



ATTACHMENT B
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM
COMMENCEMENT DOCUMENTATION CHECKLIST

Required Signatures: **No Signature**

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

DEVELOPMENT COMMENCEMENT DOCUMENTATION

1. Commencement Certification (**Form DRP-108**)
2. A 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. (Site plan cannot be any larger than 11x17 or 14x17)**
3. A boundary survey of the project site, dated within the last three years if the original boundary has changed, 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. (**Survey cannot be any larger than 11x17 or 14x17**)
4. The results of a title search **and** the 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. Ownership and Encumbrance (O&E) Reports are also not sufficient title documentation under the grant program.**
5. If land will be used as a match, send either a copy of the taxed assessed value or a complete appraisal (prepared in accordance with The Uniform Standards of Professional Appraisal Practices), 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 application 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). (Approved list can be found at: <https://floridadep.gov/sites/default/files/Current%20Approved%20Appraiser%20List.pdf> or call 850-245-2555). (1 Copy)**
6. DEP Budget-Cost Analysis Form (**Form DEP 55-229**).
7. Certificate of Insurance Form and Certificate of Coverage from insurer **or** if self-insured, an official letter, on letterhead, attesting the to the insurance (**Form DRP-127**).

ACQUISITION COMMENCEMENT DOCUMENTATION

1. An appraisal prepared in accordance with The Uniform Standards of Professional Practices, supporting fair market value of land to be acquired. 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(s) shall be dated no earlier than (6) months prior to the closing date of the application 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), (Approved list can be found at: <https://floridadep.gov/sites/default/files/Current%20Approved%20Appraiser%20List.pdf> or call 850-245-2555).**
2. 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. **(Survey cannot be any larger than 11x17 or 14x17)**
3. The results of a title search **and** the 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. Ownership and Encumbrance (O&E) Reports are also not sufficient title documentation under the grant program.**
4. DEP Budget-Cost Analysis Form **(Form DEP 55-229)**.
5. Development timeline.
6. Proposed Scope of Work for development.

Forms may be found at our website: <https://floridadep.gov/lands/land-and-recreation-grants/content/frdap-assistance>