

Charlotte County Conservation Easement Program
Applicant Instruction Sheet

The following items must be submitted to: Inga Williams
Community Development Department
Room 208 Building B, Murdock Administration Center
18500 Murdock Circle
Port Charlotte, Florida, 33948

- Grant of Conservation Restrictions application
 - if there are multiple owners of interest in the property, then each owner must fill out and sign the application form
 - for corporate or similar agencies, the officer or registered agent shall sign
- Signed and Notarized Conservation Easement
 - Must be signed by all owners of interest in the property or the entity granted authority to convey restrictions on the property
- Legal description and sketch of the Property to be placed under the easement
- A check payable to the Charlotte County Board of County Commissioners to cover recording costs for the conservation easement
 - Fee calculation: \$10.00 for the first page and \$8.50 for each additional page. Calculating the fee: count the Conservation Easement document [3 pages] and the number of pages in your Legal Description document. Plus \$0.70 for document stamp. Do not count the application pages.

Example Fee:

Conservation Easement document	
Page 1 =	\$10.00
Page 2 =	\$8.50
Page 3 =	<u>\$8.50</u>
	\$27.00
Document Stamp	\$00.70
2 page Legal Description	<u>\$17.00</u>
Total	\$44.70

In order for your property to be approved, the following must be true:

- The property, or portion thereof, to be placed under the restriction of the easement is in an undeveloped state
- The property is contiguous land
- The property is located in a residentially-zoned district in the Urban Service Area
- The property meets the following size criteria
 - It is at least one acre or larger and at least 75% of the property is being placed under the restriction of the easement;
 - It is less than one acre in size and the entire property is being placed under the restriction of the easement

The County retains the right to deny any application

Charlotte County Conservation Easement Program Application
Grant of Conservation Restrictions

WHEREAS, [Print] _____ is the owner in fee of certain property in Charlotte County, Florida, which has natural resource value in its present state; and

WHEREAS, the property contains _____ acres of undeveloped land in a residentially zoned district which provides desirable open space in a natural vegetative and hydrologic condition; and

WHEREAS, Charlotte County, Florida, a political subdivision of the State of Florida, desires to preserve undeveloped land and open space in residential areas in order to protect the aesthetic and natural resources of the County through non-regulatory means and thereby reduce the burdens placed on state and local governments by unchecked development, by reducing the cost of those public services associated with developed property, for example, emergency medical services, and police and fire protection.

NOW, THEREFORE:

Name:[Print] _____,
(hereinafter "Owner") desires to grant and convey to Charlotte County, Florida, a perpetual Conservation Easement in and over Owner's real property located in Charlotte County, Florida, in consideration of the removal of, or a reduction in, the Equivalent Residential Unit (ERU) count assigned to Owner's real property for street and drainage, stormwater utilities, waterways and fire benefit unit assessment purposes.

Applicant mailing address:

Phone # _____

Applicant's Signature _____

For Staff Use Only

Step 1: Comm. Dev. Department, Comprehensive Planning section – forward to Natural Resources

- Yes** **No** Conservation easement is attached
 Yes **No** Legal description and sketch is attached
 Yes **No** Property is contiguous land
 Yes **No** Property is located in a residentially-zoned district in the Urban Service Area
 Yes **No** Property meets the size criteria of the ordinance
 Yes **No** A check payable to the CCBCC has been submitted in an amount sufficient to cover the cost of recording the documents with the Clerk of the Circuit Court

Step 2: Natural Resources Division – forward to Fiscal Services – MSBU Division

- Yes** **No** Property is undeveloped
 Yes **No** Property has an environmental value
 Yes **No** Property needs removal of exotics
 Yes **No** Conservation easement would be of benefit to the County and should be presented to the BCC for consideration and approval

Step 3: Fiscal - MSBU Division – forward to Fiscal Services – Fiscal Consultant handling MSBUs.

Calculation Worksheet for ERU Reduction

This property is located in the:

_____ Street and Drainage unit _____ Waterway unit
 _____ Stormwater Utility Unit _____ Fire District

MSBU	Current Units	Units Reduced	Total Units Remaining
Street & Drainage			
Waterway			
Stormwater Utility			
Fire			

Step 4: Fiscal Services Division – forward to Real Estate Services

MSBU	Loan still to be paid off - yes or no	Annual payment amount	# of years remaining
Street & Drainage			
Waterway			

If there is a loan, or loans, to be paid off units will not be removed until loan is paid.

Step 5: Real Estate Services Division

- Application is complete and Natural Resources has recommended submission to BCC for approval*
 Application is incomplete and requires additional information per attached sheet

If application is complete and Natural Resources has recommended submission to the BCC, Step 6:

1. Set Item on NOVUS consent agenda by Real Estate Services
2. If approved by the BCC, record easement with the Clerk of the Circuit Court
3. After the document is recorded, send a copy of the recorded document to:
 - IT/GIS (Kevin Edwards)
 - MSBU Division (Deana Southwell)
 - Property Appraiser (Alexia Young or Frank Desguin)