

Highlighted blue text does not have active links (yet)

Blue text highlighted pink are broken links (need fixing)

Pink Text is historic guidance

WMD Cheat sheet for the OPM

0800- General Application Processing

0803 Proprietary Processing Checklists-

[Lease Checklist](#) –checklist for lease processing (survey requirements in SLER 0950)

[Easement/Use Agreement Checklist](#) -checklist for processing an easement (survey in SLER 0950)

[0810 Title Determinations-](#) Instructions for when and how to send a title determination request to the Division of State Lands.

[Title Request Form-](#) Form to use for obtaining a title determination request

[DSL title request Contact Information](#) by County (list of processors by county)

[Search for Completed Title Determinations](#) – Website for searching for completed title determination worksheets

[0815 Special Conditions Proprietary-](#) List of approved conditions for use when drafting a Delegation of Authority (DOA). Any modification to the approved conditions must have approval see [SLER 0816](#). Some of the approved conditions above refer to installation of educational signs [0817](#) contains [Guidelines for Educational Displays](#)

[0816 Adding or Modifying Proprietary Conditions-](#) Instructions for routing conditions for review by DSL staff/attorneys

[Memo to request review of New or Modified Proprietary Conditions](#)

[0820 Agenda and DOA Process](#) Instructions on how to prepare and draft the Agenda item. Includes information on all required attachments and back up documentation as well as instructions on the preparation of the face (body) of the document. There are helpful hints and instructions regarding grammar and punctuation (the Gregg reference Manual). Also include information for scheduling with the Office of Cabinet affairs and general reminders for staff when drafting Agenda Items.

[Lease or Letter of Consent](#) (unlinked)- Draft agenda item template format for use when the appropriate form of authorization is a lease or Letter of Consent. Includes instructions and wording options.

[Public or Private Easement](#) (unlinked)- Draft agenda item template format for use when the appropriate form of proprietary authorization is a public or private easement. Includes instructions and wording options.

[Conveyance and Exchange](#) – Draft agenda item template to be used for the conveyance or exchange of sovereign submerged lands, purchase of filled formerly sovereign lands, etc.

[Agenda Calendar](#) – SLER agenda Deadlines for BOT (includes all timeframes)

BOT Cabinet Affairs Contacts List of phone numbers and email addresses for the staff of the various BOT board members.

AG Review – Projects for leases and private easements with a proposed term of longer than 10 years (including extensions) must be routed through the Attorney General’s office to determine if the project needs to be evaluated by the Board of Trustees (BOT)

- **AG Review Memo Template**

Board Agenda Items-Heightened Public Concern/ Public Interest – Guidance Memo with Instructions on the routing process for determination of HPC and PI.

- **Heightened Public Concern Memo Template** – Memo for obtaining a determination from the office of Cabinet Affairs on whether or not the activity requires BOT approval due to its size, potential effect on the environment or the public, controversial nature, or location, are reasonably expected by the Department to result in a request for administrative hearing
- **Public Interest Template** – Memo to request approval of proprietary public interest for lease or easements when a project located in an Aquatic Preserve is required to be clearly in the public interest.

0827 General Conditions for Authorizations (SSL) – Must include these General Conditions with the regulatory authorization when the appropriate proprietary form of authorization for use of SSL is a consent by rule or letter of consent. These conditions will be included in the lease or easement when issued by DSL.

0856 Site Visit/Site Survey- Field Methods for Evaluating Resources – This series of documents is for assessment of submerged resources by Agency Staff. This outlines appropriate submerged resource survey methods and includes descriptions and definitions.

0860 Frequently Asked Questions- Contains answers to common SLER staff questions, including: Aquatic Preserves, Ditches, Dredging, Exemptions, Liveaboards, Mangroves, Mitigation, Navigation, Permit Fees, Permitting Process, Seawalls, Submerged Lands, Water Quality, Waters of the State Classification.

0900- Completeness Summaries

0905 – Noticing Requirements for Proprietary Projects – Initial SSL leases and easements require noticing to affected members of the public (property owners within 500ft and persons on the noticing mailing lists). Information for noticing initial leases/easements, revisions to leases/easements, appropriate forms and exceptions.

Instructions for Noticing Proposed Project – Suggested RAI language for noticing

Notice for Lease or Easement – Actual notice to distribute to affected members of the public

Letter to applicant regarding Notice comments – Letter drafted by agency staff to share public comments received as a result of the proprietary (lease/easement) notice.

Letter to Notice Respondent –Letter drafted by staff in response to public comments received and applicant response.

0907 – Dredge Fee Waivers Guide – How to determine if the material has “no economic value,” and whether the severance fees for dredge material can be waived.

0910 – Money Collection/Deposit, Invoice, Billing and Payment Information (SSL):

- [Billing Information Form](#) - for lease processing
- [Fee rate chart](#)- use to calculate annual lease fees
- [Request for SSL invoice](#) (includes instructions)
- [Financial Capability for SSL leases](#) - The BOT requires assurance that a Lessee can meet lease payment obligations. This requires completion of an affidavit prior to issuance. Guidance includes a condition of inclusion in all leases.

0940 – Notices to Applicants in Aquatic Preserves:

- [General Notice to Applicant in an Aquatic Preserve](#)
- [Notice to Applicant in Biscayne Bay Aquatic Preserve](#)

[0945 – Guidelines for Performing Site Surveys for Leases and Easements \(Applicant\)](#) RESOURCE

SURVEY- Instructions and field survey report format for applicants/agents to use when evaluating the existing resources and site conditions within a lease or easement area. Includes the following; **Site Survey for Leases Package (pg. 2)**, **Field Survey Report Form for Leases (pg. 12)**, **Format and Example of Field Survey Report (pg. 13)**, **Survey Drawing for Leases (pg. 17)** , **Site Survey for Easements Package (Pg. 18)**, **Field Survey Report Form for Easements (pg. 27)**, **Format and Example of Field Survey Report (pg. 28)**, **Survey Drawing for Easements (pg. 30)**

[0948 – Survey Review Request \(to BSM\)](#) – use this for requesting Survey and Mapping to review a project. This should be done for conveyances, complex or controversial projects, and/or projects with questionable boundary lines. Includes the following; **Application for Survey Review (pg. 2)**, **Survey Review Checklist for BSM Requirements (pg.3)**

[0950 – Survey Requirements for Leases and Private Easements](#) – Lease and Easement survey requirements for projects that will pre-empt more than 3000 sq. ft. The first 2 pages contain instructions to staff. Also, includes the following; **Survey Requirements Package –instructions to applicant (pg. 3)**, **Safe Upland Line Methodology in Non-Tidal Waters for Leases & Easements (pg. 5)**, **Guidelines for Allocation of Riparian Rights (pg. 7)**, **Survey Review Checklist for Leases and Private Easements (pg. 8)** use to review surveys applicant has provided

[0955- Digital Format Requirements for Surveys and Sketches](#) – Having an electronic version of the survey is important for updating and maintaining databases as well as for compliance. This provides instructions for submittal of a digital copy (CD).

[0960 – Professional Sketch Requirements for Leases, Public and Private Easements](#) Lease and easement survey requirements for projects that pre-empt less than 3000 sq. ft. of state lands. First page contains instructions to staff. Including; **Professional Sketch Requirements Package (pg. 2)**, **Checklist for Review of Sketch and Easement Area Description (pg. 6)**, and **Checklist for Review of Sketch and Lease Area Description (pg. 7)**

[0961 – Public Easement Corridor Crossing Requirements](#) – To be used for **PUBLIC** easements in lieu of the survey requirements found in 0950. For projects that cross multiple counties a separate corridor description is required for each county. An easement is issued for each county. Includes instructions to staff, applicant and surveyor.

0965 – Valuation of Private Easements (Appraisals) and Fees for Public Easements – Explanation and instructions on easement values determination. Includes applicant pkg.

0967 – Submerged Land Donations –Guidance on donation of privately owned submerged lands to the BOT for mitigation of public interest. Includes a list of required information from the applicant and a memo for transmittal to DSL (Division of State Lands) for review. [SLER 1130](#) has information for sales, exchanges; deed preparation; reclaimed lands; disclaimers and quitclaims

0975 – Setback Requirements, Exceptions, Waiver Letter (01/30/2003)
Letter of Concurrence for Setback Waiver (letter only in Word)

0980 – Coastal Island Consistency

Coastal Island Letter (pg. 2) Letter to send to applicant/agent in order to determine if the area is an undeveloped coastal island or undeveloped coastal island segment. It also, contains language in the body of the letter that would be appropriate for a RAI.

Section 1000 – Single-Family and Multi-Family Docks

Single Family Docks- For single family docks outside of an aquatic preserve [SLER 1000](#), for single family docks within an aquatic preserve (and Monroe county) [SLER 1003](#), Step by step instructions for processing a single family dock [SLER 1006](#), [SLER 1112](#) contains guidance “one dock per parcel within AP’s” and [SLER 1118](#) includes guidance for single family docks on “roofs over boatslips within an AP”

1000-A – Single-family Dock and Multi-slip Dock Guidance – Table for determining if a dock is exempt or requires a permit for both single family and multi-slips (multi-family) docks. Additional guidance provided (including sketches) for determining the access walkway and terminal platform dimensions.

1004 – Preempted Area & Example Drawings – Guidance on determining the pre-empted area for docking facilities, includes sketches and explanations.

1015 – Multi-slip/Multi-family Docks Outside Aquatic Preserves- Includes tips for dock construction for the applicant.

1017 – Proprietary Rule Criteria for Docks (needs update)

Section 1100 – Other Activities and Coordination/Review

1112 – Guidance on Single-Family Docks in Aquatic Preserves: One Dock per Parcel – Guidance from OGC regarding processing of single family applications in an aquatic preserve, only one dock per parcel.

[1114-A – Guidance for Evaluating Qualification for the Maintenance Dredging Exemption](#) – contains detailed discussion on the exemption, special considerations, sample drawings, summaries of court cases related to dredging and proprietary considerations.

[1114-B – Guidance on Mitigation for Resource Impacts from Maintenance, Widening, or Deepening of Existing Manmade Channels, Canals, Berths, and Basins](#) – Memo from Mimi Drew

[1117 – Private Dock Exemptions in ERP](#) Rules – evaluation of “zero-lot line living complexes” and the application of 403.813(b)... “for the purposes of this rule, multi-family living complexes and other types of complexes or facilities associated with the proposed private dock shall be treated as one parcel regardless of the legal division of ownership or control of the associated property”

[1125 – Navigational Aids, Markers and Buoys](#) Overview of the FDLE, Boating and Waterways section within FFWCC, the types of markers and buoys, regulatory authorizations required, etc. [FWC Approved Signage for Marking Seagrass Areas](#) – illustrated drawing with specifications for seagrass signage installation

[1130 – Sales and Exchanges of Submerged Lands; Deed Preparation; Reclaimed Lands; Disclaimers and Quitclaims](#) - instructions to staff from DSL for sales and exchanges of formerly filled state lands,

[1135 – ACQ Guidelines](#) –Use of ACQ- treated materials in wetlands and surface waters.

[1140 – Seawalls](#) –Historic guidance (1994) examples of different seawall situations and types of authorizations required.

[1143 – ERP Permits for Superfund Sites](#) – CERCLA guidance- Permits not required for CERCLA activities however, DEP/WMD does have the opportunity to comment and review proposed plans

[1175 – Proprietary Dredging Rule Citations](#) (links to 1180)

[1180 – Dredge License Questions](#) –Dredging does not require a licensed contractor, or registered equipment. Includes an explanation/definition of “Certified Marine Contractors”

[1185 – Approval of DOT Bridges and Roadways Located on Sovereignty Submerged Lands](#) – Guidance on processing of DOT projects that occur on SSL’s and how to process the proprietary authorization, guidance on upland interest, co-location, public easement boundaries, etc.

Section 1200 – Rule Interpretation, Direction, Guidance, Legal Issues

[1200 – Board of Trustees \(BOT\) Rule Interpretation and Direction to Staff](#) – List of topics by date and interpretation by board with directions to staff.

[Board of Trustees Direction – Adopted Into Rule](#)

[Board of Trustees Direction – Not Needed In Rule](#)

1210– Processing Chapter 62-25 Stormwater Permits:

[Guidance for Evaluating Proposed Activities for Sites Previously Permitted under Chapter 62-25, F.A.C.](#)

[SWFWMD Procedure for Requests to Modify Chapter 62-25, FAC, Exemptions and General Permits for Stormwater Systems \[May be used for all WMDs\]](#)
[Discharge of Stormwater onto Privately Owned Submerged Bottom](#)

[1211 – Stormwater Management Systems](#)

[1215 – American Disability Act Compliance](#)

Section 1500 - Application Evaluation

[1500 – Water Quality Sampling and Analysis Methods for ERP/WRP Activities](#)

[1500A How to find water quality assessments on TMDL tracker](#)

[1501 – Water Quality Data Reporting, Validation and Review for Determination of Compliance, Including Special Considerations for Selected Analytes](#)

[1502 – Water Quality Sampling for Docking Facilities](#)

[1504 – Sampling and Analysis for Flocculation Polymers](#)

[1505 – Ambient Water Quality Does Not Meet Standards](#)

1507 – Sediments and Water Quality Sampling – References:

[1994 Florida Sediment Quality Assessment Guidelines \(SQAGs\)](#)

[Guide to the Interpretation of Metal Concentrations in Estuarine Sediments](#)

Deepwater Ports Maintenance Dredging and Disposal Manual (WQ Sampling Document) this is divided into the three parts below.

[Part 1 \(3.7 mb\)](#)

[Part 2 \(3.9 mb\)](#)

[Part 3 \(3.8 mb\)](#)

[Environmental Contaminants Encyclopedia - National Park Service \(NPS\)](#)

[Corps of Engineers: Dredging Operations Technical Support Program](#) – Guidance Documents Web Page (includes Dredge Material Disposal Manual)

1510 – Mitigation Procedures

Attachment A: Elimination and Reduction Analysis in ERP

Attachment B-1: Mitigation Checklist (ERP)

Attachment C: Specific Conditions for Permits and Orders Requiring Mitigation and Restoration

Attachment D: Long-Term Mitigation Agreement- Historic
Using a Mitigation Bank

Guidance memo on interpreting and applying the UMAM – **RESCINDED- item included for reference only**

EPA document: Compensating for Wetland Losses Under the Clean Water Act Uniform Mitigation Assessment Method Chapter 62-345, FAC

(SLER 1114 contains guidance on mitigation for resource impacts for dredging channels, canals, etc.)

1515 – Conservation Easements – Guidance for both regulatory and proprietary conservation easements.

Conservation Easement Forms – List of forms to use for CE's

Commitment for Title Insurance

Policy for Title Insurance

Ownership and Encumbrance Report

1520 – Public Interest – Guidance on both regulatory and proprietary public interest, broken down into 3 sections with examples 1.) Non OFW, 2.) OFW non AP and 3.) AP

1600- Formal Determinations

1700- Compliance and Enforcement

1800- Forms and Attachments

1900- Process Improvements

NEW PROCEDURES OR FORMS LIST – table of updated forms