



**Land Use & Environmental Services Division (850) 891-7100**

Mail: 300 S. Adams Street, Box B-28, Tallahassee, Florida 32301-1731  
Fax: (850) 891-7184 Florida Relay Service TDD: 711

## **EASEMENT INFORMATION SHEET**

**CONSERVATION EASEMENTS.** Chapter 5, Environmental Management, City of Tallahassee Land Development Code requires the applicant to record a conservation easement for all Environmentally Sensitive Land Features (conservation and preservation areas) identified in the Natural Features Inventory (NFI).

**DRAINAGE EASEMENTS.** The Land Development Code requires that a drainage easement for certain on-site areas of a development be done to ensure that such areas will be available for the conveyance of stormwater runoff. Drainage easements are not typically placed over conservation or preservation areas.

**RECORDING EASEMENTS.** All easements must be reviewed & approved by the City Attorney's office. Submit all required signed easements to the Growth Management Department (GMD) no later than thirty (30) days after the commencement of site work authorized by an Environmental Management Permit. All required easements must be recorded in the Public Records of Leon County, Florida prior to the performance of a final inspection and issuance of a Notice of Completion by the City of Tallahassee. Failure to submit or record the required easement in accordance with GMD procedures may result in the issuance of a Notice of Violation and/or Stop Work Order. Copies of standard easements acceptable to the City of Tallahassee can be found on our website at [www.talgov.com/growth](http://www.talgov.com/growth) or are available at our office. Any proposed revisions to the standard conservation easements must be reviewed and approved by the City Attorney's office.

**MANAGEMENT PLANS.** There are 2 types of management plans that may accompany a conservation easement. Both must be reviewed & approved by the GMD during the Environmental Impact Analysis (EIA).

**Vegetation Management Plans** are required to selectively remove or manage vegetation in any conservation area. The purpose of a management plan is to allow selective use of the conservation area, while at the same time protecting the overall purpose of the conservation area (easement). Conservation easements for the various conservation and preservation areas are split into two categories; those that are to remain undisturbed and those that have approved management plans. While all conservation easements allow the removal of invasive noxious vegetation, management plans can also provide an opportunity for the passive recreational use of the conservation area. Mulched, walking paths or hiking trails and picnic tables are examples of common management plan activities.

A **Habitat Conservation/Management Plan** is required for development activity that affects listed species. The specific parameters of a habitat conservation or management plan are reviewed by the Senior Environmental Biologist and approved by the GMD during the EIA.

## **INSTRUCTIONS**

Complete the following information and attach a signed Affidavit of Ownership or a current title opinion, along with a legal description and survey of the easement property, and **return to the appropriate LUES review team Environmental Inspector, Growth Management Department, Land Use and Environmental Services Division (LUES), 300 South Adams Street, Box B-28, Tallahassee, Florida 32301.** The LUES review team and Senior Environmental Biologist will review the documents; and, if complete, forward them to the City Attorney's office.

Upon receiving the requested information and documents, the City Attorney's office will prepare an easement document (an original of the sample document attached for your easement type) and forward it to you for execution. Please be advised that your signature must be witnessed and notarized. After you have executed this document, please return it to the City Attorney's office, or if you would prefer, you may schedule an appointment to execute the document at the City Attorney's office, where a notary and witnesses are readily accessible.

If you have any questions, please call a LUES review team member or Senior Environmental Biologist at (850) 891-7100, or Linda R. Hudson, Assistant City Attorney, at (850) 891-8554.

# EASEMENT INFORMATION SHEET

## Please Complete

### Required Attachments:

Affidavit of Ownership or Current Title Opinion     Legal Description     Survey of the Easement Property

**Type of Easement:** (Check One)     Conservation     Drainage

**Will a Management Plan be included?**     Yes    If yes, attach approved management plan.     No

### Conservation or Preservation Areas to be included in the Easement (Easement Title)? (Check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Wetlands, Watercourse or Waterbody   | <input type="checkbox"/> Karst Features (Sink Holes)      |
| <input type="checkbox"/> Floodplain   | <input type="checkbox"/> Floodway                         |
| <input type="checkbox"/> Severe Grades  | <input type="checkbox"/> Significant Grades               |
| <input type="checkbox"/> Native Forest  | <input type="checkbox"/> High Quality Successional Forest |
| <input type="checkbox"/> Areas of Environmental Significance (Archaeological or Historical Areas)                           |   |
| <input type="checkbox"/> Listed Species Habitat (Habitat of Endangered or Threatened Species or Species of Special Concern) |   |
| <input type="checkbox"/> Special Development Zone <input type="checkbox"/> Zone A <input type="checkbox"/> Zone B           |   |
| <input type="checkbox"/> 100 year Storm Event Flood Exclusion Zone  |   |
| <input type="checkbox"/> Canopy Road Protection Zone    Name of Canopy Road _____   |   |
| <input type="checkbox"/> Other _____  |   |

Sometimes conservation and preservation areas overlap and the conservation easement may be combined to encompass some or all of the features. For example, the easement may be classified as "Wetland and Undisturbed Floodplain Conservation Easement", "Significant and Severe Grade Conservation Easement," or a broad classification, such as "Environmentally Sensitive Area Conservation Easement," may be used. When a broad classification is used, the easement sketch must show all feature boundaries. For example, the sketch must show both the wetland and floodplain boundaries. When the outermost feature boundary serves as the easement boundary, the easement title must include all of the conservation and preservation areas placed within the easement.

### Parcel/Project Information

Parcel ID #: \_\_\_\_\_

Location Address: \_\_\_\_\_

Name of Project: \_\_\_\_\_

### Ownership Information

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone #: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ (Only if different from Applicant's)

Owner's Address: \_\_\_\_\_

Owner's Phone #: \_\_\_\_\_

### Corporate or Partnership Information

Officer or General Partner (Name): \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_