



Conservation Area Determination (CAD) Process - Step-by-Step

1. Submit a completed *Application for Conservation Area Determination*, with the correct processing fee, as indicated on the Application.
2. Submit **ALL** of the following information with the application:
 - Property owner signatures and Authorized Agent form (if utilizing an Agent)
 - Current aerial photograph with the property boundary highlighted (<http://ocpafll.org>)
 - Soil types and boundaries per United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) (<http://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm>)
 - United States Geological Survey (USGS) 7.5' Quadrangle Map (<http://www.usgs.gov/pubprod/>)
 - A vegetation map using the current Florida Land Use, Cover and Forms Classification System (www.dot.state.fl.us)
 - A copy of a current boundary survey (if available)
3. The Applicant is responsible for demarcating the landward extent (i.e., the boundary) of wetlands and surface waters in the field by applying reasonable scientific judgment to evaluate the dominance of plant species, soils, and other hydrologic evidence of regular and periodic inundation and saturation as set forth in 62-340 Florida Administrative Code. Generally this is done by a professional wetland consultant using flagging, or pin/wooden stakes.
4. Once all of the above has been completed, EPD staff will conduct a site visit with the applicant and/or their Authorized Agent (wetland consultant) to review and approve the wetland line as demarcated in the field. Changes to the line may be made by staff during this review. EPD staff will also determine the wetland classification (I, II, or III) during the site review.
5. Once the limit(s) of the wetland(s) and/or surface waters is agreed upon, EPD will send the Applicant and/or their Authorized Agent a *Wetland Classification Letter*. This letter will include a CAD Agreement Form to be returned to EPD by the applicant, indicating whether the applicant agrees or disagrees with the wetland classifications. The applicant should indicate agreement (or disagreement) of the wetland classification and return a signed CAD Agreement Form back to EPD with 15 days.
6. At this point, the applicant is responsible for completing a new property boundary survey that includes the meets and bounds of the approved surface waters and/or wetlands. The survey which must be completed by a professional land surveyor/mapper and include the following:
 - The location and extent of the conservation area(s);
 - If there are surface waters on the project site, the survey should include the extent of the surface waters as defined in 62-340 or the Normal High Water Elevation (NHWE) meander line and the NHWE elevation (NGVD 1929 or associated elevation in NAVD 1988) as defined by the Orange County Lake Index (2009);
 - The flagged locations must be mathematically tied to established control points describing the bounds by bearing and distance;
 - Total wetland acreage including acreage per individual conservation area;
 - Total surface water acreage (where applicable);
 - Upland acreage;
 - Class determination (I, II or III), as determined by EPD in the *Classification Letter*;
 - Wetland Identification Number; and,
 - CAD number
7. Once a survey is received by EPD, EPD staff will review for accuracy and a final CAD Determination will be issued. This Determination will include a stamped approved copy of the wetland survey you have provided, and this is valid for five (5) years.