



Florida Department of Environmental Protection  
Florida Recreation Development Assistance Program

Commencement Documentation Checklist

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. (Site plan cannot be any larger than 11X14 or 14X17) (2 copies)**
- \_\_\_2. Commencement Certification (**Form Attached – OoO-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. (**Survey cannot be any larger than 11X14 or 14X17) (2 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 (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: [www.dep.state.fl.us/lands/appraisal\\_list.htm](http://www.dep.state.fl.us/lands/appraisal_list.htm) or call 850-245-2658) (1 copy)**

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 \$1,000,000 or less in appraised value, one appraisal is required. If the property exceeds \$1,000,000 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: [www.dep.state.fl.us/lands/appraisal\\_list.htm](http://www.dep.state.fl.us/lands/appraisal_list.htm) or call 850-245-2658) (1 copy)**
- \_\_\_2. A boundary survey of the project site must include 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 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 11X14 or 14X17) (2 copies)**
- \_\_\_3. 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.**

Forms may be found at our website: [www.dep.state.fl.us/parks/oirs](http://www.dep.state.fl.us/parks/oirs)