

Great Florida Birding and Wildlife Trail



GUIDE TO THE GFBWT SITE NOMINATION FORM

This guide is intended to help applicants complete the online [Site Nomination Form](#) that must be submitted as the final step of the nomination process for new GFBWT sites. This guide is intended to be used after reading the [FAQ](#) and when all materials and information described in the [Application Packet](#) have been gathered.

What is the Site Nomination Form?

The Site Nomination Form is an online form (hosted by the platform Survey Monkey) to collect information used to evaluate new sites for inclusion in the GFBWT. The form should be filled out by the person who is authorized by their organization or entity to make a commitment to being a GFBWT partner, although community members are welcome and encouraged to work with such persons to prepare application materials. Required and Recommended Documents from the Application Packet, as well as any other materials supporting the site nomination, must be uploaded to the appropriate parts of the Site Nomination Form. Note that **applicants can save their partially completed Site Nomination Form and return to edit it later.** Site Nomination Forms that haven't been submitted can be edited all the way until nominations close at 5 p.m. on Jan. 27, 2023. **Submitted forms will be considered complete and cannot be edited.**

How to Use this Guide

It is recommended that applicants use this guide to prepare answers in advance before filling out the online Site Nomination Form. The guide contains a brief description of the Site Nomination Form's structure, followed by a list of all the questions the form contains and acceptable formats for uploaded documents. Applicants should:

1. Read through this guide
2. Gather the necessary information to complete the Site Nomination Form



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3. Enter the information into the Form.

Note that Survey Monkey does not allow applicants to download a copy of their completed Site Nomination Form. Applicants are therefore encouraged to keep a record of their responses.

Understanding and Preparing the Site Nomination Form

The Site Nomination Form is divided into five main sections and takes approximately 45 minutes to complete. Each section contains questions that collect information about the nominated site and upload slots to attach the relevant Required and Recommended Documents from the Application Packet, as well as any other supporting materials.

- Sections 1 and 2 collect basic information about the site and the applicant (e.g., name, address).
- Section 3 is split into four sections that collect information on the features of the site that qualify it for inclusion on the GFBWT. These are:
 - Section 3A: Unique Wildlife Viewing Opportunities and Ecological Significance
 - Section 3B: Site Resiliency
 - Section 3C: Educational Programing
 - Section 3D: Physical and Legal Access
- Section 4 is split into two parts that collect additional (as opposed to qualifying) information that can be used by the GFBWT to describe and promote the site appropriately if it is selected for inclusion. These are:
 - Section 4A: Additional Site Information
 - Section 4B: Additional Wildlife Viewing Information
- Section 5 collects information on commitments to installing GFBWT signage.



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The contents of each section are presented below as seen in the Site Nomination Form on Survey Monkey. Questions with an asterisk (*) symbol next to them are required, meaning they must be answered in order to move on to the next section and to complete the Site Nomination Form.

Section 1 - General Site Information

* 1. This is a new site that is not currently included on the GFBWT

☐ Yes

☐ No

* 2. Site Name (as you want it to appear on the GFBWT)

3. Web Address



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* 4. Site Address

Address _____

Address 2 _____

City/Town _____

State _____

ZIP/Postal Code _____

* 5. County

* 6. Size of site (in acres)

* 7. Site Management Agency or Organization

* 8. How close is the nearest GFBWT site (in miles)?



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* 9. Is the closest GFBWT site under the same management as the nominated site?

☐ Yes

☐ No

10. If you answered "Yes" to the previous question, what is the name of the closest GFBWT site?

* 11. Which of the following describes the nominated site?

☐ This site is in public ownership and is open to public use

☐ This site is in private ownership and the landowner is willing to guarantee in writing public access, including controlled public access through guided, prearranged tours.

12. UPLOAD: Statement for Private Land Use (IF APPLICABLE)

If your site is PRIVATELY OWNED, please upload the signed Statement for Private Land Use from your Application Packet. Only PDF, DOC and DOCX files are supported. This upload is not required for public sites.

Choose File



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Section 2 - Applicant Information and Organizational Commitment

* 13. Primary Applicant Contact Information

Name _____

Organization _____

Address _____

Address 2 _____

City/Town _____

State/Province _____

ZIP/Postal Code _____

Country _____

Email Address _____

Phone Number _____



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14. Site Manager Contact Information (if different from Primary Applicant)

Name _____

Organization _____

Address _____

Address 2 _____

City/Town _____

State/Province _____

ZIP/Postal Code _____

Country _____

Email Address _____

Phone Number _____

* 15. UPLOAD: Letter of Organizational Commitment

Please upload the signed Letter of Organizational Commitment from your Application Packet. Only PDF, DOC and DOCX files are supported.

Choose File



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Section 3A: Unique Wildlife Viewing Opportunities and Ecological Significance

This section collects information on the significance of the site to wildlife viewers that will be used to determine if the site meets qualifying criteria for inclusion on the GFBWT. Note that while it is not essential for the site to meet every single criteria, sites that are strong candidates will meet most of them.

* 16. How many species have been recorded at the site in the past five years for the following groups?

Native Birds _____

Native Butterflies _____

Native Mammals _____

Native Reptiles and Amphibians _____

17. UPLOAD: Species List

Please attach the species list prepared using the template from your Application Packet (Only PDF, DOC and DOCX files are supported)

Choose File



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* 18. Please indicate which of these species, if any, have been observed at the site in the last 5 years. Check all that apply.

- | | | |
|---|--|---|
| <input type="checkbox"/> Antillean Nighthawk | <input type="checkbox"/> Limpkin | <input type="checkbox"/> Short-tailed Hawk |
| <input type="checkbox"/> Bachman's Sparrow | <input type="checkbox"/> Magnificent Frigatebird | <input type="checkbox"/> Smooth-billed Ani |
| <input type="checkbox"/> Bald Eagle | <input type="checkbox"/> Mangrove Cuckoo | <input type="checkbox"/> Snail Kite |
| <input type="checkbox"/> Black Skimmer | <input type="checkbox"/> Masked Booby | <input type="checkbox"/> Snowy Plover |
| <input type="checkbox"/> Black-whiskered Vireo | <input type="checkbox"/> Painted Bunting | <input type="checkbox"/> Sooty Tern |
| <input type="checkbox"/> Brown Noddy | <input type="checkbox"/> Purple Gallinule | <input type="checkbox"/> Swallow-tailed Kite |
| <input type="checkbox"/> Burrowing Owl | <input type="checkbox"/> Red-cockaded Woodpecker | <input type="checkbox"/> White-crowned Pigeon |
| <input type="checkbox"/> Crested Caracara | <input type="checkbox"/> Reddish Egret | <input type="checkbox"/> White-tailed Kite |
| <input type="checkbox"/> Florida Scrub-Jay | <input type="checkbox"/> Roseate Spoonbill | <input type="checkbox"/> Wood Stork |
| <input type="checkbox"/> Fulvous Whistling Duck | <input type="checkbox"/> Sandhill Crane | <input type="checkbox"/> None of the above |

* 19. Is the site home to any birds or other wildlife species endemic to Florida, including plants?

- ☐ Yes
- ☐ No



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20. If yes, please list the endemic species

* 21. Have there been any bird or butterfly species present at the site within the last five years that are considered rare visitors to Florida? Do not include species that are considered invasive or introduced.

☐ Yes

☐ No

22. If yes, please list the rare visiting species

* 23. Have there been any species present at the site within the last five years that are considered at risk (e.g., species that have been assessed as threatened, vulnerable, endangered, etc.)?

☐ Yes

☐ No

24. If yes, please list the at risk species, including their risk level (e.g., vulnerable, endangered, etc.)



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25. Please describe any additional unique or unusual features of the site (e.g., environmental, geographical, geological, cultural or historical significance).

26. OPTIONAL UPLOAD: Please attach any additional supporting materials documenting the species seen at the site and/or the significance of the site (e.g., eBird lists, site checklists, scientific reports, press features, images, etc.). Only PDF, DOC, DOCX, PNG, JPG, JPEG and GIF files are supported.

Choose File

Section 3B: Site Resiliency

This section collects information on the ability of the site to withstand public use, which is a qualifying condition for inclusion on the GFBWT.

* 27. Does the site have the ability to withstand potential increase in public use without damage to at risk species, fragile ecosystems or habitats?

☐ Yes

☐ No



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28. Please describe any fragile ecosystems or habitats present at the site, how they they being protected and whether they can withstand increased public use of the site.

29. If at-risk species are present at the site, describe how they are being protected and whether they can withstand increased public use of the site.

30. UPLOAD: If applicable, please attach any supporting material showing how at risk species, fragile ecosystems and habitats at the site are being or will be protected. Only PDF, DOC, DOCX, PNG, JPG, JPEG and GIF files are supported.

Choose File

Section 3C: Educational Programing

This section collects information on educational opportunities offered by the site, which are a qualifying condition for inclusion on the GFBWT. Note that while it is not essential for the site to meet every single criteria, sites that are strong candidates will meet most of them.

* 31. Does the site offer guided tours with an emphasis on wildlife?

☐ Yes

☐ No



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* 32. Does the site provide educational events/programs/materials on site that focus on wildlife?

☐ Yes

☐ No

* 33. Does the site have interpretive signs that focus on wildlife?

☐ Yes

☐ No

34. If you answered no to any of the Educational Programing questions above, are there plans to add any educational programs and/or materials in the future? Please describe.

35. UPLOAD: Please attach any supporting material showing the educational opportunities offered at your site. Only PDF, DOC, DOCX, PNG, JPG, JPEG, and GIF files are supported.

Choose File



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Section 3D: Physical and Legal Access

This section collects information on public access to the site which is a qualifying condition for inclusion on the GFBWT.

* 36. Can the site be accessed by the public safely and legally?

☐ Yes

☐ No

* 37. Does the site have well maintained trails?

☐ Yes

☐ No

Please include number trails and total length (in miles).

* 38. Are the roads to your site reasonably and safely maintained?

☐ Yes

☐ No



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* 39. Is there a safe and legal place for site visitors to park their vehicles?

☐ Yes

☐ No

Please describe (include number of parking spaces)

* 40. Please describe any special concerns or safety issues for wildlife viewers at the site (e.g., inaccessibility in inclement weather or seasonally, 4 wheel drive required, lack of cell phone service, etc.) and how these concerns/issues are mitigated (e.g., clear on-site signage, public updates on site conditions).

41. UPLOAD: Please attach any supporting material documenting the features of your site that make it legal and safe for the public to access. Only PDF, DOC, DOCX, PNG, JPG, JPEG, and GIF files are supported.

Choose File

Section 4A: Additional Site Information

This section collects additional information about the site and the surrounding area.

* 42. Nearest major town/city to site:



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* 43. Distance to nearest city or town (in miles):

* 44. UPLOAD: What are the population demographics (total population, under 18 and adult population, race and ethnicity, diversity index, housing units) within 10 miles of the site? If local data is unavailable please include county level data from the [2020 census](#). Only PDF, DOC, DOCX, PNG, JPG, and JPEG files are supported.

Choose File

* 45. Is there a Visitors Center?

☐ Yes

☐ No

46. If there is a Visitors Center, what are its hours of operation?

* 47. Are visits to this site by appointment only?

☐ Yes

☐ No



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48. If yes, please describe access options:

* 49. Is there an entrance fee to access this site?

☐ Yes

☐ No

50. If yes, how much is the fee?



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* 51. Which if any of the following amenities are present at the site? Check all that apply.

- | | |
|--|---|
| <input type="checkbox"/> Accessible bathrooms | <input type="checkbox"/> Accessible parking (with accessible route to a destination) |
| <input type="checkbox"/> Non-accessible bathrooms | <input type="checkbox"/> Accessible trails <0.5 miles |
| <input type="checkbox"/> Potable water | <input type="checkbox"/> Accessible trails >0.5 miles |
| <input type="checkbox"/> Food | <input type="checkbox"/> Accessible interpretive displays (e.g., tactile or audio interpretive materials or vision-impaired visitors) |
| <input type="checkbox"/> Benches or other rest areas | <input type="checkbox"/> Site can be accessed by public transportation |
| <input type="checkbox"/> Boardwalk | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> Observation structures | |
| <input type="checkbox"/> Ability to view wildlife from car | |

52. Please describe any notable features of the amenities selected in Question 51, and/or any other relevant infrastructure at the site.



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* 53. Which of the following best describes the site? Please choose one answer.

- ☐ Managed: Fully staffed visitor's center, roads paved and well maintained, potable water, electricity, full bathroom, < 1 mile from major services, on-site restaurant, fully enclosed shelter, viewing facilities built with interpretive signage, sidewalk, viewing platform, main purpose of site is human recreation and/or education
- ☐ Semi-Natural: Unstaffed visitor's center, roads paved but not well maintained, full bathroom, boardwalk, 1-3 miles from major services, snacks on-site, partially enclosed/covered shelter, built viewing facilities, main purpose of site is human recreation and/or education
- ☐ Natural: Information kiosk, gravel roads, pit toilet bathroom, mowed grass walkways, 3-5 miles from major services, vending machines on site, shelter with roof only, hunting blinds and platforms for viewing, site is under active management for combined benefits to humans and wildlife
- ☐ Off the beaten path: Information signs only, well maintained dirt roads, no bathrooms, dirt path, 5-7 miles from major services, potable water available on site, shelter with roof only, open viewing areas, passive management of wildlife and habitat
- ☐ Wild: Location sign only, dirt roads not well maintained, no bathrooms, rough dirt path, >7 miles from major services, no food or potable water on-site, no viewing facilities, passive management of wildlife and habitat



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* 54. Do any of the following describe the site? Select those that apply.

- ☐ The site is located in a highly developed area and/or an area with high population density (e.g., located within a city, along a highly developed beachfront, or anywhere a large number of human structures are present)
- ☐ The site provides residents of urban or highly developed areas with high quality wildlife viewing opportunities in a naturalistic setting
- ☐ The site provides valuable habitat for wildlife in an area where undeveloped land is scarce (e.g., native plants, butterfly gardens, forested areas)
- ☐ None of the above

55. OPTIONAL UPLOADS: Please attach any relevant maps, brochures, photos, or other relevant publications. Only PDF, DOC, DOCX, PNG, JPG, JPEG and GIF files are supported. If you need to submit more files or if file sizes exceed SurveyMonkey limits, please email materials to WildlifeViewing@MyFWC.com with the name of the site and the primary applicant's name and contact information.

Optional File Upload 1

Choose File



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56. Optional File Upload 2

Choose File

57. Optional File Upload 3

Choose File

58. Optional File Upload 4

Choose File

Section 4B: Additional Wildlife Viewing Information

This section collects additional information about wildlife viewing at the site.

* 59. Best times of day for viewing wildlife (check all that apply)

☐ Morning

☐ Midday

☐ Evening

☐ Night



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60. Briefly describe the notable wildlife observed at this time of day:

* 61. What time of day is the site most crowded? Briefly describe the impact on wildlife viewing:

* 62. Best times of year for viewing wildlife (check all that apply)

- ☐ Spring
- ☐ Summer
- ☐ Fall
- ☐ Winter

63. Briefly describe the notable wildlife observed at this time of year:

* 64. What time of year is the site most crowded? Briefly describe the impact on wildlife viewing:



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* 65. Please indicate what habitat types are found at this site. Check all that apply.

- | | | |
|--|--|---|
| <input type="checkbox"/> Beach/dune | <input type="checkbox"/> Forest - mixed forest | <input type="checkbox"/> Mudflats |
| <input type="checkbox"/> Dry prairie/grasslands | <input type="checkbox"/> Hammock - hardwood | <input type="checkbox"/> Sandhills |
| <input type="checkbox"/> Fields/pasture | <input type="checkbox"/> Hammock - tropical hardwood | <input type="checkbox"/> Scrub |
| <input type="checkbox"/> Freshwater features (rivers, streams, ponds, lakes) | <input type="checkbox"/> Marine/bay | <input type="checkbox"/> Swamp - freshwater |
| <input type="checkbox"/> Forest - pine flatwoods | <input type="checkbox"/> Marsh - freshwater | <input type="checkbox"/> Swamp - mangrove |
| | <input type="checkbox"/> Marsh - salt | <input type="checkbox"/> Other (please specify) |

* 66. Are any of these forms of outdoor recreation allowed on the site? Check all that apply.

- ☐ Hunting
- ☐ Airboating
- ☐ Organized sports
- ☐ Horseback riding
- ☐ Beach recreation (sunbathing, swimming, picnicking, etc.)
- ☐ Other (please specify)

67. If you said yes to any of the above, what is their impact on wildlife viewers?



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Section 5 - Sign Funding and Maintenance

Recent survey data from users of the Great Florida Birding and Wildlife Trail has shown that road signs are important in making travel decisions; 83% of respondents had planned future trips based on seeing GFBWT road signs. It is strongly recommended that sites nominated for inclusion in the Great Florida Birding and Wildlife Trail install and maintain road signs directing visitors to the site, with a minimum of two approach signs along the main road to the site.

Please upload the completed sign funding and maintenance documents from the Application Packet to the appropriate questions below.

* 68. UPLOAD: Statement of Sign Funding Intent

Note that all engineering planning and sign installation must be funded and completed independently of the Florida Fish and Wildlife Conservation Commission (FWC). Applicants are therefore required to commit to seeking funding for signs, and those sites selected for inclusion in the GFBWT will be required to provide sign engineering diagrams and installation confirmation to the GFBWT coordinator. The cost of initial installation for two road signs is variable based on location but should be less than \$2,000. Once engineering is complete the sign panels and directional arrows themselves will be provided upon request by the FWC to sites selected for inclusion in the GFBWT. Note that applicants who have submitted the signed commitment but have not yet obtained funding will not be penalized during the selection process.

Please upload the signed Statement of Sign Funding Intent from your Application Packet. Only PDF, DOC and DOCX files are supported.

Choose File



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* 69. UPLOAD: Supporting Documents For Sign Funding

Please upload any documentation detailing potential or secured funding sources for the installation of GFBWT signage should the site be selected for inclusion on the GFBWT. Only PDF, DOC and DOCX files are supported.

Choose File

* 70. UPLOAD: Sign Maintenance Agreement

An acknowledgement of support for sign maintenance from the appropriate road maintenance partners is required for a successful nomination. (Note that many road maintenance agencies across the state of Florida have maintenance agreements with the GFBWT or GFBWT partners for existing sites. Current county-level maintenance agreements are available upon request.)

Please upload the signed Sign Maintenance Agreement from your Application Packet. Only PDF, DOC and DOCX files are supported.

Choose File

71. OPTIONAL UPLOAD: Any further supporting documents concerning sign maintenance. Only PDF, DOC, DOCX, PNG, JPG, JPEG and GIF files are supported.

Choose File

72. Please use this comment box to provide any additional information pertaining to signage.



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73. Thank you for submitting a Site Nomination Form. Please add any final comments below.



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