

Land & Water Conservation Fund Preliminary Application Checklist

A complete application package, that is to be considered for a matching grant, must include one copy of each required form and attachment per application. Please make sure each item checked is enclosed and remember to enclose this checklist.

	Preliminary Application, Forms (includes excel workbook), and Signature Page (Must be signed and dated)
	Preliminary Application Checklist (This form)
	Project Sponsor Statement of Compliance, Public Law 91-646
	General Project/Park Location Map
	Project Boundary Map – must include any easements/ROW/leases impacting the property.
	Site Plan
	Construction/Floor Plans for Buildings/Structures
	Property Deeds for the Project Area – Project cannot be processed without deeds evidencing of ownership by the sponsor.
	Any easements or rights-of-ways that may impact the grant area/project boundary
	Resolution by Governing Body to Apply for Grant – Can be evidenced by a letter of support or a certified copy of the meeting minutes of the governing body.
	Proof of Willing Seller (Acquisition or Combined Projects Only)
	Preliminary Title Report (Acquisition or Combined Projects Only)
	USFLA (Yellow Book) compliant Appraisal (Acquisition or Combined Projects Only)
	Letters of guaranteed support. These letters should document the amount and type of donation that may be used as a match.