

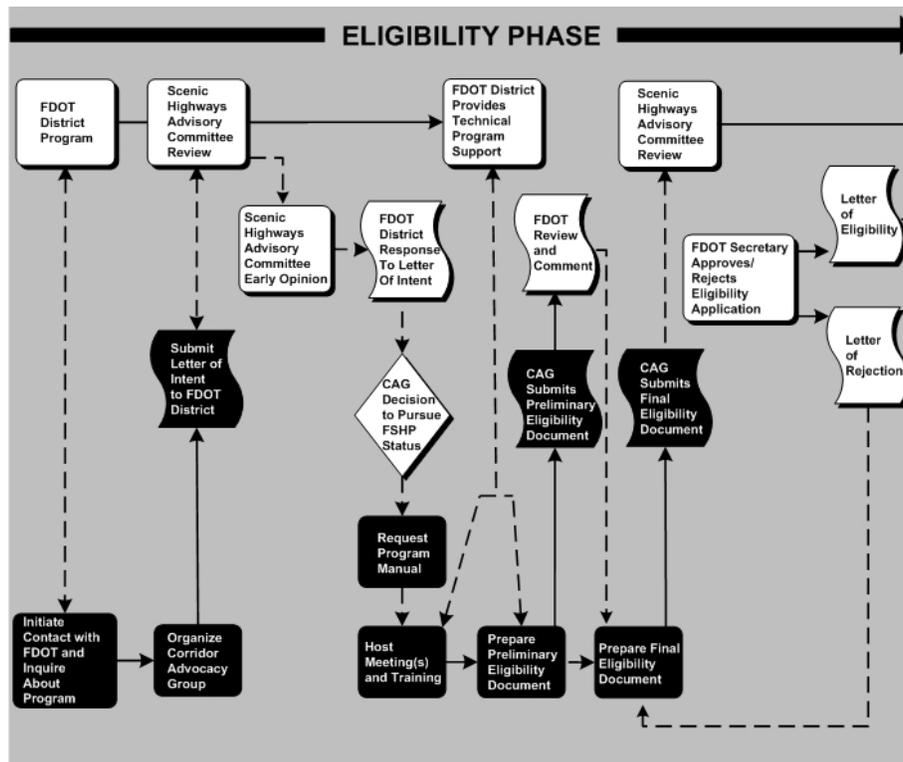
CHAPTER 2

ELIGIBILITY PHASE

This chapter outlines the first steps in establishing a Florida Scenic Highway. The primary purpose of the *Eligibility Phase* shown below is the determination of a roadway corridor's qualifications to be designated a Florida Scenic Highway. In this chapter, instruction is provided on establishing a Corridor Advocacy Group (CAG), completing the **Letter of Intent**, and preparing the **Eligibility Application**.

Each section is divided into two subsections entitled **How To...** and **For the Record...**. The **How To...** subsection describes the processes the CAG must follow to develop each eligibility element. These subsections provide step-by-step instructions and suggested methods for completing necessary tasks. Collectively, these subsections can be considered the instruction manual for Florida Scenic Highway eligibility. The **For the Record...** subsection outlines the specific documentation and materials to be included in the eligibility application/draft CMP. Upon completion of this chapter, the CAG will submit the Eligibility Application and draft CMP to the District Scenic Highways Coordinator for review, approval, and processing. In addition, an Eligibility checklist is included at the end of this chapter.

The *Eligibility Phase* steps are presented below as depicted in the Florida Scenic Highways Program Process flowchart contained in **Chapter 1 - Program Overview**.



2.1 ELIGIBILITY PHASE

The purpose of the *Eligibility Phase* is to establish whether or not a proposed roadway corridor exhibits the necessary characteristics for designation as a Florida Scenic Highway.

The Program emphasizes the need to preserve, enhance and maintain an area's intrinsic resources. For this reason, information relative to community vision, roadway and right-of-way characteristics, protection techniques and many other key Program issues must be considered in an eligibility/designation decision. The effort put forth in this phase allows the Scenic Highways Advisory Committee (SHAC) to make an eligibility recommendation regarding the corridor's ability to satisfy the multifaceted mission of the Florida Scenic Highways Program (FSHP). A complete description of SHAC duties and responsibilities can be found in **Appendix F** of this **Manual**.

The process defined in this **Program Manual** relates specifically to the requirements for designation as a Florida Scenic Highway. With regard to those applicants seeking National Scenic Byways Program (NSBP) designation as a National Scenic Byway or All-American Road, additional documentation is required to make an eligibility determination. Scenic Highways must also be designated at the state level before applying for national designation. If designation at the national level is being sought, applicants must refer to **Chapter 9 - National Program** and the National Scenic Byways Program web site at www.byways.org for instructions on completing National Program requirements. It should be noted that a corridor determined "Not Eligible" for designation in the National Scenic Byways Program still remains a Florida Scenic Highway.



Applicants should also be aware that highways previously designated scenic or historic by the Florida Legislature do not automatically qualify for designation as a Florida Scenic Highway. These highways, like all other proposed highways, must be determined eligible and designated according to the process and requirements detailed in this **Program Manual**.

2.2 WHO CAN APPLY?

Any citizen or group of citizens (with representation or endorsement by their local general purpose government) wishing to preserve, enhance, and maintain the intrinsic resources along a corridor can propose a corridor for designation under the Florida Scenic Highways Program. While essentially anyone can participate, the Program requires that all

applications for eligibility determination be submitted through a Corridor Advocacy Group (CAG), which will serve as the Applicant.

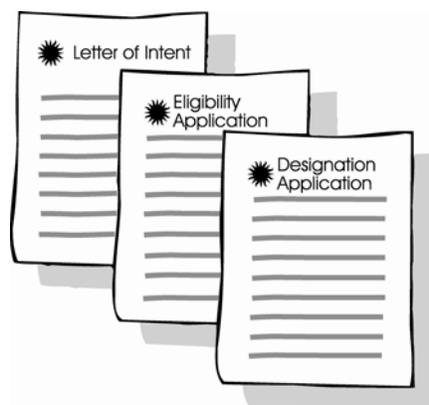
CAG membership includes those individuals and groups who will support the corridor's designation, both in principle and through hands-on work. A more detailed description of this group's composition and role is included in *Section 2.4 - Organizing the Corridor Advocacy Group (CAG)*.

2.3 HOW DO YOU APPLY?

Many applicants will begin the designation process by contacting the FDOT District Scenic Highways Coordinator (DSHC) in their area. The DSHC can provide introductory information on the Program and details about the initial steps to be taken in the designation process. They can also provide the **Letter of Intent** format (**Section 2.6 – Letter of Intent**), which constitutes the first official submittal by an applicant to the Department.

If the applicant is forming a CAG, a copy of the Program Manual may be obtained on the Internet at <http://www.dot.state.fl.us/emo/ScenicHWY/program/references.htm> and can be downloaded with Adobe Acrobat Reader.

Program manual requests can also be made in person, by telephone, fax, email, or in writing also. This Program Manual is the document needed to seek a Florida Scenic Highway designation and details the three-phase Program Process (*Eligibility, Designation and Implementation*). This process is sequential in nature, incorporates critical decision points, and builds on work done in the previous phase. It was developed in this manner to minimize unnecessary work effort and to maximize the probability of a scenic highway's success once determined eligible. Therefore, the CAG should maintain constant communication with its members and the DSHC so that progressive effort is sustained.



2.4 ORGANIZING THE CORRIDOR ADVOCACY GROUP (CAG)

The first major step in the *Eligibility Phase* is to organize a **Corridor Advocacy Group (CAG)** to support the corridor designation. This group will serve as the Applicant for a proposed corridor and is responsible for preparing or acquiring all required documentation for both the *Eligibility Phase* and *Designation Phase*.

Any individual or group of individuals interested in preserving, maintaining, protecting or enhancing a roadway corridor and its resources can be members of the CAG. Neighborhood associations, civic organizations, non-profit groups, chambers of commerce,

economic development councils as well as professionals such as attorneys, engineers, planners, and city and county commissioners can offer unique talents to the CAG. Additionally, experts such as historians, architects, naturalists, landscape architects, botanists, and others should be involved, given the various intrinsic resources of Florida. The CAG must include representatives from each local general purpose government and/or Metropolitan Planning Organization (MPO) through which the corridor passes. The CAG should continually strive to coordinate with local and state government to receive input and comments on the CAG's work efforts. Membership in the CAG is not static and additional corridor advocates should be pursued throughout the process.



To establish the CAG, interested persons should sponsor an organizational meeting in conjunction with the local general purpose government(s) and business owners. The CAG requires an organizational structure consisting of a Chairperson and Vice-Chairperson, at the minimum. The following initial tasks should be considered at this and subsequent meetings:

- Elect Chairperson, Vice-Chairperson and other officers
- Establish CAG membership
- Develop rules, procedures, and bylaws
- Establish committees and staffing to support CAG activities
- Establish financial support
- Select a name for the proposed corridor and the CAG
- Maintain minutes and records of all meetings

The Florida Scenic Highways Program process is a challenging yet rewarding undertaking. Consequently, the CAG should be comprised of dedicated, hard-working individuals and groups committed to carrying a corridor through the process. As the corridor moves toward actual designation, the CAG's responsibilities increase and become more involved. For example, if determined eligible, the CAG must then develop a Corridor Management Plan (CMP) and establish a Corridor Management Entity (CME) to implement the plan.

The CAG can expect to perform several tasks throughout the Program Process, many of which are listed below.

- Complete and submit a **Letter of Intent** (LOI)
- Host and attend FDOT training and educational workshops for CAG members
- Develop recruiting and outreach programs (i.e. sponsorships, partners)
- Establish committees (i.e. publicity, membership, intrinsic resource, background assessment, public involvement, funding, grants)
- Establish a Community Participation Program
- Sponsor meetings and events to inform the general public and promote the corridor
- Follow Florida's Sunshine Law (**Section 286.011 F.S.**) which requires that meetings must be open to the public, reasonable advance notice of the meeting(s) must be given, and meeting minutes must be recorded or written.
- Develop partnerships and cooperative agreements
- Coordinate with and seek written support from local general purpose governments and/or Metropolitan Planning Organizations
- Develop/organize all documentation to support eligibility and designation determinations
- Establish a Corridor Management Entity (CME)
- Seek Funding and Program integration

A Florida Scenic Highway may have a tremendous positive effect in the surrounding communities, and the CAG will play a crucial role in providing that opportunity. It is critical then, that energy and momentum be sustained and that CAG members focus on the primary goal of ensuring that the special resource(s) of their community are preserved, enhanced, and maintained for the community and visitors.

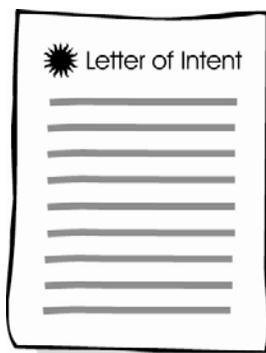
2.5 DESIGNATION CLASSIFICATION

The first step, before completing any Eligibility Documentation, will be for the CAG to determine which classification of designation is being sought. The Florida Scenic Highways Program designates corridors based on two classifications: Scenic or Heritage. Scenic Corridors are those highways that meet Florida Scenic Highways Program criteria for natural, recreational or scenic Intrinsic Resources. Heritage Corridors are those highways

that meet Program criteria for historical, archeological or cultural Intrinsic Resources. Refer to **Chapter 5 – Designation Criteria** of the **Program Manual** for more detailed definitions of natural, recreational, scenic, historical, archeological, and cultural Intrinsic Resources.

All applicants must specify which classification of designation is being pursued. In preparing the **Eligibility Application**, the CAG should focus their discussions and narratives on the resources appropriate for their classification. Most corridors will have several intrinsic resources, but the CAG will need to determine the main or primary intrinsic resources that will decide the classification. These should be those resources that specifically meet the definitions in **Chapter 5 – Designation Criteria**.

2.6 LETTER OF INTENT



The first formal effort by the CAG will be the preparation of a **Letter of Intent (LOI)** (see **Appendix B** for format) sent to the District Scenic Highways Coordinator (DSHC) to notify FDOT of the intentions of the CAG. For corridors traversing more than one FDOT District, FDOT shall decide which District Scenic Highways Coordinator (DSHC) will process the **Letter of Intent** and subsequent applications. The **Letter of Intent** is a self-explanatory format submitting basic information about the corridor, such as the classification being pursued (scenic or heritage), route number, general corridor limits and length, government jurisdictions and a Statement of Significance. The Statement of Significance is intended to inform FDOT and the SHAC of the significant, exceptional and distinctive intrinsic resources that exist in the corridor. This statement should give a general overview of the important intrinsic resources and stating why the corridor should be considered for the Florida Scenic Highways Program. To supplement it, several representative photographs of intrinsic resources should be submitted with the **Letter of Intent**. A review of **Chapter 5 - Designation Criteria** and a field review are suggested before completing the **Letter of Intent**.

The LOI also requires an indication of when the CAG can host a meeting or Eligibility Training Course (see **Section 2.8 - Meetings and Training**) between its members, local government representatives and FDOT District Staff. Finally, a CAG Chairperson and listing of its membership must be specified so that lines of communication can be established between the DSHC and the CAG.

Upon receipt of the **Letter of Intent** by the DSHC, copies will be forwarded to and reviewed by the Scenic Highways Advisory Committee (SHAC). At the SHAC discretion, a field visit may be arranged to provide an "in person" review of the corridor. Based on their review of the **Letter of Intent** and the field visit to the corridor, the SHAC will offer its opinion and provide comments to the District Scenic Highway Coordinator about the corridor's merit as a candidate scenic highway. This early review and opinion will provide important insights about the proposed corridor and allow the CAG to determine if they wish to continue with pursuit of Florida Scenic Highways Program designation, given the SHAC's early opinion.

The District will provide a written response indicating FDOT's understanding of the proposed corridor, the SHAC's opinion of the corridor's merits, and identifying the next steps in the process. This response may confirm a meeting or an Eligibility Training Course requested in the **Letter of Intent** or other communications from the CAG. **Appendix D** provides a listing of FDOT District Offices.

2.7 REQUESTING A PROGRAM MANUAL

If the CAG has not done so, they should download a copy of the Program Manual in Adobe Acrobat Reader from the Department's web site
<http://www.dot.state.fl.us/emo/scenic Hwy/program/references.htm>

This manual will provide the CAG step-by-step instructions for completing the requirements of the FSHP. Although this manual may appear large, it is written and organized in a very user-friendly style. Any questions about Program requirements not found in the Manual should be forwarded to the DSHC.

2.8 MEETINGS AND TRAINING

An initial **Meeting and/or Training** may be scheduled by the CAG upon receipt of the FDOT response letter. In general, this initial meeting or training about the Program may include:

- The meeting should begin with an introduction of the CAG membership
- A brief presentation on the proposed corridor's intrinsic resources and any work that has been accomplished thus far.
- District Scenic Highways Coordinator presentation on the Program's mission and process.
- A Question and Answer Session, in which CAG members may ask questions, clarify responsibilities and gain a better understanding of the Program process. This meeting also gives the District Scenic Highways Coordinator and other FDOT staff a chance to meet the CAG members they will be assisting and to learn specifics about the corridor.



The CAG should review the **Program Manual** before this meeting to familiarize themselves with the Program's requirements and designation process.

At this same meeting or subsequent meeting, the District Scenic Highway Coordinator may present the Eligibility Training Course. FDOT

offers detailed training courses on each phase of the Program (*Eligibility, Designation and Implementation*). These courses are designed to teach CAG members about the Program's requirements, clarify questions about the **Program Manual**, and allow open communication between the CAG and FDOT about their corridor and the Program's process. Courses will be offered to the CAG as they begin each phase of the process.

During Eligibility Training, all elements of the applications and supporting documentation will be reviewed so that the CAG has a clear understanding of Program components. Strategies for building community support and developing a vision for the corridor are also discussed. Recommendations may be made for additional CAG members and for decision-making processes. Additionally, discussions may take place on subsequent CAG actions, meetings, or other FDOT issues. After this training, the CAG should have a better understanding of Program components and be ready to prepare the **Eligibility Application**.

From the beginning, the DSHC should be involved with the CAG in the process. Similarly, the DSHC should participate in CAG meetings, events and activities. They should also provide technical assistance to the CAG throughout the *Eligibility Phase* and also represent FDOT as a partner in the corridor designation efforts.

2.9 ELIGIBILITY APPLICATION AND DOCUMENTATION FORMAT

The **Eligibility Application** (see form in **Appendix B**) requires submission of corridor information, eligibility documentation and endorsement. The purpose of the application is to officially transmit all the documentation and research collected on the corridor as proof of eligibility as a Florida Scenic Highway. The application requires general information about the applicant corridor such as route name and number, and the corridor limits. Because the entire Florida Scenic Highways process is based on a grassroots, community-based partnership, local endorsement of the **Eligibility Application** is essential. Therefore, the **Eligibility Application** should include the signatures of the CAG Chairperson and at least one local government representative from each jurisdiction through which the corridor passes. These signatures are intended to indicate concurrence with the vision, goals and objectives for the corridor and should be made by persons who speak officially for governmental entities (i.e. City or County endorsement, City Manager, Mayor). The application form should be filled out and included in a bound notebook containing the **Eligibility Documentation**. If more appropriate, a CAG may choose to include the bulk of their supporting documentation and information in a notebook and appendices separate from the application form itself.

Together, the form and documentation make up the **Eligibility Application**. When preparing the Eligibility Application, it is important to maintain a consistent format. Therefore, the Application should be organized according to the "table of contents" shown below. This outline ensures that information collected in the **Eligibility Application** can be more easily updated and expanded upon if the corridor proceeds to the *Designation Phase*. In preparing the Eligibility Documentation, the elements listed in bold below require

completion. These elements consist of three basic assessments and a visioning process which are described in **Section 2.10 - Eligibility Documentation.**

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Any maps or sketches in the body of the document should be either 8 ½ x 11 or 11 x 17 folded to fit an 8 ½ x 11 format. All pages (including maps, tables, figures, charts, photos, etc.) should be numbered consecutively, with each Eligibility Documentation sub-heading beginning on a new page with the title at the top. Writing should be comprehensive, yet concise and sources should be referenced for all data. Additional materials, such as letters, videos/DVD, pictures, slides, aerial photography, large maps, sketches and other documents should be organized according to their reference in the text and then be placed in a separate Appendix to the document. Appendix materials may be kept in an accordion file if needed.

2.9.1 Mapping Requirements

Much of the data required during the *Eligibility Phase* must be displayed graphically on maps. Any map which clearly exhibits the corridor and resource information may be used. At a minimum, all maps must be clear and should contain a title, scale, legend, source and date. The DSHC may assist the CAG in identifying types and sources of maps. This step may entail contacting local government planning or engineering departments for assistance.

Some suggested maps include the United States Geological Survey (USGS) 7.5 minute series quad maps. These quad maps can be used in **Chapter 6 - Intrinsic Resource Assessment** to define the official corridor limits and may also be used to display other information collected during the Background Assessment. These maps are scaled at 1" = 2000' and depict the orientation and character of the roadway. For instance, quad maps show roadways, building locations, water bodies, contour lines and other significant topographic features. Because the CAG may wish to use these maps or various scaled versions for other tasks, it is recommended that several master copies be produced for repeated use. USGS quad maps may be purchased from a map dealer or publisher.

Although the USGS quad maps are suggested to show the corridor limits, the CAG may wish to use alternative mapping sources and scales that are better suited for the type of data to be depicted and the length of corridor involved. These alternatives include aerial photography, GIS mapping, recent survey data or other maps detailing the corridor. The primary benefit of other mapping sources is scale. Depending on the data to be displayed and the length of the corridor, different scaled maps or even enlarged portions of the USGS quad maps can be used. For instance, aerial maps at a scale of 1" = 200' provide a more accurate depiction of the corridor's viewshed than USGS quad maps. Likewise, maps from the local government comprehensive plan may sufficiently display future land use at a scale of 1" = 1 mile.

2.10 ELIGIBILITY DOCUMENTATION

The following sections of this chapter detail the elements of the **Eligibility Documentation**. The steps described in each section explain the required tasks that the CAG needs to

complete in order to compile the information necessary for their Eligibility Documentation. This information collection task was designed to put the bulk of the CAG efforts in the initial phase of the Program (*Eligibility*) to ensure success. When a participating CAG completes the first phase by receiving approval of their **Eligibility Application**, they are deemed “eligible.” They have proven their corridor meets the criteria for designation as a scenic highway and they have gathered sufficient information to prepare a Corridor Management Plan in the next phase (*Designation*). The CAG need only complete the required tasks in the *Designation Phase* to ensure a final approval.

Initially this “front-loaded process” may seem cumbersome. However it is intended to ensure that each corridor granted eligibility truly merits Florida Scenic Highway status. Several “checks and balances” have been worked into the program requirements to facilitate comprehensiveness. For instance, information requested in one section may be requested again in another. This not only links program elements together, it decreases the possibility that a CAG may miss or overlook a program requirement. When the CAG encounters areas of the **Eligibility Application** that requests repetitive information, they should reference other sections of their **Eligibility Documentation** rather than reiterating the same information.

Throughout the *Eligibility Phase*, the information collected and eventually presented in the **Eligibility Documentation** provides the CAG, FDOT and the SHAC with a complete picture of the corridor and all its attributes. This “full knowledge” ensures the CAG knows about future plans for the corridor, current opportunities for enhancements or improvements and special features, and has local support for designation so they may make informed decisions and prepare a comprehensive Corridor Management Plan.

The **Eligibility Application** should be compiled as a draft Corridor Management Plan, to be completed during the designation phase. Information collected and documented in the **Eligibility Application** will be used to complete the final CMP during the designation phase. Refer to **Section 3.2 – Designation Application and CMP Format** for more information.

The following subsections provide guidance for completing the Eligibility Documentation tasks. Materials should be organized in a notebook consistent with the Table of Contents shown in **Section 2.9 - Eligibility Application and Documentation Format** and submitted with the **Eligibility Application**. Later, in the *Designation Phase*, the CAG will build upon the **Eligibility Documentation** to develop the Corridor Management Plan (CMP).

2.11 SHAC COMMENTS TO LOI AND RESPONSES

When the Scenic Highways Advisory Committee (SHAC) reviews to the **Letter of Intent** for the corridor, they may have issued a series of comments or suggestions for the CAG to consider in developing their Eligibility Documentation. A copy of those comments should be included in the Eligibility Documentation along with responses from the CAG on how these comments were addressed.

2.12 BACKGROUND ASSESSMENT

The Florida Scenic Highways Program seeks to designate highways for the protection and promotion of their resources. This designation however is not intended to hinder the purpose of the highway, which is to move people and goods in a safe and efficient manner.

Essentially, designation as a Florida Scenic Highway does not limit changes to a highway (i.e. widening, resurfacing) or does not limit development along a corridor. Therefore, it is essential that an assessment of the current and future conditions of the road, its right-of-way and adjacent land be undertaken. Presentation of existing data on roadway and right-of-way physical characteristics, traffic volumes and levels of service, accident locations and other data make the Department aware of the various operational factors that must be considered during designation. Collection of this data also helps familiarize the CAG with the physical characteristics of the roadway so that they may consider these conditions in corridor planning efforts and decision-making (i.e. kiosk placement, maintenance scheduling, & enhancement opportunities). Additionally, these data serve as a baseline for any future analysis of the operational impacts of designation.

2.12.1 How to... Prepare the Background Assessment

For this portion of the **Eligibility Documentation**, the Background Assessment discussed is consistent with the Table of Contents in **Section 2.9 - Eligibility Application and Documentation Format**. Each topic should be discussed according to the corridor limits proposed. Maps and graphic support materials may either be included in each section or specifically referenced and placed in the Appendix.

- **Roadway/ROW Description** - Provide a narrative description of the corridor that includes the roadway name and number, the general location and orientation of the corridor within the State and city/county, and the names of cities or towns connected by the proposed scenic corridor. If appropriate, provide a location map to support this description. Provide a general narrative that details functional classification, Florida Intrastate Highway System (FIHS), State Highway System (SHS), Federal-Aid Primary Roadway, National Highway System (NHS), laneage, median treatment, ROW width, major intersecting roadways, existing sidewalks/bike lanes, major utility placements, vertical clearance, drainage features and landscaping treatment. Provide a narrative description of current roadway/median maintenance operations, responsible parties and schedule.

Acquisition of Property Rights: *Coordinate with the District Right-of-Way Office on any acquisition planned or anticipated along the corridor which is or will be related to the corridor, regardless of party involved in the property or property rights acquisition. In compliance with 23 CFR 710.513, which was effective January 21, 2000, the District Right-of-Way Office was mandated responsibility for overseeing compliance with the **Federal Uniform Relocation and Real Property Acquisition Policy Act of 1970** (referred to as the **Uniform Act**) on all property and property rights acquisition where FHWA (**Title 23**) federal funds are to be used in any project*

*phase or where there is anticipation or intent to use FHWA federal funds at some future point in any project phase. The use of FHWA funding or intent to use FHWA funding “federalizes” the corridor and all subsequent property or property rights acquisition related to the scenic highway regardless of parties involved. (This means that any property acquisition requires the owner be paid “just compensation” for the property.) The CAG should coordinate with the FDOT ROW Office to ensure that any acquisition pursued on behalf of the corridor will be in accordance with the **Uniform Act of 1970**.*

- **Existing Land Use and Zoning** - Provide a narrative description of existing land uses and major land ownership. Maps of the existing zoning designations and land uses may also be included. Discuss general development patterns.
- **Future Land Use** - Provide a discussion on future land use and whether there are plans for future development within the corridor. Inclusion of a future land use map may be helpful.
- **Signage** - Provide a discussion on the use of on-site or “point of sale” signs and off-site or “billboard” signs within the corridor. Discuss any ordinances or laws that regulate the use of these sign types. The CAG should refer to **Section 7.3 – Protection Techniques** for an explanation of applicable Federal and State sign regulations. Include a summary discussion of the FDOT Policy on Outdoor Advertising Signage for designated Florida Scenic Highway corridors. Discussions with appropriate local government and FDOT personnel should provide the necessary guidance for identifying signage issues and subsequent courses of action. Also, provide a discussion of existing informational and directional signage along the corridor. Provide an inventory of billboards on the corridor. The Department’s Outdoor Advertising Administrator must be consulted regarding this information.

Outdoor Advertising on Scenic Highways: *Coordinate with the State Outdoor Advertising Administrator. In 1991, **Section 1046(c) of the ISTEA** added a new subsection (s) to **23 USC 131**, that precludes outdoor advertising on designated scenic highways/byways. Once a corridor has been designated as a Florida Scenic Highway, the Outdoor Advertising Office is precluded from issuing new permits for outdoor advertising signs within the control zone of the Interstate and National Highway Systems, the Federal Aid Primary System (as of June 1, 1991) and the State Highway System along the corridor.*

Existing signs do not become nonconforming as a result of the scenic highway designation. However, other conditions (eg., land use) may cause a change to the sign’s conformity status. Coordination with the Outdoor Advertising Office is necessary to ensure an inventory of the signs is performed by the State within thirty calendar days of the date the Secretary signs the letter designating the corridor. The application for eligibility and corridor management plans should also be routed

for review to the State Outdoor Advertising Administrator so they may plan properly for these responsibilities.

*Outdoor advertising sign acquisition will require payment of just compensation (no amortization) on the Interstate, National Highway System or the Federal Aid Primary System (as of 1991). This is a federal requirement under **Title 23, U.S. Code, Section (g)**.*

- **Safety Issues** - Give a general review of vehicular, bicycle and pedestrian safety issues within the corridor. *Discuss if the public roadway can safely accommodate two wheel drive motor vehicles (UC #3).* Display a three year history of crash data (if available) and discuss areas with existing high accident frequencies. Although designated scenic highways are required to be paved roads, unpaved roadways may be included as spur or loop roads if they provide access to a resource and their safety can be verified by the agency with jurisdiction over the unpaved roadway.
- **Traffic Volumes/User Types** - Provide a table (and map if applicable) showing existing and projected Average Annual Daily Traffic (AADT) volumes. Provide a discussion on the types, demand and operational characteristics of non-vehicular users, such as walkers, runners, bicyclists, skaters and other corridor users.
- **Levels of Service (LOS)** - Provide (when available) information on adopted levels of service as well as existing and future levels of service.
- **Transportation Planning** - Discuss existing and future plans and programs for all modes of transportation (public transportation, bicycle, pedestrian) in the corridor as well as systems that feed into the corridor. Document the opinions of modal agencies responsible for these plans and programs concerning the potential for designating the corridor as a Florida Scenic Highway. This includes local, county, regional planning councils and MPO plans regarding compatibility with their policies, goals and objectives. Coordinate with these modal and transportation planning agencies' plans and programs in relation to a scenic corridor designation and subsequent CMP development. This process may take some time when coordinating with municipalities, city staff, and city councils so start this process early as to not hold up the completion of the eligibility document.
- **Roadway Improvements** - Provide a narrative description (and table if applicable) detailing major programmed/planned roadway improvements along the corridor or any other improvements anticipated to impact the corridor and/or the intrinsic resources identified as significant. Roadway improvements are detailed in the Metropolitan Planning Organization's (MPO) Transportation Improvement Program (TIP) and/or FDOT's Five Year Work Program and the Capital Improvement Programs/Elements of local governments.

- **Social and Economic Conditions** - Describe, in general terms, the social and economic characteristics of the area through which the corridor passes.
- **Tourism and User Facilities** - Describe how tourism is or will be addressed for the corridor. Provide a discussion of the user facilities and services (such as gas stations, food, lodging, attractions, visitor centers, interpretive signage/markers, etc.) that are available for travelers as well as existing plans for new user facilities.
- **Other Programs** - Provide a discussion of the corridor's relationship to other resource-based or local-based programs.

Most of these data can be acquired through the city, county or state governments, typically in the planning or traffic engineering departments. For State Highways, FDOT may also be of assistance in obtaining required data.

2.12.2 For the Record... Background Assessment

Under Background Assessment in the *Eligibility Application*, the CAG should include text, maps and graphics documenting:

- Corridor Limits
- Roadway/ROW Description
- Existing Land Use and Zoning
- Signage
- Future Land Use
- Safety Issues
- Traffic Volumes/User Types
- Levels of Service (LOS)
- Transportation Planning
- Roadway Improvements
- Social and Economic Conditions
- Tourism and User Facilities
- Other Programs

2.13 INTRINSIC RESOURCE AND CRITERIA ASSESSMENTS

The Intrinsic Resource and Criteria Assessments are two methodologies used to evaluate the resources and merit of the applicant corridor.

2.13.1 How to... Conduct the Intrinsic Resource Assessment

The Intrinsic Resource Assessment is a defined methodology that determines the corridor's limits and documents the corridor's features. When finished reading this overview section, the CAG should refer to **Chapter 6 - Intrinsic Resource Assessment** to complete the assessment. The assessment consists of the following six tasks:

- Define Preliminary Corridor Limits
- Corridor Impressions Survey (CIS)
- Field Inventory
- Research
- Refine Corridor Limits
- Corridor Video and Graphic Depiction

This methodology offers both a qualitative assessment (Corridor Impressions Survey) as well as a quantitative assessment (Field Inventory). The intent of the Intrinsic Resource Assessment is to identify, investigate, record and produce documentation of how elements of the landscape contribute to the scenic or heritage nature of the roadway. When this assessment is complete, the CAG should have a comprehensive evaluation of all intrinsic resources within the corridor.

2.13.2 How to... Conduct the Criteria Assessment

The Criteria Assessment is intended to document "how" the corridor and its intrinsic resources meet the Universal and Resource Specific Criteria detailed in **Chapter 5 - Designation Criteria**. These criteria establish the quality level of the Florida Scenic Highways Program and are the foundation on which all other Program elements are based.

The CAG will substantiate through documentation, graphics, photography and video how the criteria are met.

The ten **Universal Criteria** (UC #1 - UC #10) that **ALL** corridors must meet and guidance for addressing each one are discussed in detail in **Chapter 5 - Designation Criteria**. In some cases, the Universal Criteria documentation required during *Eligibility* is an initial step towards complete fulfillment of the criteria during Corridor Management Plan (CMP) development in **Chapter 3 - Designation Phase**.

UC #1 Resource(s) must be visible from the roadway.

Provide a map with photographs and other graphical support to illustrate that the resource(s) is (are) visible from the road. This should be accompanied by a narrative description of the resource's orientation in the adjacent landscape and its relationship to other resources or features.

This information should be placed in the Intrinsic Resource Assessment and Criteria portion of the **Eligibility Application**.

UC #2 The corridor must "tell a story" that relates to its intrinsic resource(s).

Using the research compiled in *Chapter 6 - Intrinsic Resource Assessment*, provide a written outline of the corridor's "story" and initial thoughts on the methods that will be used to tell the story to the highway travelers. This outline will be developed further in the *Designation Phase*.

This information should be included in the Corridor Story portion of the **Eligibility Application**.

UC #3 The roadway must be a public road that safely accommodates two-wheel drive motor vehicles.

Indicate the highway number (state or local) and any local or historic name of the highway. The CAG should contact the FDOT District Office to determine if the highway is on the State Highway System, if it is a Federal-Aid Primary highway, and if it meets current local and state highway design standards. Include information on the accommodation of recreational and emergency vehicles, and indicate the vertical clearances of overhead structures that cross the roadway.

This information should be included in the Background Assessment portion of the **Eligibility Application**.

UC #4 The corridor must exhibit significant, exceptional and distinctive features of the region it traverses.

Significant: Provide documentation that detail how the corridor and its resources are regionally recognized and valued by the surrounding community. Recognition and community value may be established with proclamations, resolutions, ordinances, protection, enhancement and management plans, and any other demonstration of the importance of the resource(s) to the community. Any state and national recognition should also be included.

Exceptional: Provide photographs and a video that depicts the outstanding quality and composition of the resource within the landscape.

Distinctive: Document how the corridor's resource(s) is representative of the geographical region of the state. Detail the resource's relationship to the culture, heritage, industry or development of surrounding communities and their citizens. This should be documented in the Intrinsic Resource Assessment and Criteria portion of the ***Eligibility Application***.

UC #5 *The roadway generally should be more than one mile in length and, if appropriate, provide access to the resource(s).*

Provide a description of the corridor's termini and length using definable/recognizable geographical locations or mile post markers. Use the corridor limits defined in ***Chapter 6 - Intrinsic Resource Assessment*** to indicate the corridor's termini, length and width on a map. Discuss the rationale as to why the corridor was defined in this manner. Describe using graphics or pictures where access to the resource (if applicable) is available.

Generally corridors should be more than one mile. Ideally, the length of a candidate corridor should be determined by the resources present along that corridor. Candidate corridors that are substantial in length and provide an appreciable travel experience are more preferable than short corridors; however each corridor will be examined independently in regards to its merit for designation.

This should be documented in two places. The length discussed in the Background Assessment under Roadway/ROW Description. The access to resources should be discussed in the Intrinsic Resource Assessment and Criteria portion for each resource addressed.

UC #6 *A majority of the corridor must exhibit scenic or heritage qualifying resource(s). These resources should be as continuous as possible, throughout the corridor.*

Provide a map with graphics that details the location and type of intrinsic resource(s) along the corridor. Provide a narrative that describes the progression of features and experiences a traveler would encounter as they drive the corridor. Provide a discussion and photographs of gaps and visual intrusions on the traveling experience.

In some instances portions of an applicant corridor may be "gapped" or excluded from the application to become a scenic highway. The Florida Scenic Highways Program does allow gaps to occur along designated corridors with a strong justification, but it is not encouraged. Considering the Universal Criteria that a majority of the corridor exhibits the resources for designation, these "gapped" areas

must be a small portion of the entire length of the corridor and not detract from the traveler's experience. Designated corridors should have continuous resources along the entire length of the corridor, but if there are extenuating circumstances or there needs to be a gap, they are allowed. If a CAG feels there is a compelling reason to "gap" a portion of their corridor, they should discuss this with their DSHC prior to moving forward.

This should be documented in the Intrinsic Resource Assessment and Criteria portion of the ***Eligibility Application***.

UC #7 A Corridor Advocacy Group (CAG) must be organized to support the scenic highway designation.

Prepare a list of the CAG members' names, titles, addresses and phone numbers, including the Chairperson, Vice-Chairperson, other officers and committee chairpersons. Provide names titles, addresses and phone numbers for these persons. Discuss the CAG organization, decision-making process and on-going initiatives.

This should be documented in the CAG Formation section of the Eligibility Application.

UC #8 A Community Participation Program must be developed and implemented.

Outline an ongoing Community Participation Program (CPP) that will promote community awareness, build consensus, and foster continued public involvement and support of the corridor. This outline must identify methods of record-keeping and notification for all public meetings. The number of public meetings needed will be determined on an individual corridor basis, as each corridor and community have varying issues and degrees of complexity. Describe how awareness, public outreach and community consensus will be accomplished. Explain the anticipated process for inclusion of public involvement in corridor decision making. Other anticipated elements of the participation program can be described at the discretion of the CAG. Monthly newsletters, mail out fliers, neighborhood workshops and newspaper articles are possible methods of gaining public awareness for the corridor. Full development of the CPP is an important initial task of the *Designation Phase*. It will be used as a vehicle for building awareness and obtaining public input and support. Refer to ***Section 3.12 - Community Participation Program*** for guidance on preparing the CPP outline.

This should be discussed in the Community Participation Program portion of the ***Eligibility Application***.

UC #9 Strong local support must be demonstrated.

Provide documentation demonstrating local support for the corridor designation. Supporting documents such as resolutions from local governments, Metropolitan Planning Organizations, and community organizations; letters from citizens, special interest groups, local businesses and business groups; or identification of existing or potential partnerships that support the corridor's designation should be included. Other means of demonstrating local support include proclamations, ordinances, surveys, opinion polls and newspaper articles. Local support should go beyond the CAG, in that it should include input from frequent travelers and those persons or entities that may be potentially impacted by the corridor's designation. Discuss plans to build local support for the corridor. Refer to **Section 3.13 - Local Support** for additional guidance on this subject.

This should be discussed in the Strong Local Support portion of the **Eligibility Application**.

UC #10 A Corridor Management Plan must be developed with the endorsement of local government(s) and a Corridor Management Entity (CME) created.

These criteria will be addressed in **Chapter 3 - Designation Phase**. No documentation is needed at this time.

With respect to the **Resource Specific Criteria**, the CAG must provide visual support and documentation that the resources qualify according to the definitions and criteria established in **Chapter 5 - Designation Criteria**. This must be completed for each resource type (cultural, historical, archeological, recreational, natural and scenic) identified and graphically depicted during the Intrinsic Resource Assessment. Documentation of the resources meeting "Resource Specific Criteria" should be provided consistent with the Intrinsic Resource Assessment and Criteria portion shown in the Table of Contents in **Section 2.9 - Eligibility Application and Documentation Format**. When a resource type is not identified in the corridor, it should be noted as "Not Applicable" in that discussion.

When addressing these criteria, the CAG should do its best to provide a comprehensive, concise narrative that documents the corridor's resources. To prove or emphasize a point, the CAG should use maps, graphic support materials and other documents that may either be included in each section or specifically referenced by its location in the Appendix. Many of the materials prepared for the Intrinsic Resource Assessment will aid in this effort. The CAG must explain, as accurately as possible, why the resources qualify. In other words, make a case for how the features and characteristics identified by the CAG meet the criteria. Consult **Chapter 5 - Designation Criteria** to make sure all requirements are met for each resource type cited.

Documentation of the findings of the Intrinsic Resource Assessment (Chapter 6) and Criteria Assessment (Chapter 5) are shown in the Table of Contents in **Section 2.9 -**

Eligibility Application and Documentation Format. The discussion must focus on the qualities of the specific resources being addressed and must satisfy UC #1, UC #4, UC #5 and UC #6 of the Universal Criteria related to the resources as discussed in this chapter (***Section 2.13.2 - Criteria Assessment***) and in ***Chapter 5 - Designation Criteria***.

2.13.3 For the Record... Intrinsic Resource and Criteria Assessment

Under the Intrinsic Resource and Criteria Assessment element of the Eligibility Documentation, include:

- A Corridor Impressions Survey Summary Sheet
- Field Inventory Summary Sheet
- Corridor Video and Graphic Depiction.
- A “Universal Criteria” discussion section that lists each Universal Criteria and references where these criteria are addressed in the ***Eligibility Application***.

These products contribute to the development of the ***Eligibility Application*** and help to satisfy the requirements of the Intrinsic Resource Assessment and the Criteria Assessment for this phase of the process.

2.14 CORRIDOR VISION

The CAG should develop a vision for the corridor. For this element of the Eligibility Documentation, a **Corridor Vision** must be provided that explains the broad community aspirations for the corridor and should be based on an ideal, yet attainable, situation. A good starting point for creating a vision would be the Letter of Intent’s Statement of Significance. This, along with the Intrinsic Resource Assessment, other data collected and input from the community, should provide information necessary to understand the corridor’s current and future prospects. The vision should be broad and include future plans, discussions, or conflicts.

2.14.1 How to.... Create a Corridor Vision

The Corridor Vision should be written in the present tense and with a frame of reference approximately twenty years into the future. In other words, step twenty years into the future and describe what the corridor looks like and how it interacts with its community. Do not be overly concerned with how the vision for the corridor will be achieved, but instead concentrate on the community’s vision for the corridor as the “product.” Goals, objectives and strategies will be developed later in the process to address ultimately how the vision will be accomplished. The CAG should make a considerable effort to include the community in the development of a corridor vision. This public participation will increase corridor awareness, generate local support and stimulate involvement and volunteer efforts.

Refer to **Section 3.12 - Community Participation Program (CPP)** for ideas on soliciting public input for the visioning process.

GOALS → OBJECTIVES → STRATEGIES

The following is an example of a Corridor Vision:

Highway X offers a relaxing, picturesque journey along the white sand beaches, rolling dunes, tree hammocks and freshwater lakes of Florida's gulf coast. Maintained and managed in a pristine condition, the combination of these natural features creates a peaceful oasis for travelers from the busy nearby urban centers. Quaint fishing villages dispersed along the route offer travelers a unique look into the life-styles of fishing families and the industry that has sustained them for more than one hundred years. Both residents and visitors alike recognize and appreciate the unique combination of natural and cultural qualities that distinguish this route from all others in the area.

2.14.2 For the Record... Corridor Vision

In the Eligibility Documentation, include the Corridor Vision.

2.15 CORRIDOR MISSION STATEMENT

While the Corridor Vision seeks to describes the broad community aspirations for the corridor, the **Corridor Mission Statement** defines the purpose of the CAG and the actions that will be done. Within the CAG, the Mission Statement ensures everyone is on the same page and can express the purpose of their byway efforts. On the outside, it helps the general public understand why the byway was designated and what the CAG is responsible for implementing.

2.15.1 How to... Write a Corridor Mission Statement

A Mission Statement is done by creating a brief description of the Scenic Highway organization's primary purpose. This clear, brief "why are we here?" statement is a critical tool both internally and externally. It defines things that the CAG will do now and leading up to the actions related to the Corridor Vision. It will, in essence, let the community know the overall purpose of the Scenic Highway and CAG.

2.15.1 For the Record... Write a Corridor Mission Statement

In the Eligibility Documentation, include the Corridor Mission Statement.

2.16 INITIAL GOALS

Once the Corridor Vision has been created, the CAG should develop **Initial Goals** for the corridor and its resources. These goals should address five key components of the Florida Scenic Highways Program. Other goals may be developed as necessary, but at least the five components below should be covered:

- Resource protection, maintenance, preservation and enhancement;
- Transportation planning and safety;
- Community support and participation;
- Education and corridor story; and
- Economic development and tourism.

2.16.1 How to... Write Initial Goals for the Corridor

Initial Goals for the above components should support and work to accomplish the vision. These goals will be refined and complemented by additional goals while developing the CMP in the *Designation Phase*. Specific direction related to goal development as well as objectives and strategies is provided in **Section 3.9 - Goals, Objectives and Strategies**. It should be noted that some goals may become less important as the Program process continues, and new issues may arise that will bring about new or revised goals. Despite any changes over time, each goal must ultimately support the vision for the corridor.

The following are examples of Initial Goals that might be developed to support the vision for Highway X.

- Natural and cultural resources along the corridor will be preserved, enhanced and maintained.
- Highway X and its right-of-way will be aesthetically enhanced.
- Highway X will be evaluated for safety conditions.
- Corridor and village residents shall be given an opportunity participate in the corridor planning decisions and activities.
- Education programs and literature will be provided for travelers to explain the unique natural and cultural elements of the surrounding landscape.
- A sufficient service industry shall exist in the fishing villages to support appropriate economic development and tourism.

2.16.2 For the Record... Initial Goals

In the Eligibility Documentation, include the five Initial Goals developed for the scenic corridor. This should include a goal for each of the following:

- Resource protection, maintenance, preservation and enhancement;
- Transportation planning and safety;
- Community support and participation;
- Education and corridor story; and
- Economic development and tourism.

2.17 CORRIDOR STORY

The Florida Scenic Highways Program requires each applicant corridor to develop a corridor story. Education is a key component of recent recreation movements where, in addition to physical or passive activities, people gain knowledge about their surrounding environment or specific areas of interest. In other words, the corridor must provide educational opportunities that relay a cohesive story or history regarding resources, features or events that occurred in the area and are, therefore, a part of “Florida’s Story.”

2.17.1 How to... Write an Outline of the Corridor Story

By using the research compiled in ***Chapter 6 - Intrinsic Resource Assessment***, the CAG should develop a written outline of the corridor’s “story”. The Corridor Story is important in that it provides the reason ‘why’ the intrinsic resources along the corridor are worth documenting, preserving, maintaining, and enhancing. While conducting the Intrinsic Resource Assessment, the CAG inventoried and researched resources to uncover the facts and history associated with them. This research now will enable the CAG to develop an outline of the Corridor’s Story.

Since the corridor’s story will eventually be used to assist with marketing and promotion for the highway, the CAG should also develop some initial thoughts on the methods that will be used to tell the story to the highway travelers.

2.17.2 For the Record... The Outline of the Corridor Story

In the Eligibility Documentation, provide a written outline of the corridor's "story" and initial thoughts on the methods that will be used to tell the story to the roadway travelers. This will satisfy the requirements of Universal Criteria #2.

This outline will be developed further in the *Designation Phase*.

2.18 CORRIDOR ADVOCACY GROUP FORMATION

As part of the documentation prepared for *Eligibility*, the CAG will prepare a list of its membership, including the Chairperson, Vice-Chairperson, other officers and committee chairpersons. Provide names, titles, addresses and phone numbers for these persons. Provide a copy of its by-laws and discuss their organization, decision-making process and on-going initiatives. The CAG should remember that it must comply with **Section 286.011 F.S.** regarding Florida's Sunshine Law. This will satisfy the requirements of Universal Criteria #7. The Sunshine Law establishes a basic right of access to most meetings of boards, commissions, and other governing bodies of state and local governmental agencies or authorities. This law is part of the history of Florida's open government and enables the public to access any governmental records and/or meetings.

2.18.1 How to... Form a Corridor Advocacy Group

Section 2.4 describes the organization of the Corridor Advocacy Group (CAG) and the different people that can be included in the group. To establish the CAG, interested persons should sponsor an organizational meeting in conjunction with the local general purpose government(s). The CAG requires an organizational structure consisting of a Chairperson and Vice-Chairperson, at the minimum.

The following initial tasks should be considered at this and subsequent meetings:

- Elect Chairperson, Vice-Chairperson and other officers
- Establish CAG membership
- Develop rules, procedures, and bylaws
- Establish committees and staffing to support CAG activities
- Establish financial support
- Select a name for the proposed corridor and the CAG
- Maintain minutes and records of all meetings

2.18.2 For the Record... The Corridor Advocacy Group

In the Eligibility Documentation, provide a list of the current CAG membership, including the Chairperson, Vice-Chairperson, other officers and committee chairpersons; as well as names, titles, addresses and phone numbers for these persons. The CAG should also provide a copy of its by-laws and discuss their organization, decision-making process and on-going initiatives.

2.19 COMMUNITY PARTICIPATION PROGRAM

The CAG must outline an ongoing Community Participation Program (CPP) that will promote community awareness, build consensus, and foster continued public involvement and support of the corridor. This outline must identify methods of record-keeping and notification for all public meetings. The number of public meetings needed will be determined on an individual project basis, as each corridor and community has varying issues and degrees of complexity.

2.19.1 How to... Outline a Community Participation Program

The CAG should describe how awareness, public outreach and community consensus will be accomplished. The anticipated process for inclusion of public involvement in corridor decision making should also be explained.

Other anticipated elements of the participation program can be described at the discretion of the CAG. Monthly newsletters, mail out fliers, neighborhood workshops and newspaper articles are possible methods of gaining public awareness for the corridor.

Full development of the CPP is an important initial task of the *Designation Phase*. It will be used as a vehicle for building awareness and obtaining public input and support. Refer to **Section 3.12 - Community Participation Program** for guidance on preparing the CPP outline. Completion of this element will satisfy the requirements of Universal Criteria #8.

2.19.2 For the Record... Community Participation Program

In the Eligibility Documentation, provide an outline for an ongoing CPP that will build community awareness, public outreach, and community consensus. This will satisfy the requirements of Universal Criteria #8.

A formal Community Participation Program will be developed further in the *Designation Phase*.

2.20 LOCAL SUPPORT

The CAG should provide documentation demonstrating local support for the corridor designation. Supporting documents such as resolutions from local governments,

Metropolitan Planning Organizations, and community organizations; letters from citizens, special interest groups, local businesses and business groups; or identification of existing or potential partnerships that support the corridor's designation should be included. Other means of demonstrating local support include proclamations, ordinances, surveys, opinion polls and newspaper articles. These should be included as appropriate.

2.20.1 How to... Obtain Local Support

The CAG should obtain local support by making the corridor designation known to local governments, businesses and citizens. In many cases, local government officials and business owners are members of the CAG. Local support can be shown in resolutions, letters, testimonials or other forms of documentation. There can never be too much local support, the more that is shown, the better. Local support can also go beyond the CAG, and may include input from frequent travelers and those persons or entities that may be potentially impacted by the corridor's designation.

Discuss plans to build local support for the corridor. Refer to **Section 3.13 - Local Support** for additional guidance on this subject. Completion of this element will satisfy the requirements of Universal Criteria #9.

2.20.2 For the Record... Local Support

In the Eligibility Documentation, provide documentation of local support, in the form of letters or emails. This will satisfy the requirements of Universal Criteria #9.

2.21 PROTECTION TECHNIQUES

The CAG will need to provide a narrative that discusses existing policies, standards, regulations and ordinances that can be used for intrinsic resource management and protection along the corridor. Be sure to examine the local government comprehensive plan to see if the corridor is already recognized and protected.

2.21.1 How to... Outline Protection Techniques

The CAG should consult existing local government comprehensive plans and other documents to develop a narrative on intrinsic resource management and protection that is already in place. This narrative will set the ground work for future protection along all areas of the corridor after designation.

Describe any local level designations that may exist and reference the source of this information. Refer to **Section 3.14 – Protection Techniques** for additional guidance on this subject. Completion of this element will help to satisfy the requirement of creating a Corridor Management Plan, Universal Criteria #10, which will actually be developed during the *Designation Phase*.

2.21.2 For the Record...Protection Techniques

In the Eligibility Documentation, provide a narrative of existing policies, standards and ordinances for resource management and protection that are already in place along the corridor. This will satisfy the requirements of Universal Criteria #10.

Specific Protection techniques will be developed further in the *Designation Phase*.

2.22 FUNDING AND PROMOTION

During the *Eligibility Phase*, the CAG should provide a brief narrative regarding how funding and promotion will be pursued for the corridor. The first step in identifying funding opportunities is to review **Chapter 8 - Funding and Promotion**. This chapter provides a list of government programs and other funding options which may be applicable to a proposed corridor. The partnering aspects of the Florida Scenic Highways Program encourage pooling resources of related programs or similar parties. **Chapter 8 - Funding and Promotion** also provides ideas for the promotion and marketing of a corridor.

2.22.1 How to... Outline Funding and Promotion

The CAG should develop and outline ways the corridor will be promoted and funded, both during and after designation. This can include government and FDOT grant programs or local business partnerships. Marketing ideas should be included in this narrative also. Refer to **Section 3.15 – Funding and Promotion** for additional guidance on this subject.

2.22.2 For the Record... Funding and Promotion

In the Eligibility Documentation, provide a brief narrative outlining the ways the corridor will be promoted and funded. The CAG should include a short outline of marketing ideas for corridor promotion also.

A formal funding plan and strategies for promotion will be developed further in the *Designation Phase*.

2.23 RELATIONSHIP TO THE COMPREHENSIVE PLAN

During the Designation Phase, the CAG will need to ensure that certain elements of their Corridor Management Plan (CMP) are incorporated into the applicable Local Government Comprehensive Plans (LGCP). This is very important to the success of the corridor since the local comprehensive plan carries with it the force of law and provides the primary tool for establishing an enforceable CMP. Specific elements of the CMP will eventually need to be incorporated into the LGCP. These include a map displaying the scenic corridor, the Corridor Vision, and the goals, objectives and strategies applicable to the specific local government.

For *Eligibility*, the CAG should begin to think about how they will amend their local government comprehensive plans and the process involved with that amendment. Provide a short narrative addressing how the LGCP will be amended and a schedule for completing this task.

2.23.1 How to... Develop the Relationship to the Comprehensive Plan

The CAG will have to coordinate with local governments to amend their comprehensive plans to include elements of the scenic highway designation. The CAG should look at the local government comprehensive plans and start coordination with them early, then draft a short narrative on how aspects of the scenic highway will be included in plans. Refer to **Section 3.16 – Comprehensive Plan Relationship** for additional guidance on this subject.

2.23.2 For the Record... Relationship to the Comprehensive Plan

In the Eligibility Documentation, provide a short narrative of the process the CAG will use to include the scenic highway in local government comprehensive plans.

In the *Designation Phase*, the CAG will need to coordinate with local governments to get the local comprehensive plans updated to include the corridor.

2.24 TENTATIVE SCHEDULE FOR DEVELOPING CORRIDOR MANAGEMENT PLAN

Assuming eligibility is granted, a tentative schedule for developing the Corridor Management Plan should be included. Before developing this schedule, the CAG should review **Chapter 3 - Designation Phase** to gain a better understanding of remaining tasks and work efforts. This schedule must be realistic and attainable, so as to maintain momentum and advance the corridor's designation.

2.25 SUBMIT A PRELIMINARY ELIGIBILITY APPLICATION

Once the CAG has completed all sections of their **Eligibility Application**, they will submit it to their respective DSHC for review and comment. This first submittal is considered "preliminary" since it is likely the application will need some revisions, enhancements or clarification. The DSHC will circulate the application amongst all Unit Managers within the District for review as well as the State Outdoor Advertising Administrator. Check with the DSHC for the total number of copies they will need. The DSHC and other FDOT staff will review the preliminary application for completeness and, if needed, work with the applicant to resolve outstanding issues.

2.26 SUBMIT THE FINAL ELIGIBILITY APPLICATION

After revision of the **Preliminary Eligibility Application** and before final submittal, the **Eligibility Application** form will be signed by the CAG Chairperson as well as an authorized representative from all participating local general purpose governments through

which the corridor passes. The representative should be someone who can speak officially on behalf of the local government such as the Mayor or Chairperson.

The **Final Eligibility Application** should then be submitted to the District Scenic Highways Coordinator. Once this is done, the Final Eligibility Application will be sent to the State Coordinator who in turn will send a copy to each member of the Scenic Highways Advisory Committee (SHAC) and a meeting will be scheduled. If additional information is needed, the SHAC will make such a request through the District. At the meeting, the SHAC will discuss the quality of the corridor's resources as well as the corridor's ability to meet Program criteria. If the SHAC determines the corridor qualifies for "Eligibility," then a favorable recommendation will be made to the FDOT Secretary and a **Letter of Eligibility** will be sent to the CAG instructing them to initiate the *Designation Phase*. If the SHAC determines the corridor does not meet eligibility requirements, a recommendation of "Not Eligible" will be made to the Secretary and a subsequent letter explaining the rationale for a "Not Eligible" recommendation will be sent to the CAG. Resubmission of the Eligibility Application with revisions and the SHAC Letter with responses should be coordinated with the DSHC.

2.27 FREQUENTLY ASKED QUESTIONS ABOUT THE ELIGIBILITY PHASE

Q: Can a portion of an applicant corridor be excluded because the local government does not wish to participate?

A: The Florida Scenic Highways Program allows portions of a corridor to be excluded due to a non-participating local government. Similar to the issue of gaps in a corridor, a majority of the entire length of the corridor must exhibit the resources for designation. Therefore, the non-participating local government being excluded should not encompass a significant portion of the corridor length, nor should its resources be considered part of the corridor.

Q: What if the applicant corridor includes areas that are not scenic?

A: Universal Criteria #6 states that a majority of the corridor must exhibit the resources for designation. If the applicant corridor is seeking designation under the classification of Scenic Corridor, then the majority of the corridor must exhibit scenic qualities. This would allow for small segments of the corridor to be something other than scenic or to have exclusions, such as gaps or non-participating governments. The application can also be written under the Heritage classification.

Q: How is a Corridor Advocacy Group organized if the corridor traverses multiple jurisdictions?

A: Many Corridor Advocacy Groups have multi-jurisdictional corridors and all have organized themselves in a manner that best suits their group or situation. The FSHP does not require that a multi-jurisdictional CAG form in any certain way. Rather, each CAG should determine how their organization should be structured.

2.28 KEY POINTS

In this chapter the following key points were presented:

- The **Corridor Advocacy Group (CAG)** is the applicant under the Florida Scenic Highways Program.
- The **Letter of Intent** recognizes the CAG's interest in pursuing eligibility and designation.
- **Meetings and Training** with the District Scenic Highways Coordinator allow the CAG to gain more knowledge about the Program and its requirements.
- The **Eligibility Application** defines the corridor and its resources, which allows the SHAC to make an official determination and recommendation on eligibility.
- A **Letter of Eligibility** is sent to the CAG if the corridor is determined eligible.

EXHIBIT 2

CHAPTER 2, LETTER OF INTENT CHECKLIST

PREPARE THE LETTER OF INTENT

Letter of Intent – Section 2.6

Classification of Designation

- Provide the classification of designation being sought: Scenic or Heritage

Roadway/Route Number and Name

- Provide the state and U.S. road number (if applicable), the local/historic or any regionally recognized roadway name and, if known, a potential scenic highway name

Roadway/Corridor Limits

- Define the roadway/corridor limits (beginning/ending termini) according to the presence of the intrinsic resources as well as to recognizable, logical geographic locations and/or mile posts. Provide the corridor length in miles and attach a location map showing corridor limits

CAG Formation

- Provide the names, titles, addresses, phone numbers and email addresses of ALL Corridor Advocacy Group Members: 1) local governments; 2) planning and land management agencies whose jurisdiction the corridor traverses; and 3) citizens

Statement of Significance

- Identify and discuss the different types of intrinsic resources present in the corridor
- Describe why these resources are important and valued by the community, state or nation

Visual Aids

- Provide one photograph for each intrinsic resource discussed in the Statement of Significance. Identify their names and location on the attached location map

Meeting and Training

- Indicate times and dates that the CAG could meet for orientation and training with the District Scenic Highways Coordinator

EXHIBIT 3

CHAPTER 2, ELIGIBILITY PHASE CHECKLIST

PREPARE THE ELIGIBILITY APPLICATION

Background Assessment – Section 2.12

Corridor Limits

- Narrative description of the Corridor Limits

Roadway/ROW Description

- Narrative description of the corridor (i.e., name, route number, general location, cities or towns located along the corridor)
- Coordinate with District Right-of-Way Office regarding planned or anticipated property right acquisitions
- Graphic/map (optional)

Existing Land Use and Zoning

- Narrative description on land uses, ownership, and accessibility
- Graphic/map (optional)

Signage

- Narrative description on current use and ordinances/laws
- Include orders/agreements
- Coordinate with State Outdoor Advertising Administrator regarding new permits
- Graphic/map (optional)

Future Land Use

- Discussion of future land use designations
- Graphic/map (optional)

Safety Issues

- Narrative description reviewing vehicular, bicycle, and pedestrian issues
- Three year crash data (if available)
- Graphic/map (optional)

Traffic Volumes/User Types

- Table and map describing traffic volumes
- Narrative on characteristics of non-vehicular users

Levels of Service (LOS)

- Narrative on levels of service (existing and future)
- Graphic (optional)

Transportation Planning

- Narrative summarizing future plans for all transportation modes

Roadway Improvements

- Narrative description of programmed/planned roadway improvements
- Table (optional)

Social and Economic Conditions

- Narrative of overall conditions of natural, social and cultural environment through which the corridor passes

Tourism and User Facilities

- Describe how tourism is or will be addressed for the corridor.

Other Programs

- Narrative of the corridor's relationship to other programs
- Graphic (optional)

Intrinsic Resource Assessment – Section 2.13.1

A six-step defined methodology that determines the corridor's limits and documents the corridor's features.

- Define Preliminary Corridor Limits
- Conduct Corridor Impressions Survey (CIS)
- Complete the Field Inventory
- Research the Intrinsic Resources
- Refine the Corridor Limits
- Create a Corridor Video and Graphic Depiction

Criteria Assessment – Section 2.13.2

Universal Criteria

- Provide a Universal Criteria section with separate, titled discussion sections for the Universal Criteria (UC #1 - UC #10). Maps and Graphic support materials may either be included in each section or specifically referenced by its location in the Appendix. The CAG may reference other sections of the Eligibility Application for proof of meeting these criteria.

The ten Universal Criteria are:

- UC #1 Resource(s) must be visible from the roadway.*** Provide a narrative description, map, photographs and other technical support.

- UC #2 The corridor must “tell a story” that relates to its intrinsic resource(s).** Provide a written outline of the corridor’s “story” and how this story will be told to the traveler.
- UC #3 The roadway must be a public road that safely accommodates two-wheel drive motor vehicles.** Indicate the local/state highway number and any recognized name of the roadway.
- UC #4 The corridor must exhibit significant, exceptional and distinctive features of the region it traverses.** Provide documentation, photographs and videos in order to show how the corridor is regionally recognized and valued by the surrounding community.
- UC #5 The roadway generally should be more than one mile in length and, if appropriate, provide access to the resource(s).** Discuss the corridor’s dimensions, rationale for the definition and how access to resources will be provided.
- UC #6 A majority of the corridor must exhibit scenic or heritage qualifying resource(s).** For a Scenic classification, a majority of the corridor must exhibit natural, recreational or scenic qualities. For a Heritage classification, a majority of the corridor must exhibit historic, archeological or cultural qualities. These resources should be as continuous as possible throughout the corridor. Provide a map with graphics that details the location and type of intrinsic resources found along the corridor. Include a narrative that describes the progression of features a traveler would encounter as they drive the corridor.
- UC #7 A Corridor Advocacy Group (CAG) must be organized to support the scenic highway designation.** List CAG members, including their names, titles, addresses and phone numbers.
- UC #8 A Community Participation Program must be developed and implemented.** Outline a program to promote community awareness, build consensus and foster continued public involvement.
- UC #9 Strong local support must be demonstrated.** Provide documentation of local support for the corridor designation.
- UC #10 A Corridor Management Plan must be developed with the endorsement of local government(s) and a Corridor Management Entity (CME) created.** To be completed in the Designation Phase.

Resource Specific Criteria

- Provide visual support and narrative documentation for each resource type. The six resource types are:
 - Cultural
 - Historical
 - Archeological
 - Recreational
 - Natural
 - Scenic

Corridor Vision – Section 2.14

- Create a Vision Statement explaining the broad community aspirations for the corridor.

Corridor Mission Statement – Section 2.15

- Create a Corridor Mission Statement that defines the purpose of the CAG and the actions that can and will be done.

Initial Goals – Section 2.16

- Five Initial Goals should be created. One goal for each topical area listed below:
 - Resource preservation, enhancement and maintenance
 - Transportation and safety
 - Community support and participation
 - Education and corridor story
 - Economic development and tourism

Corridor Story - Section 2.17

- Create a written outline of the corridor’s “story” and initial thoughts on the methods that will be used to tell the story to the roadway travelers.

Corridor Advocacy Group (CAG) Formation – Section 2.18

- Prepare a list of CAG membership and provide names, titles, addresses, and phone numbers for all CAG members.

Community Participation Program (CPP) – Section 2.19

- Outline an ongoing CPP that will promote community awareness, build consensus, and foster continued public involvement and support of the corridor.

Local Support – Section 2.20

- Provide documentation demonstrating local support for the corridor designation.

Protection Techniques – Section 2.21

- Narrative of existing policies, standards, regulations and ordinances that can be used for corridor protection

Funding and Promotion – Section 2.22

- Provide a brief narrative regarding how funding and promotion will be pursued for the corridor.

Relationship to the Comprehensive Plan – Section 2.23

- Provide a short narrative addressing how the LGCP will be amended and a schedule for completing the task.

Tentative Schedule for Developing Corridor Management – Section 2.24

- A tentative schedule for completing the Designation Application (and Corridor Management Plan) should be developed.

SUBMIT THE PRELIMINARY ELIGIBILITY APPLICATION

FDOT REVIEWS AND COMMENTS ON THE PRELIMINARY ELIGIBILITY APPLICATION

CAG REVISES AND SUBMITS A FINAL ELIGIBILITY APPLICATION

- The Eligibility Application form should be signed by the CAG Chairperson as well as an official representative from each local general purpose government and/or Metropolitan Planning Organization through which the corridor passes.

