

Land and Water Conservation Fund Program

Required Project Commencement Documentation

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

DEVELOPMENT COMMENCEMENT DOCUMENTATION

- ___ 1. A professional 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. (3 copies)**
- ___ 2. Commencement Certification (**Form Attached – FPS-A035**)
- ___ 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. **(3 copies)**
- ___ 4. The results of a title search or 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.**
- ___ 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). (CALL 850-245-2658) (1 Copy)**
- ___ 6. Certification of Manual Possession (**Form Attached – FPS-A059**)

ACQUISITION COMMENCEMENT DOCUMENTATION

- ___ 1. A written offer to purchase from the grantee to the land owner 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/default.htm>. If the property is \$500,000 or less in appraised value, one appraisal is required. If the property exceeds \$500,000 in appraised value, two appraisals are required. **The appraisal must be prepared in accordance with the LWCF Manual 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 fee appraiser under contract with DSL. Payment of appraisal review fees will be the responsibility of the grantee and will be made by the grantee upon and pursuant to direction of the Office of Information and Recreation Services. These costs are not reimbursable. **(2 copies)**
- ___ 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. **(3 copies)**
- ___ 4. The results of a title search or 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 by the owner, with no liens, encumbrances or taxes held against the property or a copy of title insurance. **A warranty deed will not suffice.**
- ___ 5. If applicable, a Mean High Water Survey must be done within 45 days of the appraisal.
- ___ 6. Certification of Manual Possession (**Form Attached – FPS-A059**)

