

Acquisitions Completion Instructions (Preliminary Land Acquisition):

The first time clicking on this tab you will need to select Create Acquisition to display the questions and tables to be completed for the Request Type.

Request: 1147-1 | Preliminary Land Acquisition | Department of Parks, Recreation and Tourism | Training Land Acquisition

FileRequestTasks

Save and CloseAdd to -Save and NewSaveDelete

RefreshHistoryPrintFirst ObjectPrevious ObjectNext ObjectLast Object

Request Type\*Additional Costs / (Savings)AcquisitionsProperty DetailsNotes/DocumentsApprovals

Request Type: Preliminary Land Acquisition | Department of Parks, Recreation and Tourism | Training Land AcquisitionCreated By: JLLPRESTI

Status: In-Progress8/22/2026 6:05:24 PM

Acquisitions

Request Number1147-1StatusIn-Progress

Create Acquisition

Answer all questions displayed. Some responses will generate an additional question or a table to be completed. All questions and tables displayed are required and must be completed.

Acquisitions

Request TypePreliminary Land AcquisitionStatusIn-Progress

If the due diligence activities are expected to exceed \$20,000, please provide an explanation, the associated amounts, and any additional relevant details.

Acquisition Table

| Anticipated Purchase Price | Professional Services Cost | Total Aquisition Cost |
|----------------------------|----------------------------|-----------------------|
|----------------------------|----------------------------|-----------------------|

Show 100 records

Professional Services Cost Total

Anticipated Purchase Price Total

Total

Attach a map of the property to be acquiredDocuments must be 8.5 x 11 for Upload

Import ----> Property MapUpload

Has the total estimated cost to complete the project increased/decreased from the most recent CPIP submission?



The Acquisition table must be completed to provide the anticipated purchase price of the property being acquired, and all due diligence/closing costs anticipated.

| Acquisitions                |                             |                       |
|-----------------------------|-----------------------------|-----------------------|
| Anticipated Purchase Price* | Professional Services Cost* | Total Aquisition Cost |
|                             |                             |                       |

[Upload](#) the property map.

Attach a map of the property to be acquired  
Documents must be 8.5 x 11 for Upload

Import ----> Property Map

[Upload](#)

If the PIP/Request Type was created from a CPIP Project Detail Worksheet, the below question will be displayed.  
If the answer is yes, the fillable field is displayed and must be completed.

Has the total estimated cost to complete the project increased/decreased from the most recent CPIP submission?

Yes

Explain\*

If the answer is no, there is no further information needed.

Has the total estimated cost to complete the project increased/decreased from the most recent CPIP submission?

No

If the PIP/Request Type was not created from a CPIP Project Detail Worksheet, the below question will be displayed.  
If the answer is yes, the fillable field is displayed and must be completed.

Why was the project not included in the most recent CPIP submission?



5 + x

specific

## Fund Sources

Complete this table by identifying all funding sources that will be used for acquisition of this property. Include the funding source and corresponding amount for all funds required to support both Preliminary Land Acquisition (Due Diligence/Closing Costs) and Final Land Acquisition (Purchase Price).

Project Phase\*

Amount\*

Fund Type\*

GL Code

*For each funding source, identify the statutory authority authorizing its use for permanent improvement projects, including the applicable code section or other legal provision. If the funding source includes revenue from a fee, provide the fee name, amount, collection frequency, and the date the fee was first implemented.*

*If bonds are identified as a funding source, provide the bond issuance date. If the bonds have not yet been issued, indicate the anticipated date on which the bond resolution will be submitted to the State Fiscal Accountability Authority for approval.*

Fund Type Description\*

### Fund Type Definition\*

### Current Uncommitted Balance

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└─Date Current Uncommitted Balance Verified :-

Month ▼ Year ▼

**If project funding is Appropriated State (nonrecurring) or Capital Reserve Funds, a copy of the ratified appropriation must be provided.**

Verify the correct document type is selected from the dropdown on the import screen

Import ---> Letter of Funds

Upload

Import ---> Appropriation

[Upload](#)

If the property being acquired is for land conservation purposes, a completed SCCB Conservation Land Acquisition Coordination form is required.

This document must be provided by all Conservation Agencies for all conservation land acquisitions.  
*Documents must be 8.5 x 11 for Upload*

Import --> SCCB Conservation Land Acquisition Coordination

Upload

If the property being acquired will need SFAA approval, completed Private Participant Disclosure documents are required to be completed by all sellers of the property being acquired.

If the State Fiscal Accountability Authority (SFAA), will be asked to vote for approval of a request involving a private participant (Legal Entity and/or Natural Persons), this document must be provided for all private participants referenced in the request.  
*Documents must be 8.5 x 11 for Upload*

Import --> Private Participant Disclosure

Upload

Once fully complete, click 

Submit

. All changes will be saved on the Acquisitions tab.

Submit

Cancel

**Acquisitions Completion Instructions [\(Preliminary Land Acquisition Increase\):](#)**

Update all responses displayed as appropriate. All questions and tables displayed are required and must be completed.

Also, an additional question will be displayed.

If the answer is yes, the fillable field is displayed and must be completed.

Has the total estimated cost to complete the project increased/decreased from the Preliminary Land Acquisition or Preliminary Land Acquisition Increase?

Yes

Explain\*

If the answer is no, there is no further information needed.

Has the total estimated cost to complete the project increased/decreased from the Preliminary Land Acquisition or Preliminary Land Acquisition Increase?

No

**Acquisitions Completion Instructions (Final Land Acquisition):**

Update all responses displayed as appropriate. There are new questions presented for this Request Type. Some responses will generate an additional question or a table to be completed. All questions and tables displayed are required and must be completed.

If the answer is yes, the fillable field is displayed and must be completed.

Has the total estimated cost to complete the project increased/decreased from the Preliminary Land Acquisition or Preliminary Land Acquisition Increase?

Yes

Explain\*

If the answer is no, there is no further information needed.

Has the total estimated cost to complete the project increased/decreased from the Preliminary Land Acquisition or Preliminary Land Acquisition Increase?

No

Select the month and year in which the acquisition is estimated to be completed.

Anticipated Acquisition Date:

MonthYear

What is the anticipated acquisition date of the property?

If the acquisition is a purchase, an appraisal is required.

Attach a copy of the Appraisal. (If applicable)  
Documents must be 8.5 x 11 for Upload

Import ----> Appraisal

Upload

A Phase I Environmental Site Assessment is required for all acquisitions.

Attach a copy of the Phase I Environmental Site Assessment  
Documents must be 8.5 x 11 for Upload

Import ----> Environmental Site Assessment

Upload

A Building Condition Assessment is required is there are buildings located on the property that will be used to house employees.

Attach a copy of the Building Condition Assessment (If applicable)  
Documents must be 8.5 x 11 for Upload

Import ----> Building Condition Assessment

Upload

Attach a copy of the letter(s) of support from the local city, and/or county, and school district (If applicable)  
Documents must be 8.5 x 11 for Upload

Upload

This document must be provided by all Conservation Agencies for all conservation land acquisitions.  
*Documents must be 8.5 x 11 for Upload*

Upload

If the State Fiscal Accountability Authority (SFAA), will be asked to vote for approval of a request involving a private participant (Legal Entity and/or Natural Persons), this document must be provided for all private participants referenced in the request.  
*Documents must be 8.5 x 11 for Upload*

Upload

| Appraised Value / Building Condition Assessment Findings & Conclusions / Environmental Site Assessment Findings & Conclusion... |                 |                                                      |                                                            |                          |                                  |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------|------------------------------------------------------------|--------------------------|----------------------------------|
| Property Address                                                                                                                | Appraised Value | Building Condition Assessment Findings & Conclusions | Phase I Preliminary Site Assessment Findings & Conclusions | Phase II ESA Recommended | Provide Findings and Conclusions |
|                                                                                                                                 |                 |                                                      |                                                            |                          |                                  |

Show 100 records

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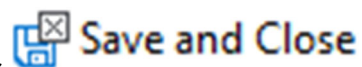
|                                                                                                         |
|---------------------------------------------------------------------------------------------------------|
| <b>Details</b>                                                                                          |
| Property Address*                                                                                       |
| What is the appraised value of the property as provided in the appraisal obtained for this acquisition? |
| Building Condition Assessment Findings & Conclusions*                                                   |
| Phase I Environmental Site Assessment Findings & Conclusions*                                           |
| Was a Phase II Environmental Site Assessment Recommended?                                               |

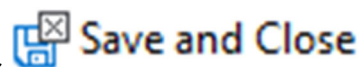
**If the answer is yes, the fillable field is displayed and must be completed.  
A Phase II Environmental Assessment must also be uploaded.**

|                                                           |
|-----------------------------------------------------------|
| Was a Phase II Environmental Site Assessment Recommended? |
| Document Upload --> Phase II Environmental Assessment     |
| Provide Findings and Conclusions*                         |

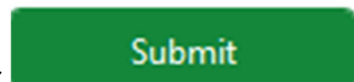
**If the answer is no, there is no further information needed.**

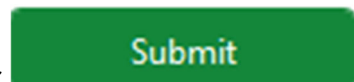
|                                                           |
|-----------------------------------------------------------|
| Was a Phase II Environmental Site Assessment Recommended? |
|-----------------------------------------------------------|



Once fully complete, click . All changes will be saved in the Appraised Value / Building Condition Assessment Findings & Conclusions / Environmental Site Assessment Findings & Conclusions table.

**Note: A line item is required to be completed for each parcel of property being acquired.**



Once fully complete, click . All changes will be saved on the Acquisitions tab.

**Acquisition Completion Instructions** [\*\*\(Final Land Acquisition Increase\)\*\*](#):

**Update all responses displayed as appropriate. All questions and tables displayed are required and must be completed.**