

Land Management Plan Compliance Checklist

Required for State-owned conservation lands over 160 acres (Updated July 2022)

Instructions for managers:

Complete each item and fill in the applicable correlating page numbers and/or appendix where the item can be found within the land management plan (LMP). If an item does not apply to the subject property, please describe that fact on a correlating page number of the LMP. Do not mark an "N/A" for any items below.

For more information, please visit the stewardship portion of the Division of State Lands' website at: <http://floridadep.gov/lands/environmental-services/content/land-stewardship>

Section A: Acquisition Information Items

Item #	Requirement	Statute/Rule	Page Numbers and/or Appendix
1	The common name of the property.	18-2.018 & 18-2.021	
2	The land acquisition program, if any, under which the property was acquired.	18-2.018 & 18-2.021	
3	Degree of title interest held by the Board, including reservations and encumbrances such as leases.	18-2.021	
4	The legal description and acreage of the property.	18-2.018 & 18-2.021	
5	A map showing the approximate location and boundaries of the property, and the location of any structures or improvements to the property.	18-2.018 & 18-2.021	
6	An assessment as to whether the property, or any portion, should be declared surplus. <i>Provide Information regarding assessment and analysis in the plan, and provide corresponding map.</i>	18-2.021	
7	Identification of other parcels of land within or immediately adjacent to the property that should be purchased because they are essential to management of the property. <i>Please clearly indicate parcels on a map.</i>	18-2.021	
8	Identification of adjacent land uses that conflict with the planned use of the property, if any.	18-2.021	
9	A statement of the purpose for which the lands were acquired, the projected use or uses as defined in 253.034 and the statutory authority for such use or uses.	259.032	
10	Proximity of property to other significant State, local or federal land or water resources.	18-2.021	

Section B: Use Items

Item #	Requirement	Statute/Rule	Page Numbers and/or Appendix
11	The designated single use or multiple use management for the property, including use by other managing entities.	18-2.018 & 18-2.021	
12	A description of past and existing uses, including any unauthorized uses of the property.	18-2.018 & 18-2.021	
13	A description of alternative or multiple uses of the property considered by the lessee and a statement detailing why such uses were not adopted.	18-2.018	
14	A description of the management responsibilities of each entity involved in the property's management and how such responsibilities will be coordinated.	18-2.018	

15	Include a provision that requires that the managing agency consult with the Division of Historical Resources, Department of State before taking actions that may adversely affect archeological or historical resources.	18-2.021	
16	Analysis/description of other managing agencies and private land managers, if any, which could facilitate the restoration or management of the land.	18-2.021	
17	A determination of the public uses and public access that would be consistent with the purposes for which the lands were acquired.	259.032	
18	A finding regarding whether each planned use complies with the 1981 State Lands Management Plan, particularly whether such uses represent "balanced public utilization," specific agency statutory authority and any other legislative or executive directives that constrain the use of such property.	18-2.021	
19	Letter of compliance from the local government stating that the LMP is in compliance with the Local Government Comprehensive Plan.	BOT requirement	
20	An assessment of the impact of planned uses on the renewable and non-renewable resources of the property, including soil and water resources, and a detailed description of the specific actions that will be taken to protect, enhance and conserve these resources and to compensate/mitigate damage caused by such uses, including a description of how the manager plans to control and prevent soil erosion and soil or water contamination.	18-2.018 & 18-2.021	
21	*For managed areas larger than 1,000 acres, an analysis of the multiple-use potential of the property which shall include the potential of the property to generate revenues to enhance the management of the property provided that no lease, easement, or license for such revenue-generating use shall be entered into if the granting of such lease, easement or license would adversely affect the tax exemption of the interest on any revenue bonds issued to fund the acquisition of the affected lands from gross income for federal income tax purposes, pursuant to Internal Revenue Service regulations.	18-2.021 & 253.036	
22	If the lead managing agency determines that timber resource management is not in conflict with the primary management objectives of the managed area, a component or section, prepared by a qualified professional forester, that assesses the feasibility of managing timber resources pursuant to section 253.036, F.S.	18-021	
23	A statement regarding incompatible use in reference to Ch. 253.034(10).	253.034(10)	

*The following taken from 253.034(10) is not a land management plan requirement; however, it should be considered when developing a land management plan: The following additional uses of conservation lands acquired pursuant to the Florida Forever program and other state-funded conservation land purchase programs shall be authorized, upon a finding by the Board of Trustees, if they meet the criteria specified in paragraphs (a)-(e): water resource development projects, water supply development projects, storm-water management projects, linear facilities and sustainable agriculture and forestry. Such additional uses are authorized where: (a) Not inconsistent with the management plan for such lands; (b) Compatible with the natural ecosystem and resource values of such lands; (c) The proposed use is appropriately located on such lands and where due consideration is given to the use of other available lands; (d) The using entity reasonably compensates the titleholder for such use based upon an appropriate measure of value; and (e) The use is consistent with the public interest.

Section C: Public Involvement Items

Item #	Requirement	Statute/Rule	Page Numbers and/or Appendix
24	A statement concerning the extent of public involvement and local government participation in the development of the plan, if any.	18-2.021	

25	The management prospectus required pursuant to paragraph (9)(d) shall be available to the public for a period of 30 days prior to the public hearing.	259.032	
26	LMPs and LMP updates for parcels over 160 acres shall be developed with input from an advisory group who must conduct at least one public hearing within the county in which the parcel or project is located. <i>Include the advisory group members and their affiliations, as well as the date and location of the advisory group meeting.</i>	259.032	
27	Summary of comments and concerns expressed by the advisory group for parcels over 160 acres	18-2.021	
28	During plan development, at least one public hearing shall be held in each affected county. Notice of such public hearing shall be posted on the parcel or project designated for management, advertised in a paper of general circulation, and announced at a scheduled meeting of the local governing body before the actual public hearing. <i>Include a copy of each County's advertisements and announcements (meeting minutes will suffice to indicate an announcement) in the management plan. Additionally, please include evidence the draft plan was provided to State Lands at least 30 days prior to the public meeting in order to allow the Department to post to it's website.</i>	253.034 & 259.032	
29	The manager shall consider the findings and recommendations of the land management review team in finalizing the required 10-year update of its management plan. <i>Include manager's replies to the team's findings and recommendations.</i>	259.036	
30	Summary of comments and concerns expressed by the management review team, if required by Section 259.036, F.S.	18-2.021	
31	If manager is not in agreement with the management review team's findings and recommendations in finalizing the required 10-year update of its management plan, the managing agency should explain why they disagree with the findings or recommendations.	259.036	

Section D: Natural Resources

Item #	Requirement	Statute/Rule	Page Numbers and/or Appendix
32	Location and description of known and reasonably identifiable renewable and non-renewable resources of the property regarding soil types. <i>Use brief descriptions and include USDA maps when available.</i>	18-2.021	
33	Insert FNAI based natural community maps when available.	ARC consensus	
34	Location and description of known and reasonably identifiable renewable and non-renewable resources of the property regarding outstanding native landscapes containing relatively unaltered flora, fauna and geological conditions.	18-2.021	
35	Location and description of known and reasonably identifiable renewable and non-renewable resources of the property regarding unique natural features and/or resources including but not limited to virgin timber stands, scenic vistas, natural rivers and streams, coral reefs, natural springs, caverns and large sinkholes.	18-2.018 & 18-2.021	
36	Location and description of known and reasonably identifiable renewable and non-renewable resources of the property regarding beaches and dunes.	18-2.021	
37	Location and description of known and reasonably identifiable renewable and non-renewable resources of the property regarding mineral resources, such as oil, gas and phosphate, etc.	18-2.018 & 18-2.021	

38	Location and description of known and reasonably identifiable renewable and non-renewable resources of the property regarding fish and wildlife, both game and non-game, and their habitat.	18-2.018 & 18-2.021	
39	Location and description of known and reasonably identifiable renewable and non-renewable resources of the property regarding State and Federally listed endangered or threatened species and their habitat.	18-2.021	
40	The identification or resources on the property that are listed in the Natural Areas Inventory. <i>Include letter from FNAI or consultant where appropriate.</i>	18-2.021	
41	Specific description of how the managing agency plans to identify, locate, protect and preserve or otherwise use fragile, nonrenewable natural and cultural resources.	259.032	
42	Habitat Restoration and Improvement	259.032 & 253.034	
42-A.	Describe management needs, problems and a desired outcome and the key management activities necessary to achieve the enhancement, protection and preservation of restored habitats and enhance the natural, historical and archeological resources and their values for which the lands were acquired.	↓	
42-B.	Provide a detailed description of both short (2-year planning period) and long-term (10-year planning period) management goals, and a priority schedule based on the purposes for which the lands were acquired and include a timeline for completion.		
42-C.	The associated measurable objectives to achieve the goals.		
42-D.	The related activities that are to be performed to meet the land management objectives and their associated measures. <i>Include fire management plans - they can be in plan body or an appendix.</i>		
42-E.	A detailed expense and manpower budget in order to provide a management tool that facilitates development of performance measures, including recommendations for cost-effective methods of accomplishing those activities.		
43	***Quantitative data description of the land regarding an inventory of forest and other natural resources and associated acreage. <i>See footnote.</i>	253.034	
44	Sustainable Forest Management, including implementation of prescribed fire management	18-2.021, 253.034 & 259.032 ↓	
44-A.	Management needs, problems and a desired outcome (see requirement for # 42-A).		
44-B.	Detailed description of both short and long-term management goals (see requirement for # 42-B).		
44-C.	Measurable objectives (see requirement for #42-C).		
44-D.	Related activities (see requirement for #42-D).		
44-E.	Budgets (see requirement for #42-E).		
45	Imperiled species, habitat maintenance, enhancement, restoration or population restoration	259.032 & 253.034 ↓	
45-A.	Management needs, problems and a desired outcome (see requirement for # 42-A).		
45-B.	Detailed description of both short and long-term management goals (see requirement for # 42-B).		
45-C.	Measurable objectives (see requirement for #42-C).		
45-D.	Related activities (see requirement for #42-D).		

45-E.	Budgets (see requirement for #42-E).		
45-F	Assess the feasibility of managing the lands > 40 contiguous acres as a recipient site for gopher tortoises consistent with rules of the Fish and Wildlife Conservation Commission, as prepared by the agency or cooperatively with a Fish and Wildlife Conservation Commission wildlife biologist.	259.105	
45-G	Economic feasibility of establishing a gopher tortoise recipient site, including the initial cost, recurring management costs and the revenue projections.	259.105	
46	***Quantitative data description of the land regarding an inventory of exotic and invasive plants and associated acreage. <i>See footnote.</i>	253.034	
47	Place the Arthropod Control Plan in an appendix. If one does not exist, provide a statement as to what arrangement exists between the local mosquito control district and the management unit.	BOT requirement via lease language	
48	Exotic and invasive species maintenance and control	259.032 & 253.034 ↓	
48-A.	Management needs, problems and a desired outcome (see requirement for # 42-A).		
48-B.	Detailed description of both short and long-term management goals (see requirement for # 42-B).		
48-C.	Measurable objectives (see requirement for #42-C).		
48-D.	Related activities (see requirement for #42-D).		
48-E.	Budgets (see requirement for #42-E).		

Section E: Water Resources

Item #	Requirement	Statute/Rule	Page Numbers and/or Appendix
49	A statement as to whether the property is within and/or adjacent to an aquatic preserve or a designated area of critical state concern or an area under study for such designation. <i>If yes, provide a list of the appropriate managing agencies that have been notified of the proposed plan.</i>	18-2.018 & 18-2.021	
50	Location and description of known and reasonably identifiable renewable and non-renewable resources of the property regarding water resources, including water classification for each water body and the identification of any such water body that is designated as an Outstanding Florida Water under Rule 62-302.700, F.A.C.	18-2.021	
51	Location and description of known and reasonably identifiable renewable and non-renewable resources of the property regarding swamps, marshes and other wetlands.	18-2.021	
52	***Quantitative description of the land regarding an inventory of hydrological features and associated acreage. <i>See footnote.</i>	253.034	
53	Hydrological Preservation and Restoration	259.032 & 253.034 ↓	
53-A.	Management needs, problems and a desired outcome (see requirement for # 42-A).		
53-B.	Detailed description of both short and long-term management goals (see requirement for # 42-B).		
53-C.	Measurable objectives (see requirement for #42-C).		
53-D.	Related activities (see requirement for #42-D).		
53-E.	Budgets (see requirement for #42-E).		

Section F: Historical, Archeological and Cultural Resources

Item #	Requirement	Statute/Rule	Page Numbers and/or Appendix
54	**Location and description of known and reasonably identifiable renewable and non-renewable resources of the property regarding archeological and historical resources. <i>Include maps of all cultural resources except Native American sites, unless such sites are major points of interest that are open to public visitation.</i>	18-2.018, 18-2.021 & per DHR's request	
55	***Quantitative data description of the land regarding an inventory of significant land, cultural or historical features and associated acreage.	253.034	
56	A description of actions the agency plans to take to locate and identify unknown resources such as surveys of unknown archeological and historical resources.	18-2.021	
57	Cultural and Historical Resources	259.032 & 253.034	
57-A.	Management needs, problems and a desired outcome (see requirement for # 42-A).	↓	
57-B.	Detailed description of both short and long-term management goals (see requirement for # 42-B).		
57-C.	Measurable objectives (see requirement for #42-C).		
57-D.	Related activities (see requirement for #42-D).		
57-E.	Budgets (see requirement for #42-E).		

***While maps of Native American sites should not be included in the body of the management plan, the DSL urges each managing agency to provide such information to the Division of Historical Resources for inclusion in their proprietary database. This information should be available for access to new managers to assist them in developing, implementing and coordinating their management activities.

Section G: Facilities (Infrastructure, Access, Recreation)

Item #	Requirement	Statute/Rule	Page Numbers and/or Appendix
58	***Quantitative data description of the land regarding an inventory of infrastructure and associated acreage. <i>See footnote.</i>	253.034	
59	Capital Facilities and Infrastructure	259.032 & 253.034	
59-A.	Management needs, problems and a desired outcome (see requirement for # 42-A).	↓	
59-B.	Detailed description of both short and long-term management goals (see requirement for # 42-B).		
59-C.	Measurable objectives (see requirement for #42-C).		
59-D.	Related activities (see requirement for #42-D).		
59-E.	Budgets (see requirement for #42-E).		
60	*** Quantitative data description of the land regarding an inventory of recreational facilities and associated acreage.	253.034	
61	Public Access and Recreational Opportunities	259.032 & 253.034	
61-A.	Management needs, problems and a desired outcome (see requirement for # 42-A).	↓	
61-B.	Detailed description of both short and long-term management goals (see requirement for # 42-B).		
61-C.	Measurable objectives (see requirement for #42-C).		
61-D.	Related activities (see requirement for #42-D).		
61-E.	Budgets (see requirement for #42-E).		

Section H: Other/ Managing Agency Tools

Item #	Requirement	Statute/Rule	Page Numbers and/or Appendix
62	Place this LMP Compliance Checklist at the front of the plan.	ARC and managing agency consensus	
63	Place the Executive Summary at the front of the LMP. Include a physical description of the land.	ARC and 253.034	
64	If this LMP is a 10-year update, note the accomplishments since the drafting of the last LMP set forth in an organized (categories or bullets) format.	ARC consensus	
65	Key management activities necessary to achieve the desired outcomes regarding other appropriate resource management.	259.032	
66	Summary budget for the scheduled land management activities of the LMP including any potential fees anticipated from public or private entities for projects to offset adverse impacts to imperiled species or such habitat, which fees shall be used to restore, manage, enhance, repopulate, or acquire imperiled species habitat for lands that have or are anticipated to have imperiled species or such habitat onsite. The summary budget shall be prepared in such a manner that it facilitates computing an aggregate of land management costs for all state-managed lands using the categories described in s. 259.037(3) which are resource management, administration, support, capital improvements, recreation visitor services, law enforcement activities.	253.034	
67	Cost estimate for conducting other management activities which would enhance the natural resource value or public recreation value for which the lands were acquired, include recommendations for cost-effective methods in accomplishing those activities.	259.032	
68	A statement of gross income generated, net income and expenses.	18-2.018	

*** = The referenced inventories shall be of such detail that objective measures and benchmarks can be established for each tract of land and monitored during the lifetime of the plan. All quantitative data collected shall be aggregated, standardized, collected, and presented in an electronic format to allow for uniform management reporting and analysis. The information collected by the DEP pursuant to s. 253.0325(2) shall be available to the land manager and his or her assignee.