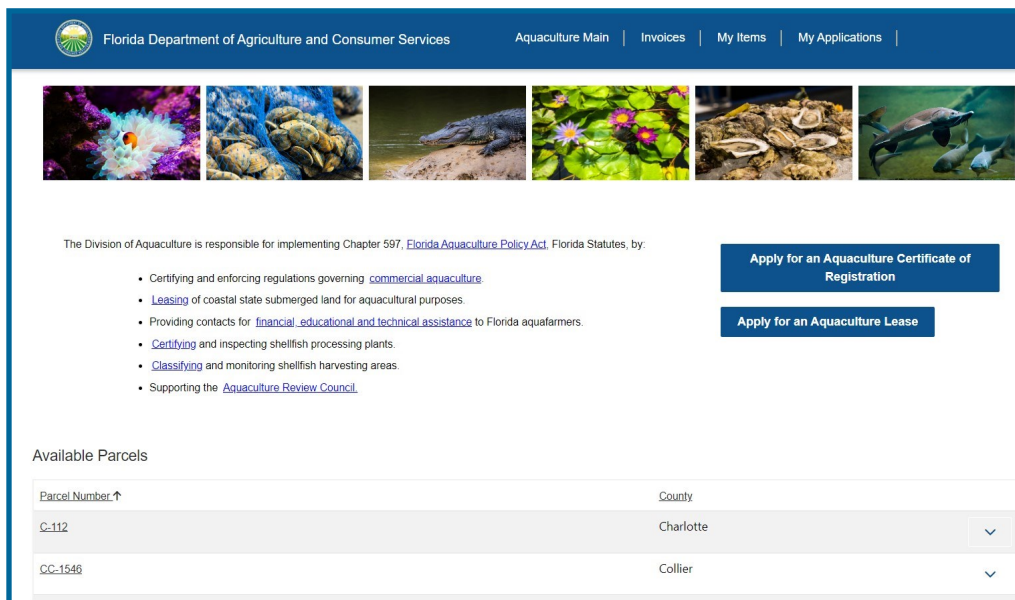


Initial Lease Application Guidance Document

<https://aquacultureportal.FDACS.gov/>

This guidance document helps users navigate their way through the FDACS Division of Aquaculture portal to apply for a submerged land lease. For any questions, please contact the Florida Department of Agriculture and Consumer Services, Division of Aquaculture at (850) 617-7600 or Aquaculture_Web@FDACS.gov.

Once signed in, you will see the **Aquaculture Main Page**.



The screenshot shows the Aquaculture Main Page of the Florida Department of Agriculture and Consumer Services. The page features a navigation bar with links to Aquaculture Main, Invoices, My Items, and My Applications. Below the navigation bar is a row of six images representing various aquatic life. The main content area includes a section titled "The Division of Aquaculture is responsible for implementing Chapter 597, [Florida Aquaculture Policy Act](#), Florida Statutes, by:" followed by a list of responsibilities. To the right of this list are two buttons: "Apply for an Aquaculture Certificate of Registration" and "Apply for an Aquaculture Lease". Below this is a section titled "Available Parcels" which contains a table with two columns: "Parcel Number" and "County". The table lists two parcels: C-112 in Charlotte County and CC-1546 in Collier County.

Florida Department of Agriculture and Consumer Services | Aquaculture Main | Invoices | My Items | My Applications

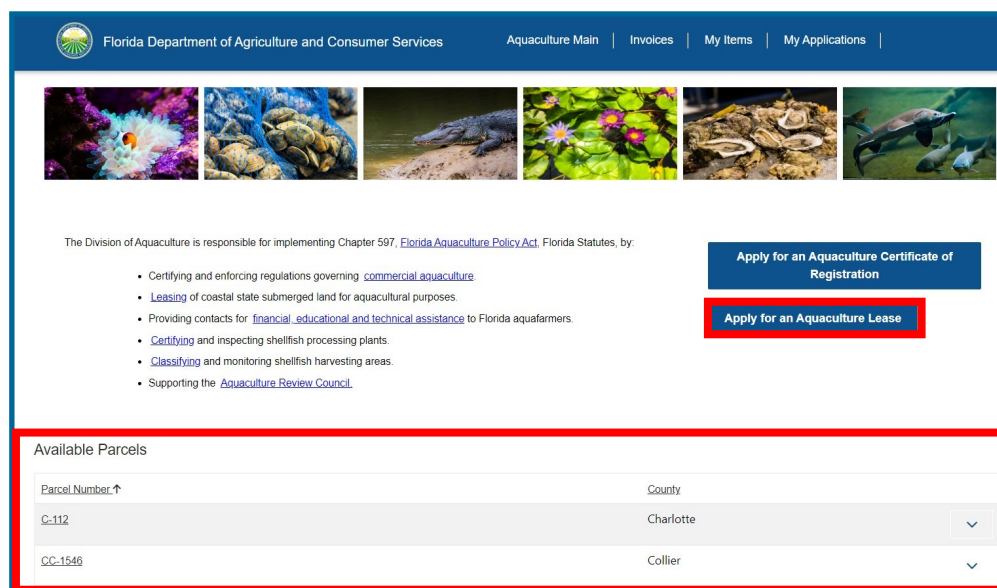
The Division of Aquaculture is responsible for implementing Chapter 597, [Florida Aquaculture Policy Act](#), Florida Statutes, by:

- Certifying and enforcing regulations governing [commercial aquaculture](#)
- [Leasing](#) of coastal state submerged land for aquacultural purposes.
- Providing contacts for [financial, educational and technical assistance](#) to Florida aquafarmers.
- [Certifying](#) and inspecting shellfish processing plants.
- [Classifying](#) and monitoring shellfish harvesting areas.
- Supporting the [Aquaculture Review Council](#).

Available Parcels

Parcel Number ↑	County
C-112	Charlotte
CC-1546	Collier

Once signed in, you may apply for a submerged land lease by selecting **Apply for an Aquaculture Lease** or by selecting the desired parcel from the **Available Parcel Table**.



This screenshot is identical to the previous one, but with a red box highlighting the "Apply for an Aquaculture Lease" button and the "Available Parcels" table.

Florida Department of Agriculture and Consumer Services | Aquaculture Main | Invoices | My Items | My Applications

The Division of Aquaculture is responsible for implementing Chapter 597, [Florida Aquaculture Policy Act](#), Florida Statutes, by:

- Certifying and enforcing regulations governing [commercial aquaculture](#)
- [Leasing](#) of coastal state submerged land for aquacultural purposes.
- Providing contacts for [financial, educational and technical assistance](#) to Florida aquafarmers.
- [Certifying](#) and inspecting shellfish processing plants.
- [Classifying](#) and monitoring shellfish harvesting areas.
- Supporting the [Aquaculture Review Council](#).

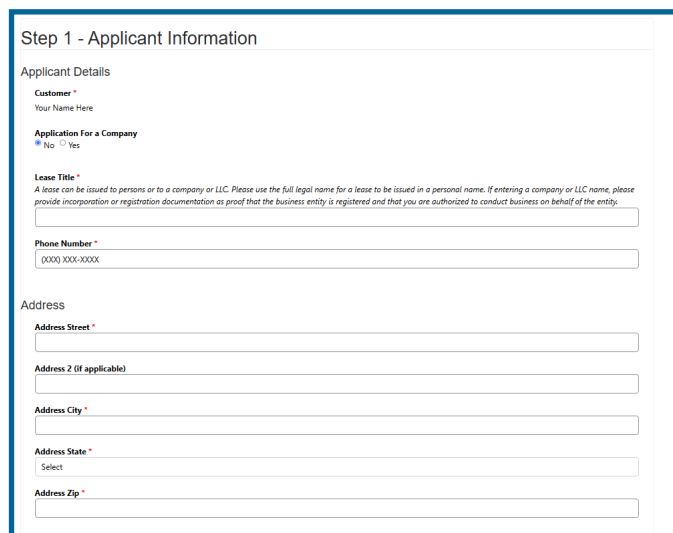
Available Parcels

Parcel Number ↑	County
C-112	Charlotte
CC-1546	Collier



1. Step 1 - Applicant Information.

- A. When you begin your application, your name will be prepopulated for the **Applicant Details** with your profile information.



Step 1 - Applicant Information

Applicant Details

Customer *
Your Name Here

Application For a Company
☒ No ☐ Yes

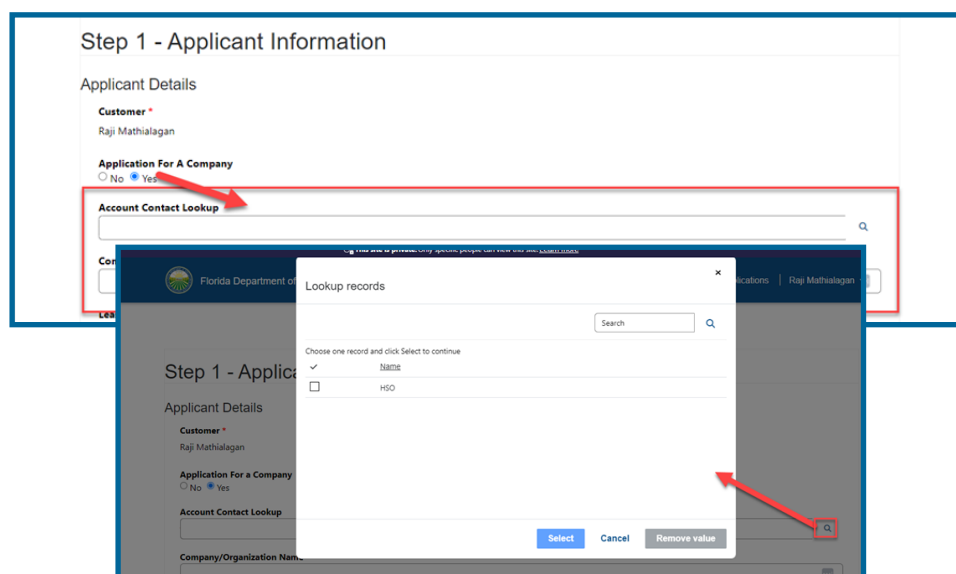
Lease Title *
A lease can be issued to persons or to a company or LLC. Please use the full legal name for a lease to be issued in a personal name. If entering a company or LLC name, please provide incorporation or registration documentation as proof that the business entity is registered and that you are authorized to conduct business on behalf of the entity.

Phone Number *
(0000) XXX-XXXX

Address

Address Street *
Address 2 (if applicable)
Address City *
Address State *
Select
Address Zip *

- B. You may apply as an individual or as the legal representative of a company, business or organization.
- ◆ To apply as an individual, select **No** for **Application for a Company** and proceed to the next fields.
 - ◆ To apply for a company, business or organization, select **Yes** for **Application for a Company** and enter the requested information. To process an application for a company, company name must be entered on the application.
 - a. If the business account is already associated with your profile, you may select the company.



Step 1 - Applicant Information

Applicant Details

Customer *
Raji Mathialagan

Application For a Company
☐ No ☒ Yes

Account Contact Lookup

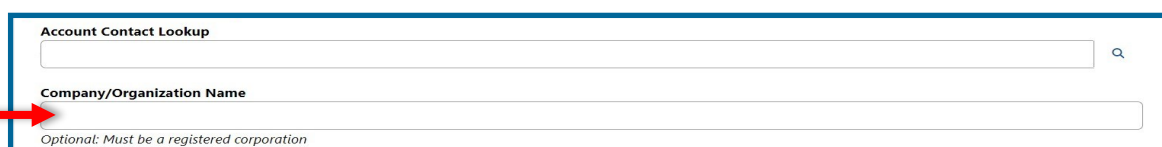
Lookup records

Choose one record and click Select to continue

	Name
☒	HSD
☐	

Select Cancel Remove value

- b. If the business account is not linked, type out the company name in the **Company/Organization Name** field.



Account Contact Lookup

Company/Organization Name

Optional: Must be a registered corporation



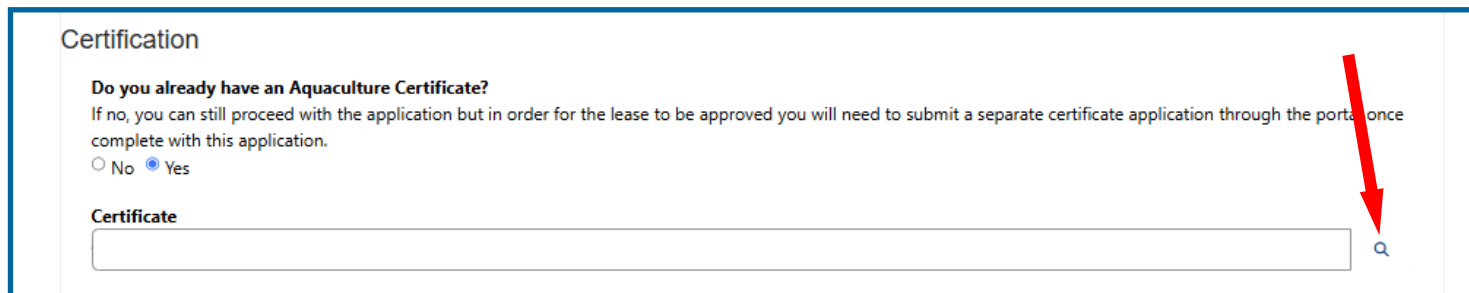
C. The **Lease Title** is the company name or individual name(s) applying for the lease.

D. Enter your phone number.

E. Enter your mailing address under **Mailing**.

F. Enter the **Certification** questions.

- a. If you already have an Aquaculture Certificate of Registration, select **Yes** and use the magnifying glass to search for your AQ#.



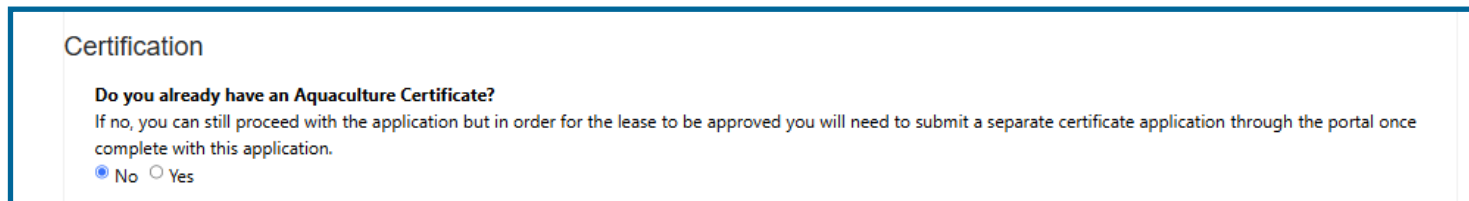
Certification

Do you already have an Aquaculture Certificate?
If no, you can still proceed with the application but in order for the lease to be approved you will need to submit a separate certificate application through the portal once complete with this application.

☐ No ☒ Yes

Certificate

- b. If you do not have an Aquaculture Certificate of Registration at the time of your lease application, select **No**.



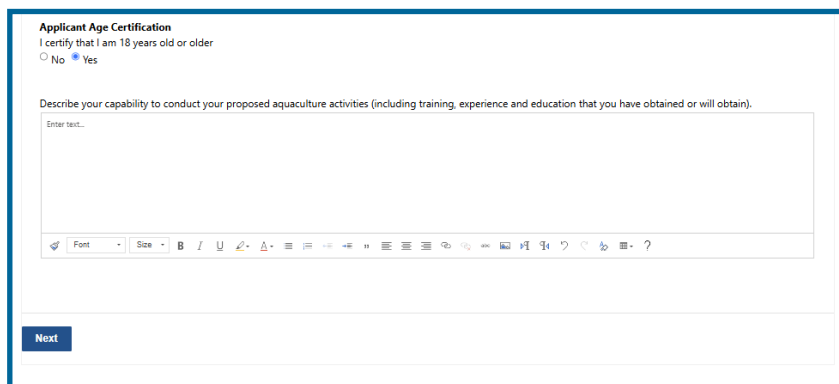
Certification

Do you already have an Aquaculture Certificate?
If no, you can still proceed with the application but in order for the lease to be approved you will need to submit a separate certificate application through the portal once complete with this application.

☒ No ☐ Yes

Note: In order to process a lease application, you must have a valid Aquaculture Certificate of Registration. If you do not have a valid Aquaculture Certificate of Registration, be sure to apply through the portal after you submit your submerged land lease application.

- c. Certify you are 18 years old or older. *Applicants must be 18 years or older to be approved for an Aquaculture Certificate of Registration.*
- d. Describe your capability to conduct your proposed aquaculture activities by typing your response in the text box.



Applicant Age Certification
I certify that I am 18 years old or older

☐ No ☒ Yes

Describe your capability to conduct your proposed aquaculture activities (including training, experience and education that you have obtained or will obtain).

Enter text...

Font Size B I U ?

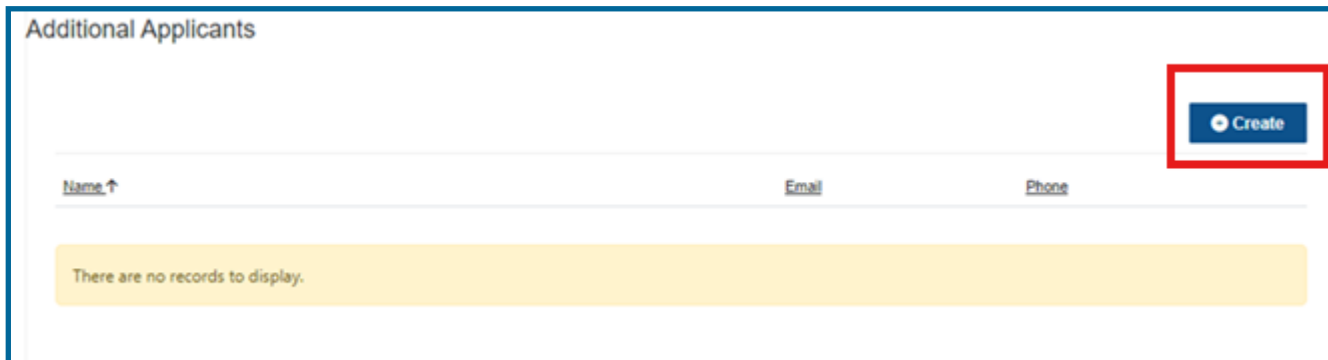
Next

- e. Once all fields have been completed, select **Next**.



2. Step 2—Parcel/Site Information

A. To add additional applicants, select **Create** to add applicant details. You must add each one at a time.

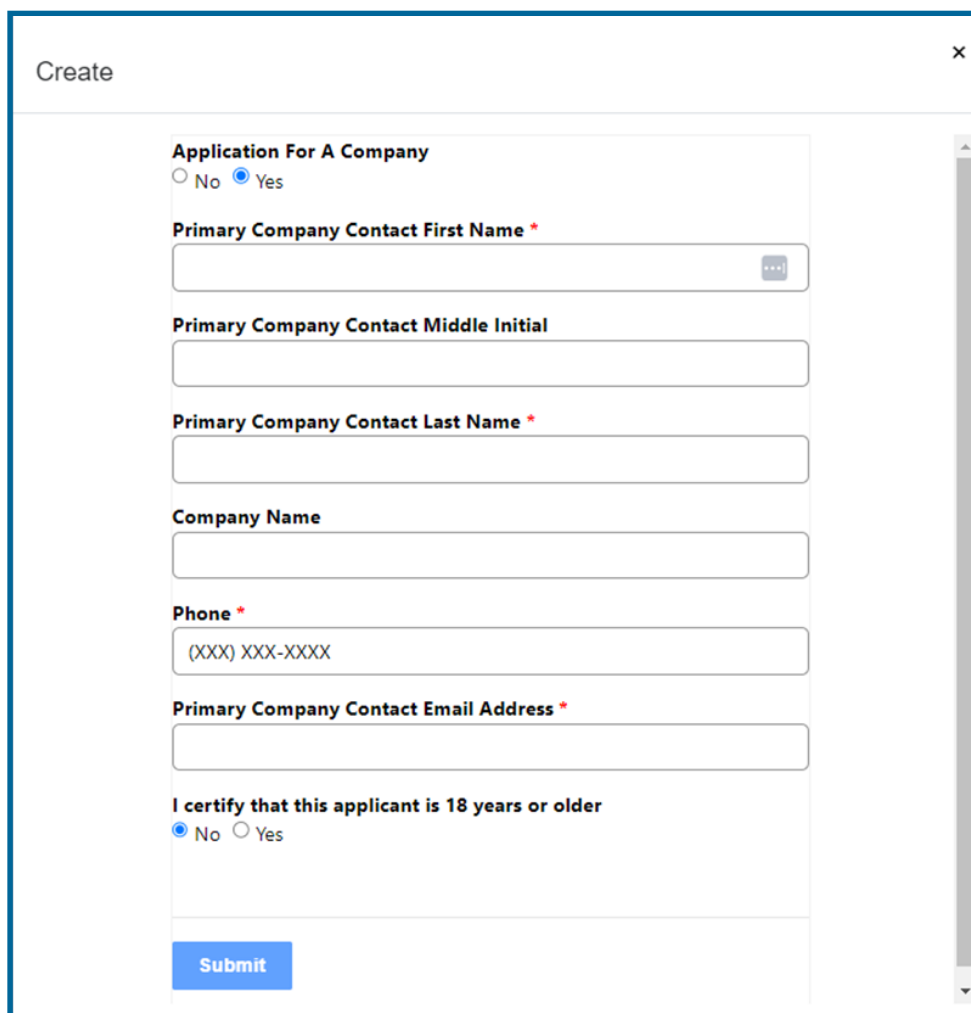


Additional Applicants

Create

Name ↑	Email	Phone
There are no records to display.		

- Select **No** for **Application for a Company**. *Additional applicants may not be another business.*
- Enter the mandatory information for additional applicants.
- The **Submit** button will be enabled when you certify that the additional applicant is 18 years or older. *Additional applicants must be 18 years or older to be approved for an Aquaculture Certificate of Registration.*



Create

Application For A Company

☐ No ☒ Yes

Primary Company Contact First Name *

Primary Company Contact Middle Initial

Primary Company Contact Last Name *

Company Name

Phone *

(XXX) XXX-XXXX

Primary Company Contact Email Address *

I certify that this applicant is 18 years or older

☒ No ☐ Yes

Submit



- B. Enter the **Parcel/Site Information**. You must select yes for at least one lease type (e.g., bottom lease or water column lease).
- C. Select your **Parcel Type**, whether existing parcel or if you are nominating a new site.
- a. *If you began your application from the **Available Parcel Table**, then **Parcel** and **Aquaculture Use Zone (AUZ)** should be populated for you. Otherwise, you will need to enter this information using the magnifying glass feature.*

Parcel/Site Information

Bottom Lease *
Use of up to 6 inches off the bottom
☒ No ☐ Yes

Water Column Lease *
Use of the full water column. Please contact the division to determine if the parcel can be issued for full water column usage)
☒ No ☐ Yes

Parcel Type *
Are you applying to an existing parcel?
☒ Existing/Approved Parcels ☐ New Site

A. Existing/Approved Parcels

County

Aquaculture Use Zone

Body F x

Parcel

B-112 x

Alternate Parcel No.
You may enter an alternate parcel in case your first choice is already taken.

- D. If applying for a New Site, you must enter all information in its entirety for your application to be reviewed and processed without delay.

Parcel Type *
Are you applying to an existing parcel?
☐ Existing/Approved Parcels ☒ New Site

B. New Site (for newly proposed areas, complete section B)

County

Size of Proposed Lease Area in Acres

Shallowest water depth at mean low water, in feet

Shellfish Harvesting Area (SHA)

Water Body

Average tidal range in area, in feet

Deepest water depth at mean low water, in feet

Riparian Upland Property

Own Riparian Upland Property ☒ No ☐ Yes

Please describe the location of access to the proposed lease site

Approx. distance to the nearest shoreline, in feet
For areas within 500 feet of a riparian landowner, a list of the names and addresses of each owner of property lying within 500 feet of the proposed area, as shown on the latest county tax assessment roll is required to be included in this application package.

Coordinates

NE Longitude

SE Longitude

NW Longitude

SW Longitude



3. Step 3—Lease Development Plan

- A. Complete the **Development Plan** in its entirety to avoid delay in application processing.
- a. When entering **Products to be Cultivated**, you are able to select one or more commodities at a time. *Be sure to include all products intended for production on the lease.*
- b. Use complete sentences to describe the aquaculture activities to be conducted on the lease.

The screenshot shows the 'Step 3 - Lease Development Plan' form. It includes a 'Development Plan' section with a radio button for 'Proposed Aquaculture Activities are' set to 'Commercial'. Below this is a dropdown menu for 'Products to be Cultivated' with the placeholder text 'Select or search options'. Further down is a text area for 'Aquaculture Activities' with the instruction 'Describe the aquaculture activities to be conducted including planting and harvesting activities.' and a rich text editor toolbar.

- B. Provide a detailed business development plan for each year (years 1-10) under **Effective Cultivation**. *Be sure your planting amounts meet the requirements for minimum effective cultivation as detailed on the application.*
- C. Describe the supply source.
- D. Describe the distribution after harvest.

The screenshot shows the 'Effective Cultivation' form. It features a list of years from Year 1 to Year 10, each with a corresponding text input field. To the right of this list is a larger section with two text areas: 'Describe the supply source of seed stock or rock products.' and 'Describe the distribution of the product after harvest'. Both text areas have rich text editor toolbars. At the bottom of the form are 'Previous' and 'Next' buttons.

- E. Select **Next** when ready to move to the next step.



4. Step 4—Proposed Gear

- Describe the maximum dimension and characteristics of gear to be used.
- Describe the gear marking methods.
- Select **Next** when ready to move to the next step.

Step 4 - Proposed Gear

Maximum Dimension and Characteristics *
Describe the maximum dimension (length x width x height) and characteristics of the gear to be used (material type, wire gauge, brand, etc.).

Enter text...

Font Size B / U A [Rich Text Editor Icons]

Description of Marking Methods *
The leaseholder is responsible and liable for equipment and gear placed on the lease. All of bottom gear must be permanently and individually marked with the name of the leaseholder. Additionally all gear must be properly disposed of following use or displacement off the lease. Please provide a description of marking methods for off bottom gear and a gear recovery plan to meet these requirements.

Enter text...

Font Size B / U A [Rich Text Editor Icons]

[Previous](#) [Next](#)

5. Step 5—Acknowledgements and Signature

- Review and acknowledge all statements.
- To avoid errors, be sure to select **Yes** for **New Site Nominations** even if you are not submitting an application for a new site.

Step 5 - Acknowledgements and Signature

Acknowledgements
A lease can be issued to persons or to a company or LLC. Please use the full legal name for a lease to be issued in a personal name. If entering a company or LLC name, please provide incorporation or registration documentation as proof that the business entity is registered and that you are authorized to conduct business on behalf of the entity.

Terms and Conditions
I understand prior to signing the lease agreement, it is my responsibility to read and comply with all terms and conditions of the lease agreement.
☐ No ☒ Yes

Final Approval
I understand that upon final approval of a new lease area, I will be responsible to provide two prints of a survey of the parcel pursuant to section 19-21.021(1)(b), Florida Administrative Code.
☐ No ☒ Yes

Install and Maintain Lease Markers
I understand that I will be responsible to install and maintain lease markers pursuant to an approved U.S. Coast Guard Private Aids to Navigation permit.
☐ No ☒ Yes

Application Fee
For existing parcels, an application fee of \$200.00 is required to be submitted with the lease application.
☐ No ☒ Yes

New Site Nominations
For new site nominations, do not include the application fee at this time. However, upon review and approval of an application for a newly proposed area, the division will contact you for the required \$200 application fee.
☐ No ☒ Yes

Signature

Applicant Signature *
Signature Agreement: Florida has adopted the Uniform Electronic Transactions Act (UETA). Under the UETA, electronic signatures have the same legal effect as traditional handwritten signatures. § 668.50, Fla. Stat. Electronic signatures done through this Site are the equivalent of a signature on paper. Authorized use of an electronic signature shall comply with the legal requirements for the use of a traditional handwritten signature. By submitting this application, I attest that the statements made herein regarding my business, legal property, production facilities and products are accurate and truthful. I certify that I and additional applicants listed are 18 years old or older and I have authority to sign on their behalf. This application serves as notice of intent to comply with applicable Aquaculture Best Management Practices (Chapter 5L-3, F.A.C.) or interim permitting measures.
☐ No ☒ Yes

Signature *
Please type your full name.

Signature Date
12/16/2024



6. Submit all necessary documents, such as your Shellfish Harvester Education Training certificate, business plan and gear schematics by selecting **Add Files**.

Documents

A cross-section diagram of the proposed area is required to be included in this application package. See Attachment 2 for guidance and at a minimum include the following items in the diagram:

- Legend with applicant name, county, water body and date.
- Label the dimensions of the proposed area with the GPS coordinates in Decimal Degrees.
- Water depth at Mean High Water and Mean Low Water.
- Location and number of proposed gear and support poles.

Images or sketches of proposed structures for aquaculture production are required to be included in this application. This includes all cages, bags, anchors etc. See Attachment 3 for guidance.

Include any additional information for FDACS to review with the application.

- Bottom to Water Column Lease applications require the leaseholder to submit:
 - [Business Plan](#)
 - [Gear Schematic](#)

[Add files](#)

There are no folders or files to display.

[Previous](#) [Submit](#)

7. Once your application is complete and accurate to the best of your abilities, enter your full legal name and select **Submit**. *Applications without a signature will not be processed.*
8. You will receive email confirmation of your application submission.

I am writing to acknowledge receipt of your Aquaculture Lease Application.

We would like to inform you that your application is currently under review by our team. Once the preliminary review process is complete, we will notify you of any further steps that may be required.

If you have any questions or require any additional information, please do not hesitate to contact us. We are here to assist you throughout the application process and provide any necessary guidance.

Thank you for your interest in aquaculture.

Best Regards,
Aquaculture Team

9. If you are submitting an application for an existing parcel, you will receive a separate email with a link to your invoice. *Applications proposing new lease sites will be notified of next steps at a later date.*
10. Your application and application status will also be visible from the **My Applications** tab on the top banner of the Aquaculture Portal webpage.

Florida Department of Agriculture and Consumer Services					
Aquaculture Main		Invoices	My Items	My Applications	Your Name Here
Applications					
New Lease Application			New Certificate Application		
Case Title	Case Number	Company/Organization Name	Case Type	Case Status	Created On
Certificate Application	CAS-02379-V9M9F7		Certificate Application	Approved	1/7/2025 2:11 PM
Certificate Application	CAS-02375-C1S8Q5		Certificate Application	Approved	1/2/2025 7:50 AM
Lease Transfer	CAS-02358-P2N3P2		Lease Transfer	Received	12/13/2024 11:24 AM
Sublease Application	CAS-02357-P5F6M4		Sublease Application	Approved	12/13/2024 11:23 AM
Authorized User	CAS-02356-F3P4S5		Authorized User	Received	12/13/2024 11:22 AM
Lease Modification	CAS-02354-ZDL1H4		Lease Modification	Received	12/13/2024 11:21 AM
Certificate Application	CAS-02352-Y3P3B3		Certificate Application	Approved	12/13/2024 11:11 AM
Authorized User	CAS-02337-R1P4M3		Authorized User	Received	12/12/2024 11:56 AM
Authorized User	CAS-02282-Z7C1V1		Authorized User	Received	11/25/2024 7:08 PM
Authorized User	CAS-02281-K3V3V5		Authorized User	Received	11/25/2024 6:58 PM

