

Florida Communities Trust Management Plan Outline

Each FCT grant recipient is required to prepare and submit a management plan addressing the long-term care and management of the project site, pursuant to Rule Chapter 62-818.011, F.A.C. The primary purpose of the management plan is to explain how the project site will be managed to further the purposes of the project and meet the terms and conditions of the grant award agreement. The project application provides the basis for the required elements to be addressed in the management plan in addition to the specific special management conditions required by the grant agreement. This document serves as formatting guide for the sections typically included within a management plan. Please note not all sites are not identical, so some variation in management plan content is expected. If there are any question regarding the management plan, please contact your regional planner for clarification.

Cover Page (REQUIRED) The Cover Page must include the following:

- Include the term “Management Plan” on the cover
- Include the FCT Project Name on the cover
- Include the FCT Project Number on the cover
- Include the Project Address on the cover
- Include the Recipient Name (agency name) on the cover. Include all recipient agencies if this is a partnership project.
- Include the date the Management Plan was drafted or revised on the cover (month and year is acceptable)

Table of Contents (REQUIRED)

- Provide the respective page numbers for the various sections
- Include a list of Exhibits and Appendices after the Table of Contents

- I Introduction.** This should be a brief (1/2 to 1 page) project summary. This information can be extracted from the application project summary and project excellence sections and should highlight the important or unique aspects of the project site.
- A. Project Name.** Please reference the park name in the first sentence or paragraph. Explain the significance of the name if relevant. For example, is the site to be named after an historic figure.
 - B. Recipient (agency) Name.** Please reference the name of the recipient agency in the first sentence or paragraph.
 - C. Site Details:** FCT project acreage, physical location (region within county/city, roads), and resource oriented location (i.e. watershed/along a river or waterbody/beach frontage). Include the street address of the entrance to project site.
 - D. Other background information** - including previous use of the site, a brief description of resources etc.
 - 1. If the project is located in a priority investment area or special management area, identify the designation, such as an Aquatic Preserve, NERR, Outstanding Florida Waters, Area of Critical State Concern, Front Porch Communities, Florida Main Street, Working Waterfront, Rural Area of Critical Economic Concern.

2. If this is a phased project, a combined Management Plan needs to be submitted which will supersede the prior plan(s). Each phase of the project needs to be clearly defined here in the Introduction (i.e. how each phase will be referred to Ph I, Ph II or by funding year P1A, FF11) then consistently identified throughout the plan. Similarly, if the plan addresses non-FCT acquired properties managed together they need to be clearly broken down in the Introduction then consistently identified (i.e. referred to as FCT-acquired and X-acquired throughout the plan.)
- E. Identify adjacent land uses and any potential conflict regarding the uses or management of the site.
- F. Include a statement acknowledging that the recipient acquired the site using grant funding from FCT and the Management Plan was developed to ensure that the Project Site will be developed in accordance with the Dedication to Public Use and Declaration of Restrictive Covenants (DDRC) and in furtherance of the purpose of the project as identified in the grant application.

II Project Purpose

- A. Identify the purpose for acquiring the site as stated in the grant application.
- B. Include a provision acknowledging that the Project Site will be managed only for the conservation, protection and enhancement of natural resources, and for public outdoor recreation that is compatible with the conservation, protection and enhancement of the site.
- C. Describe the desired future condition and uses of the site.
- D. Include a prioritized list of 4 to 8 management objectives for the site. (Such as: protect the natural and cultural resources, provide recreational opportunities, provide urban open space, provide water access, etc.)
- E. Include a summary of major comprehensive plan directives that would be furthered by managing the site as proposed. (The summary should be about a page and cite no more than 3 to 5 comp plan policies)
- F. Include the numerical citation of the comprehensive plan policies and objectives cited.
- G. State the applicant's commitment to amend the future land use designation to conservation, outdoor recreation, open space, or other similar category within a year of acquiring the site. Please also include this in the Timeline.
- H. State the applicant's commitment to amend the zoning designation to conservation, outdoor recreation, open space, or other similar category within a year of acquiring the site OR If your City/County no longer has zoning designations but instead uses the future land use designation for both please clearly indicate so. Reference the property tax id #s for all acquired parcels so this can be later verified by staff. Please also include this in the Timeline.
- I. If the Future Land Use and Zoning designations are already outdoor related, provide a copy of the definition of the designation for both the Comprehensive Plan's Future Land Use designation and the City/County's Zoning designation as appropriate. Add this as an additional appendix.
- J. State the applicant's commitment to forward FCT a copy of the approved ordinances changing the Future Land Use and the Zoning designations when reporting the changes in the Annual Stewardship Report.
- K. Include a statement acknowledging that grant funding from FCT was used to acquire the Project Site and the Management Plan was developed to ensure that the Project Site will be developed in accordance with the DDRC and in furtherance of the purpose of the grant application.
- L. Include a provision which ensures that the Project Site will be identified in all literature and promotional materials as acquired with funds from the "Florida Communities Trust" and operated as a natural

conservation area, outdoor recreation area or other appropriate descriptive language.

III Site Development and Improvement

- A. Acknowledgment Sign. Include a commitment to the placement of at least one acknowledgment sign indicating “Funding for the acquisition of this site was provided by Florida Communities Trust using Florida Forever funds.” The sign shall be at least 3'x 4' in size and include the FCT logo and the year the site was acquired. The sign shall be located at the entrance area to the park.
 - 1. 100% FCT funded sites: use this language – “Funding for the acquisition of this site was provided by the Florida Communities Trust using Florida Forever funds. Acquired in <year>.”
 - 2. Sites funded with match funds: Use this language, “Funding for the acquisition of this site was provided by <indicate other funding source> and the Florida Communities Trust using Florida Forever funds. Acquired in <year>.”
- B. Existing Physical Improvements
 - 1. Identify existing improvements on the project site. (Such as: utility easements, existing structures, dirt roads, trails, fencing, old foundations, borrow pits, improved pasture, pine plantation, spoil mounds, etc.)
 - 2. Indicate the condition of the improvements and if they will be removed, retained or reconditioned.
 - 3. Provide an existing structures map if improvements onsite are extensive.
 - 4. Provide copy(ies) of utility easements in the Exhibits.
- C. Proposed Physical Improvements
 - 1. Address the following 4 items that correlate to low impact development section above when detailing the Proposed Physical Improvements below.
 - a. Discuss approximate size of the various facilities.
 - b. Discuss any potential impacts the various facilities may have on the natural resources on the project site.
 - c. Identify how site development is being planned on previously disturbed areas to the greatest extent possible.
 - d. Identify how proposed alterations of land or vegetation at the Project Site will be coordinated with the protection of listed plant and animal species. Note: Natural resources/Cultural resource assessments need to be completed prior to site development.
- D. Recreational Facilities
 - 1. Identify and provide information on all proposed improvements. First list minimum required (i.e. the minimum # rec facilities, water access facility, ½ mile trail, paddling trail etc.) then note additional amenities planned.
 - 2. Consider bike racks adjacent to high activity areas. (Such as: picnic shelter, fishing pier, ball field, trailhead of a nature trail, environmental education center, etc.)
 - 3. If possible, provide a drinking fountain. Please provide and indicate on Master Site Plan.
 - 4. Consider benches at major activity areas and along trails.
 - 5. To protect water quality and wildlife, placement of trash and recycle cans at fishing piers, ball fields, and parking areas, and cigarette butt and monofilament receptacles near waterbodies.
 - 6. Consider bike paths, sidewalks, trails and/or bus stops to the site to improve multimodal access.

7. Bury utility lines, if at all possible
- E. FCT Approval of Modifications. Include an acknowledgment that any proposed modification of the Management Plan and/or undertaking any site alterations or physical improvements that are not addressed in the Recipient's approved Management Plan requires prior FCT review and approval. (Place this statement in a separate paragraph)
- F. Education Program (if applicable due to receipt of points in application)
 1. Include a commitment to provide at least regularly scheduled environmental or historical educational programs per year at the Project Site conducted by trained educators or resource professionals. *The number of annual programs is determined in the Special Management Conditions.*
 2. Types of programs, target group(s), who will be leading the programs, etc.
 3. Identify a time frame for implementation of the education program.
- G. Education/Interpretive Signs (if applicable due to receipt of points in application)
 1. Include a commitment to provide interpretive signs intended to educate visitors about the natural environment and any known archeological and historical resources on the Project Site.
- H. Museum, Nature or Rec Center (if applicable due to receipt of points in application)
 1. Describe the type of center(s); how the building(s) will be utilized; and what activities will be available.
 2. Include a commitment to provide a staffed center available to the public year-round on a regular basis. Indicate who (local govt, private nonprofit...) will staff center. Indicate the hours and days of operation and planned opening date. Indicate in the Timeline
- I. Parking
 1. Indicate if parking will be provided onsite. If so where. If not indicate parking facilities park patrons can use.
 2. Include a commitment to incorporate pervious material wherever feasible.
- J. Landscaping (do not address restoration in this section)
 1. Landscaping should be listed separately on the timeline and on the Master Site Plan from Restoration.
 2. Approximate number of acres or area to be landscaped.
 3. Provide a discussion on the conceptual landscaping plan. Planting shade trees around the parking area, playground, resting benches and other facilities to improve the recreational experience. Native flowering and seasonal color trees, shrubs and groundcover along trails, at the educational center and other recreational facilities. Vegetative screens to camouflage utilities, roads, off-site development etc.
 4. Discuss what type of native plants may be used.
 5. Show the areas to be landscaped on the Master Site Plan.
 6. Indicate the Timeline for initiating and completing the Landscaping plan.
- K. Stormwater Facilities
 1. Site development will be minimized and materials used will be pervious material wherever possible to reduce the need for the development of stormwater management facilities.

2. Natural wetlands and waterbodies may not be utilized to accommodate stormwater management needs.
3. Stormwater facilities will be designed in a manner as to not to adversely affect the watershed to natural communities dependent of surface water contribution.
4. Onsite stormwater facilities may be designed to accommodate runoff from onsite development or to improve pre-existing water quality and flooding issues but not to accommodate new offsite development.
5. Include a commitment that any proposed stormwater facilities will be designed to provide recreational open space and wildlife habitat in a park-like setting; with shallow slopes (for safety and to provide littoral zone) and without any fences.

L. Permits

1. To the best of your ability, identify all required permits for proposed development or restoration work such as US Army Corps of Engineers, Department of Environmental Protection, Water Management District, Fish and Wildlife Conservation Commission, Department of Historical Resources, the County or Municipality, etc.

M. Hazard Mitigation (if applicable, within the coastal high hazard area or 100-yr flood plain)

1. Discuss in concept, the hazard mitigation principles to be applied in the design and construction of the Project Site. (i.e. locating major structures outside the 100-year flood plain, building major structures on pilings, not constructing major structures in hazard area, etc.)
2. Include a map of the 100-year flood plain or note the 100-year flood plan on the master site plan.

N. Low Impact Development, Buffers and Conservation Easements

1. Include a commitment to the conduct site improvements on previously disturbed lands, minimize clearing of native vegetation, request and receive FCT permission to clear native vegetation prior to clearing, and minimize impervious areas in the design, development and management of the project site.
2. Include a commitment to provide a 100-foot buffer between parking lots, major facilities, athletic fields and wetlands.
3. Include a provision that restroom facilities will be connected to central sewer if at all possible; and that restrooms and the associated septic or underground sewer lines will be located away from no less than x ft from wetlands on or off the project site.
4. Identify any limitations on activities and/or development due to Conservation Easement(s), Military Restrictive Use Easement, etc. Specify the location in the project site and reference the Exhibit or Appendix #.
5. Demonstrate above detail in the Natural Communities and Existing Land Use map exhibits. Include reference to Exhibit(s). Note: access/ utility easements addressed in the concessions section below.

O. Easements, Concessions and Leases

1. Identify existing easements, concessions or leases. Note conservation easements already addressed above.
2. If Sovereignty submerged lands exist on the property:
 - a. Include commitment to obtain the proper State Sovereignty Submerged Land lease, consent or waiver as required for any proposed development in or over water structures affecting sovereignty submerged lands.

- b. The recipient must provide documentation in the Management Plan that any existing project site facility or structure located in or over state sovereignty submerged land has a proper lease, consent or waiver, and that any applicable fees are current. The documentation must be in the form of a letter from the Department of Environmental Protection stating that all project site facilities or structures located over state sovereignty submerged lands are in compliance with Chapter 18-21, F.A.C., and applicable fees are current or that said facilities or structures are not subject to a state sovereignty submerged land lease.
3. Identify proposed or possible easements, concessions, or leases including the type of proposed easement, concession, or lease agreement being considered, what type of fees would be charged at the facility, whether the facility is a non-profit facility, and any other financial information concerning the organization.
4. Include a statement that the applicant will provide FCT 60 day prior written notice and information regarding any lease of any interest, the operation of any concession, any sale or option, the granting of any management contracts, and any use by any person other than in such person's capacity as a member of the general public and no document will be executed without the prior written approval of FCT.
5. Include a statement that the applicant will not execute any document without the prior written approval of FCT.

IV Natural and Cultural Resources. Identify natural and cultural resources in need of protection including a discussion of the issues, problems and proposed management techniques.

A. Soils This is optional – only recommended if over 500 acres

1. Identification of soil types; reference appendix.
2. Soils map (in appendix).
3. Identify if there are any mineral resources such as oil, gas, phosphate, etc.

B. Hydrology and Topography

1. Discuss topography of the site as relates to drainage and stormwater.
2. Discuss any existing stormwater facilities.
3. Topographic and Hydrological Maps (in appendix)

C. Natural Communities

1. Describe the natural communities on the Project Site and their condition. Include the various plant species found in each community. FCT recommends that Florida Natural Areas Inventory (FNAI) community types are used. If details are not known at the time of drafting the Management Plan, include a general discussion of what is known of the resources onsite and outline a plan identifying the resources in the near future (1 to 2 years). Include a conceptual discussion of what action may need to be taken to protect the resources, and a timeline for developing a final resource protection plan. Indicate in the Timeline.
2. Describe the amount of disturbance on the project site.
3. Discuss the proposed management techniques to protect and enhance the various natural communities including any imperiled or critically imperiled communities. Please consider DDRC special management conditions - and provide a response. Include natural community periodic survey/monitoring in the Timeline.

4. If applicable due to receipt of points in application: Confirm and discuss how a minimum of 70% of the “predominantly natural community” will be protected from human disturbance. Make sure area protected is not piecemealed/fragmented square footage- this needs to be an intact functional community.
5. Include a commitment to implement a photo-monitoring program of selected natural communities on the site. Establish photo-monitoring program before any site disturbance; include in the Timeline.
6. Identify any unique natural features on the site.
7. Describe the unique geological feature(s) on the Project Site.

D. Inventory of Natural Communities

1. Time frame for initiating a more detailed biological inventory survey of natural communities. Survey to be conducted prior to development activities. Indicate in the Timeline.
2. Identify the monitoring cycle (such as twice a year - once a year - once every two years). Indicate in the Timeline.
3. Include a procedure to forward information on identified listed species to the FNAI, annually, on the appropriate FNAI forms.
4. Include the plant and animal species forms in the Appendix and reference in the text that the FNAI the forms are located in the Appendix

E. Listed Plant Species

1. Identify the listed plant species that have been found on the Project Site. If details are not known at the time of drafting the Management Plan, include a general discussion of what is known of the resources onsite and outline a plan identifying the resources in the near future (1 to 2 years). Include a conceptual discussion of what action may need to be taken to protect the resources, and a timeline for developing a final resource protection plan. Indicate in the Timeline.
2. Identify listed plant species that may be found on the Project Site based on the vegetative communities on the Project Site.
3. Discuss the proposed management techniques to protect and enhance habitat for the various listed plant species. Please indicate the management techniques once the natural communities have been defined and the plant and animal surveys conducted. Also include the timeline for providing the management techniques in the Timeline.

F. Listed Animal Species

1. Identify the listed animal species that have been found on the Project Site. Please indicate that you will provide this data with the initial survey as noted in the Timeline. If details are not known at the time of drafting the Management Plan, include a general discussion of what is known of the resources onsite and outline a plan identifying the resources in the near future (1 to 2 years). Include a conceptual discussion of what action may need to be taken to protect the resources, and a timeline for developing a final resource protection plan. Indicate in the Timeline.
2. Identify listed animal species that may be found on the Project Site based on the vegetative communities on the Project Site.
3. If applicable due to receipt of points in application; Identify whether the Project Site contains habitat located in a Strategic Habitat Conservation Area, as identified by the Florida Fish and Wildlife Conservation Commission (FWCC).

4. Discuss the proposed management techniques to protect and enhance habitat for the various listed animal species. Please indicate the management techniques once the natural communities have been defined and the plant and animal surveys conducted. Also include the timeline for providing the management techniques in the Timeline.
 5. Coordinate with the FWCC on the protection of listed species. Include when the County will do this on the Timeline.
- G. Invasive Nonnative Plant and Animal Control Program. Discuss the need for removal of invasive nonnative species. This is a general explanation of how and why we identify, remove, monitor and control nonnative species.
1. Invasive Nonnative Plants
 - Develop a proactive ongoing control program for invasive nonnative plants on the project site and discuss how the Invasive Nonnative Plant Control Program will be implemented including the timing and frequency. Indicate when the program will be initiated after acquisition and the timing (planned months) of identification, removal and monitoring in text and on the Timeline. Schedule should be based on a goal to eliminate prevent reinfestation at a minimum annually, more frequent depending on acreage and conditions. Consider different stages of the growing season to more effectively identify certain species and use of flagging, painting, GPS etc. to locate sites for removal and monitoring. Note: a public education element will further program success if citizens learn about control invasives.
 - List the invasive nonnative plants known to exist on the site.
 - Provide a conceptual discussion on removal techniques to be used. In general detail how you will remove them (manual, mechanical, fire, flooding/inundation, herbicide, combination of methods, etc.) based on what species are known or likely onsite and the planned time frame of methods used i.e. well before seed production to prevent further spread.
 - Address revegetating sites impacted by invasive nonnative plants.
 - Reference the use of the Florida Invasive Species Council Plant List: in identifying invasive nonnatives on the Project Site. Include a copy in the Appendix and reference in the text that the List is included in the Appendix. (<https://www.floridainvasives.org/>)
 2. Feral /Invasive Nonnative Animals
 - Develop a proactive control program for feral and invasive nonnative animals on the project site and discuss how the Feral and Invasive Nonnative Animal Control Program will be implemented including the timing and frequency. Indicate when the program will be initiated after acquisition and the timing (planned months) of identification, removal and monitoring in text and on the Timeline. Consider implementing it in conjunction with the invasive nonnative plant program. A public education element will further the success of control on the Project Site.
 - List what feral (hogs, dogs, cats, Muscovy ducks,) and invasive nonnatives (Asian clam, Cuban tree frogs, channeled apple snail, milk snail etc.) are present or may utilize the site.
 - For more info reference: <http://www.myfwc.com/wildlifehabitats/nonnatives>,
- H. Restoration of Natural Areas
1. Landscaping and restoration serve a different purpose. Differentiate between the outdoor recreational facilities to be landscaped and restoration areas, and only address Restoration in this section.
 2. Approximate number of upland and wetland acres to be restored. Please clearly indicate total acres and areas to be restored (not %) and indicate type on the Master Site Plan.

3. Provide a discussion of the proposed restoration plan and techniques to be used including hydrological restoration. If detail not known at this time, include overview and indicate time frame for restoration plan development on the Timeline.
 4. Provide a discussion on the type of native plants to be planted. This plan should be better defined once baseline natural community/flora and fauna surveys are conducted. Please indicate this if applicable.
 5. Include a photo-monitoring element to the restoration plan.
 6. Discuss the proposed management techniques to protect and enhance the water quality of the water bodies on or adjacent to the Project Site. Discuss how techniques not that it will be protected.
 7. Discuss any hydrological restoration on the Project Site. Please address this item if applicable.
 8. Time frame for initiating and completing the restoration program. Please address this separate from landscaping in the Timeline.
 9. Show the restoration area on the Master Site Plan or other exhibit. Please show the restoration area(s) on the plan map.
- I. Prescribed Burn Plan (if applicable due to receipt of points in applications)
1. Discuss the need and purpose of a prescribed burn program.
 2. Develop neighborhood outreach program to inform residents of the benefits of prescribed burns.
 3. Time frame for developing a plan based on consultations with FFS and FWC (include on Timeline).
 4. Commitment to install fire-lines along the perimeter where there are fire dependent natural communities.
- J. Forest / Habitat Stewardship Plan (If applicable due to receipt of points in applications)
1. Recommended for sites over 1,000 acres.
 2. Discuss forest and ecosystem management activities for the site and coordinate plan development with FWC and FFS.
 3. Detail methods and goals of management of each identified community and provide a management schedule. Incorporate the prescribed burn plan and other natural community management activities (i.e. invasive nonnative control) into this Stewardship Plan as appropriate. Include in the Timeline.
 4. If coordination with the FWC in their Landowner Assistance Program is required in the grant application, provide a letter from the FWC indicating LAP approval of the draft plan submitted to FCT. This should be included in the exhibits.
 5. If coordination with the FFS in their Forest Stewardship Program is required in the grant application, provide a letter from the FFS indicating Forest Stewardship Program approval of the draft plan submitted to FCT. Again, include this in the exhibits.
- K. Archeological, Cultural, and Historical Resource Protection
1. Identify all known archeological and historical resources within the project boundary and discuss their significance, if known. Include Master Site File numbers if applicable.
 2. Include a statement that significant resources will be interpreted for the public.
 3. Discussion of restoration needs and proposed management measures to protect the site. Survey to be conducted prior to development activities.
 4. Identify the timing and extent of the historical and archaeological survey of the site, if needed. Seeking funds for survey; include grant submittal time in the Timeline.

5. A commitment to perform a cultural resource survey of any area within the project site that is proposed for development prior to the commencement of proposed development activities in that area
6. Include a provision that requires the applicant to notify the Division of Historical Resources immediately if evidence is found to suggest an archaeological or historic resource at the project site.
7. Include a mechanism to coordinate with Division of Historical Resources on the protection and management of archaeological and historical resources.
8. A provision that the collection of artifacts or the disturbance of archaeological and historic sites on the Project Site will be prohibited unless prior authorization has been obtained from the Department of State, Division of Historical Resources.
9. Statement that the management of the archaeological and historic resources will comply with the provisions of Chapter 267, Florida Statutes specifically Sections 267.061 2(a) and (b).

V Management Needs

A. Coordinated Management

1. If the project site is adjacent to an existing park or other publicly-owned lands
2. Discuss the need to coordinate management of the site with the managers of the adjacent conservation or parklands. Provide discussion of the need to coordinate management of the site in sufficient detail and how site will be coordinated. Do not just state that the grantee will coordinate management but include “how”.
3. Provide an exhibit that shows the FCT project site and the adjacent publicly owned lands and all existing and proposed facilities on both sites and any shared facilities.

B. Sidewalk Network (if applicable)

1. Discuss how the Project Site will connect to the existing sidewalk system.
2. Provide a safe road crossing for sidewalks which connect to the project site across a busy roadway (pedestrian crossing sign, caution light, raised speed hump/crossing, etc.).

C. Trail Network (if applicable due to receipt of points in applications)

1. Discuss how the Project Site will enhance an existing local, regional, or statewide recreational trail system by connecting, extending, or closing the gaps in existing recreational trail systems, or by providing trailhead or trailside facilities.
2. Detail or provide a conceptual discussion regarding the coordinated trail enhancement activities and management efforts among local, regional and state agencies. Note safe road crossing must be provided for trail network which connects to site across busy roadway (pedestrian crossing sign, caution light, raised speed hump/crossing, etc.).
3. Map depicting Project Site and other existing or proposed parcels comprising the recreational trail system. Include a map in Exhibit _ at a scale to distinguish the location of the trail connection to this site and in association with the surrounding area.

D. Paddling Trail Network (if applicable)

1. Detail how the Project Site will enhance an existing local, regional, or statewide recreational paddling trail system by connecting, extending, or closing the gaps in existing recreational trail systems, or by providing launch, landing, restroom facilities, paddling trail sign and mapping.
2. Detail or provide a conceptual discussion regarding the coordinated trail enhancement activities and

management efforts among local, regional and state agencies.

3. Map depicting Project Site and other existing or proposed parcels comprising the paddling trail system. Include a map in Exhibit _ at a scale to distinguish the location of the trail connection to this site and in association with the surrounding area.

E. Greenways/Wildlife Corridor (if applicable)

1. Discussion of the connectivity and management philosophy of the wildlife corridor. Address any road obstacles and proposed solution(s).
2. Detail or provide a conceptual discussion on the coordinated resource protection activities and management efforts among local, regional and state agencies.
3. Map depicting Project Site and other existing or proposed parcels comprising the wildlife corridor. Include a map in Exhibit at a scale to distinguish the location of the project site in association with the surrounding area.
4. Consider combining above Sidewalk, Trail, Paddling Trail and Corridor maps if practical.

F. Staffing

1. Identify existing or new permanent and/or volunteer staff needed to operate the site.
2. Include a commitment that staffing of onsite buildings will only be used to support the FCT park site. Identify any structures onsite and how they will be staffed and utilized by the public.

G. Maintenance

1. Identify all maintenance activities that are required for the upkeep of the Project Site.
2. Identify the local government employees or service contractors responsible for all aspects of property maintenance such as site cleanup, trash removal, and facilities upkeep.

H. Security

1. Identify the parties responsible for security at the site.
2. Identify the measures to be employed to protect the site and the public using the site from vandalism, theft, and assault. (Such as sheriff or police patrol, park staff patrol, citizen patrol, neighborhood patrol, on site resident security, etc.)
3. Identify the measures and design features to be employed to protect the site and the public using the site from vandalism and theft. (Such as fencing, gates, boundary signs, posted hours signs, etc.) Installation of fencing is noted in the Timeline but not addressed in this section. Please address fencing, gates and posted hours signs in this section.

I. Public Involvement (Optional)

1. Include a statement concerning the extent of public involvement and local government participation in the development of the plan.
2. Include a summary of comments and concerns expressed, if any. Include timing for public mtgs on the timelines as necessary.

VI Reporting Acknowledgements

- A. Stewardship Report. Include an acknowledgment that it is the Recipient's responsibility to prepare an Annual Stewardship Report, due on <date assigned by FCT Planner> of each year, which evaluates the implementation of the Management Plan. Also include an acknowledgment that any proposed modification of the Management Plan and/or undertaking any site alterations or physical improvements that are not addressed in the Recipient's approved Management Plan will require FCT review and

approval before any such work may commence.

B. Annual Revenue Report

1. Include an acknowledgment that it is the Recipient's responsibility for preparing an Annual Revenue Report, due on July 31 of each year. This report will include revenue earned on the project site during the previous State of Florida fiscal year (July 1 – June 30).

2. Include an acknowledgment that all fees collected are placed in a segregated account to be used solely for the upkeep and maintenance of the Project Site.

C. Single Audit Act Audit Report. Include an acknowledgement that it is the Recipient's responsibility to determine whether or not it must submit a State single or project-specific audit for any given fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

D. Management Plan Modification. Include a statement acknowledging that any proposed modification of the Management Plan and/or undertaking any site alterations or physical improvements that are not addressed in the Recipient's approved Management Plan will require prior FCT review and approval.

VII Cost Estimates and Funding Sources. Provide a table that breaks out and itemizes the approximate cost of each of the following:

A. Structures and Improvements - for each group of structures or improvements.

B. Natural Resource Protection - for each activity.

C. Resource Enhancement Activities - for each activity

D. Archeological and Historical Resource Protection - for each activity

E. Educational Program - for each activity

F. Maintenance - for each group of activities

G. Security

H. Staffing

I. Any other anticipated costs

J. Identify the planned funding sources associated with implementing the Management Plan.

VIII Priority Schedule. Include a timeline, using calendar dates (month/year), for implementing all activities discussed in the Management Plan based on established priorities and the availability of funds including for the construction of each facility and implementation of each activity or program. (Note: used as a reference during stewardship assessment and review) Timeline template attached at end.

IX Exhibits/Appendices. Provide all maps/supporting documents with a color original (if applicable). Maps should be provided at an appropriate scale to be readable with the FCT boundary line clearly delineated. Maps need to have a legend, be labeled with the project name, FCT#, north arrow and scale. Provide a place holder for exhibits for future documents.

A. Location Map. Show the project site in relationship to the surrounding area - preferably a USGS Quad map. Please provide a map at a scale which shows detail of the site and surrounding area, preferably a Quad map, with a scale.

- A. Boundary Map. Clearly show the FCT project boundary particularly if the site has multiple acquisition phases or is co-managed with non-FCT acquired acreage. Delineate the FCT project boundary on an aerial at a scale to show its relationship to the surrounding area. Provide parcel property tax ids.
- B. Public Lands Map. Show the project and other public or conservation lands (identified) within a 3 mile radius. Please provide a color map at a scale of approximately 1"=2000', with a scale.
- C. Natural Communities Map. Provide a map of all the Natural Communities occurring on the site. Use this and the Existing Land Use Map to support text detail in the Development and Buffers section.
- D. Soils Map and Soil Descriptions (Optional).
- E. Existing Land Use: Show existing buildings, outbuildings, utilities (above/below ground), septic tanks/drains, slabs, gas tanks, or other uses of site. Indicate all facilities which will be removed. Use this and the Natural Communities Map to support text detail in the Development and Buffers section.
- F. Master Site Plan
 - 1. Boundary of the FCT Project Site clearly identified.
 - i. If part of a phased project, each phase boundary must be distinct.
 - ii. If part of a non-FCT park site; the FCT boundary must be distinct from the larger park boundary.
 - 2. Show the existing physical improvements which will remain onsite.
 - 3. Identify proposed recreational improvements and their approximate location on a master site plan. Include water fountain, sidewalk access and connection, bike racks, safe pedestrian crossings, drainage ditches, stormwater facilities, parking, interpretive signage, kiosk, etc.
 - 4. Locate the areas to be landscaped
 - 5. Locate the upland areas to be restored and approximate areal extent.
 - 6. Locate the wetland areas to be restored and approximate areal extent.
 - 7. Site plan of co-managed publicly owned lands adjacent to the Project Site (if applicable)
- G. Trail Network Map (if applicable). Provide a trail network map at a scale which clearly shows the project site and surrounding areas.
- H. Paddling Trail Map (if applicable). Provide a paddling trail network map at a scale which clearly shows the project site and surrounding areas.
- I. Greenways/Wildlife Corridor Map (if applicable). Provide a regional greenway map at a scale which clearly shows the project site and surrounding areas.
- J. Warranty Deed/Quitclaim Deed and DDRC. Provide an executed and recorded copy of the DDRC to be inserted after closing.
- K. Other Agreements or Easements (i.e. Interagency MOU, Restrictive Use Agreement, Conservation Easements or Utility Easements etc. specify type in table of contents and list separately if applicable)
- L. Natural Community/Plant and Wildlife Surveys
- M. Prescribed Burn Plan
- N. Forest / Habitat Stewardship Plan
- O. Florida Natural Areas Inventory report forms for listed plant and animal species
- P. Florida Invasive Species Council's List of Florida's Invasive Plant Species
- Q. Cultural Resource Information: Surveys / Florida Master Site Files / DHR communications / photos

FCT Management Plan Outline

- R. Approved Future Land Use Map with a legend and at a scale where the project site can be easily found. Include copy of the existing designation. FCT will replace documentation once amended.
- S. Approved Zoning ditto FLUM notation above.
- T. Comments from adjacent Public Land Managers, Management Plan Advisory Group Summary, general public or hearing summary(s) (if applicable)
- U. Other Appendices as necessary