

**SUBLEASE APPLICATION**  
**BOARD OF TRUSTEES OF THE INTERNAL IMPROVEMENT TRUST FUND**  
**OF THE STATE OF FLORIDA**

This application is to be used in order to apply for sublease interest in land, title to which is vested in the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida (Board of Trustees). If you have any questions, after reading this application form, you may call (850) 245-2720 for assistance. **Mail application to: Department of Environmental Protection, Division of State Lands, Bureau of Public Land Administration, 3800 Commonwealth Boulevard, Tallahassee, Florida 32399-3000, MS 130.**

**SPECIAL NOTE TO ALL APPLICANTS: SUBMITTAL OF A COMPLETE APPLICATION SHALL NOT OPERATE TO CREATE ANY RIGHTS OR CONSTITUTE ANY GROUNDS FOR THE DEPARTMENT TO RECOMMEND APPROVAL OF ANY SUBLEASE. THE BOARD OF TRUSTEES HAS THE AUTHORITY AND RESERVES THE RIGHT TO DENY ANY SUBLEASE APPLICATION. ALL COSTS INCURRED BY APPLICANTS COMPLYING WITH THE REQUIREMENTS OF THIS APPLICATION SHALL BE AT THEIR OWN RISK. COSTS ASSOCIATED WITH OBTAINING A SUBLEASE ARE NON-REFUNDABLE AND SHALL BE ASSUMED BY THE APPLICANT INCLUDING, BUT NOT LIMITED TO, ALL APPRAISALS, ALL SURVEYS, ALL TITLE SEARCHES, AND ALL RECORDING FEES.**

**PRIOR TO COMPLETING THE APPLICATION, PLEASE BE ADVISED THAT:**

Any application to use state land which would result in significant adverse impact to state land or associated resources shall not be approved unless the applicant demonstrates there is no other alternative and proposes compensation or mitigation acceptable to the Board of Trustees pursuant to paragraph 18-2.018(2)(i), Florida Administrative Code. Any requested use of state land which has been acquired for a specific purpose, such as conservation and recreation lands, shall be consistent with the original specified purpose for acquiring such land pursuant to paragraph 18-2.018(2)(c), Florida Administrative Code. Applicants applying for a sublease across state land which is managed for the conservation and protection of natural resources shall be required to provide net positive benefit pursuant to subsection 18-2.017(39), Florida Administrative Code, if the proposed sublease is approved.

<b>Type of Sublease:</b> <input type="checkbox"/> Private <input type="checkbox"/> Federal, Regional or Local Agency <input type="checkbox"/> State Agency	
<b>Applicant Information:</b>	
Name: _____	Home Phone: _____
Mailing Address: _____	Work Phone: _____
City: _____ State: _____ Zip: _____	Fax Number: _____
Email Address: _____	
<b>Representative Information: Only complete if someone will be handling this transaction on your behalf.</b>	
Name: _____	Home Phone: _____
Mailing Address: _____	Work Phone: _____
City: _____ State: _____ Zip: _____	Fax Number: _____
Email Address: _____	
<b>Property Information:</b>	
County: _____	Property Appraiser's Parcel Number: _____
Section: _____ Township: _____ Range: _____ Zoning Designation: _____	
Intended Use of Property: _____	
<b>Include the Following with the Application: Please check all that are included</b>	
<input type="checkbox"/> <b>(Private Sublease Only)</b> A check in the amount of \$300 made payable to the Department of Environmental Protection. This fee is non-refundable.	
<input type="checkbox"/> <b>(Private Sublease Only)</b> A written commitment to pay a sublease fee based on one of the following: (1) appraised market value, (2) negotiated value or (3) competitive bid.	
<input type="checkbox"/> <b>(Local Governments Only)</b> A formal resolution adopted by the Board of County/City Commissioners requesting the proposed sublease.	
<input type="checkbox"/> Recent aerial photograph with the boundaries of proposed sublease area identified.	
<input type="checkbox"/> A statement describing the public benefits that will occur as a result of the proposed sublease.	
<input type="checkbox"/> A letter from the applicable local planning agency stating that the proposed sublease is consistent with the local government comprehensive plan adopted pursuant to section 163-3167, Florida Statutes.	
<input type="checkbox"/> A county tax map identifying the parcel proposed for sublease.	
<input type="checkbox"/> Two prints of a certified survey of the sublease area meeting the minimum technical standards of Chapter 61G17-6 Florida Administrative Code, which contain the boundaries, legal descriptions, and acreage of the property.	
<input type="checkbox"/> A statement from the managing agency approving the sublease and how the sublease conforms to the management plan when the sublease application involves state land that is under lease, sublease, easement, or management agreement.	
<input type="checkbox"/> Applications for subleases across state land shall include a statement of intended use which shall include, at a minimum, the following:	
<ol style="list-style-type: none"> <li>1. The requested term for the proposed sublease which shall not be greater than is necessary to provide for the reasonable use of the state land.</li> <li>2. The need for the proposed sublease and written evidence that all other alternatives to the use of state lands have been denied.</li> <li>3. Projected revenue to be generated from the use of state lands.</li> <li>4. Whether the intended use is public or private and the extent of public access for such use.</li> <li>5. A description of the type of facility proposed for the sublease area.</li> </ol>	
<b>***General Information:</b> The granting or approval of a sublease that will negatively affect the Board of Trustees' ability to manage uplands in a manner that achieves maximum public benefit will be discouraged pursuant to Chapter 18-2, Florida Administrative Code. The successful sublessee shall assume all liability for the property covered by the sublease.	