

Management Plan Compliance Checklist - Natural Resource Lands	
Requirements	Page Numbers
18-2.021 Acquisition and Restoration Council.	
1. Executive Summary (Example #1) This should be included in the packet and should be the first page.	
Management Plans. Plans submitted to the division for ARC review under the requirements of Section 253.034 F.S. should be in a form and manner prescribed by rule by the board and in accordance with the provisions of S. 259.032 and should contain where applicable to the management of resources the following:	
2. The common name of the property.	
3. A map showing the location and boundaries of the property plus any structures or improvements to the property. (Example #2)	
4. The legal description and acreage of the property.	
5. The degree of title interest held by the Board, including reservations and encumbrances such as leases.	
6. The land acquisition program, if any, under which the property was acquired.	
7. The designated single use or multiple use management for the property, including other managing agencies.	
8. Proximity of property to other significant State/local/federal land or water resources. (Example #3) May be included in the map in item #2.	
9. A statement as to whether the property is within an Aquatic Preserve or a designated Area of Critical State Concern or an area under study for such designation. If yes, make sure appropriate managing agencies are notified of the plan.	
10. The location and description of known and reasonably identifiable renewable and non-renewable resources of the property including, but not limited to, the following:	
A. Brief description of soil types, using U. S. D. A. maps when available;	
B. Archaeological and historical resources*;	
C. Water resources including the water quality classification for each water body and the identification of any such water body that is designated as an Outstanding Florida Waters;	
D. Fish and wildlife and their habitat;	
E. State and federally listed endangered or threatened species and their habitat;	
F. Beaches and dunes;	
G. Swamps, marshes and other wetlands;	
H. Mineral resources, such as oil, gas and phosphate;	
I. Unique natural features, such as coral reefs, natural springs, caverns, large sinkholes, virgin timber stands, scenic vistas, and natural rivers and streams; and	
J. Outstanding native landscapes containing relatively unaltered flora, fauna, and geological conditions.	
11. A description of actions the agency plans, to locate and identify unknown resources such as surveys of unknown archeological and historical resources.	
12. The identification of resources on the property that are listed in the Florida Natural Areas Inventory. <i>Include letter from FNAI or consultant, where appropriate.</i>	
13. A description of past uses, including any unauthorized uses of the property. (Example #4)	
14. A detailed description of existing and planned use(s) of the property. (Example #5)	
15. A description of alternative or multiple uses of the property considered by the managing agency and an explanation of why such uses were not adopted.	
16. A detailed assessment of the impact of planned uses on the renewable and non-renewable resources of the property and a detailed description of the specific actions that will be taken to protect, enhance and conserve these resources and to mitigate damage caused by such uses.	
17. A description of management needs and problems for the property.	
18. Identification of adjacent land uses that conflict with the planned use of the property, if any.	
19. A description of legislative or executive directives that constrain the use of such property.	
20. A finding regarding whether each planned use complies with the State Lands Management Plan adopted by the Trustees on March 17, 1981, and incorporated herein by reference, particularly whether such uses represent "balanced public utilization", specific agency statutory authority, and other legislative or executive constraints.	
21. An assessment as to whether the property, or any portion, should be declared surplus.	
22. Identification of other parcels of land within or immediately adjacent to the property that should be purchased because they are essential to management of the property. Clearly defined map of parcels can be used.	
23. A description of the management responsibilities of each agency and how such responsibilities will be coordinated, including a provision that requires that the managing agency consult with the Division of Archives, History and Records Management before taking actions that may adversely affect archaeological or historic resources. (Example #6)	
24. A statement concerning the extent of public involvement and local government participation in the development of the plan, if any, including a summary of comments and concerns expressed. (Example #7)	
Additional Requirements—Per Trustees	

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25. Letter of Compliance of the management plan with the Local Government Comprehensive Plan. Letter from local government saying that the plan is in compliance with local government's comprehensive plan.	
253.034 State-Owned Lands; Uses. —Each entity managing conservation lands shall submit to the Division of State Lands a land management plan at least every 10 years in a form and manner prescribed by rule by the Board.	
26. All management plans, whether for single-use or multiple-use properties, shall specifically describe how the managing entity plans to identify, locate, protect and preserve, or otherwise use fragile nonrenewable resources, such as archaeological and historic sites, as well as other fragile resources, including endangered plant and animal species.	
27. The management plan shall provide for the conservation of soil and water resources and for the control and prevention of soil erosion.	
28. Land management plans submitted by an entity shall include reference to appropriate statutory authority for such use or uses and shall conform to the appropriate policies and guidelines of the state land management plan.	
29. All land management plans for parcels larger than 1,000 acres shall contain an analysis of the multiple-use potential of the parcel, which analysis shall include the potential of the parcel to generate revenues to enhance the management of the parcel.	
30. Additionally, the land management plan shall contain an analysis of the potential use of private managers to facilitate the restoration or management of these lands.	
31. A physical description of the land.	
32. A desired outcome	
33. A quantitative data description of the land which includes an inventory of forest and other natural resources; exotic and invasive plants; hydrological features; infrastructure, including recreational facilities; and other significant land, cultural, or historical features.	
34. A detailed description of each short-term and long-term land management goal, the associated measurable objectives, and the related activities that are to be performed to meet the land management objectives. Each land management objective must be addressed by the land management plan, and where practicable, no land management objective shall be performed to the detriment of the other land management activities.	
35. A schedule of land management activities which contains short-term and long-term land management goals and the related measurable objectives and activities. The schedule shall include for each activity a timeline for completion, quantitative measures, and detailed expense and manpower budgets. The schedule shall provide a management tool that facilitates development of performance measures.	
36. A summary budget for the scheduled land management activities of the land management plan. For state lands containing or anticipated to contain imperiled species habitat, the summary budget shall include any fees anticipated from public or private entities for projects to offset adverse impacts to imperiled species or such habitats, which fees shall be used solely to restore, manage, enhance, repopulate, or acquire imperiled species habitat. The summary budget shall be prepared in such a manner that it facilitates computing an aggregate of land management costs for all state-managed lands using the categories described in s. 259.037(3).	
37. Each management plan shall describe both short-term and long-term management goals, and include measurable objectives to achieve those goals. <i>Short-term and long-term management goals shall include measurable objectives for the following, as appropriate:</i>	
(A) <i>Habitat restoration and improvement;</i>	
(B) <i>Public access and recreational opportunities;</i>	
(C) <i>Hydrological preservation and restoration;</i>	
(D) <i>Sustainable forest management;</i>	
(E) <i>Exotic and invasive species maintenance and control;</i>	
(F) <i>Capital facilities and infrastructure;</i>	
(G) <i>Cultural and historical resources;</i>	
(H) <i>Imperiled species habitat maintenance, enhancement, restoration, or population restoration</i>	
253.036 Forest Management. —	
38. For all land management plans for parcels larger than 1,000 acres, the lead agency shall prepare the analysis, which shall contain a component or section prepared by a qualified professional forester which assesses the feasibility of managing timber resources on the parcel for resource conservation and revenue generation purposes through a stewardship ethic that embraces sustainable forest management practices if the lead management agency determines that the timber resource management is not in conflict with the primary management objectives of the parcel. (Example #8)	

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259.032 Conservation And Recreation Lands Trust Fund; Purpose. —	
(10)(a) State, regional or local governmental agencies or private entities designated to manage lands under this section shall develop and adopt, with the approval of the Board of Trustees, an individual management plan for each project designed to conserve and protect such lands and their associated natural resources. Private sector involvement in management plan development may be used to expedite the planning process.	
39. Individual management plans required by s. 259.032(10)(b), for parcels over 160 acres, shall be developed with input from an advisory group - Management plan should list advisory group members and affiliations.	
40. The advisory group shall conduct at least one public hearing in each county in which the parcel or project is located. Managing agency should provide DSL/OES with documentation showing date and location of public hearing.	
41. Notice of such public hearing shall be posted on the parcel or project designated for management, advertised in a paper of general circulation, and announced at a scheduled meeting of the local governing body before the actual public hearing. Managing agency should provide DSL/OES with copy of notice.	
42. The management prospectus required pursuant to 259.032 (9)(d) shall be available to the public for a period of 30 days prior to the public hearing.	
43. Summary of Advisory Group Meeting should be provided to DSL/OES.	
44. Individual management plans shall conform to the appropriate policies and guidelines of the state land management plan and shall include, but not be limited to:	
A. A statement of the purpose for which the lands were acquired, the projected use or uses as defined in s. 253.034, and the statutory authority for such use or uses.	
B. Key management activities necessary to achieve the desired outcomes, including, but not limited to, providing public access , preserving and protecting natural resources, protecting cultural and historical resources , restoring habitat, protecting threatened and endangered species , controlling the spread of nonnative plants and animals, performing prescribed fire activities, and other appropriate resource management activities.	
C. A specific description of how the managing agency plans to identify, locate, protect, and preserve, or otherwise use fragile, nonrenewable natural and cultural resources.	
D. A priority schedule for conducting management activities, based on the purposes for which the lands were acquired. (Example #10) The schedule must include a goal, an objective, and a time frame for completion.	
E. A cost estimate for conducting priority management activities, to include recommendations for cost-effective methods of accomplishing those activities. <i>Using categories as adopted pursuant to 259.037, F.S., is suggested. These are: (1) Resource Management; (2) Administration; (3) Support; (4) Capital Improvements; (5) Visitor Services/Recreation; and (6) Law Enforcement.</i>	
F. A cost estimate for conducting other management activities which would enhance the natural resource value or public recreation value for which the lands were acquired. The cost estimate shall include recommendations for cost-effective methods of accomplishing those activities. <i>Using categories as adopted pursuant to 259.037, F.S., is suggested. These are: (1) Resource Management; (2) Administration; (3) Support; (4) Capital Improvements; (5) Visitor Services/Recreation; and (6) Law Enforcement.</i> (Example #10) Include approximate monetary cost and cost effective methods. Can be placed in the appendix.	
45. A determination of the public uses and public access that would be consistent with the purposes for which the lands were acquired.	
259.036 Management Review Teams.—	
46. The managing agency shall consider the findings and recommendations of the land management review team in finalizing the required 10-year update of its management plan. Can be addressed in the body of the plan or addressed in an appendix. If not in agreement, the managing agency should reply in a statement in the appendix.	
Other Requirements	
47. This checklist table at front of plan (pursuant to request of ARC and consensus agreement of managing agencies.)	
48. Accomplishments (implementation) from last plan (format variable by agency)	
49. FNAI-based natural community maps (may differ from FNAI in some cases)	
50. Fire management plans (either by inclusion or reference)(259.032)	
51. A statement regarding incompatible uses [ref. Ch. 253.034 (9)]	
52. Cultural resources, including maps of all sites <u>except Native American sites*</u>	
53. Arthropod control plan	