

# DOCUMENTATION FOR CERTIFIED WETLAND DETERMINATIONS



Following is a list of items that are needed to properly document a certified wetland determination in Florida. An asterisk denotes the items that have been included in this subsection for convenient downloading and use by the field. Items listed below are **REQUIRED** to be present in the determination file unless otherwise noted. Items 2, 3, and 4 are also sent to the landowner/producer. Items 2, 3, 7, 8, 9 and 10 are sent to the U.S. Army Corps of Engineers when their concurrence is required.

1. Form **NRCS-CPA-38** Request for Certified Wetland Determination or Delineation\*  
This form **MUST** be signed by the landowner, or other person authorized **IN WRITING** by the landowner to sign the form.
2. Form **NRCS-CPA-026E** Highly Erodible Land and Wetland Conservation Determination\*  
This is the official record of a certified wetland determination. Certification date will be entered on this form and/or on the FL-CPA-42 (see below) after the landowner/producer has had 30 days to review the determination (or at the end of the appeal period if landowner/producer appeals the determination).
3. Copy of most recent available **aerial photograph** showing tract boundaries and wetland determination labels.
4. **Determination Transmittal Letter** (choice of 5).  
This form letter to the landowner/producer accompanies the NRCS-CPA-026E and aerial photo and provides information on compliance with the Food Security Act and appeal rights. The letter can be modified to add or emphasize specific information of interest regarding the determination (e.g., notifying landowner of a violation).
5. Copy of **Form AD-1026** if request for determination resulted from responses on this form.
6. **FL-CPA-31** Documentation for Wetland Determination\*  
Used to record soil survey, National Wetland Inventory (NWI) map, and aerial photo information on each labeled area (except NI label). This form is optional but **STRONGLY RECOMMENDED** unless **ALL** the requested information on each label can be found elsewhere in the determination file.
7. **Location map** (e.g., county road map, Sec/Twnshp/Rng map).
8. Copy of **NWI map** showing tract boundaries, and **NWI map key**.\*
9. Copy of **County Soil Survey map** showing tract boundaries.
10. **U.S. Army Corps of Engineers (COE) Data Form for Routine Wetland Determination\***  
This form is required for all labeled areas (except NI) that contain a predominance of natural vegetation. Can also be used to document determinations on areas planted for agriculture use.
11. Copy of **concurrence correspondence** to and from the COE where necessary (refer to Florida Wetland Mapping Conventions for more information on concurrence procedures).
12. Copies of **historic aerial photographs** or other documentation where necessary to support a particular label. (See NFSAM and Florida Wetland Mapping Conventions for more guidance.)  
Examples: a) An aerial photo circa 1985 and/or other verification are required when labeling an area as PC.  
b) An aerial photo dated between 1985 and 1990 is required when labeling an area as CW.
13. A list of certified wetland determinations will be kept on **Form FL-CPA-42 Wetland and HEL Determination Log\*** or similar format. This is an optional recommended form that can be modified for use at the field office level. For example, the HEL columns can be deleted by field offices that have no HEL in their area. The form is best viewed enlarged to legal paper size. If a record of certified wetland determinations is not kept on this log, the certification date must be recorded on form NRCS-CPA-026E.