



**Florida Department of Environmental Protection  
Florida Recreation Development Assistance Program  
Completion Documentation Checklist**

**Notify DEP immediately after completion of project construction that the project is complete and send the following: All close-out documents must be submitted 30 days after project completion.**

**Development Completion Documentation**

- \_\_\_1. Project Completion Certificate, **dated and signed by the liaison agent. (Form Attached – FPS-A037) (2 Copies)**
- \_\_\_2. A final “as built” site plan **signed, sealed, and dated by a certified engineer, surveyor, or architect** (detailed specifications not required). **Please color code current project elements and/or any phases. (2 Copies)**
- \_\_\_3. Florida Recreation and Parks Inventory Form describing the entire park. Please go to our website: <http://www.dep.state.fl.us/parks/OIRS/> and complete the Park Inventory Form listed under the heading FRDAP Administrative Forms. **(Please complete the form on line, submit and e-mail as well as print-out a hard copy to mail to our office) (1 Copy)**
- \_\_\_4. Photographs of the completed project elements including the acknowledgement sign or plaque crediting both the Florida Department of Environmental Protection and FRDAP. **(Example Attached) (2 colored copies)**
- \_\_\_5. Certification that the “Notice of Limitation of Use” statement has been filed as a permanent part of public property records in accordance with local requirements and available for public inspection. (A copy of the project boundary map with the legal description and the “Notice of Limitation of Use” statement must be filed with public property records). (If phased project with past FRDAP/LWCF grants, grantee only needs to sign form, certifying that form is already recorded and form needs to include the recording instrument information). **(Form Attached: FPS – A038) (2 Copies)**
- \_\_\_6. Final payment request. Submit all applicable forms with all information completed on each form. Please include all invoice numbers and dates, check numbers and dates, amounts and descriptions. Remember that 10% of total grant amount (retainage) will be held until final inspection has been completed.

**Acquisition Completion Documentation**

- \_\_\_1. Project Completion Certificate, **dated and signed by the liaison agent. (Form Attached – FPS-A037) (2 Copies)**
- \_\_\_2. Florida Recreation and Parks Inventory Form describing the entire park. Please go to our website: <http://www.dep.state.fl.us/parks/OIRS/> and complete the Park Inventory Form listed under the heading FRDAP Administrative Forms. **(Please complete the form on line, submit and e-mail as well as print-out a hard copy to mail to our office) (1 Copy)**
- \_\_\_3. Photographs of the acquisition site including the Department acknowledgement sign or plaque crediting both the Florida Department of Environmental Protection and FRDAP. **(Example Attached) (2 colored copies)**
- \_\_\_4. Certification that the “Notice of Limitation of Use” statement has been filed as a permanent part of public property records in accordance with local requirements and available for public inspection. (A copy of the project boundary map with the legal description and the “Notice of Limitation of Use” statement must be filed with public property records) **(Form Attached: FPS – A038) (2 Copies)**
- \_\_\_5. Three year project construction time line for development of recreational elements. **(2 Copies)**
- \_\_\_6. Final payment request. Submit all applicable forms with all information completed on each form. Please include all invoice numbers and dates, check numbers and dates, amounts and descriptions.
- \_\_\_7. Evidence of Title: Submit a copy of the deed.
- \_\_\_8. Copy of Buyer-Seller Financial Closing Statement.

**Development of Acquisition Project Documentation**

- \_\_\_1. Project Completion Certificate, **dated and signed by the liaison agent. (Form Attached – FPS-A037) (2 Copies)**
- \_\_\_2. Photographs of the development including the acknowledgement sign or plaque crediting both the Florida Department of Environmental Protection and FRDAP. **(2 copies)**
- \_\_\_3. A final “as built” site plan **signed, sealed, and dated by a certified engineer, surveyor, or architect** (detailed specifications not required). **Please color code current project elements and/or any phases. (2 copies)**