

PUBLIC / PRIVATE EASEMENT CHECKLIST

BOT File No. 580239425 _____ PA No. 0333315-001-JC _____

Applicant City of Sarasota and U.S. Army Corps of Engineers _____ Site No. 0333315 _____

WMD's can request ERPce site # (if no existing one) from local DEP District Office.

Y / N/A**Y / N/A / FILL IN INFORMATION**

Processor	EM or EA	BPLA Contract Unit	Processing Checklist Items
Y		n/a	File organized according to OPM (DOA Attachments list)
Y			Does this require BOT? No or qualify for DOA? Yes . New / After-the-fact / Modified (Existing) Public / Private / DOT Easement No. 41874 (from DSL Records Admin.)
N/A			If >10-year term, Attorney General's Office response to process as DOA or BOT Agenda
Y			Copy of detailed statements describing existing & proposed upland activity and existing & proposed activities located on sovereign submerged lands (included in DOA / Agenda Item)
Y			Agenda item or DOA conforms to agenda format in OPM (SLER 0820-B) [or for DOA – see SLER 1300-L]
N/A		n/a	Applicant/agent has been provided a copy of draft agenda item & Special Easement Conditions
N/A			Satisfactory evidence of sufficient upland interest in riparian property reviewed for acceptance: [must have control and interest in uplands <u>and</u> riparian rights for activity] [must be <u>recorded</u>] Name = _____ warranty deed _____ Certificate of title _____ Lease / Easement _____ Quit Claim (requires additional documentation) _____ (for Transfers, submit chain of owners from previous Lessee to new Lessee) _____ Condominium or Homeowners Assoc. (HOA) docs (complete copy of <u>recorded</u> Declaration of Condo or HOA docs: ____ / ____ / ____) _____ Other: . Owner is: _____ Developer, _____ Individual, _____ Corporation/Other [proof not required for some activities per 18-21.004(3)(b)]
Y			Title worksheet 03/31/15 ; Privately-owned BOT Deed No. _____ (check for restrictions) (needed for new projects; may need new update for expansions; may need update depending on date of original review (if don't have copy, but have worksheet number, include it)
N/A		n/a	Existing conservation easement (on subject property shoreline) – (check for construction or access restrictions) _____.
N/A			Conservation easement to BOT recorded ____ / ____ / ____ ; CE checklist _____.
Y			Public Easement: Sketch & checklist Yes ____; Survey approved by BSM (complex sites only) Private Easement: Survey & checklist____ or, if ≤ 3,000 sf, Sketch & checklist _____.
Y			Sec/Twp/Rge or Lat/Long match title worksheet Yes ____; sketch/survey Yes ____; agenda item/DOA sheet Yes ____; and permit Yes _____.
N/A		n/a	Existing Management Plan _____(check for consistency)
N/A	n/a		Who can sign easement) [not required for govt. entities or individuals] _____; Corporate Entity verified w/Dept. of State at http://ccfcorp.dos.state.fl.us (____ / ____ / ____)
Y			ERP permit No. _____, Consent Order _____, TUA _____ Date issued ; date modified ____ / ____ / ____ ; exemption date ____ / ____ / ____ . Coastal Permit No. 0333315-001-JC _____, Date issued: 06/20/2018
Y		n/a	Aerial photo (helpful) Yes ____; manatees comments _____; shellfish comments _____.
N/A			BOT projects only: Local permit ____ / ____ / ____ or LGCP consistency letter ____ / ____ / ____.

Processor	EM or EA	BPLA Contract Unit	Processing Checklist Items
Y			25' setback from riparian lines (10' setback for marginal docks) ____; OR Letter of Concurrence for Setback Waiver & drawing (no objection from neighbors) (SLER 0975) ____ / ____ / ____.
Y		n/a	Public & Private Easements: Property list received and Notice sent to 500' owners Yes ____; green cards accounted for Yes ____; If DOA, noticed to people signed up on PASS ____ (SLER 0905) [However, "State agencies" are excepted from noticing, per 253.115, F.S.; however, this does NOT include city and county governments and WMDs, who must notice.]
N/A			For Private Easements: Appraisal ____ / ____ / ____; Reviewed & accepted by Bureau of Appraisal ____ / ____ / ____.
N/A (attach forms)			Billing & Sales Tax information sheet ____ (SLER 0910); or copy of email from Grantee that there is no change since last form ____; Financial Assurance form ____ (SLER 0910). Fees: Application fee paid ____. Private Easement Fee: Negotiated: ____ one-time; ____ annual + CPI; ____ annual ½ minimum lease rate x term (for SF ≤ 3,000 sq ft) Appraisal: easement value + (10 / 15 / 20 / 25) % of enhanced value Dredge Fee ____; Dredge Fee Waived per rule: Y / N Administrative fine ____; TUA: if fees previously collected, copy of TUA with copy of arrears sheet & invoice/receipt ____ (SLER 1720)
N/A			If existing Easement / Use Agreement / special conditions, compliance inspection report: ____ / ____ / ____ (SLER 1725) Is the facility in compliance? Y or N. If not, will this action correct the non-compliance issues? Y or N.
N/A		n/a	Aquatic Preserve: No ; AP Name: _____.
N/A		n/a	Public interest or Heightened Public Concern review required? N. If yes, is approval documentation included? ____ for AP: ____; Other: ____. NPEB for Old Pass Lagoon ____;
N/A			Special conditions in SLER 0815 ____; or approved by OGC (SLER 0816) ____ / ____ / ____.
Y	n/a	n/a	District Staff / Processor - Primary Contact: Justin Lashley ____. Phone: (850) 245-9024 ____ Fax: ____. Email: Justin.Lashley@FloridaDEP.gov
Y	n/a		Applicant - Primary Contact: Alexandria Davisshaw City of Sarasota Phone: (941) 95-4180 ____ Fax: (941) 954-4174 Email: Alexandrea.davisshaw@sarasotagov.com (BPLA will email contract)
			Date Approved ____ / ____ / ____ by District Director or BOT.
n/a	n/a		File Audit ____ / ____ / ____ BOT/DOA No. or File Name _____.
			Transmittal letter: copy of Board or Final Agency Action to Grantee ____ / ____ / ____; 120 Rights ; Manatee required signs ____; cc: Grantee via certified mail if sent to agent ____ / ____ / ____.
			Conservation easement to Grantee ____ / ____ / ____; Recorded ____ / ____ / ____; Original recorded instrument back to BPLA for DSL Title Section records _____.
n/a	n/a		Instrument to Grantee ____ / ____ / ____; Received from Grantee w/signatures ____ / ____ / ____ Signatures approved by OGC ____; Witnesses ____; Notary ____.
n/a	n/a		Fully executed instrument returned to Grantee after approved, executed & signed by DEP ____ / ____ / ____; Received recorded copy back to DEP ____ / ____ / ____; Fully executed instrument recorded ____ / ____ / ____.
n/a	n/a		Final recorded Easement copies to: FWC/manatees ____, BBSC, Beaches ____, District/Office processor for file ____; Original recorded instrument back to BPLA for DSL Title Section records ____; Note to BPLA: Standard / Modified language ____.
n/a	n/a		Transferred to Central File Room (SSL DOA/pink folder info. to expando) ____ / ____ / ____

Attach a separate sheet for additional comments, if necessary.

APPROVEDProcessor Justin Lashley, 02 / 12 / 19Supervisor Arena Kenny Carnola 01 / 29 / 2019

Env. Mgr. / Env. Admin. _____, ____ / ____ / ____

District Agenda Processor _____, ____ / ____ / ____

DSL Submerged Section / Contracts _____, ____ / ____ / ____