

APPLICATION FOR LAND EXCHANGE

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 an exchange 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). All applications must be submitted to the following address:

Department of Environmental Protection
Division of State Lands
Bureau of Real Estate Services
3900 Commonwealth Blvd. MS #115
Tallahassee, Florida 32399-3000

If you have any questions, after reading this application form, you may call (850) 245-2555 for assistance.

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 EXCHANGE. THE BOARD OF TRUSTEES HAS THE AUTHORITY AND RESERVES THE RIGHT TO DENY ANY APPLICATION FOR EXCHANGE. ALL COSTS INCURRED BY EACH APPLICANT IN COMPLETING ITEMS 1 THROUGH 7 BELOW SHALL BE AT ITS OWN RISK. THE COSTS OF EACH EXCHANGE SHALL BE ASSUMED BY THE APPLICANT INCLUDING, BUT NOT LIMITED TO, ALL APPRAISALS, ALL SURVEYS, ALL TITLE SEARCHES, ALL ESA'S, AND ALL RECORDING FEES. EACH APPLICANT MUST RESPOND TO ITEMS 1 THROUGH 7 IN THEIR ENTIRETY.

PRIOR TO COMPLETING ITEMS 1 THROUGH 7 LISTED BELOW:

Private applicants please refer to Part I on Page 2 for instructions and criteria;

Federal agencies, regional agencies, and local agencies please refer to Part II on Page 2 for instructions and criteria; and

State agencies please refer to Part III on Page 3 for instructions and criteria.

1. Type of Exchange Application:

- Private Exchange Application
Federal, Regional, or Local Agency Exchange Application
State Agency Exchange Application

2. Present Owner of Subject Property:

Address:
Phone:

3. Represented by:

Address:
Phone Numbers:

4. The private landowners subject property is located in: County, Section, Township, and Range

5. Acquisition list, which currently lists the subject parcel:

Florida Forever, Project Number
S.O.C., Project Number

6. The state-owned land sought by the private landowner is located in:

FOR OFFICE USE ONLY

STATE LANDS INVENTORY NO. APPL FEE \$ DATE REC'D

**7. Each application must contain the following:**

- a. A check in the amount of \$300 made payable to the Department of Environmental Protection. (The application fee is not required for state agencies.)**
- b. Two prints of a certified field survey for each parcel meeting the minimum technical standards of Chapter 5J17, Florida Administrative Code, which contain the boundaries, legal descriptions, and acreage of each parcel proposed for exchange;**
- c. Aerial photographs with each parcel identified thereon;**
- d. Statement describing the need and proposed use or development plans for the state-owned parcel sought for exchange or for the privately-owned parcel if a state agency application for exchange;**
- e. Statement describing the public benefits that will occur as a result of the exchange;**
- f. Names and addresses, as shown on the latest county tax assessment roll, of all owners of land lying within a 500-foot radius of the state land proposed for exchange, certified by the county property appraiser; and**
- g. Satisfactory evidence of marketable title to the property being offered for exchange.**

**PART I: INSTRUCTIONS AND CRITERIA REQUIRED IN ORDER FOR A PRIVATE LANDOWNER TO APPLY FOR AN EXCHANGE**

**PURSUANT TO PARAGRAPH 18-2.018(3)(b), FLORIDA ADMINISTRATIVE CODE, A PRIVATE LANDOWNER MAY APPLY FOR AN EXCHANGE OF LAND VESTED IN THE BOARD OF TRUSTEES ONLY IF IT OWNS LAND WHICH IS LISTED ON A STATE-APPROVED LAND ACQUISITION LIST (THE FLORIDA FOREVER ACQUISITION LIST) AND IF THE STATE-OWNED PARCEL SOUGHT BY THE PRIVATE LANDOWNER HAS BEEN DECLARED SURPLUS AS SET FORTH IN SECTION 18-2.018, FLORIDA ADMINISTRATIVE CODE.**

After determining that its property is listed on a state-approved acquisition list and that the state-owned property it wishes to acquire has been declared surplus by the Board of Trustees, private applicants may submit a completed application along with all exhibits pertaining to the proposed exchange as required above.

**PART II: INSTRUCTIONS AND CRITERIA REQUIRED IN ORDER FOR FEDERAL, REGIONAL, OR LOCAL AGENCIES TO APPLY FOR AN EXCHANGE.**

**A FEDERAL, REGIONAL, OR LOCAL AGENCY MAY APPLY FOR AN EXCHANGE BY CERTIFYING THAT IT NEEDS A PARCEL OF STATE-OWNED LAND WHICH HAS BEEN DECLARED SURPLUS BY THE BOARD OF TRUSTEES AND THAT IT OWNS OR CAN ACQUIRE PROPERTY SUITABLE TO THE BOARD OF TRUSTEES, PURSUANT TO PARAGRAPH 18-2.018(3)(b), FLORIDA ADMINISTRATIVE CODE.**

The \_\_\_\_\_ (agency, applicable local government, or federal agency), hereby certifies that it needs the state-owned property described in this application for the reasons stated in the attached exhibits and that it owns or can acquire property suitable to the Board of Trustees.

\_\_\_\_\_  
Authorized Signature

After certifying that it needs state-owned property which has been declared surplus by the Board of Trustees and that it owns or can acquire property suitable to the Board of Trustees, a federal, regional, or local agency may submit a completed application along with all exhibits pertaining to the proposed exchange as required above.

**PART III: INSTRUCTIONS AND CRITERIA REQUIRED FOR A STATE AGENCY TO APPLY FOR AN EXCHANGE**

**A STATE AGENCY MAY APPLY FOR AN EXCHANGE BY CERTIFYING IT NEEDS A PARCEL OF PRIVATE LAND FOR A PARTICULAR USE AND THAT IT MANAGES UPLANDS VESTED IN THE BOARD OF TRUSTEES, EXCESS TO ITS MANAGEMENT NEEDS, WHICH COULD BE USED FOR AN EXCHANGE, PURSUANT TO SUBPARAGRAPH 18-2.018(3)(b) 4, FLORIDA ADMINISTRATIVE CODE. IF NO STATE-OWNED LAND MANAGED BY THE AGENCY CAN BE IDENTIFIED AS EXCESS TO ITS MANAGEMENT NEEDS THEN UPLANDS, WHICH HAVE BEEN DECLARED SURPLUS BY THE BOARD OF TRUSTEES MAY BE USED FOR THE PROPOSED EXCHANGE.**

The Florida Department of \_\_\_\_\_ hereby certifies that it needs the parcel of private property described in this exchange application and that it manages state-owned uplands excess to its management needs or has identified uplands which have been declared surplus.

\_\_\_\_\_  
Signature of Agency Head

The following additional information will be required for exchange applications submitted by state agencies when a state agency certifies that it manages land excess to its management needs.

- A. Has a management plan been approved for the property? Yes \_\_\_ No \_\_\_ If yes, please indicate when the plan was approved.  
If no, explain why a plan has not been developed approved.  
\_\_\_\_\_
- B. If a management plan has been approved which includes the property, what was the designation for the parcel in the plans land use map?  
\_\_\_\_\_
- C. Was the property deeded to the state with any use restrictions or reservations? Yes \_\_\_ No \_\_\_  
If yes, please explain.  
\_\_\_\_\_  
\_\_\_\_\_
- D. Are there any encumbrances on the property such as easements or subleases or similar encumbrances? Yes \_\_\_ No \_\_\_ If yes, please list and explain.  
\_\_\_\_\_  
\_\_\_\_\_
- E. Was this property acquired by the expenditure of trust funds? Yes \_\_\_ No \_\_\_ If yes, list the fund. \_\_\_\_\_  
If no, explain how it was acquired.  
\_\_\_\_\_
- F. Are there any improvements on the property? Yes \_\_\_ No \_\_\_  
If yes, please list and describe them. \_\_\_\_\_  
\_\_\_\_\_
- G. Has an assessment of natural and historical resources been completed for this property? Yes \_\_\_ No \_\_\_  
If yes, please attach a copy to this application.

After certifying that it needs a private parcel for a particular use and that it manages state-owned land excess to its management needs or that it wishes to use state-owned land which has been declared surplus by the Board of Trustees for the proposed exchange, state agencies may submit a completed application along with all information and exhibits pertaining to the proposed exchange as required above.

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