

# **Guidelines to FCT Applicants For Submitting Site Requests to the Florida Natural Areas Inventory**

FNAI will prepare a Florida Communities Trust (FCT) data report for all FCT applicants who request one. Please follow these guidelines when submitting a request:

## **Who to contact:**

GIS/Data Services – esachs@fnai.fsu.edu or 850-224-8207

## **What you need to submit to FNAI:**

- **Contact information** – name, agency, address, phone, email
- **Site information** – project name, county, note “FCT proposal” in letter/email
- **DETAILED site boundary** – either:
  - **GIS shapefile** – with projection defined
  - **Site map** – with DETAILED, ACCURATE boundary clearly drawn over aerial photo or USGS quadmap (include Township/Range/Section)

Reports cannot be processed until ALL of the information listed above is received by FNAI.

## **What you will receive from FNAI:**

You will receive a report (pdf file by email, or mailed hardcopy if you prefer) containing:

- **Cover letter** – clearly stating whether your site qualifies as a Locally Significant Natural Area (LNA) for FCT purposes.
- **Map of site** – with detailed natural resource information for site and surrounding area.
- **LNA Table** – showing how the site measures on the criteria we use to determine LNA status.
- **Other tables** – with detailed information on rare species occurrences and other natural resources.
- **Documentation** – explaining the data used to determine LNA status.

## **If you have questions about the FNAI report:**

Please read all documentation carefully to aid in understanding the report. If you still have questions, contact FNAI at the email address or phone number listed above.

FNAI makes a determination of LNA status based on a set of clear and objective criteria, in order to treat all applicants equally and fairly. The data we use are consistent statewide and based on valid methodology. We recognize that there may occasionally be a discrepancy between the FNAI site report and local information or knowledge. However we will not re-evaluate any determination of LNA status unless we have access to additional information regarding natural resources occurring on the site, that is independent of applicant assertions.

**Time Allowance:**

Please allow a minimum of one week (five business days) for FNAI to prepare a site report. Any additional information or re-evaluations requested of FNAI should allow an additional two weeks (10 business days) minimum.

**Fees:**

To cover our costs in producing the report, **FNAI will charge each applicant a fee of \$89 per hour** (1 hour minimum) for each report (most reports take 1 to 2 hours). We will send an invoice when the report is complete.

*For more information about the FCT program, please visit their website located at [http://www.dep.state.fl.us/lands/FL\\_Communities\\_Trust/default\\_cont.htm](http://www.dep.state.fl.us/lands/FL_Communities_Trust/default_cont.htm). If you are not a FCT applicant but are interested in requesting a standard data report for your site, please review the guidelines on the Data Requests page at [www.fnai.org](http://www.fnai.org).*

**Thank you for your cooperation,  
and good luck with your proposal!**



1018 Thomasville Road, Suite 200-C  
Tallahassee, FL 32303  
850-224-8207  
Fax: 850-651-9364  
[www.fnai.org](http://www.fnai.org)

*revised 18 May 2017*