

Appendix B

Instructions for Participating in the Florida Scrub-Jay Umbrella HCP/EA

1. Review the Florida Scrub-Jay Umbrella Habitat Conservation Plan (HCP/EA) and determine whether your property meets the eligibility criteria found on pages 3 and 4. The HCP/EA is available from either of the Service Field Offices named below, or can be downloaded from the web at:
<http://www.fws.gov/northflorida/Scrub-Jays/scrubjays.htm>. Representatives of those offices will assist you in determining your eligibility.
2. Determine mitigation cost. The section on “*Conservation Fund Contribution*” (page 28) and Appendix C of the HCP/EA provide a step-by-step procedure on how to determine mitigation costs.
3. If you are eligible to participate, complete incidental take permit application form 3-200-56. Form 3-200-56 can be found on the web at:
<http://www.fws.gov/forms/3-200-56.pdf>.
4. Provide a \$50.00 check made payable to “U.S. Fish and Wildlife Service.” This is an application-processing fee.
5. Complete “Certificate of Intent to Participate in the Florida Scrub-Jay Umbrella Habitat Conservation Plan” form found in Appendix A of the HCP/EA.
6. Mail the completed incidental take permit application, Certificate of Intent to Participate in the Florida Scrub-jay Umbrella Habitat Conservation Plan, and \$50.00 check to one of the following addresses:

If the property for which this HCP/EA is intended is located in Brevard, Citrus, Clay, Flagler, Hernando, Hillsborough, Lake, Levy, Manatee, Marion, Orange, Pasco, Pinellas, Putnam, Seminole, St. Johns, Sumter, or Volusia Counties mail to:

U.S. Fish & Wildlife Service
North Florida Field Office
7915 Baymeadows Way, Suite 200
Jacksonville, Florida 32256-7517

OR:

If the property for which this HCP/EA is intended is located in Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Highlands, Indian River, Lee, Martin,

Okeechobee, Osceola, Palm Beach, Polk, Sarasota, and St. Lucie Counties mail to:

U.S. Fish & Wildlife Service
South Florida Ecological Services Office
1339 20th Street
Vero Beach, Florida 32960
ATTN: FSJ Umbrella HCP/EA

7. Upon receipt of your completed incidental take permit application and Certificate of Intent to Participate in the Florida Scrub-jay Umbrella Habitat Conservation Plan and \$50.00 application check, we will assess your application and confirm that you are eligible to participate. We will notify you of our findings and provide you a permit number, if we determine that you are eligible. Once you receive a permit number, you must submit the mitigation payment calculated above by check or money order to:

The Nature Conservancy
Attn: Eppie Bang
222 S. Westmonte Drive, Suite 300
Altamonte Springs, FL 32714

Please include the words “Mitigation Deposit” and the permit number provided by the Service on the check to insure proper processing.

8. The Service will mail your incidental take permit to you by overnight mail once we have confirmed that your mitigation payment has been received.