

FY2022 LAND CONSERVATION FUND GRANT APPLICATION
FORM 5 GUIDANCE, Agency Consultation for Land Acquisition (Applicant Information)

FORM 5: Submit a completed Form 5, with (1) maps and photos and (2) appropriate agency response form [5a, 5b, or 5c], to each consulting agency:

DLNR (with 5a): Submit as a single, bookmarked, *.pdf file, via email to legacyland@hawaii.gov.

Filename: FY2022_<application name goes here>_AgencyConsultation_DLNR.pdf

HDOA (with 5b) and ADC (with 5c): Submit paper documents to mailing address indicated on Form 5b or 5c, or submit as otherwise instructed by the consulting agency.

PURPOSE AND USAGE: Form 5 is important – it provides basic information that describes the location of the proposed acquisition, the characteristics of the land, and the specific key resources to be protected. The Legacy Land Conservation Program uses this information to explain the proposed acquisition to the Legacy Land Conservation Commission, the Board of Land and Natural Resources, the Governor, and the world at large. For an approved application, this basic information provides a basis for completion and acceptance of Form 6, Resource Value Documentation, and for future monitoring of the property.

MAPS & PHOTOS:

The clarity and content of maps and photos submitted can affect the response of a consulting agency and the impression of reviewing commissioners. We encourage applicants to re-submit the same maps and photos provided for agency consultation as part of the final application (online portal and instructions opening soon).

The Department may use a map or photo in future program materials, and appreciates applicant conformance with the following instructions and preferences:

- Do not submit more than four **maps**, numbered and captioned, which must include:
 - (1) a map that represents the general location of the property (island or regional scale), and
 - (2) a map that represents the detailed location of the property (parcel scale, such as a county tax map plat sheet),

and may include:

- (3) a map that is drawn as an overlay to an aerial image/view of the property.

Filename (for submitting maps with final online application):

FY2022__<application name goes here>_Maps.pdf

- Do not submit more than four **photos**, numbered, which must include views that illustrate the resources to be protected on the property—with identifying/explanatory captions, and photo credits if necessary—and may include an aerial image/view of the property.

Preferred format is *.jpeg, minimum size 1 MB and minimum resolution 320 dpi.

Filename (for submitting photos with final online application):

FY2022_<application name goes here>_Photos.pdf

FOR THE FINAL APPLICATION, AFTER RECEIVING AGENCY RESPONSES, SUBMIT ***ONE COPY, ONLY***, OF: FORM 5, MAPS AND PHOTOS, AND COMPLETED AGENCY RESPONSES. Do not attach additional sets of Form 5, including maps and photos, to each completed agency response (Forms 5a, 5b, and 5c), and do not submit the uncompleted response form (Forms 5a, 5b, and 5c) provided to each agency for completion.