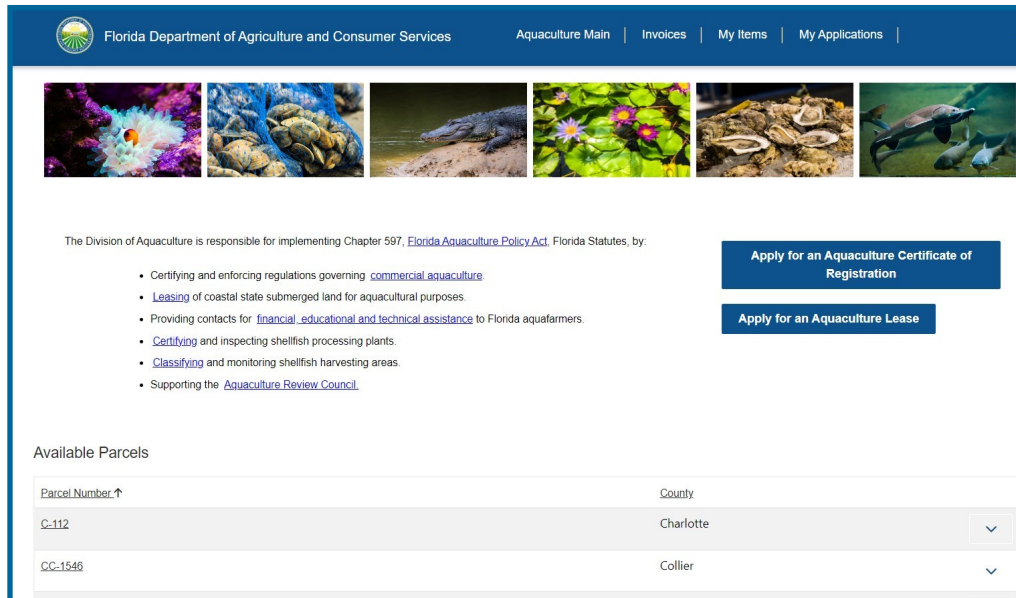


Modification Request Guidance Document

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

This guidance document helps users navigate their way through the FDACS Division of Aquaculture portal to request for a lease modification. 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.



Florida Department of Agriculture and Consumer Services

Aquaculture Main | Invoices | My Items | My Applications

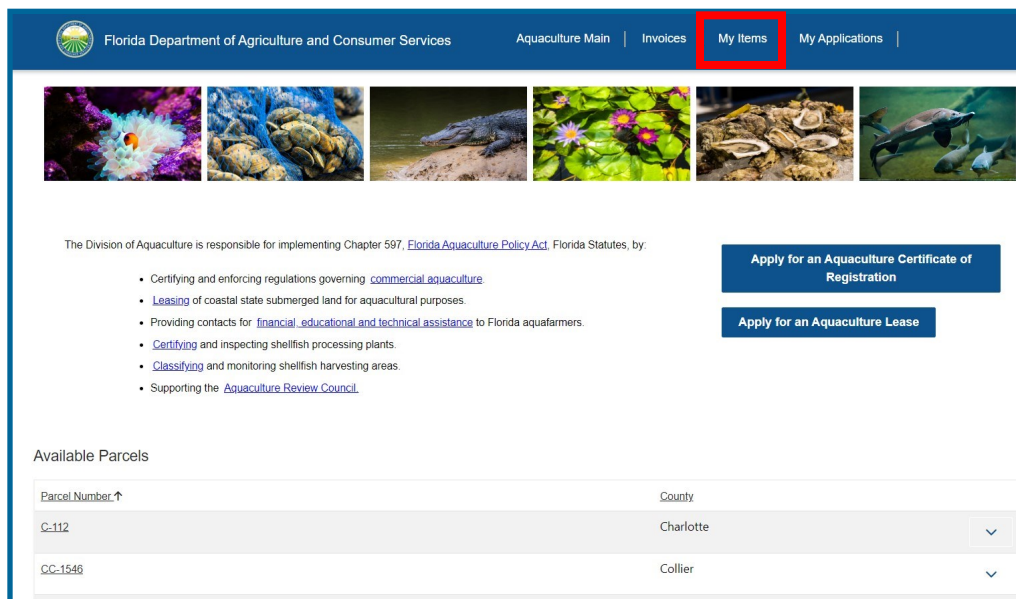
The Division of Aquaculture is responsible for implementing Chapter 597, [Florida Aquaculture Policy Act](#), Florida Statutes, by:

- 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

From the **Aquaculture Main** page, select the **My Items** tab from the banner at the top of the page.



Florida Department of Agriculture and Consumer Services

Aquaculture Main | Invoices | **My Items** | My Applications

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Available Parcels

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C-112	Charlotte
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1. In the **My Leases** section, view all your leases. Select the lease number on the far left to view details about the lease.

My Leases								Apply for a Lease
Name ↑	Lease Number	Parcel	Lease Title	Lease Type	Lease Status	Created On ↓	Expiration Date	
08-AQ-02363	08-AQ-02363	C-112		253 aquaculture lease	Active	12/12/2024 12:31 PM	12/12/2034	▼
15-AQ-02343	15-AQ-02343	D-215		253 aquaculture lease	Active	11/20/2024 10:37 AM	11/18/2011	▼
41-AQ-02348	41-AQ-02348	MAN-301		253 water column-bottom prohibited	Active	11/21/2024 2:36 PM	7/17/2027	▼
65-AQ-02319	65-AQ-02319	W-1012		253 water column lease	Active	11/18/2024 11:42 AM	11/18/2025	▼

2. The lease general details will appear. You may see various buttons at the top, such as Renew Lease, Request Modification, Add An Authorized User, Transfer Lease and Sublease Application.

Note: *Leases can not be transferred or subleased for the first five years of the lease term.*

Renew Lease	Request Modification	Add An Authorized User	Transfer Lease	Sublease Application
--------------------	-----------------------------	-------------------------------	-----------------------	-----------------------------

General

Name
29-AQ-02347

Lease Number
29-AQ-02347

Certificate
AQ2224447



3. To modify a lease, select **Request Modification**.

[Renew Lease](#)
[Request Modification](#)
[Add An Authorized User](#)
[Transfer Lease](#)
[Sublease Application](#)

4. **Customer** and **Lease** field will pre-populate from the lease information.

5. Using the magnifying glass, select your **modification type**:

- Product Change
- Bottom to Water Column
- Name Change

Note: *If the modification needed does not fall under these categories please contact the Division.*

Modification

Customer *
Your Name

Lease
29-AQ-02347

Modification Type

Next

Lookup records

Search

Choose one record and click Select to continue

☒ <u>Name</u>	<u>Created On</u>
☐ Product Change	7/24/2024 5:52 PM
☐ Bottom to Water Column	7/24/2024 5:52 PM
☐ Name Change	7/24/2024 5:52 PM

Select

Cancel

Remove value

6. After selecting your modification type, select **Next**.

7. In detail, describe the reason for the modification you are requesting.

Documents Upload

Lease

29-AQ-02347

Modification Type

Product Change

Modification Description

Please enter a detailed description of the modifications you are requesting to make

Enter text...



8. Associate certificates for the lease. From the pop-up, select the applicable certificate.

Certificates

Name

There are no records to display.

Lookup records

Search

☐ AQ6745111

Active

Levy

12/1/2024 7:35 PM

☐ AQ2224447

Active

Hillsborough

11/21/2024 2:06 PM

☐ AQ1548534

Active

Leon

11/21/2024 1:35 PM

☐ AQ7247247

Active

Leon

11/21/2024 1:27 PM

☐ AQ1234567

Active

Leon

11/20/2024 11:27 PM

Selected records

Add

Cancel

Associate Certificates

Created On

↓

There are no records to display.

9. Submit any supporting documents, by selecting **Add Files**.

Document Upload

Add files

There are no folders or files to display.

10. 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.*

Signature

Signature *

Signature Date

1/29/2025

Previous

Submit

11. You will receive email confirmation of your application submission.

I am writing to acknowledge the receipt of your Application for a Lease Modification.

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

12. 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 -					
Applications					
			New Lease Application	New Certificate Application	
Case Title	Case Number	Company/Organization Name	Case Type	Case Status	Created On ↓
Sublease Application	CAS-02418-W3B3M0		Sublease Application	Received	1/29/2025 9:35 AM
Lease Transfer	CAS-02416-Z4T4X6		Lease Transfer	Approved	1/29/2025 9:02 AM
Authorized User	CAS-02415-D6N1M5		Authorized User	Received	1/29/2025 8:42 AM
Lease Modification	CAS-02414-F7Y9B6		Lease Modification	Received	1/29/2025 7:57 AM

Note: Don't forget there is a \$50 fee associated with your application. Once your application has been reviewed by the Division of Aquaculture, an invoice will be generated in the Aquaculture Portal. To learn more about paying through the Aquaculture Portal please see [Payments in Portal](#) guidance document.

