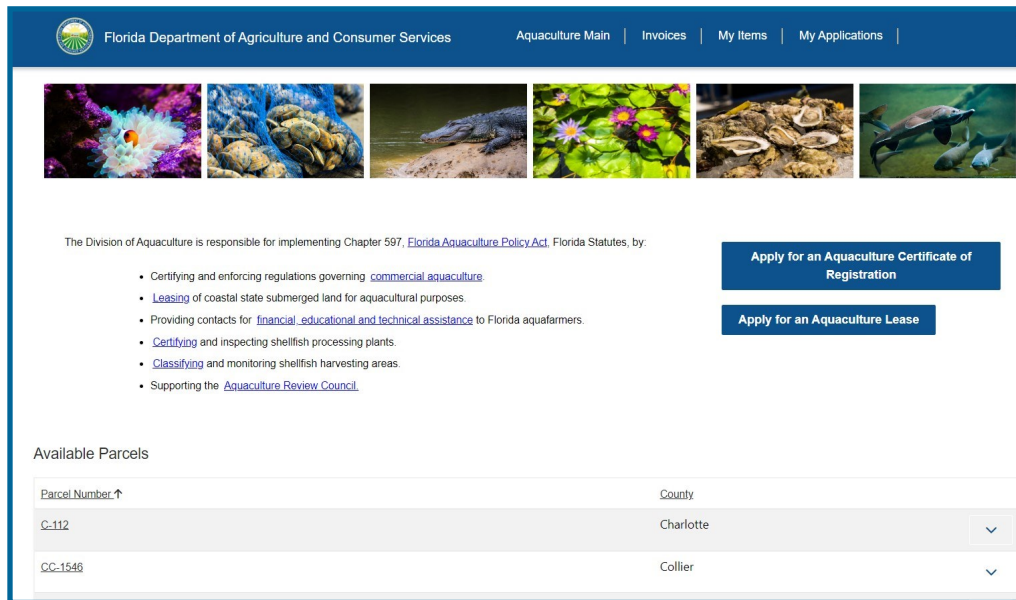


# Lease Renewal Application Guidance Document

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

This guidance document helps users navigate their way through the FDACS Division of Aquaculture portal to apply to renew 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](mailto:Aquaculture_Web@FDACS.gov).

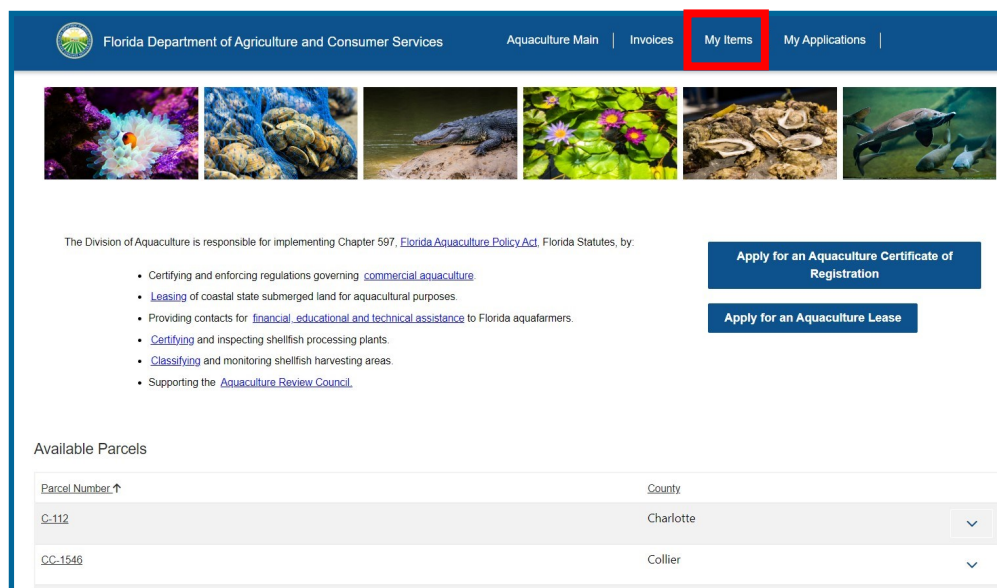
Once signed in, you will see the **Aquaculture Main Page**.



The screenshot shows the 'Aquaculture Main' page of the Florida Department of Agriculture and Consumer Services. The header includes the department name and navigation tabs: 'Aquaculture Main', 'Invoices', 'My Items', and 'My Applications'. Below the header is a banner with six images of various aquatic life. The main content area features a list of responsibilities for the Division of Aquaculture, including certifying regulations, leasing land, providing assistance, inspecting plants, monitoring harvesting areas, and supporting the Aquaculture Review Council. 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' with a table listing parcels by number and county.

| 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.



The screenshot shows the 'My Items' page of the Florida Department of Agriculture and Consumer Services. The header is the same as the previous page, but the 'My Items' tab is highlighted with a red box. The main content area is identical to the previous page, featuring the same list of responsibilities, buttons, and 'Available Parcels' table.

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



1. Through the **My Leases** section you may, view all your leases. Select the expiring lease number on the far left to view details about the lease. The expiration date is visible on the far right.

| My Leases                   |              |         |             |                                    |              |                     |                 | Apply for a Lease |
|-----------------------------|--------------|---------|-------------|------------------------------------|--------------|---------------------|-----------------|-------------------|
| Name ↑                      | Lease Number | Parcel  | Lease Title | Lease Type                         | Lease Status | Created On ↓        | Expiration Date |                   |
| <a href="#">08-AQ-02363</a> | 08-AQ-02363  | C-112   |             | 253 aquaculture lease              | Active       | 12/12/2024 12:31 PM | 12/12/2034      | ▼                 |
| <a href="#">15-AQ-02343</a> | 15-AQ-02343  | D-215   |             | 253 aquaculture lease              | Active       | 11/20/2024 10:37 AM | 11/18/2011      | ▼                 |
| <a href="#">41-AQ-02348</a> | 41-AQ-02348  | MAN-301 |             | 253 water column-bottom prohibited | Active       | 11/21/2024 2:36 PM  | 7/17/2027       | ▼                 |
| <a href="#">65-AQ-02319</a> | 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 cannot be transferred for the first five years of the lease term. Additionally, leases must be in a compliant status.

|                    |                             |                               |                       |                             |
|--------------------|-----------------------------|-------------------------------|-----------------------|-----------------------------|
| <b>Renew Lease</b> | <b>Request Modification</b> | <b>Add An Authorized User</b> | <b>Transfer Lease</b> | <b>Sublease Application</b> |
|--------------------|-----------------------------|-------------------------------|-----------------------|-----------------------------|

## General

**Name**  
29-AQ-02347

**Lease Number**  
29-AQ-02347

**Certificate**  
AQ2224447

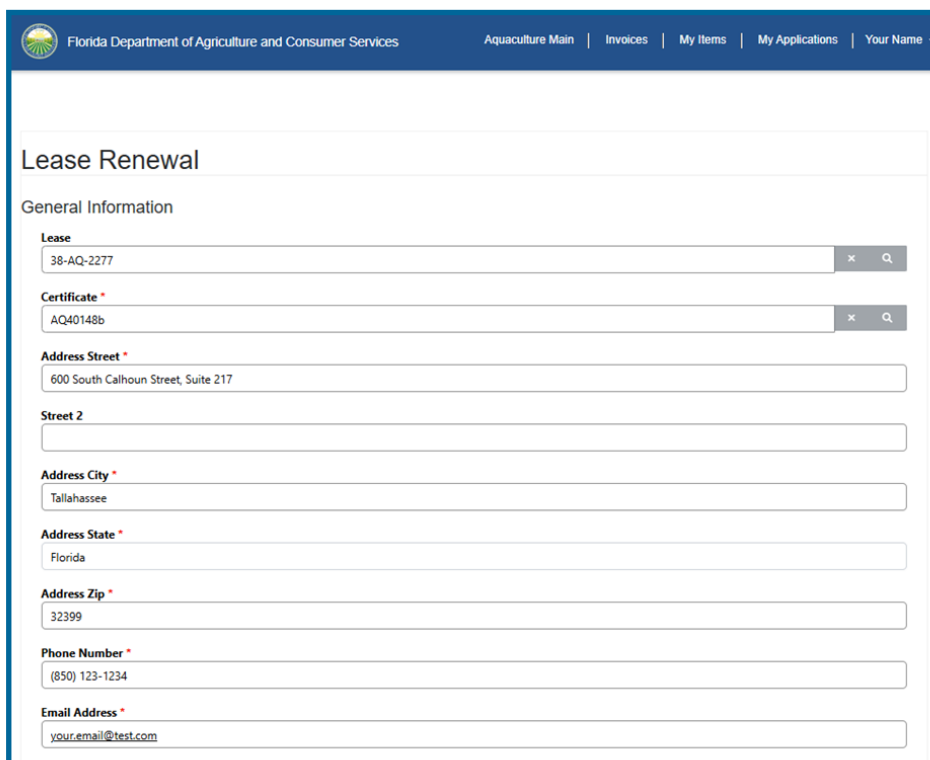


3. To renew a lease, select **Renew Lease**.

|                    |                             |                               |                       |                             |
|--------------------|-----------------------------|-------------------------------|-----------------------|-----------------------------|
| <b>Renew Lease</b> | <b>Request Modification</b> | <b>Add An Authorized User</b> | <b>Transfer Lease</b> | <b>Sublease Application</b> |
|--------------------|-----------------------------|-------------------------------|-----------------------|-----------------------------|

#### 4. Lease Renewal

- A. When you begin the renewal application, your lease information will be prepopulated in the **Lease, Certificate, Address, Phone Number** and **Email Address** fields. If you have any contact information changes, please update them in the application here.



Florida Department of Agriculture and Consumer Services

Aquaculture Main | Invoices | My Items | My Applications | Your Name

### Lease Renewal

General Information

Lease  
38-AQ-2277

Certificate \*  
AQ40148b

Address Street \*  
600 South Calhoun Street, Suite 217

Street 2

Address City \*  
Tallahassee

Address State \*  
Florida

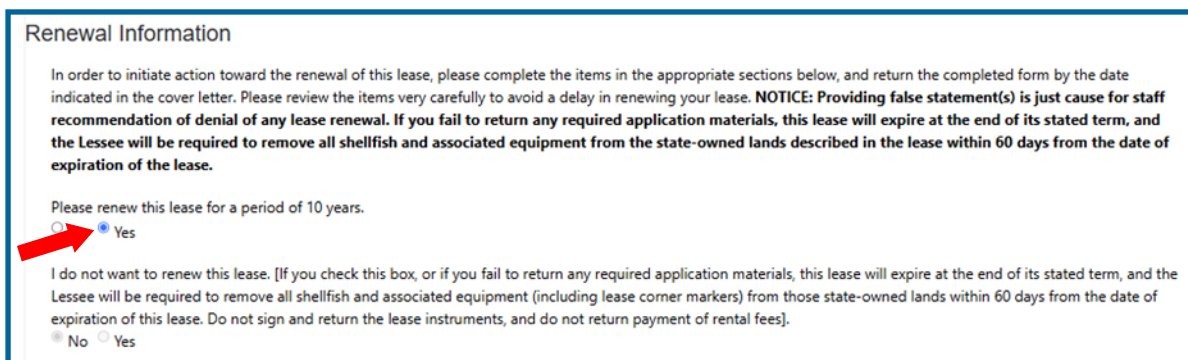
Address Zip \*  
32399

Phone Number \*  
(850) 123-1234

Email Address \*  
your.email@test.com

#### 5. Renewal Information

- A. To renew the lease for 10 years select **Yes**. *Select **No** to renew and **Yes** to not renew to give the parcel back to the State of Florida.*



**Renewal Information**

In order to initiate action toward the renewal of this lease, please complete the items in the appropriate sections below, and return the completed form by the date indicated in the cover letter. Please review the items very carefully to avoid a delay in renewing your lease. **NOTICE: Providing false statement(s) is just cause for staff recommendation of denial of any lease renewal. If you fail to return any required application materials, this lease will expire at the end of its stated term, and the Lessee will be required to remove all shellfish and associated equipment from the state-owned lands described in the lease within 60 days from the date of expiration of the lease.**

Please renew this lease for a period of 10 years.  
☐ No ☒ Yes

I do not want to renew this lease. [If you check this box, or if you fail to return any required application materials, this lease will expire at the end of its stated term, and the Lessee will be required to remove all shellfish and associated equipment (including lease corner markers) from those state-owned lands within 60 days from the date of expiration of this lease. Do not sign and return the lease instruments, and do not return payment of rental fees].  
☐ No ☐ Yes



## 6. Marking/Staking of Lease Corners

- A. Prior to renewal all corners of the lease area must be properly marked and staked. If the corners of the lease area are properly marked and staked then select **Yes**.

### Marking/Staking of Lease Corners

All corners of the lease area must be properly marked and staked prior to the renewal of this lease. Warning signs are required to be installed wherever required with buoys or stakes on all other lease corners pursuant to the lease terms and conditions. If you check "No" in this section, staff will respond by transmitting a Notice of Default, and this lease will not be renewed until after the Lessee documents compliance with lease marking/staking requirements.

All corners of the lease area are properly marked and staked.

☐ No ☒ Yes

## 7. Lease Development Plan

- A. Complete the **Development Plan**.

- a. Use complete sentences to describe the aquaculture activities to be conducted on the lease.

### Lease Development Plan

Effective cultivation is required to be performed on all aquaculture leases. Minimum effective cultivation is currently the planting of 100,000 seed clams or 70,000 seed oysters or more per acre per year.

**Detailed Business Development Plan \***

Please provide a detailed business development plan including the amount of product to be harvested each year throughout the term of the lease (Year 1-Year 10).

Year 1: describe your business plan

Year 2: describe your business plan

Year 3: describe your business plan

Year 4: describe your business plan

Year 5: describe your business plan

Year 6: describe your business plan

Year 7: describe your business plan

Year 8: describe your business plan

Year 9: describe your business plan

Year 10: describe your business plan

Segoe UI 9 B I U

## 8. Comments

- A. Complete this section if any more comments need to be made. Otherwise select **Next** to continue.

### Comments

**Comments (Optional)**

Enter text...

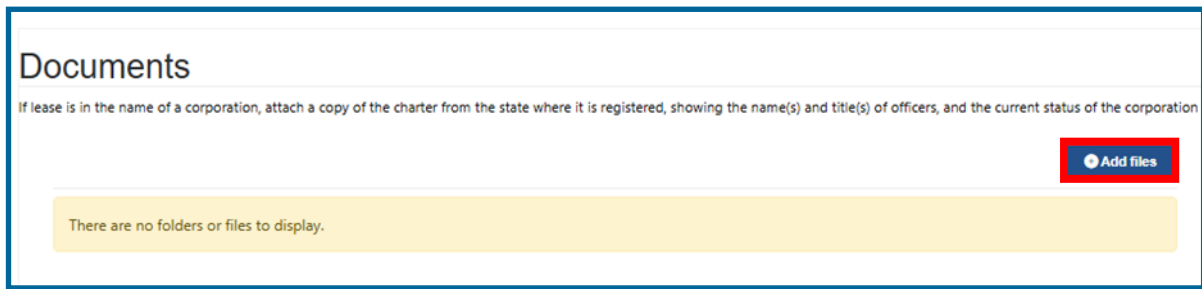
Font Size B I U

Next



## 9. Documents

- A. Submit any required documents, such as your active Division of Corporations documentation, by selecting **Add Files**.

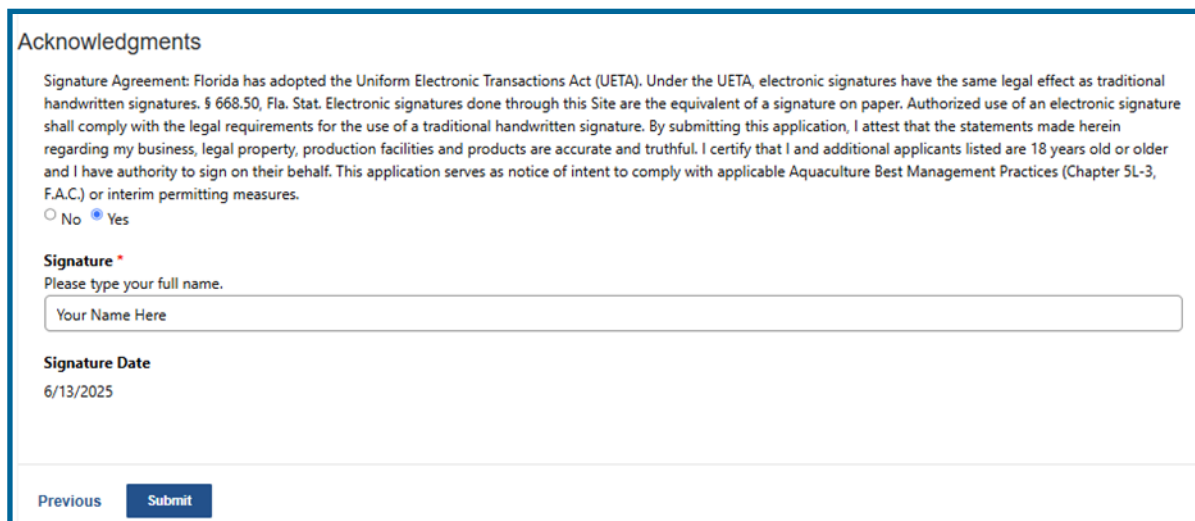


The screenshot shows a web interface titled "Documents". Below the title is a small instruction: "If lease is in the name of a corporation, attach a copy of the charter from the state where it is registered, showing the name(s) and title(s) of officers, and the current status of the corporation". On the right side, there is a red button labeled "Add files". Below this, a yellow message box states: "There are no folders or files to display."

## 10. Acknowledgements and Signature

- A. **Submit** will be enabled only when all acknowledgements are selected with **Yes** and **Signature** field completed. *Be sure to type your full name under **Signature**. Applications without a signature will not be processed.*
- B. Once your application is complete and accurate to the best of your abilities, select **Submit**.

*Note: There are no fees attached to lease renewals.*



The screenshot shows a web interface titled "Acknowledgments". It contains a paragraph of text explaining the legal effect of electronic signatures under the UETA. Below this text are two radio buttons: "No" and "Yes", with "Yes" selected. Further down, there is a section labeled "Signature" with a red asterisk, followed by the instruction "Please type your full name." and a text input field containing "Your Name Here". Below that is a section labeled "Signature Date" with the date "6/13/2025". At the bottom, there are two buttons: "Previous" and "Submit".

*Note: Upon approval, lease documents will be mailed with further instructions.*

