



Florida Department of Environmental Protection

Central District
3319 Maguire Boulevard, Suite 232
Orlando, Florida 32803-3767

Rick Scott
Governor

Jennifer Carroll
Lt. Governor

Herschel T. Vinyard, Jr.
Secretary

INFORMAL WETLAND DELINEATION REQUEST CHECKLIST

The **numbered items are required and must be provided** for DEP to schedule and conduct an Informal Wetland Delineation (IWD) for parcels that are zoned for a **single-family home and are 5 acres or less** (or for projects that will be reviewed by the DEP Environmental Resource Program) in the following counties: *Brevard, Indian River, Lake, Marion (East of I-75 only), Orange, Osceola, Seminole and Volusia*. If the parcel is zoned as commercial, industrial, agricultural, or for multi-family use, please contact the appropriate Water Management District for assistance. Incomplete requests will not be processed until all information is received. **There is a \$100.00 processing fee per parcel.** Make check(s) payable to: Florida Department of Environmental Protection.

- Provide a written request.** Include the applicant name, mailing address (include zip code), telephone number (include area code), and e-mail address (if available). Indicate the proposed use of the property (i.e., single-family home, barn, etc.). If the parcel is larger than 5 acres, please contact an environmental consultant to conduct the delineation. You may request that DEP verify the consultant's findings.
- A map of the area with detailed directions to the property.
- A survey (**NO larger than 11 x 17**) **OR** a map of the property (can be obtained from the County Property Appraiser's website) that shows the property boundary lines, preferably showing dimensions, and a North arrow.
- The Parcel ID number and a printout from the property appraiser website, which includes the legal description of the property identifying the Section, Township, and Range.
- For difficult to locate properties, you must mark the property corners and provide an aerial photo with the property boundary lines highlighted.
- Complete the following** (circle the appropriate authorization): **I own** the property described in this request, or **I have legal authority** (such as Realtor representing the seller) to allow access to the property, and I consent to any site visit on the property by agents or personnel from the Department of Environmental Protection necessary for the review and inspection of the proposed project specified in this request. If you do not own the property or have the legal authority (must provide proof of legal authority, i.e. signed contract, letter of authorization) to allow access, the current property owner must provide written authorization, and it must be included with this request.

Typed or Printed Name

Signature

Corporate Title (if applicable, i.e. Realtor)

Date

MAIL (faxes will NOT be accepted) the complete package to: Mr. Jim Lee, Department of Environmental Protection, 3319 Maguire Boulevard, Suite 232, Orlando, FL 32803. Incomplete requests will not be processed, and we will notify you if your package is incomplete.

If you have any questions regarding the above information, **please contact Daun Festa at 407-893-7861** or Jim Lee at 407-893-3310.

Updated 2/7/11