

**UPLAND LEASE 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 a lease of 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). Do not use this application form when applying for an Agriculture, Grazing, or Oil, Gas and Mineral lease from the 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 LEASE. THE BOARD OF TRUSTEES HAS THE AUTHORITY AND RESERVES THE RIGHT TO DENY ANY LEASE APPLICATION. ALL COSTS INCURRED BY APPLICANTS COMPLYING WITH THE REQUIREMENTS OF THIS APPLICATION SHALL BE AT THEIR OWN RISK. COSTS ASSOCIATED WITH OBTAINING A LEASE 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 lease across state land which is managed for the conservation and protection of natural resources shall be required to provide net positive benefit as defined in 18-2.017(38), Florida Administrative Code, if the proposed lease is approved. Before a parcel of state land is leased to a regional, local, or federal agency or private party it shall be offered first to state agencies for maximum public benefit and use in accordance with paragraph 18-2.019(5)(a), Florida Administrative Code.

<b>Type of Lease:</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 Leases 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 Leases Only)</b> a written commitment to pay a lease fee based on the appraised market value of the proposed lease.	
<input type="checkbox"/> <b>(Private Leases Only)</b> Names and addresses, as shown on the latest county tax assessment roll, of all property owners lying within a 500-foot radius of the state land proposed for lease, certified by the county property appraiser.	
<input type="checkbox"/> <b>(Local Governments Only)</b> a formal resolution adopted by the Board of County/City Commissioners requesting the proposed lease.	
<input type="checkbox"/> Recent aerial photograph with the boundaries of proposed lease area identified.	
<input type="checkbox"/> A statement describing the need and proposed use or development plans for the state land proposed for lease.	
<input type="checkbox"/> A letter from the applicable local planning agency stating that the proposed lease 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 surplus parcel proposed for sale.	
<input type="checkbox"/> Two prints of a certified survey, of the property 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 of written approval from the managing agency along with a statement from the managing agency describing how the proposed lease conforms with the management plan when the lease application involves state land which is under lease, sublease, easement, or management agreement.	
<input type="checkbox"/> A statement describing the public benefits that will occur as a result of the proposed lease; how the lease will impact local resources and the general public; and how the proposed lease of state land will not be contrary to the public interest.	
<input type="checkbox"/> Applications for easements across state land shall include a statement of intended use, which shall include, at a minimum, the following:	
1. Projected revenue to be generated from the use of the state land.	
2. Whether the intended use is public or private and the extent of public access for such use.	
3. A description of the type of facility proposed for the lease area (e.g. road, overhead utility, pipes, etc.)	
<b>***General Information:</b> Private leases shall be awarded on the basis of competitive bidding rather than negotiation unless negotiation is determined by the Board of Trustees to be in the public interest, pursuant to paragraph 18-2.018(2)(i), Florida Administrative Code. The successful lessee shall assume all liability for the lease property.	