



APPLICATION DOWNLOAD

Visit Our Website

Before we begin, please visit the Parks and Open Space website to download a copy of the application and related materials to follow along.

<https://floridadep.gov/Grants>



Florida Communities Trust Parks and Open Space Grant Program

Application Instructions Webinar

Shauna Allen, Melanie Orozco & Will McMahon

Division of State Lands / Parks and Open Space
Florida Department of Environmental Protection

October 29, 2024



AGENDA

- **Program Overview and Purpose**
- **Application Form and Submittal**
[FCT Application Form FCT-5 download | Florida Department of Environmental Protection](#)
- **Project Selection Process**
- **Eligibility Requirements**
- **Project Summary**
- **Project Evaluation Criteria**
- **Required Exhibits and Supporting Documentation**
- **FCT Governing Board**



PROGRAM OVERVIEW

- Created in 1989
- Funded through Preservation 2000 until 1999
- Funded through Florida Forever since 1999
- Purpose is to provide funds for the acquisition of community-based parks, open space and greenways that further outdoor recreation and natural resource protection
- FY 24-25 funding is **\$15.7 million**
- 25% match required (except for small local governments and non-profit entities)



PROGRAM OVERVIEW

Parks and Open Space Section 62-818.001, F.S.

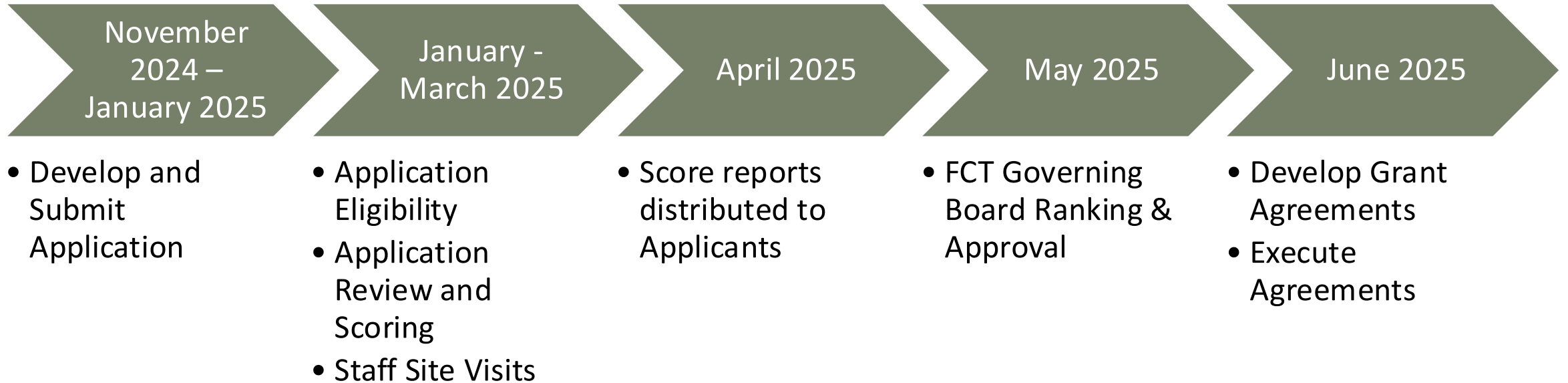
- The purpose of the program is to provide grants to local governments and non-profit environmental organizations for the acquisition of community-based projects, urban open spaces, parks and greenways to implement local government comprehensive plans.

Who is Eligible?

- County or municipality within the State of Florida
- Eligible non-profit Environmental Organizations
- Partnership between a County or municipality and Non-profit Environmental Organization



PROGRAM TIMELINE





**RECAP
&
QUESTIONS?**



APPLICATION FORM AND SUBMITTAL

Your Application Packet

MUST Include:

- Cover Letter
- One Original Form FCT-5
- All requested exhibits and backup documents
 - Tabbed and labeled as per the Application Guide






APPLICATION FORM AND SUBMITTAL

Cover Letter Required

- On local government or nonprofit letterhead.
- Signed by appropriate official or administrator.
- Identification of key contact person including contact number and email address.
- The address and driving directions to the Project Site.
- A statement binding the applicant to fulfill all the commitments made in the application.
- Applicant's FEID Number (include UEI).
- Mailing Address for reimbursement; this address must match active account in MyFloridaMarketPlace.
 - <https://vendor.myfloridamarketplace.com/>

 **Natural Resources Management Department**
2725 Judge Fran Jamieson Way
Building A, Room 219
Viera, Florida 32940

BOARD OF COUNTY COMMISSIONERS

September 4, 2018

David Clark, Board Chair
Florida Communities Trust
Florida Department of Environmental Protection
3800 Commonwealth Boulevard, MS 585
Tallahassee, Florida 32399-3000

RE: Stan Mayfield Working Waterfronts Application for Blue Crab Cove, Phase II

Dear Mr. Clark,

On behalf of Brevard County, I am pleased to submit the enclosed grant application (one original and three copies) to Florida Communities Trust's Stan Mayfield Working Waterfronts Program. This application is for acquisition of Blue Crab Cove, Phase II, which is located at: 580 W Merritt Island Causeway, Merritt Island, FL 32952.

The County's FEIN number is: 596000523.


The County's mailing address for reimbursement is: Brevard County Natural Resources Management Department, 2725 Judge Fran Jamieson Way – A219, Viera, FL 32940.

If the project site is selected for funding, Brevard County, after approval and contract negotiation by the County Commission, will be committed to fulfilling all commitments made in the grant application. The proposed use of the project site is consistent with the local comprehensive plan. I also certify that condemnation, or the threat of condemnation has not been used and will not be used to acquire any portion of the project site.

I hereby authorize Matt Culver, *Boating & Waterways Program Coordinator*, to act as the Key Contact for the project. I understand that all correspondence concerning the grant application will be directed to Mr. Culver. You may reach Mr. Culver at: Matt.Culver@brevardfl.gov, (321) 633-2016 – office, or (321) 482-7970 – cell.

Directions to Blue Crab Cove, Phase II from Tallahassee are as follows: Take I-10 E to I-75 S, Florida's Turnpike and FL-528 E to Cocoa. Take exit 46 from FL-528 E. Follow N Cocoa Blvd and Forrest Ave to Hubert Humphrey Causeway – 580 W Merritt Island Causeway.

Thank you for the opportunity to submit this grant request.

Sincerely,

Frank Abbate
County Manager

Main Line (321) 633-2016 • Stormwater/Illicit Discharge Hotline (321) 633-2014
Website: <https://www.brevardfl.gov/NaturalResources/home>



Application Form and Submittal

FORM FCT-5

Please visit our website: <https://floridadep.gov/lands/land-and-recreation-grants/documents/fct-application-form-fct-5-download> download this form.

Form FCT-5

Florida Communities Trust Florida Forever Program Parks and Open Space	Application Form FCT-5 Incorporated by reference in Rule 62-818.003(1)
1. PROJECT NAME _____ <small>(Descriptive project name)</small>	
2. APPLICANT NAME _____ <small>(Name of Local Government or Nonprofit Environmental Organization)</small> <i>If Nonprofit Environmental Organization, also provide the required information requested on Exhibits M and N.</i>	
3. PARTNERSHIP APPLICATION Is this a Partnership Application between two or more Local Governments or Nonprofit Environmental Organizations? YES _____ NO _____ <i>If yes, provide the name(s) of the Local Government(s) or Nonprofit Environmental Organization(s). Also, provide an application transmittal letter from the partnering agency.</i>	
4. KEY CONTACT PERSON <i>Note: The key contact is required to be an employee of the Local Government or designated representative of the Nonprofit Environmental Organization. Identify only one key contact person.</i> Key Contact Name _____ <small>First Middle Initial Last</small> Title _____ Department/Nonprofit Environmental Organization _____ Mailing Address _____ City _____, FL Zip Code _____ Phone Number _____ E-mail Address _____ Chief Administrator for the Local Government: Name _____ Phone Number _____ <i>Note: If the Applicant's principal office address is a post office box, a delivery address is also required.</i> Delivery Address _____ City _____, FL Zip Code _____	
5. PROJECT SITE LOCATION County _____ Section _____ Township _____ Range _____ <i>Note: Cite only one Section, Township and Range to indicate where all or most of the project acreage is located. Include all directional designations (Township either North or South - Range either East or West).</i>	

This presentation, along with instructions for completing the application, will be available on our website.

Please ensure that all required support documentation is provided in the applicable exhibits.



APPLICATION FORM AND SUBMITTAL

Submission Period:

FCT MUST receive your application by:

5 pm (ET)

Wednesday, January 15, 2025

Submit one original of the completed application form with all supporting documents during the submission period.

Department of Environmental Protection
Land and Recreation Grants Section
3900 Commonwealth Boulevard, Mail Station 115
Tallahassee, Florida 32399-3000



Application Review Process

Per Rule 62-818.003(1) F.A.C.

- Complete application due on or before January 15, 2025
- No additional information allowed after, apart from clarification
- Applications are reviewed and scored
- Site Visit
- Score Report
- Written Objections



FCT Governing Board

Per Rule 62-818.008, F.A.C.

FCT Governing Board

- FCT Ranking & Selection Board Meeting, **May 5, 2025**
- Public meeting, in-person or virtual attendance
- Review and rule on application objections
- Review and approve project scores – applicant presentation and public comment
- Site visit review
- Discretion to modify staff score
- Approve a Preliminary Ranked Project Priority List
- Final Approval and funding of projects



**RECAP
&
QUESTIONS?**



ELIGIBILITY REQUIREMENTS:

62-818, F.A.C.

General Requirements and Eligibly Standards

Consider the following eligibility standards required for all of our applicants, per 62-818.003, F.A.C.:

- The project site must be open to the public.
- Stewardship Reporting requirement for applicant's FCT project site(s) must be in compliance.
- The application(s) submitted by one applicant cannot exceed \$5,000,000.00.
- All local governments must provide a minimum 25% match, unless with counties less than 75,000 in population or municipal governments with populations less than 10,000.



ELIGIBILITY REQUIREMENTS: Non-Profit Environmental Organizations

62-818, F.A.C., Exhibit A

Non-profit Environmental Organizations Status

Exhibits

A. Nonprofit Environmental Organization Status – Tab Exhibit A, if applicable

If the Applicant is a Non-profit Environmental Organization, provide evidence of status of the organization, including documentation from the Internal Revenue Service that the organization is recognized as a 501(c)(3) organization, a copy of the Bylaws, and a copy of the Articles of Incorporation. The required documentation is available online from the Department of State, Division of Corporations. See <http://dos.myflorida.com/sunbiz/>.

B. Nonprofit Environmental Organization Management Commitment - Tab Exhibit B, if applicable

1. If the Applicant is a Non-profit Environmental Organization which anticipates being designated as the management entity, the Non-profit Environmental Organization shall provide documentation that they have funds on hand, or letters of commitment to provide the funds prior to closing on the Project Site. The amount equal to ten percent of the Project Cost to be set aside as a management endowment fund for the Project Site. Label Exhibit B1
2. The Non-profit Environmental Organization shall provide a guaranty or pledge by a Local Government, the Water Management District, the Florida Division of Forestry, the Florida Fish and Wildlife Conservation Commission, or the Florida Department of Environmental Protection to act as a backup manager to take over the responsibility for management of the Project Site in the event the Non-profit Environmental Organization is unable to manage. Label Exhibit B2

Exhibit A: Non-profit Environmental Organization Status

- IRS documentation recognizing that the organization is a 501(c)(3) organization
- Copy of the Bylaws
- Copy of the Articles of Incorporation



ELIGIBILITY REQUIREMENTS: Non-Profit Environmental Organizations

Exhibit B1 and B2

Non-profit Environmental Organization Management Commitment



Exhibit B: Non-profit Environmental Organization Management Commitment

- If applicant anticipates being designated as the management entity, the nonprofit organization shall provide documents supporting they have funds on hand, or letters of commitment to provide the funds prior to closing on the Project Site. (Exhibit B1)
- Provide a guaranty or pledge by a local government, the Water Management District, the Florida Division of Forestry, the FL FWC, or the FL DEP to act as a backup manager to take over management responsibility in the event the Non-profit is unable to manage. (Exhibit B2)



ELIGIBILITY REQUIREMENTS:

62-818, F.A.C.

Eligible Source of Match

10. SOURCE OF MATCH

Check the appropriate response(s) below to indicate eligible source(s) of Match:

- Existing or future cash from the Applicant.
- Value of real property owned by the Applicant in a qualified pre-acquisition.
Note: Include lands within the Project Site that were Pre-acquired within 24 months prior to the application deadline that are to be used as part of the Match.
- Cash or grant from federal, state, regional, county, municipal, or other agency.
- Cash from a private Donation.
- Value of real property donated by the landowner in a documented bargain sale or Donation agreement.

Note: *If the source of the Match is from a third party, provide documentation indicating source and amount.*
Label Exhibit C1

11. OTHER FUNDING SOURCES

Have you applied for funding or received other grant funding for Acquisition for this project through another federal, state, regional, county, municipal, or other land acquisition program(s) or agency(s)?

YES NO

If yes, provide the name(s) of the agency(s) or land acquisition program(s) to which you have applied or received funding. Label Exhibit C2

- ❖ **Important note:**
- ❖ If the source of the Match is from a third party, provide documentation indicating source and amount. **(Label Exhibit C1).**
- ❖ If the source of the match is from another grant funding program or agency, provide the name of the agency(s) or program(s). **(Label Exhibit C2).**



ELIGIBILITY REQUIREMENTS:

Exhibit D

Willing Owner Letter & Ownership and Acquisition Plan

Willing Owner Letter(s): Exhibit D

- Letter from the owner(s) of each parcel(s), as identified in the Application on page 4, indicating their willingness to consider an offer.
- If a portion of the property is proposed for acquisition under a conservation easement, provide a letter from the owner stating their willingness to consider an offer for a sale of a conservation easement.
- If the Project Site is being acquired via less-than-fee or through a donation, the willing owner letter should state so clearly and should include a percentage and amount.

OWNERSHIP AND ACQUISITION PLAN

List all property owners and parcel tax identification numbers for all parcels. If the project has been Pre-acquired, provide the closing date and a copy of the signed closing statement on Exhibit E1.

An Acquisition Plan is required for project sites with multiple parcels or owners to identify the priority parcel(s) and the general acquisition order of other parcels to ensure that, in the event that all parcels cannot be acquired, the purposes of the project can be achieved.

List the specific order in which the parcels in the project will be acquired. Acquisition of the Project Site will begin with the priority 1 parcel(s). Parcels may be grouped by priority and more than one parcel may be categorized as priority 1, 2, 3, etc.

The use of *condemnation* or the *threat of condemnation* is not considered a Voluntarily-Negotiated Transaction. Parcels acquired under these conditions do not qualify for Acquisition or Reimbursement under the FCT program.

Requirement: Provide a willing owner letter for all parcels listed below (Exhibit D).

Priority	Owner's Name	Parcel Tax ID Number	Date of Closing
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Owner's Mailing Address	Phone
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Priority	Owner's Name	Parcel Tax ID Number	Date of Closing
----------	--------------	----------------------	-----------------

Owner's Mailing Address	Phone
-------------------------	-------

Priority	Owner's Name	Parcel Tax ID Number	Date of Closing
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PROJECT SUMMARY

FCT-5 (page 5)

On page 5 of the FCT Application:

- **provide a discussion of the purposes of the project**
- **existing and future uses**
- **existing and proposed physical improvements**
- **natural and historic resources**
- **resource protection and enhancement activities.**
- **include the size and proposed use of any existing or proposed buildings**
- **indicate if any easements, concessions, or leases exist or are proposed.**

The project summary is to be no more than one page



**RECAP
&
QUESTIONS?**



PROJECT EVALUATION CRITERIA: REQUIRED EXHIBITS

REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION

Each of the following exhibits is required to be submitted with the grant Application. Provide a label and tab for each exhibit and please ensure that all exhibits are legible and of an appropriate scale. If two or more exhibits are consolidated, make sure this is reflected on the exhibit label. If a specific exhibit is not applicable, include an exhibit page with a statement that it is "Not Applicable." Locate the exhibits behind the project evaluation criteria section of the Application.

Cover Letter – Front Cover, Required

A cover letter on local government or nonprofit letterhead signed by the appropriate official or administrator. The cover letter must include the following information:

1. Key contact person including contact number and email address.
2. The address and driving directions to the project site.
3. A statement binding the applicant to fulfill all the commitments made in the application.
4. Applicant's FEID Number.
5. Mailing Address for reimbursement; this address must match active account in My Florida Market Place. See <https://vendor.myfloridamarketplace.com/>.

Exhibits

A. Nonprofit Environmental Organization Status – Tab Exhibit A, if applicable

If the Applicant is a Non-profit Environmental Organization, provide evidence of status of the organization, including documentation from the Internal Revenue Service that the organization is recognized as a 501(c)(3) organization, a copy of the Bylaws, and a copy of the Articles of Incorporation. The required documentation is available online from the Department of State, Division of Corporations. See <http://dos.myflorida.com/sunbiz/>.

B. Nonprofit Environmental Organization Management Commitment - Tab Exhibit B, if applicable

1. If the Applicant is a Non-profit Environmental Organization which anticipates being designated as the management entity, the Non-profit Environmental Organization shall provide documentation that they have funds on hand, or letters of commitment to provide the funds prior to closing on the Project Site. The amount equal to ten percent of the Project Cost to be set aside as a management endowment fund for the Project Site. [Label Exhibit B1](#)
2. The Non-profit Environmental Organization shall provide a guaranty or pledge by a Local Government, the Water Management District, the Florida Division of Forestry, the Florida Fish and Wildlife Conservation Commission, or the Florida Department of Environmental Protection to act as a backup manager to take over the responsibility for management of the Project Site in the event the Non-profit Environmental Organization is unable to manage. [Label Exhibit B2](#)

C. Source of Match – Tab Exhibit C, if applicable

1. Third Party; Application question #10, page 3. [Label Exhibit C1](#)
2. Other Sources; Application question #11, page 3. [Label Exhibit C2](#)

D. Willing Owner Letter(s) – Tab Exhibit D, Required

Letter from the owner(s) of each parcel(s), as identified in the Application, indicating their willingness to consider an offer. If a portion of the property is proposed for acquisition under a conservation easement,

provide a letter from the owner stating their willingness to consider an offer for a sale of a conservation easement.

If the Project Site is being acquired via less-than-fee or through a donation, the willing owner letter should state so clearly and should include a percentage and amount.

E. Due Diligence Products – Tab Exhibit E, as applicable

1. Copy of all closing statements. [Label Exhibit E1](#)
2. Copy of all recorded deeds. [Label Exhibit E2](#)
3. Copy of all title insurance commitments, including supporting documents; and title insurance policies, including any endorsements. [Label Exhibit E3](#)
4. Copy of a Certified Survey for each parcel, dated within ninety (90) days of the date of acquisition of the parcel. [Label Exhibit E4](#). See <https://www.fsms.org/?page=ConsumerInfo>.
5. Copy of all appraisals (or two appraisals if the value is over \$1 million). Appraisals must be completed by a DEP Division of State Lands' approved appraiser. [Label Exhibit E5](#). The Approved Appraiser List can be found at <https://qlik.dep.state.fl.us/anon/sense/app/b8065621-0e91-45a4-aa36-d1e9da42abda/sheet/e8e3c2c9-6713-47d0-a7cd-8ac15d76a605/state/analysis>.
6. Copy of an environmental site assessment of the parcel certified to the Recipient, dated within ninety (90) days of the date of acquisition of the parcel. [Label Exhibit E6](#)
7. Provide a statement that neither condemnation nor the threat of condemnation was used in the purchase of the property. [Label Exhibit E7](#)

F. General Criteria (Land Use and Zoning) – Tab Exhibit F, Required

1. Provide a letter from the local government planning department stating that the Project Site has not been the subject of a land use or zoning change that would allow an increase of either allowable density or intensity within the last three (3) years prior to the application deadline. [Label Exhibit F1](#)
2. A letter from the local planning department that verifies the proposed uses of the Project Site are in compliance with the future land use designation and local zoning regulations. [Label Exhibit F2](#)
3. Identify the project number of the previously funded FCT project and describe the phased nature of the project. Provide an exhibit that shows the Project Site and the parcel(s) that were previously acquired with FCT funds. Indicate parcels on Conceptual Site Plan to include FCT project number. [Label Exhibit F3](#)

G. Conceptual Site Plan – Tab Exhibit G, Required

1. Physical improvements map of an appropriate scale that clearly delineates all existing physical improvements, alterations, or disturbances occurring on the Project Site; including but not limited to all cleared areas, buildings, roads, fences, docks, power lines, billboards, boat ramps, parking areas and known easements and rights-of-ways, and the approximate acreage of the foregoing. [Label Exhibit G1](#) - Map may be as large as necessary. Include following elements:
 - Approximate location of all proposed facilities and improvements. Clearly indicate as proposed improvements.
 - Approximate location of connections indicated under (2) OUTDOOR RECREATION, NATURAL AND CULTURAL RESOURCES SECTION (b) Connectivity, as applicable. Label as indicated. (e.g. Exhibit K1, K2, etc.)
 - Approximate location of elements indicated under (3) COMMUNITY PLANNING SECTION (a) Comprehensive Plan Implementation, as applicable. Label as indicated. (e.g. Exhibit Q3, Q5, etc.)

2. Aerial photograph (1 inch = 2,000 feet or greater detail) with the Project Site boundary clearly delineated. Maximum size 11x17. [Label Exhibit G2](#)
3. United States Geological Survey 7 1/2-minute quadrangle map with the boundary of the Project Site clearly delineated. Maximum size 11x17. [Label Exhibit G3](#)
4. A map that identifies lands within a three-mile radius of the Project Site that are used for natural resource conservation and Outdoor Recreation, such as parks, preserves, wildlife management areas, Greenways, recreational Trail Systems, etc. Clearly delineate the location of the Project Site on the map. [Label Exhibit G4](#)
5. County Property Appraiser's Tax Map – Clearly delineate the Project Site boundary, easements, access points, and names of property owners, parcel tax identification numbers, road names and ownership boundaries using an appropriate scale. [Label Exhibit G5, Required](#)

H. Future Land Use – Tab Exhibit H, Required

1. Provide a map covering the Project Site and surrounding area that indicates future land use designations and clearly delineates the Project Site boundaries. Indicate the designated Urban Service Area, if applicable. If the Future Land Use Map is color, please provide a color copy with the application. [Label Exhibit H1](#)
2. Provide a copy of the future land use map that clearly identifies the Project Site, an aerial photograph of the Project Site and the surrounding area, and photographs of the surrounding built-up commercial or industrial area. On either the future land use map or the aerial photograph, include a scale that clearly shows that the Project Site is within one half mile of built-up commercial or industrial Urban Area. [Label Exhibit H2](#)
3. A letter from the local planning department that verifies the proposed uses of the Project Site are in compliance with the future land use designation and local zoning regulations. [Label Exhibit H3](#)

I. Connectivity – Tab Exhibit I, if applicable

Submit one map showing the following elements, if applicable:

1. Show on the map the connection to a sidewalk network area. Also, submit pictures of the existing sidewalk or a letter from local government confirming that has proposed sidewalk that will be constructed within 5 years of the acquisition of the Project Site. [Label Exhibit I1](#)
2. Show on the map or aerial photograph the publicly owned infrastructure facility and submit photograph of the facility. [Label Exhibit I2](#)
3. Show on the map the adjacent, publicly owned conservation or recreation lands and submit photos. [Label Exhibit I3](#)
4. Show on the map the adjacent publicly-owned lands and the trail system on those lands and identify the location of the Project Site. [Label Exhibit I4](#)
5. Show on the map the local, regional or statewide Ecological Corridor and its relationship to the Project Site. [Label Exhibit I5](#)
6. Show on the map of the State Designated Paddling Trail and identify the location of the Project Site. Provide documentation (letter from OGT) that the trail has been designated by the Office of Greenways and Trails (OGT). [Label Exhibit I6](#)

Above connections must be referenced on Site Plan (Exhibit G). Indicate locations on Site Plan as J1, J2, etc. Please title and clearly label each photograph per each criterion.

J. Photographs – Tab Exhibit J, Required

Ensure all photographs are include in Exhibit J and properly labeled.

*It is not enough to simply check “Yes”
To receive points, you MUST include backup documentation.*



PROJECT EVALUATION CRITERIA:

Application Development Resources Page

Includes Additional Information:

- Community Redevelopment Areas
- Division of Historic Resources
- Rural Area of Critical Concern
- Growth Rates (Population Studies)

Land and Recreation Grants Program Quick Links

[Staff Contacts](#)

[Stan Mayfield Working Waterfronts Capital Outlay Grant Program \(SMWWCO\)](#)

[Florida Communities Trust \(FCT\)](#)

[Florida Recreation Development Assistance Program \(FRDAP\)](#)

[Land and Water Conservation Fund Program \(LWCF\)](#)

[Outdoor Recreation Legacy Partnership Grants Program \(ORLP\)](#)

[Readiness and Recreation Initiative \(LWCF + REPI\)](#)

[Recreational Trails Program \(RTP\)](#)

[Sustainable Initiatives Programs](#)

[Additional Funding Resources](#)

[All Land and Recreation Grants Program Content](#)

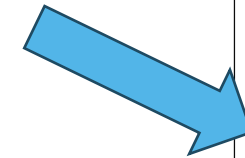


FLORIDA COMMUNITIES TRUST

Parks and Open Space Florida Forever Grant Program

2024-25 Grant Submission Cycle and Webinar

Application Webinar	Grant Submission Cycle	Application Materials
Register for the October 29, 2024, 10 a.m. ET	November 1, 2024 - January 15, 2025	<ul style="list-style-type: none"> • Application Instructions • Application Form <ul style="list-style-type: none"> ◦ (Word Version) ◦ (PDF Version) • Application Development Resources



The preservation of green space, including parks, open space, beaches and natural areas, is an important factor in creating livable communities. In 1989, the Florida Communities Trust was created to meet this need. The Trust was funded through the Preservation 2000 bond program until the Florida Forever program was approved by the Florida Legislature in 1999.



PROJECT EVALUATION CRITERIA:

Awarding of Points:

- **All or none, No partial scores**
- **Check either “Yes” or “No”, Blank answers are not counted**
- **No support documentation = No points awarded**
- **Partial support documentation = No points awarded**
- **Instructions not followed = No points awarded**

There is no deficiency period for this program.



Exhibit J: PHOTOGRAPHS

Photographs are required as backup to some criteria throughout the application. Please ensure each photograph is labelled appropriately.

J. Photographs – Tab Exhibit J, Required

Ensure all photographs are include in Exhibit J and properly labeled.

Form FCT-5 (Effective 02-08-10)

Page 25

Provide one set of labeled photographs of the Project Site, to be included in the original Application that documents on-site features including existing structures, disturbed areas, Natural Communities, and historical or archaeological features. Include a legend that identifies the site location and subject matter of each photograph. Provide sufficient photographs to support all application responses. Consider providing at least 12 photographs for small projects and 24 photographs for medium and large projects. Please provide photographs of all existing structures or facilities, sidewalks, trail connections, disturbed areas, upland/wetland planting areas, etc. When providing photographs for certain criteria please label as such (i.e. J1, B2, etc.).



Exhibit G: CONCEPTUAL SITE PLAN

Should clearly reflect:

- **Project Boundary**
- **Site Name**
- **Address**
- **Legend**
- **Colors – Clearly label each facility**
- **Easements**

Each plan should be up to 11”x17” and be LEGIBLE!

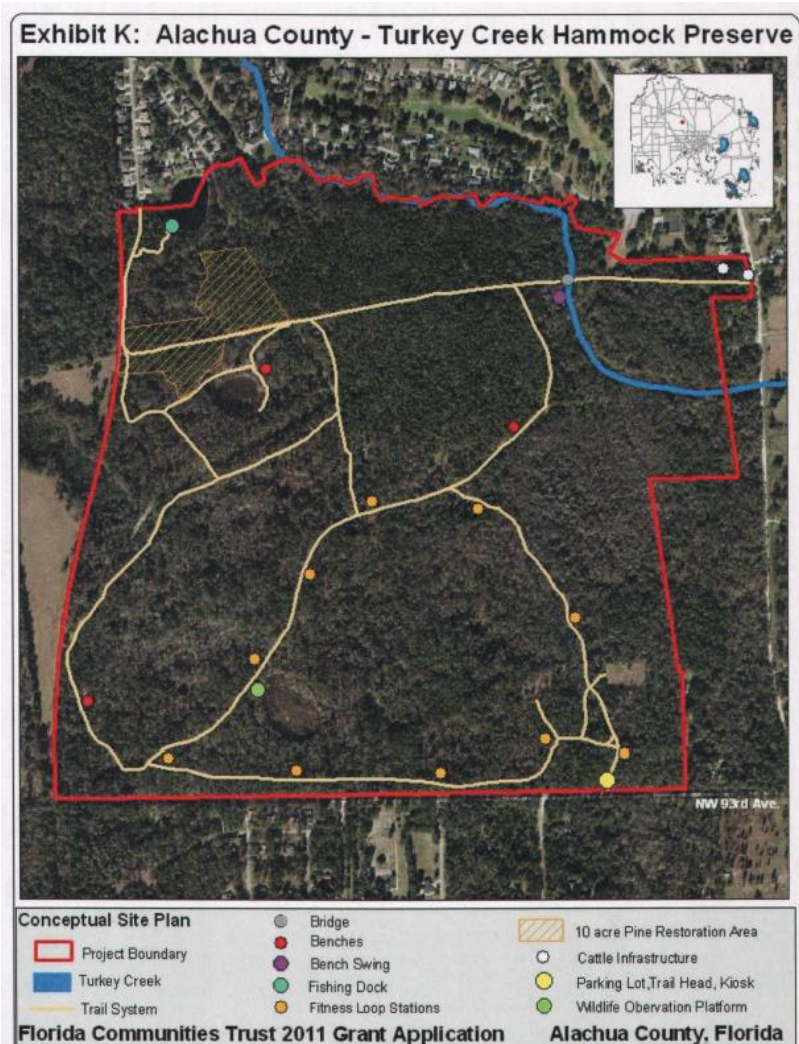
G. Conceptual Site Plan – Tab Exhibit G, Required

1. Physical improvements map of an appropriate scale that clearly delineates all existing physical improvements, alterations, or disturbances occurring on the Project Site; including but not limited to all cleared areas, buildings, roads, fences, docks, power lines, billboards, boat ramps, parking areas and known easements and rights-of-ways, and the approximate acreage of the foregoing. Label Exhibit G1 - Map may be as large as necessary. Include following elements:
 - Approximate location of all proposed facilities and improvements. Clearly indicate as proposed improvements.
 - Approximate location of connections indicated under (2) OUTDOOR RECREATION, NATURAL AND CULTURAL RESOURCES SECTION (b) Connectivity, as applicable. Label as indicated. (e.g. Exhibit K1, K2, etc.)
 - Approximate location of elements indicated under (3) COMMUNITY PLANNING SECTION (a) Comprehensive Plan Implementation, as applicable. Label as indicated. (e.g. Exhibit Q3, Q5, etc.)

2. Aerial photograph (1 inch = 2,000 feet or greater detail) with the Project Site boundary clearly delineated. Maximum size 11x17. Label Exhibit G2
3. United States Geological Survey 7 1/2-minute quadrangle map with the boundary of the Project Site clearly delineated. Maximum size 11x17. Label Exhibit G3
4. A map that identifies lands within a three-mile radius of the Project Site that are used for natural resource conservation and Outdoor Recreation, such as parks, preserves, wildlife management areas, Greenways, recreational Trail Systems, etc. Clearly delineate the location of the Project Site on the map. Label Exhibit G4
5. County Property Appraiser's Tax Map – Clearly delineate the Project Site boundary, easements, access points, and names of property owners, parcel tax identification numbers, road names and ownership boundaries using an appropriate scale. Label Exhibit G5, Required



Exhibit G: CONCEPTUAL SITE PLAN LEGAL PHYSICAL ACCESS



This is a good Conceptual Site Plan because:

- It's labeled appropriately
- Project boundary is clearly shown
- The legend is well done
- The color scheme is easy to follow
- It shows public access points: "Trail System, Parking lot, Trail Head"



**RECAP
&
QUESTIONS?**



CONTACT INFORMATION

Main Phone Line: (850) 245-2501

Main Email: FloridaCommunitiesTrust@floridadep.gov

FCT Planners:

Planner Vacant – Pending Assignment – Contact Shauna Allen

Counties: *Alachua, Baker, Bay, Bradford, Calhoun, Clay, Columbia, Dixie, Duval, Escambia, Flagler, Franklin, Gadsden, Gilchrist, Gulf, Hamilton, Holmes, Jackson, Jefferson, Lafayette, Lake, Leon, Levy, Liberty, Madison, Nassau, Okaloosa, Polk, Putnam, Santa Rosa, St. Johns, Suwannee, Taylor, Union, Volusia, Wakulla, Walton and Washington*

Melanie Orozco – Melanie.Orozco@floridadep.gov

Counties: *Charlotte, Citrus, Collier, DeSoto, Glades, Hardee, Hendry, Hernando, Highlands, Hillsborough, Lee, Manatee, Marion, Miami-Dade, Monroe, Pasco, Pinellas, Sarasota and Sumter*

Planner Vacant – Pending Assignment – Contact

Counties: *Brevard, Broward, Indian River, Martin, Okeechobee, Orange, Osceola, Palm Beach, Seminole and St. Lucie*

Land & Recreation Grants Management and Legal Counsel:

- **Linda Reeves**, Community Program Manager – Linda.Reeves@floridadep.gov
- **Shauna Allen**, OMC Manager – Shauna.R.Allen@floridadep.gov
- **Patricia Henry**, Program Attorney – Patricia.Henry@floridadep.gov



CONTACT INFORMATION



FCT

For more information, please visit
the Florida Communities Trust website at:
<https://floridadep.gov/lands/land-and-recreation-grants/content/parks-and-open-space-florida-forever-grant-program>



THANK YOU

Florida Communities Trust

Division of State Lands / Parks and Open Space
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