



Lake County
DEPARTMENT OF GROWTH MANAGEMENT

315 West Main Street • P.O. Box 7800 • Tavares, Florida 32778-7800

www.lakegovernment.com

Building Division

(352) 343-9653 Fax 343-9661

South Lake

(352) 394-5962 Fax 394-0197

Code Enforcement

(352) 343-9639 Fax 343-9471

Comprehensive Planning

(352) 343-9632 Fax 343-9595

**Geographic Information
Systems**

(352) 343-9775 Fax 343-9777

Planning & Development

(352) 343-9739 Fax 343-9595

Zoning/Customer Service

(352) 343-9641 Fax 343-9767

South Lake

(352) 394-6466 Fax 394-8226

Dear Nominator:

Enclosed is the Application for submitting properties to the Lake County Public Lands Acquisition Program. This program was supported by over seventy percent of the voters in Lake County to preserve and protect environmentally-sensitive lands within the County. Environmentally-sensitive lands include those lands which serve to recharge the Floridan aquifer, that sustain protected flora and fauna and which will allow for resource-based recreational and educational opportunities.

Attached is a copy of the Procedure document for the Public Lands Acquisition Process. An overview of the process for selecting properties for inclusion in the Public Lands Acquisition Program is as follows:

1. Applications are received by the Public Lands Management Office within the Department of Growth Management. County staff will advise the Nominator if any information is missing or requires clarification. Staff will assist the Nominator as needed.
2. Upon receipt of a completed application form, each property shall be given an initial office review by County staff utilizing the information included in the application and other reference materials (e.g. soils maps). This review will be to determine if the property meets the required minimum of four (4) of thirteen (13) "Primary Site Evaluation Criteria" as listed in the Procedure document. Properties that meet the Primary Site Evaluation Criteria will be further evaluated relative to the Enhancement and Management Criteria which are also listed in the document. The Nominator may be called upon for further information and/or clarification. Staff will conduct a site visit to familiarize themselves with the property. The Nominator and/or property owner(s) are encouraged to participate in the staff site visit.
3. County staff will complete a draft property evaluation report. A copy of this report will be provided to the Nominator and property owner(s). The Nominator and property owner(s) will be given the opportunity to provide additional written or verbal information regarding the draft property eligibility evaluation within a specified timeframe. County staff will consider additional information submitted prior to completing the final evaluation.
 - a. The timeframe for the opportunity to provide additional written or verbal information will be **30 calendar days**.

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4. County staff will provide an eligibility evaluation report to the Public Lands Acquisition Advisory Council ("Council") at a meeting designated for that purpose. Staff will provide notice of the meeting date to the Nominator and property owner(s). Each will be notified of the opportunity to speak and present additional evidence at the designated meeting.
 - a. An application completed, with any and all additional information, **by the 10th of any given month** will be eligible for final staff evaluation and, barring unusual circumstances, will be reviewed by the Council at their next scheduled monthly meeting. (Meetings are scheduled at 4:00pm on the first Wednesday of each month.)
5. The Council shall evaluate and divide properties into three categories:
 - a. Group A: properties eligible and recommended for further consideration for public acquisition
 - b. Group B: properties eligible, but currently not recommended for public acquisition
 - c. Group C: properties not considered currently eligible
6. The Nominator and property owner(s) will be notified in writing of the eligibility determination of the Council. County staff will document the recommendation of the Council and forward to the Board of County Commissioners for consideration during a regularly scheduled meeting.
7. The Board of County Commissioners will review the recommendations of the Council on at least a semiannual basis. Acquisition of properties will be accomplished according to established County procedures and as directed by the Board.

Funding for the Lake County Public Lands Acquisition Program will be through the issuance of bonds. While bond issuance will provide a dedicated source of funds, the County may seek partnerships with other local, state, federal and private agencies to leverage those funds. When possible, County funds or in-kind services will be matched with those of other agencies to increase funding to maximize the acreage of lands to be acquired. The partnering process may be lengthy. Nominators and property owners will be notified if the County chooses to partner with another agency or agencies in the acquisition of the submitted property.

If you would like more information and/or have questions regarding the acquisition program or this application, please contact me at (352) 343-9648 or e-mail: dhansen@co.lake.fl.us.

Thank you for your interest in the Lake County Public Lands Acquisition Program.

Sincerely,

David Hansen
Public Lands Manager

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LAKE COUNTY

BOARD OF COUNTY COMMISSIONERS

PROCEDURE

Title: Public Lands Acquisition Process Number: LC-34
Cancels:
Approved: 3/29/05
Originator: Growth Management
Review: 3/29/07

I. PURPOSE AND SCOPE

To establish procedures, as directed by Board of County Commissioners (BCC) Policy LCC-64, for identifying and selecting lands to be proposed for acquisition under the Public Lands Acquisition Program.

II. DEFINITIONS AND REFERENCES

- A. Public Land Acquisition Advisory Council (PLAAC).** A body created by Ordinance 2003-48 of the Board of County Commissioners (BCC) and charged with the evaluation of individual parcels based on methodology approved by the BCC, making acquisition recommendations to the BCC, and conducting management oversight of lands acquired under the Public Lands Acquisition Program
- B. Environmentally Sensitive Lands.** Those lands determined to meet one or more selection criteria established by the BCC to become considered for acquisition.
- C. Evaluation Criteria.** A set of evaluation guidelines that establish the relative merits of a parcel of environmentally sensitive land with respect to any another such parcel. These criteria shall be adopted by the BCC and used by staff and the PLAAC to evaluate the suitability of parcels proposed for acquisition under the Public Lands Acquisition Program.
- D. Group "A" Property.** Properties eligible and recommended for further consideration for public acquisition.

E. Group "B" Property. Properties eligible but currently not recommended for further consideration for public acquisition.

F. Group "C" Property. Properties not currently considered eligible for public acquisition.

III. PROCEDURES

Steps of the Land Selection Process. Lands protecting drinking water sources, preserving natural areas and open spaces from overdevelopment, providing parks and trails, improving water quality of rivers, lakes, and streams to be acquired pursuant to the Public Land Acquisition Program shall be selected for acquisition according to the following process.

Nomination Process. Lake County shall accept nominations for land acquisitions from any government entity, conservation organization, corporation, or individual. The Public Land Acquisition Advisory Council (Council) or County staff may also nominate properties for acquisition, to be handled in the same manner as any other proposed property.

At its discretion, the BCC will consider properties for Program acquisition on a semiannual basis. The County Manager shall propose a schedule for submission of nomination within each cycle. Nominations not received by the deadline in the active cycle shall be automatically considered in the next cycle.

Acceptance of Nominations. Individual nominations shall be submitted on an application form approved and provided by the County. Information on the form shall include: property location (street address and/or section, township, range); alternate key number(s); existing designations on the applicable future land use and zoning maps; approximate size of the parcel(s); designation of the property on a USGS topographic map; generalized description of the property; site access agreement; record title owner, and signed willing seller statement.

Accompanying the nomination shall be a statement outlining general and specific reasons the land should be acquired. If requested, Lake County staff shall provide any needed help in completing this form. Applications should not exceed ten pages of text, maps, surveys, photographs, letters, appraisal summaries, or other documentation.

Initial Review of Proposals. Upon receipt of a completed application form, each property shall be given an initial office review by County staff using the most accurate reference materials available, as well as any information submitted with the application form. References used to complete this initial office review shall include but not be limited to existing maps, Geographic Information System (GIS) databases, aerial photographs, and reports. Nominations with insufficient or incomplete information will be returned without prejudice for

completion/resubmittal of necessary information. Prior to completion of a draft evaluation report, County staff will conduct a site visit to familiarize themselves with the property.

Substantive Criteria for Applications. Each property application should meet a minimum of four (4) of the thirteen (13) Primary Site Evaluation Criteria enumerated below and state a public purpose for the restoration, conservation, or preservation to be eligible for acquisition under this program. Applications shall be reviewed using the following Primary Evaluation Criteria.

Primary Site Evaluation Criteria

Water Resources

- Significant area of documented high recharge rates
- Water bodies or wetlands capable of protecting natural floodplain functions and preventing or reducing flood damage exist
- Aquifers, springs, and/or significant geological features are present
- Potential for water resource enhancement

Environmentally Sensitive Lands

- Protects, maintains or enhances populations of listed species
- Protects one or more biological communities
- Maintains or enhances natural systems corridors
- Connects two or more otherwise unconnected conservation lands

Provide Recreation Lands

- Potential for resource based public use opportunities, including, but not limited to, Greenways, Blueways, and

trails

Connects two or more otherwise unconnected Greenways, Blueways, Parks, Public Facilities, or Trails

Multiple use potential for resource based and user-oriented recreational facilities and programs

Contributes to green space, scenic vistas or acts as development buffers

Contains significant historical, archeological, and/or cultural sites

Properties meeting the minimum Primary Evaluation Criteria will be further evaluated relative to Enhancement and Management Criteria.

Enhancement Criteria

Provides direct access to shoreline or beach with suitable uses

Potential for education and/or scientific research opportunities

Documented support from one or more community organizations

Partnership opportunities with other agencies exist for acquisition, development, and/or management of this property

Partnership opportunities with private owners exist through less than fee simple acquisition (i.e. transfer of development rights (TDR), conservation easements, etc.)

Furtheres the conservation goals and management objectives of the Public Land Acquisition Program

Management Criteria

Size of the site is appropriate for cost effective management

Manageable amount of exotic/invasive species

Management conflicts with adjacent properties is minimal to non-existent

Appropriate access

Potential for cost effective restoration of degraded water bodies or wetlands

Potential for cost effective restoration of upland areas

A Site Management Plan can be developed for this property

Potential for revenue generation through fees or concession agreement

Potential to partner with other agencies for management

Appropriate consideration will be given to acquisitions that achieve a combination of conservation goals, including improving water resources and natural groundwater recharge, and providing resource based recreation opportunities.

Initial Property Eligibility Evaluation and Nominator Notification. Upon completion of its initial review, County staff shall complete a draft property evaluation report. A copy of this report shall be provided to the person nominating the property and the property owner(s). The property owner(s) and nominator shall be given an opportunity to provide additional written or verbal information regarding the draft property eligibility evaluation within a specified timeframe. County staff shall consider all additional information submitted in a timely manner prior to completing its evaluation.

Eligibility Review of Properties by the Council. County staff shall provide an eligibility evaluation report on nominated properties at a meeting of the Council designated for that purpose. Prior to presentation, staff shall provide notice of the Council meeting date to the property owner(s) and the person(s) or organization nominating the property. Each shall be notified of the opportunity to speak and present additional evidence.

The Council shall evaluate and divide properties into three categories for the purpose of establishing a recommended eligibility pool: properties eligible and recommended for further consideration for public acquisition (Group A); properties eligible but currently not recommended for further consideration for public acquisition (Group B); and those properties not currently considered eligible (Group C). All properties nominated for the program will be considered. The decision to add a property to the eligibility pool and/or recommend acquisition shall be made by a majority vote of the Council after a finding that the property substantially furthers the goals of the Program. Properties assigned to Group A should be eligible for matching funds from other sources and shall significantly further the goals of the Program. Properties within an approved project boundary of the Florida Forever Program should also be given high priority for inclusion in Group A.

Staff and Council shall review the criteria in relation to standards and procedures of other federal, state, and water management district programs to propose properties having the best chance of attracting funds from other sources.

Any property may be retained in the ranking group or removed at the request of the property owner. If the property is retained in Group B, reconsideration for advancement to the Group A may be requested at any time with receipt of updated information that may affect the site ranking or viability of sale. The Council may recommend a property from Group B be removed from the list if not placed in Group A or acquired by the BCC upon the expiration of at least four (4) ranking cycles.

Following the initial eligibility review by the Council, the property owner(s) shall be notified in writing of the eligibility pool determination of the Council. County staff will document the recommendations of the Council, including those properties in Group A and B, as well as a list of those properties not currently considered eligible for acquisition, and forward the recommendations of the Council for consideration by the BCC during a regularly scheduled meeting.

Evaluation by the BCC. The BCC will review the recommendations of the Council on at least a semiannual basis. During its review, the BCC may move a property from Group A to Group B and vice versa. The BCC may also reevaluate the eligibility of properties in Group C and, if deemed appropriate based on the evaluation criteria or other factors, assign the property to either Groups A or B.

Properties assigned to Group A by the BCC will receive the highest priority for acquisition. The BCC may, at its discretion, authorize staff to pursue acquisition of any or all properties assigned to Group A.

Because different outside agency funding sources are suited to different types of projects, the BCC may also direct staff to pursue matching funds from outside agencies or private parties for any property listed in either Group A or B.

Acquisition of properties in this Program will be accomplished according to established County procedures and as directed by the BCC.

Project Boundaries. Once a property is determined to be eligible for acquisition, the Council may recommend, and the BCC may adopt, a project boundary. If this recommended boundary includes adjacent land parcels, the owners of these lands will be informed in writing by County staff, and will be provided with an opportunity to comment on their willingness to be included in the land acquisition process. Project boundaries

should conform to federal, state, and water management district boundaries.

If a project includes multiple properties with different owners, the Council may identify and recommend to the BCC those keystone properties that are necessary to acquire to justify obtaining other adjacent parcels. In general, no property should be advanced through the acquisition process unless the project's keystone properties are advancing as well.

Alternate Procedures

Where external funds are available and will be utilized in partnership for the purchase of lands, acquisition procedures for federal, state, municipal, private non-profit, Lake County Water Authority or Water Management District (WMD) programs may be substituted in part or in whole for the provisions of these County policies and procedures provided, however, that the subject lands meet the minimum standards for acquisition under these procedures. The BCC shall have sole discretion in determining whether minimum standards have been met.

When necessary to meet externally-imposed deadlines, the procedures outlined herein may be expedited to meet the requirements of the federal, state, municipal, private non-profit, and Lake County Water Authority or WMD agencies when they are the lead agency in an acquisition or the land is being acquired from one of these entities. The BCC may waive any provision of the County's acquisition procedures when land is being conveyed to the County from another governmental entity.

IV. RESERVATION OF AUTHORITY

The authority to issue and/or revise this procedure shall be reserved to the County Manager.

William A. Neron, County Manager

**LAKE COUNTY
DEPARTMENT OF GROWTH MANAGEMENT
PUBLIC LANDS ACQUISITION PROGRAM
APPLICATION**

Submitted To:

**The Public Lands Acquisition Advisory Council
And
The Lake County Public Lands Management Division**

LAKE COUNTY PUBLIC LANDS ACQUISITION PROGRAM APPLICATION

Instructions:

The Public Lands Acquisition Advisory Council ("Council") and the Lake County Public Lands Management Division are accepting applications nominating environmentally-sensitive lands for possible acquisition under the Lake County Public Lands Acquisition Program. Persons wishing to nominate ("Nominator") such lands should complete this application. Information submitted will be used by the Council, County staff and the Lake County Board of County Commissioners to evaluate the land for possible acquisition. Submitted applications will become the property of Lake County and will not be returned.

In order for a property to be considered by the Council, the following three (3) items must be completed and submitted:

- 1. Application Form and All Required Attachments**
- 2. Owner's Authorized Representative Form (attached)**
- 3. Authorization to Enter Property Form (attached)**

Please return to the address shown on Page 3 of the application.

Thank you.

APPLICATION FORM

Please note that the use of this form is required to propose land for acquisition under the Lake County Public Lands Acquisition Program. All of the requested information must be received at the address listed on Page 3 of this form for the proposal to be eligible for evaluation during the next evaluation cycle. Write, call, fax or e-mail the Department of Growth Management for further information and assistance using the contact information on Page 3 of this form. When possible, please submit application packages (including maps) in an 8.5" x 11" (letter) size format. Thank you for your interest in the Program.

General Information

Please give us some general information about the property.

1) Property Name _____ Acres _____

2) Property is located in: Section(s) _____ Township(s) _____

Range(s) _____

3) Alternate Key
Number(s) _____

4) Address _____

5) List Owner(s) of Record:

Name	Address	Telephone and Fax
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_____	_____	_____
_____	_____	_____

6) Nominator's Name	Address	Telephone and Fax
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_____	_____	_____
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Is the Nominator the owner or the owner's representative?

YES _____ NO _____

If NO, please explain below:

General Description

Please attach a one- to five-page description of the land proposed for acquisition. We would like the following information:

- ❖ The general physical, natural resource, biological, hydrological (water), archaeological and historical characteristics of the property
- ❖ Any potential passive recreational activities (e.g. hiking) or other public uses (e.g. beach access) that can be accommodated on the property
- ❖ Suggested or proposed land manager
- ❖ Any known threats or development plans that could harm or diminish the characteristics of the property
- ❖ Identification and location of environmentally-sensitive or preserved lands in proximity to the property
- ❖ Local resolutions, if any known, concerning the potential public acquisition of the property
- ❖ Any abandoned Rights-of-Way, if known, on the property
- ❖ A clear statement of whether the property is proposed for fee simple acquisition (i.e. outright purchase) or less-than-fee (e.g. conservation easement or development rights) acquisition. If a less-than-fee acquisition is proposed, include a brief description of any known activities or property rights proposed to be acquired by the County and those to be retained by the property owner
- ❖ **Please review the attached, "Lake County Public Lands Acquisition Program Criteria", and provide brief clear statements detailing how the property meets a minimum of four (4) of the thirteen (13) *Primary Site Evaluation Criteria* (A, B & C). (List the criterion and follow with statement.)**

Maps and Aerial Photographs

Please provide and attach the following map(s) and aerial photograph(s) of the property:

- ❖ A United States Geological Survey (USGS) topographic quadrangle map with the property boundaries outlined
- ❖ The most recent aerial photograph available with the property boundaries outlined

Topographic ("Topo") maps and aerial photographs are available from the Map Sales counter at the Lake County Department of Public Works. The address is 123 N. Sinclair Ave., Tavares, FL 32778. The phone number is (352) 253-4900. Aerials with overlain parcel boundaries are available on the Lake County Government web site, www.lakegovernment.com, under "Maps (GIS)".

Ownership Information

Please provide the following information and attach to this form:

EITHER

- ❖ Letter(s) from each property owner(s) confirming their willingness to sell

OR

- ❖ A statement from the Nominator asserting that each property owner has been contacted
 - ❖ A Property Record Card for each parcel making up the property
- ❖ Copy(ies) of deed(s), if available

Property Record Cards are available from the Lake County Property Appraiser Office or web site: www.lakecopropappr.com. Main office address is: 317 W. Main St., Tavares, FL 32778. The phone number is: (352) 343-9748.

Submittal and Contact Information

Please submit three (3) copies of the completed Application Form and all required attachments to:

**Public Lands Acquisition Program
Department of Growth Management
315 W. Main Street
Tavares, FL 32778
Attention: David Hansen**

For questions and assistance, contact:

David Hansen, Public Lands Manager
Phone: (352) 343-9648 Fax: (352) 343-9595
e-mail: dhansen@co.lake.fl.us

LAKE COUNTY PUBLIC LANDS ACQUISITION PROGRAM CRITERIA

For Reference Only

Applications submitted will be evaluated by the Public Lands Acquisition Advisory Committee (PLAAC) at a regularly scheduled meeting open to the public based on the criteria approved by the Lake County Board of County Commissioners on March 29, 2005. In order to be eligible for consideration, the property in question must satisfy four (4) of thirteen (13) **Primary Site Evaluation Criteria**. Following evaluation by the PLAAC, its recommendations will be forwarded to the Board of County Commissioners for consideration.

PRIMARY SITE EVALUATION CRITERIA

Primary Criteria A: WATER RESOURCES

Measure A1: Significant area of documented high recharge rates

Measure A2: Water bodies or wetlands capable of protecting natural floodplain functions and preventing or reducing flood damage exist

Measure A3: Aquifers, springs, and/or significant geological features are present

Measure A4: Potential for water resource enhancement

Primary Criteria B: ENVIRONMENTALLY SENSITIVE LANDS

Measure B1: Protects, maintains or enhances populations of listed species

Measure B2: Protects one or more biological communities

Measure B3: Maintains or enhances natural systems corridors

Measure B4: Connects two or more otherwise unconnected conservation lands

Primary Criteria C: PROVIDES RECREATION LANDS.

Measure C1: Potential for resource based public use opportunities, including, but not limited to: Greenways, Blueways, and trails

Measure C2: Connects two or more otherwise unconnected Greenways, Blueways, Parks, Public Facilities, or Trails

Measure C3: Multiple use potential for resource based and user-oriented recreational facilities and programs

Measure C4: Contributes to green space, scenic vistas or acts as development buffers

Measure C5: Contains significant historical, archeological, and/or cultural sites

ENHANCEMENT AND MANAGEMENT CRITERIA

ENHANCEMENT CRITERIA

Measure E1: Provides direct access to shoreline or beach with suitable uses

Measure E2: Potential for education and/or scientific research opportunities

Measure E3: Documented support from one or more community Organizations

Measure E4: Partnership opportunities with other agencies exist for acquisition, development, and/or management of this property

Measure E5: Partnership opportunities with private owners exist through less than fee simple acquisition (i.e. transfer of development rights (TDR), conservation easements, etc.)

Measure E6: Furthers the conservation goals and management objectives of the Public Land Acquisition Program

MANAGEMENT CRITERIA

Measure M1: Size of the site is appropriate for cost effective management

Measure M2: Manageable amount of exotic/invasive species

Measure M3: Management conflicts with adjacent properties is minimal to non-existent

Measure M4: Appropriate access

Measure M5: Potential for cost effective restoration of degraded water bodies or wetlands

Measure M6: Potential for cost effective restoration of upland areas

Measure M7: A Site Management Plan can be developed for this property

Measure M8: Potential for revenue generation through fees or concession agreement

Measure M9: Potential to partner with other agencies for management

Authorization to Enter Property Form

I, _____, the Owner or the Owner's authorized representative of the property described below agree that from the date that this Agreement is executed, the staff of Lake County, members of the Public Lands Acquisition Advisory Council, other public agencies, their agents, representatives or contractors, upon reasonable notice, shall have the right to enter the property located

at _____
for the purposes of environmental site review and for all lawful purposes associated with the evaluation of the property for acquisition consideration by the Lake County Public Lands Acquisition Program.

The granting of this permission by the undersigned is not intended, nor should it be construed, as an admission of liability on the part of the undersigned or undersigned's successors.

This permission is to be used for the following activities, which may be performed by the staff of Lake County or other public agencies, their agents, representatives or contractors:

- Survey of the natural community types on-site.
- Non-destructive surveys of the flora and fauna on-site, including the identification and survey of any rare, threatened or endangered plants and animals.
- The collection of written and photographic data required for comprehensive site review during the site evaluation process or property appraisal review.
- Survey of the property boundaries.

Name of Authorized Representative (Print)

Signature

Name of Owner (Print)

Signature

Name of Owner (Print)

Signature

Name of Owner (Print)

Signature

Date Signed

Owner's Authorized Representative Form

This form is to advise that the individual named below is the authorized representative of the owner(s) of the real property described below. The described property is located in Lake County, Florida. The authorized representative may engage in any negotiations concerning the conveyance of the property through the Lake County Public Lands Acquisition Program.

Authorized Representative (print): _____

Address: _____

Telephone: _____

Legal Description or Tax Parcel ID Number(s) of the Property(ies)

Name of Owner (Print)

Signature

Name of Owner (Print)

Signature

Name of Owner (Print)

Signature

Date Signed