

Long-Term Protected Recipient Site Permit Application Checklist

To register as a new user:

- _____ Applicant's contact information including physical and mailing addresses and phone and fax numbers, and email address (if applicable)
- _____ Applicant's social security number or driver's license state of issuance and number
- _____ If applying as a business, FEID/FEIN number and contact name, phone and fax numbers

Long-term recipient site permit application requirements:

- _____ User name and password created when registering as a new user
- _____ Applicant's (landowner's) physical and mailing addresses, and phone and fax numbers, and email address (if applicable)
- _____ Applicant's (landowner's) social security number or driver's license state of issuance and number
- _____ Recipient site name, description, address, county, city, and driving directions
- _____ Unit name, county, section, township, range, latitude / longitude and parcel identification number (PID)
- _____ Total acres on recipient site unit and total acres of gopher tortoise habitat
- _____ List of National Resource Conservation Service Classifications (NRCS) soil codes, soil names, median depth to the seasonal high-water table in feet and inches, number of acres of each soil type, and soil suitability (acceptable, desirable, or neither)
- _____ List of FLUCCS codes or names; with predominant species, numbers of acres, and suitability (acceptable, desirable, or neither)
- _____ Determine if the property is adjacent to existing publicly or privately owned conservation lands that, in combination, provide over 250 acres of contiguous upland gopher tortoise habitat that meet desirable habitat criteria; have boundaries that are 100% within an FWC designated Strategic Habitat Conservation Area (SHCA); or at least 75% of the proposed recipient site is vegetated with sandhill, scrubby flatwoods and/or dry prairie
- _____ Determine what temporary enclosure (soft release) methods, including types of materials, enclosure sizes, etc., will be used

- _____ Determine how the gopher tortoises will be marked
- _____ Date of gopher tortoise burrow survey (must be within 90 days from application submittal), total number of acres of gopher tortoise habitat surveyed, and number of potentially occupied burrows
- _____ Mitigation contribution

Application attachments:

- _____ Property location map
- _____ Recent aerial photo with property boundaries
- _____ Vegetation/Florida land-use and cover equivalence map (using FDOT FLUCCS or FNAI classifications)
- _____ Soil type classifications map (using NRCS)
- _____ A gopher tortoise burrow survey map (pdf) showing all survey transects, and the location, statuses (potentially occupied vs abandoned) and GPS coordinates (via shapefile) of the tortoise burrows with potential gopher tortoise habitat
- _____ GIS shapefile depicting the boundary of the recipient site
- _____ Map depicting the proposed enclosure locations
- _____ Existing conservation easement (if applicable) and/or FWC draft conservation easement in Word format; use track-changes format when filling out and/or changing the draft conservation easement. The draft CE must include the following items:
 - _____ Title search (not older than 180 days) - include copies of Schedule B exceptions to title
 - _____ Legal survey labeled as "Exhibit A"
 - _____ Habitat management plan labeled as "Exhibit B" (refer to Permitting Guidelines for what needs to be included)
- _____ Financial assurance using a template provided in the Permitting Guidelines (Appendix 3). Use track changes when making edits to the template and submit in a MS Word format