ATTACHMENT C

Map Preparation Guidelines for Florida Forest Service Programs

Overview

The Florida Forest Service (FFS) administers various forestry financial assistance programs for the benefit of private landowners in the state. To apply for a program, applicants must submit an application and other supporting documentation, including a map or maps of the property and/or practice area.

Applications without maps or with maps that do not sufficiently meet the requirements stated on the application risk being disqualified or delayed during the application approval process. Such a delay can result in a lack of funding for the applicant. Maps of poor quality or that do not conform to all required map standards outlined will not be accepted. If sub-standard maps are received, the FFS Forester or applicant will be notified and required to submit an acceptable map before the end of the sign-up period to be considered for the program.

To avoid disqualifications and delays, FFS Foresters must use a standardized map template that provides all of the information required by the programs. This document has been developed to assist in the mapping component of the application and provide specific instructions, templates, and tips and tricks during the mapping process. These mapping requirements apply to all maps for Florida Forest Service cost-share and incentive programs.
These instructions assume the use of ESRI ArcMap version 10.4.

Cost-share and incentive program application maps will consist of an aerial image of the property, property boundary, practice area boundary, and a legend or labels that indicate the acreage and the activity (or activities) to be conducted. Maps prepared by non-FFS individuals (e.g., consulting foresters, landowners, etc.) must also conform to the guidelines stated below to ensure a smooth application process.

If a single map is used, it must include an aerial image of the property, property boundary, practice area boundary(s) and a legend or labels that indicate the acreage and activity (or activities) to be conducted. When using an aerial image, no fill patterns may be used for the property, stands, or practice area polygons. The symbology for the polygon outlines must be adjusted to plainly differentiate between the interior and exterior of each polygon. All stands and practice areas should be clearly labeled with an ID number and acreage, either on the map or in the legend.

If using two maps, they should consist of a Location/Overview map of the property and a Stand/Practice Area map. The Overview uses an aerial image to provide directions and access to the property and provides an unobstructed aerial view of the property. The Stand/Practice Area map shows the stands and practice areas pertinent to the cost-share or incentive program application, with NO AERIAL IMAGE. Fill patterns may be used to differentiate stands and practice areas. All stands and practice areas should be clearly labeled with an ID number and acreage, either on the map or in the legend.
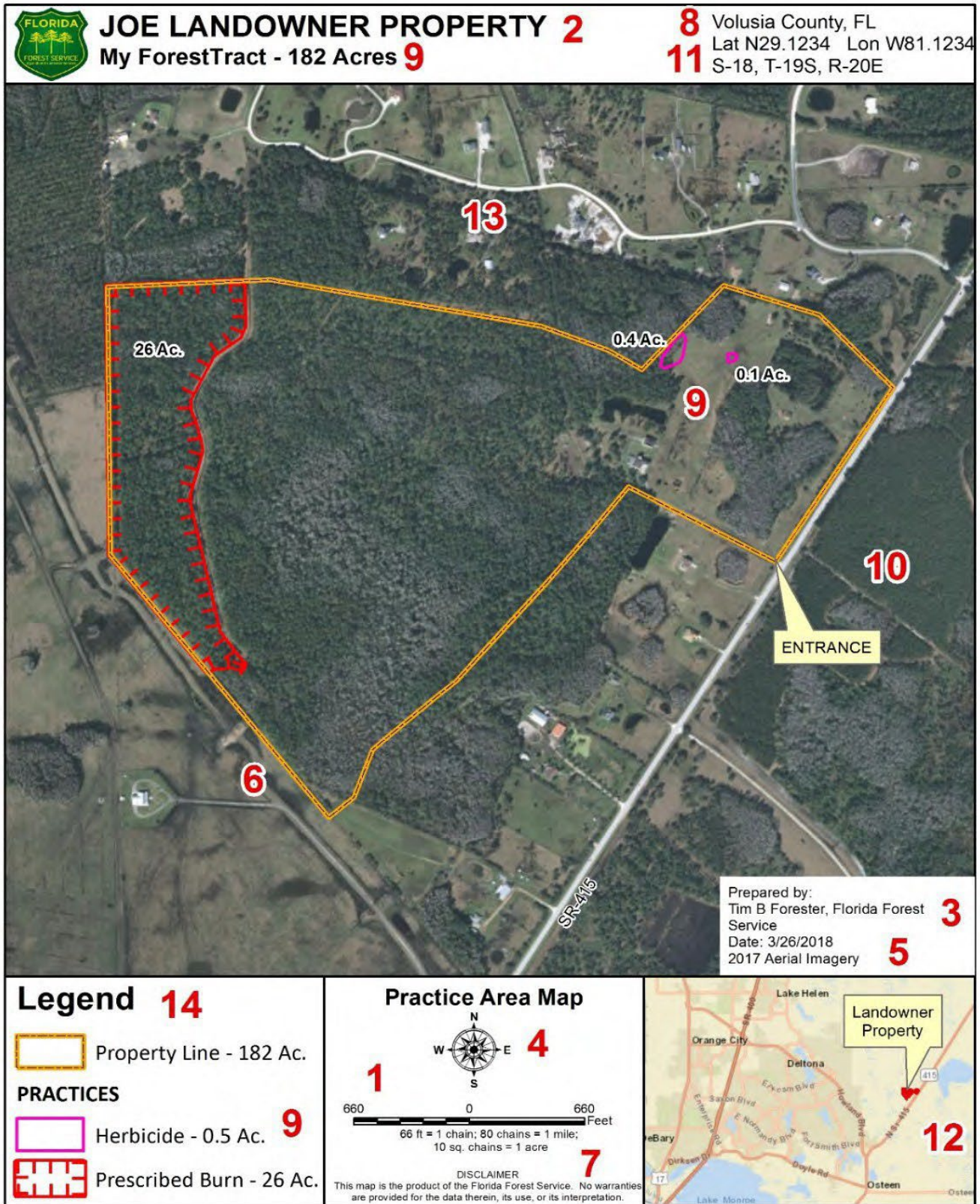
Required Mapping Elements

Sample maps are shown below with the required components numbered. Each component is discussed in more detail in a corresponding numbered paragraph. Although it is not necessary for a map to use the exact same format or "look" as the ones below, it must contain all the following components:
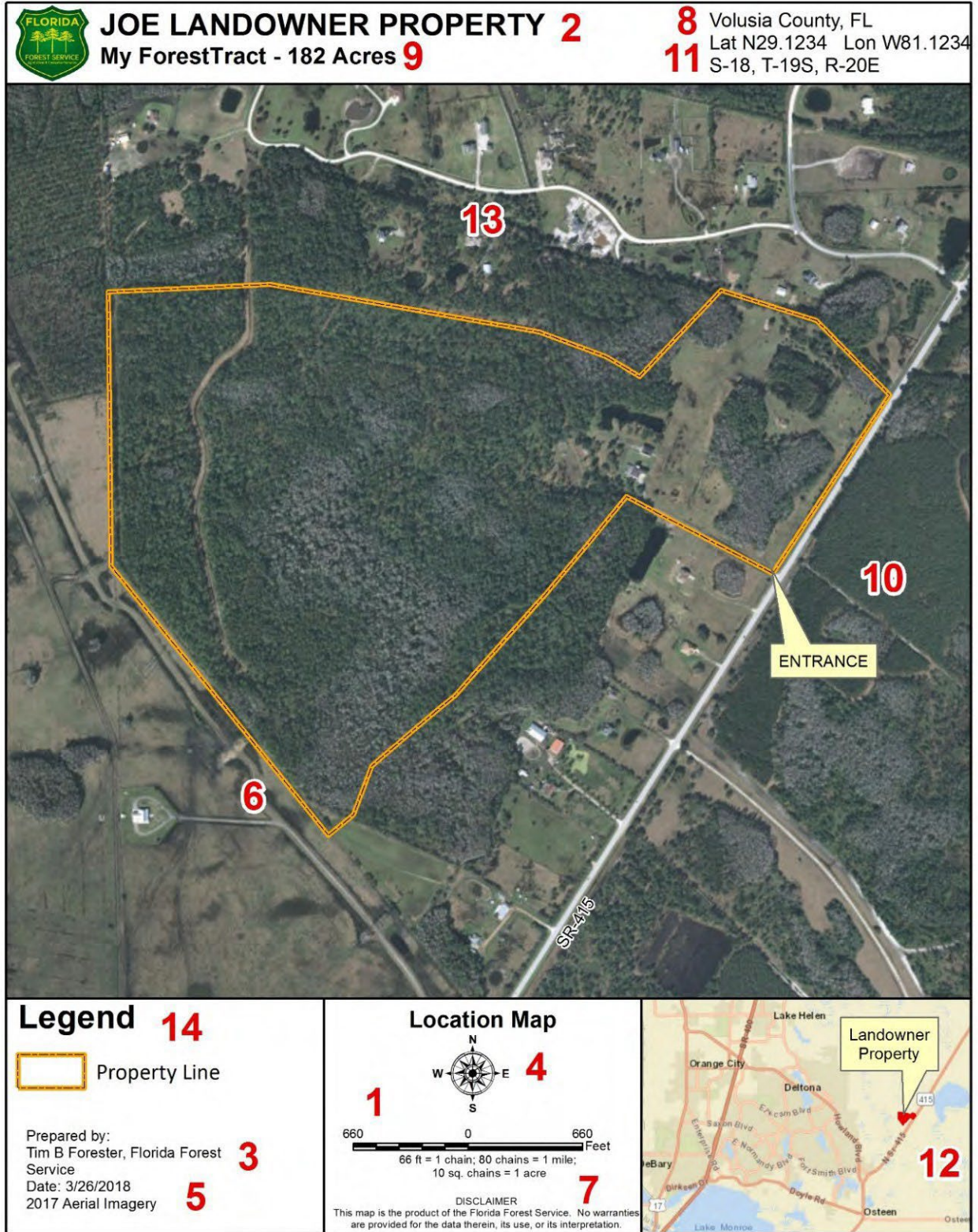
1. Scale - A map scale can be provided either as a graphic scale bar (as shown on the sample map) or as a ratio (e.g., 1:24,000). Most FFS programs do not require use of a specific scale provided that the scale is sufficient to show the property, practice area, and other important features clearly. *Note: When a ratio scale is used, any resizing of the map by fax or reproduction will nullify the ratio. It is therefore recommended to use the graphic scale bar, which will be resized along with the map and remain relatively accurate.*

2. Title - Each map should have a title consisting of the applicant's name and tract name, if applicable.

3. Author - The identity of the map preparer must be included on the map. FFS Foresters should be identified by name. Initials may be used if the map is from a private source. This is important if questions arise about the map or if edits or additional information are required.

4. North Arrow - Most maps are oriented north-up. However, it is sometimes necessary for the map image to be rotated to fit it on the page. Because of this possibility, it is very important that each map contains a text or graphic symbol to indicate the direction of north.

5. Dates – All maps must include the date they were created. If digital imagery is used, the map should also include the source and year of the imagery (if known). Active management or natural disturbance can dramatically change the appearance of the landscape. This will provide valuable historical information about the management that has taken place on the property over time.

6. Property boundary - The property boundary need **not** be survey accurate. Property lines based on parcel data, ground reconnaissance or other credible sources are sufficient.

7. Disclaimer - Given the probability of property line error, all Florida Forest Service produced maps are required to have an approved disclaimer included on it. A basic disclaimer is included as part of the map templates provided by the CFA Section. Alternate versions may be found on the FFS GIS intranet site. Disclaimers are recommended, but not required for maps produced by private sources.

8. County – Each map shall state the county in which the property is located. The county should be listed in the top right corner of the title bar along with the Lat/Lon and STR.

9. Acreage - Pertinent acreages should be included for property ownerships, stands, and / or practice areas shown on the map. Total property acreage shall be indicated in the title bar. Practice area and stand acreage should be listed in a Legend table and on the map. Acreages must match the acreage on the cost-share application form.

10. Access - Your map should show local roads used to gain access to the property and practice area. *Note: A person unfamiliar with that area of the state should be able to use the map to locate the property.*

11. <u>Geographic location</u> – Maps should include the Section(s), Township, and Range (STR) and the latitude and longitude (in decimal degrees) of the property. These will provide additional location information and will also be required to obtain any prescribed burn authorizations that may be needed for the property.

12. <u>Location Map</u> – All FFS programs require a location map, either as an inset map (as shown) or as a separate map, to aid in identifying the property location. The scale of the location map should be as large (zoomed in) as possible while still showing nearby landmarks such as cities or major highway intersections. Someone unfamiliar with that area of the state should be able to navigate to the practice area using the two maps. *Note: When using the two-map format, an inset map is not necessary on the Stand/Practice Area map.*

13. <u>Aerial Imagery (Overview / Location Map only)</u> – All FFS cost-share applications must include one map with an aerial image as a background. This image may be lightened or made semi-transparent to improve the visibility of other graphics and symbology but should still be clear enough to show the details of the landscape.

14. <u>Stands or Practice Areas</u> – Clearly delineate and label the stands or areas where proposed practices will be implemented. Practice areas should be delineated by their boundary only with no fill color or pattern. This will prevent the aerial image beneath from being obscured. Maps are often reproduced or copied in black and white so it is important to use colors and line patterns that will remain apparent after reproduction.

15. <u>Legend</u> – Clearly symbolize and label the stands or practice areas. Ensure stand and practice area acreages are clearly stated and correspond with the cost share application. If you create a map showing the stands, map all of them. The sum of all stands should equal the property acreage.

Sample Cost-share Application Map Single-Map Format

Sample Cost-share Application Map Two-Map Format

FLORIDA FOREST SERVICE

JOE LANDOWNER PROPERTY 2
My ForestTract - 182 Acres 9

8 Volusia County, FL
Lat N29.1234   Lon W81.1234
11 S-18, T-19S, R-20E

13

10

ENTRANCE

6

SR-415

Legend 14

☐ Property Line

Prepared by:
Tim B Forester, Florida Forest 3
Service
Date: 3/26/2018 5
2017 Aerial Imagery

Location Map

N
W ✸ E 4
1 S

660   0   660 Feet
66 ft = 1 chain; 80 chains = 1 mile;
10 sq. chains = 1 acre 7
DISCLAIMER
This map is the product of the Florida Forest Service. No warranties
are provided for the data therein, its use, or its interpretation.

Lake Helen
Orange City
Deltona
Landowner
Property
12

Sample Map #3 (Stand/Practice Map)

This map is an example of a Stand Map that also show practice areas. The scale of your map will determine how small a polygon can be before it is better represented as a point. Each location should be labeled with its size. Total treatment acreage must match the acreage on the application.