the project site, which includes a legal description and sketch of the site's boundaries, display known easements and encroachments, if any, be legally sufficient to identify the site, and must be signed and sealed by a professional surveyor and mapper licensed under provisions of Chapter 472, F.S. (**Survey cannot be any larger than 11X14 or 14X17. See LWCF Project Boundary Map Requirements Form Attached**)
4. The results of a title search **and** the opinion prepared by a member of the Florida Bar or Licensed title insurer of the project area covering the thirty (30) year period prior to approval by Department Secretary, which attests to a clear title owned by the grantee, with no liens, encumbrances or taxes held against the property **or** a copy of title insurance. **A warranty deed will not suffice. Ownership and Encumbrance Reports are also not sufficient title documentation.**
5. If land will be used as a match, send either a copy of the taxed assessed value or a complete appraisal supporting fair market value of land utilized as project matching funds. Appraisal must be no earlier than one year prior to the closing date of the submission period. **The appraisal must be prepared by an appraiser included on the list of approved appraisers maintained by the Department's Division of State Lands (DSL).** ([http://www.dep.state.fl.us/lands/appraisal\\_list.htm](http://www.dep.state.fl.us/lands/appraisal_list.htm) or CALL 850-245-2658)
6. Certification of Manual Possession (**DRP-124**)
7. DEP Budget-Cost Analysis Form (**DEP 55-229**)
8. Certification of Insurance Form and Certificate of Coverage from insurer or if self-insured, an official letter, on letterhead, attesting to the coverage. (**DRP-127**)



## Florida Department of Environmental Protection

### LAND AND WATER CONSERVATION FUND PROGRAM COMMENCEMENT DOCUMENTATION CHECKLIST ATTACHMENT B

---

#### ACQUISITION COMMENCEMENT DOCUMENTATION

1. A written offer to purchase from the grantee to the landowner with a statement of or Waiver of Just compensation.
2. A self-contained narrative appraisal. The appraisal must be prepared by an appraiser on DEP's Division of State Lands (DSL) approved appraiser list. [http://www.dep.state.fl.us/lands/appraisal\\_list.htm](http://www.dep.state.fl.us/lands/appraisal_list.htm). If the property is \$1,000,000 or less in appraised value, one appraisal is required. If the property exceeds \$1,000,000 in appraised value, two appraisals are required. **The appraisal(s) must be prepared in accordance with the LWCF Manual (<http://www.nps.gov/ncrc/programs/lwcf/manual/lwcf.pdf>) and Uniform Appraisal Standards for Federal Land Acquisitions (Yellow Book Standards)**, which establishes the fair market value of the project site. The fair market value of the project site shall be based on its highest and best use. The appraisal(s) shall be dated no earlier than (6) months prior to the closing date of the application period. The appraisal(s) will be reviewed by a state certified appraiser, with the review to be obtained by DEP. Payment of appraisal review fees, if any, will be the responsibility of the grantee and will be made by the grantee upon and pursuant to direction of the Office of Financial Management. These costs are not reimbursable.
3. A boundary survey of the project site, which includes a legal description and sketch of the site's boundaries, display known easements and encroachments, if any, be legally sufficient to identify the site, and must be signed and sealed by a professional surveyor and mapper licensed under provisions of Chapter 472, F.S. The survey must be updated to within one year of the closing date of the application submission period. ( **Survey cannot be any larger than 11X14 or 14X17. See LWCF Project Boundary Map Requirements Form Attached**)
4. The results of a title search **and** the opinion prepared by a member of the Florida Bar or Licensed title insurer of the project area covering the thirty (30) year period prior to approval by Department Secretary, which attests to a clear title owned by the grantee, with no liens, encumbrances or taxes held against the property **or** a copy of title insurance. **A warranty deed will not suffice. Ownership and Encumbrance Reports are also not sufficient title documentation.**
5. If applicable, a Mean High-Water Survey must be done within 45 days of the appraisal.
6. Certification of Manual Possession (**DRP-124**)
7. DEP Budget-Cost Analysis Form (**DEP 55-229**)
8. Certification of Insurance Form and Certificate of Coverage from insurer or if self-insured, an official letter, on letterhead, attesting to the coverage. (**DRP-127**)

Forms may be found at our website: <https://floridadep.gov/lands/land-and-recreation-grants/content/lwcf-assistance>