



Florida Department of Environmental Protection

Bureau of Public Land Administration

APPLICATION INSTRUCTIONS FOR RELEASE OF RESERVATIONS

The application is to be used to apply for release of **canal reservations**, **road right-of-way reservations** or the **release of right-of-entry and exploration for oil and mineral reservation**, which are served in favor of the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida (*Board of Trustees*).

Note: If you are applying for State Board of Education release of canal reservation, road right-of-way reservations or the release of right-of-entry and exploration for oil and mineral reservation, which are reserved in favor of the Board of Education Deeds, applications must be submitted to the Florida Department of Education.

Each application must be submitted to DEP with the following:	Section A:	Section B:	Section C:	Section D:
	Application	FDOT/City/County Certification	WMD Certification	Oil & Mineral Affidavit
Type of Release Application				
Canal Reservation	X		X	
Right of Entry for Oil, Mineral & Gas Reservation	X			X
Right of Way Reservation	X	X		

- A legible copy of the original Board of Trustees deed containing the reservation.
- A legible copy of present owners' deed.
- A current survey and legal description, on 8 ½" x 11" page size, of the subject property, including the Section, Township, and Range.
 - *(If applying for an oil/mineral release, the legal description must contain acreage of tract.)*
- Recommendation by the appropriate agency for a canal or road right-of-way release or special requirements for release of right-of-entry for oil/mineral reservation.
 - When requesting the release of a road right-of-way reservation, a recommendation from the appropriate Department of Transportation District office and/or County Public Works department is required.
 - When requesting the release of canal reservation, a recommendation from the appropriate Water Management District is required.
- Application fee of \$300 (*non-refundable*) in the form of check per release and/or reactivation of an existing application.
- Satisfactory evidence certifying that the applicant is the legal record owner of the subject land.
 - *Paragraph 18-2.017(53), Florida Administrative Code, defines satisfactory evidence of title to mean a current title insurance policy, current title binder, or title commitment issued by a title insurance company authorized to do business in the State of Florida or an opinion of title prepared by a member of The Florida Bar covering title to the land described below. "Current" means no more than six months old.*
- Notarized signature of present owner(s) record

APPLICATION INFORMATION FOR RELEASE OF RESERVATIONS

The application should be submitted by the current property owner or representative with a legible copy of current owner deed and a copy of the Certificate of Title by a Florida attorney or a recent Title Company title commitment policy.

Applicant should submit a legal description, including the section, township, and range of the property to be released.

Application fee should be submitted in the form of a check in the amount of **\$300** made payable to The Department of Environmental Protection. The application fee is nonrefundable.

**Multiple deeds titled to the same owner and/or multiple legal descriptions affected by the reservation may be combined into one release of reservation application.*

If you have any questions when applying, please contact:

The Bureau of Public Land Administration

Phone: (850) 245-2720.

For express processing, please email your completed application to Upland.Applications@dep.state.fl.us and mail your application fee along with referenced completed application to:

**Department of Environmental Protection
Division of State Lands
Bureau of Public Land Administration Post
Office Box 3070
Tallahassee, Florida 32315-3070**

For overnight mail, please submit fee with referenced application to:

**Department of Environmental Protection
Division of State Lands
Bureau of Public Land Administration 3800
Commonwealth Blvd. Tallahassee, Florida
32399-3000 ATTENTION: BPLA**

*Note: ALL **Board of Education Reservations** applications and fees should be submitted to:

**Florida Department of Education
Office of General Counsel
325 West Gaines St., STE 1244
Tallahassee, Florida 32399-0400
ATTENTION: Mr. Jason
Bornreger Phone Number: (850)
245-0442**

The following information pertains to Right of Entry for Oil & Mineral Release of Reservations, Release of Canal Reservations, and Release of Road Right of Way Reservations

OIL & MINERAL RELEASE OF RESERVATION

Pursuant to section 270.11(2)(b), Florida Statutes, all Oil/Mineral Reservations on property less than 20 acres is automatically released and an application is not required. The interest is never released, ONLY the right of entry. If 20 acres or more, the developer or current owner(s) must submit an application (section A) and an affidavit (section d) certifying that each parcel will be a permanent building site, what will be built, date of construction proposed and the land use will not involve phosphate mineral, metal or petroleum extraction, as set forth in paragraph 18.2.018(3)(e) 2, Florida Administrative Code. See section D for example affidavit.

RELEASE OF CANAL RESERVATIONS

For applications for Release of **Canal Reservations**, Section A and C should first be sent to the respective Water Management District. The Water Management District Office should return the application with its recommendation to the applicant prior to the applicant submitting it to DEP

- The South Florida Water Management District (SFWMD) requires submittal of the SFWMD Application along with DEP's Application as well as the SFWMD application fee.
- **If the reservation is in an Everglades Drainage District (EDD) deed**, apply for release to the SFWMD. A statement in the first paragraph of one of the following Laws of Florida Chapter Numbers identifies EDD deeds: 6456, 6957, 4717 or 20658. Contact the SFWMD Real Estate Division for an application.

WATER MANAGEMENT DISTRICT OFFICES

NORTHWEST FLORIDA WATER MANAGEMENT (Counties of Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, Washington)
<https://www.nfwwater.com/>

81 Water Management Dr.
Havana, FL 32333
ATTN: Land Management and Acquisition: County of _____

Suwannee River (Counties of Alachua [par], Baker [part], Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Suwannee, Taylor, Union)
<http://www.mysuwanneeriver.com/>

9225 County Rd. 49
Live Oak, FL 32060
ATTN: Land Acquisition and Management: County of _____

St. Johns River (Counties of Alachua [part], Baker [part], Brevard, Clay, Duval, Flagler, Indian River, Lake Marion [part], Nassau, Okeechobee [part], Orange [part], Osceola [part], Putnam, Seminole, St. Johns, Volusia)
<http://www.sjrwmd.com/>

P.O Box 1429
Palatka, FL 32178-1429
ATTN: Land Acquisition and Management: County of _____

Southwest Florida (Counties of Charlotte [part], Citrus, DeSoto, Hardee, Hernando, Hillsborough, Levy, Manatee, Marion [part], Pasco, Pinellas, Polk [part], Sarasolta, Sumter)
<https://www.swfwmd.state.fl.us/>

2379 Broad Street
Brooksville, FL 34604-6899
ATTN: Land Resources Department: County of _____

SOUTH FLORIDA (Counties of Broward, Charlotte [part], Collier, Dade, Glades, Hendry, Highlands, Lee, Martin, Monroe, Okeechobee [part], Orange [part], Osceola [part], Palm Beach, St. Lucie)
<https://www.sfwmd.gov/>

P.O Box 24680
West Palm Beach, Florida 33416-4680
ATTN: Real Estate Division: County of _____

RELEASE OF ROAD RESERVATIONS

For application for release of **Road Reservation**, Section A and B should first be sent to the respective Department of Transportation District Office for approval. Submit the completed DEP application along with all exhibits pertaining to the road right-of-way reservation, including a plat, sketch or survey of the land proposed for release and a copy of Murphy Act deed containing road reservation directly to the appropriate district office of the Florida Department of Transportation (FDOT). The district office will determine whether the subject road right-of-way reservation is valid and make its recommendation as to whether the road right-of-way reservation or any part thereof should be released. The application will not be considered without a recommendation from the Department of Transportation.

The Department of Transportation should return the application with its recommendation to the applicant prior to the applicant submitting it to DEP.

DEPARTMENT OF TRANSPORTATION DISTRICTS

DISTRICT 1 (SOUTHWEST FLORIDA) *(County of Charlotte, Collier, Desoto, Glades, Hardee, Hendry, Highlands, Lee, Manatee, Okeechobee, Polk, and Sarasota)*

801 N. Broadway Ave.
Bartow, Florida 33830-3809
ATTN: Right-of-Way County of _____

DISTRICT 2 (NORTHEAST FLORIDA) *(County of Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval, Gilchrist, Hamilton, Lafayette, Levy, Madison, Nassau, Putnam, St. Johns Suwannee, Taylor, and Union)*

1109 South Marion Ave.,
Lake City, Florida 32025-5874
ATTN: Right-of-Way County of _____

DISTRICT 3 (NORTHWEST FLORIDA) *(County of Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, and Washington)*

P.O Box 607
Chipley, Florida 32428
ATTN: Right-of-Way County of _____

DISTRICT 4 (SOUTHEAST FLORIDA) *(County of Broward, Indian River, Martin, Palm Beach, St. Lucie)*

3400 W. Commercial Blvd.
Ft. Lauderdale, Florida 33309
ATTN: Mapping County of _____

DISTRICT 5 (CENTRAL FLORIDA) *(County of Brevard, Flagler, Lake, Marion, Orange, Osceola, Seminole, Sumter, Volusia)*

719 South Woodland Blvd.
Deland, Florida 32720
ATTN: Right-of-Way County of _____

DISTRICT 6 (SOUTH FLORIDA) *(County of Miami-Dade and Monroe)*

1000 N. W 111 Ave.
Miami, Florida 33172
ATTN: Right-of-Way County of _____

DISTRICT 7 (WEST CENTRAL FLORIDA) *(County of Citrus, Hernando, Hillsborough, Pasco, Pinellas)*

11201 N Malcolm McKinley Drive
Tampa, Florida 33612-6403
ATTN: Property Management County of _____

For more information please visit <https://www.fdot.gov/agencyresources/districts/index.shtm>