

**Acquisition Process Information System (APIS)
Florida Forever Online Application
Applicant Instructions and Checklist**



DEP recommends using this checklist and drafting and saving all or portions of the required information for this application prior to accessing the online application portal. If you have questions or need assistance, contact the Florida Forever program at FloridaForever@FloridaDEP.gov or 850-245-2555.

Step 1
General

- Application Type – select New or Boundary Amendment*.
 - If New, enter the project name.
 - If Boundary Amendment, then select Project Name for the current Florida Forever project proposed for amendment using the dropdown. If the project name is not listed or you are unsure, refer to the index of current [Florida Forever project descriptions](#).

**To qualify as a Boundary Amendment, the proposal must not exceed 1,000 acres or 10% of the Florida Forever project being proposed for amendment and have a tax assessed value of less than \$2 million.*

- Applicant Type – select Landowner or Representative on behalf of Landowner.

Applicant section

- Applicant Name – enter first and last name.
- Applicant Mailing Address 1 - enter primary mailing address.
- City - select applicant city from the dropdown.
- State – defaults to Florida; change using the dropdown if needed.
- Zip – select applicant zip code from the dropdown.
- Applicant Primary Phone – enter primary phone number.
- Applicant Email – enter preferred email.

Project Information

- Property Name – enter parcel/property name (e.g., Smith property).
- Acres – enter total acres proposed (e.g., 125.78).
- Parcel IDs – Using the + at the bottom of the table, enter the parcel ID according the county property tax appraiser records. Use the + to add additional parcel information as needed.
 - Parcel ID – enter alpha numeric text only (no dashes).
 - Acres – enter acres for the parcel ID entered per the property appraiser records.
 - Tax Assessed Value – enter the tax assessed value listed for the most recent year according to the property appraiser records.
 - Submit to enter and save record.
- Counties - Using the + at the bottom of the table, enter county where the project is located. Use the + to add additional counties as needed.

Centerpoint

- Enter latitude and longitude for the centerpoint of the project, or
- Click on the map marker icon under Latitude which will open in a new window.



- Locate on the map the proposed project/parcels and drop your cursor/click in the middle of the property.
- The lat/long field will auto-populate the information in the application.
- Select the + to the right of the longitude field to add additional lat/long for the project.
- Go to the next page -> (this will save the information)

Step 2

Sponsor-Owner

Sponsor

- Below the Sponsor data box, select the button to “Add Sponsor”
- A new window “Add predefined sponsor” will open.
- To find the project sponsor already entered into the system, type an organization name, office location, or contact name in the search fields at the top of each column.
- Typing in any of the fields will auto-populate the name if predefined in the system (e.g., typing “fish” in organization search field will result in Fish and Wildlife Conservation Commission).
- Click the box on the left of the entry to select project sponsor from existing database entries.
- Indicate if the sponsor is the primary sponsor (a project can have more than 1 sponsor, but only 1 primary sponsor)
- If no predefined entry exists, complete the project sponsor information below the predefined sponsors table.

Landowner Information

- If the landowner information is the same as the applicant information entered under Step 1, check the box and go to the next page ->.

Step 3

Project Description

- Using the text boxes provided, complete the narrative information required as part of the proposed Florida Forever project application.
 - Descriptive Location of the Proposed Project with Total Acreage
 - General physical, natural resource, biological, hydrological, archaeological and historical characteristics of the project
 - Historical Structures > 50 years old
 - If checked, complete the narrative to describe the historical structures < 50 years old.
 - Contain Improvement/Facilities
 - If checked, complete the narrative to describe all improvements or facilities
 - Potential Public Recreation Opportunities or other public uses
 - Potential Threats or Development Plans that could impact the value of the proposed project
 - Local resolutions related to the potential public acquisition of the project
 - How does the project meet the Florida Forever Criteria? This hyperlink will open a pdf with the criteria. Be specific when addressing how the proposed project meets the Florida Forever criteria.
 - How does the project further the Florida Forever goals and performance measures? This hyperlink will open a pdf with the criteria. Be specific when addressing how the proposed project meets Florida Forever goals and performance measures.
 - Select from dropdown if the project is proposed for fee simple or less-than-fee acquisition.

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- If less-than-fee, add a brief description of the current use(s) of the property including any known activities or property rights proposed to be acquired by the state and those proposed to be retained by the property owner.
- If fee simple, select a proposed land manager from the dropdown. For boundary amendment applications, a management prospectus should be provided as an uploaded file in Step 4.

Step 4

Document upload

- Document Type - In the document upload section, select Document Type from the dropdown.
- File – Select Browse and navigate to the document on your computer.
- Document Description – describe the document uploaded.
- Add all supporting documents as needed.
 - Aerial and tax plat maps
 - FDOT county road map
 - GIS shapefiles
 - Landowner acknowledgement and/or representative statement
 - Local resolutions and/or support letters
 - Management commitment letter and/or prospectus
 - Property tax cards
 - USGS topographic map

Preview application - opens .pdf in a new window. You can review and go back to make changes prior to submitting. Use the “Previous” navigation buttons at the bottom of the screen. Do not use your browser’s back button.

Submit – submits application for DEP review. A confirmation will pop up once successfully submitted.