

## APPLICATION FOR STATE EASEMENT

### \* \* \* I N S T R U C T I O N S \* \* \*

- 1) List the legal name and address of GRANTEE (person, corporation or entity) requesting easement.
- 2) List the name of applicant, permit number(s) and/or authorization(s) corresponding to the proposed activities on land covered by this easement request (Department of the Army Corps of Engineers, the South Carolina Department of Health and Environmental Control and the South Carolina Department of Transportation.
- 3) List the name, address and telephone number of GRANTEE's contact person, concerning this application.
- 4) List the name and title of the person who will sign the easement for GRANTEE.
- 5) Briefly describe GRANTEE. If a government agency or political subdivision, cite the appropriate enabling authority to conduct the activity and hold land. If a non-governmental entity, describe entity's purpose and need for easement.
- 6) Describe the use proposed of the easement including any permanent construction or structures and any continuing use such as routine inspection and maintenance activities and the duration and frequency of such activities. Also, indicate area/community to be served.
- 7) Provide a full legal description of the desired easement (dimensions for calculating acreage). This description will be used in drafting the easement and should be complete, accurate and sufficient for recording.
- 8) List the property owners immediately adjacent to the easement and their addresses.
- 9) Provide a copy of the Department of the Army Corps of Engineers authorization and all appropriate state (SCDHEC, SCDOT) certifications and/or authorizations.

**I certify that I am familiar with the information contained in this application and that to the best of my knowledge such information is true, complete and accurate.**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**APPLICANT IS HEREBY ADVISED THAT THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION REQUIRES THE SUPPLEMENTAL INFORMATION IDENTIFIED IN ITEM 9, PAGE 3, TO FACILITATE THE REVIEW OF THIS REQUEST FOR STATE EASEMENT. YOUR APPLICATION WILL NOT BE PROCESSED UNTIL SUCH INFORMATION IS RECEIVED.**

**SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION**  
**Division of General Services / Real Property Services**  
**1200 Senate Street, Suite 460 / Columbia, South Carolina 29201**  
**(803) 737-4636**

**APPLICATION FOR STATE EASEMENT**

1) Grantee's Name and Address:

2) Corresponding permit numbers and/or authorizations:

3) Name, address and telephone number of contact person:

4) Name and title of executive officer to execute easement for Grantee:

5) Description of Grantee:

6) Use of easement:

7) Legal description of desired easement:

8) Adjacent Owner(s):

9) The following documents should accompany this application:

- (a) **Plat** of desired easement (see drawing requirements).
- (b) **Copy** of easements or other documents which authorize the use of adjacent lands.
- (c) **Copy** of Department of the Army Corps of Engineers authorization and any SCDHEC permit, certification and/or authorization, as well as SCDOT encroachment permit (if applicable).

10)

**DRAWING REQUIREMENTS**

- (a) Plat showing the location and dimensions of the easement is required to be submitted with the application. Enclose **two** (2) drawings, bearing the date, name, signature, and R.L.S. number and seal of the surveyor. An 8½ x 11 drawing is preferred; however, an 8½ x 14 or 11 x 17 is also acceptable.
- (b) Plat is to be recorded with the easement and should meet local recording requirements; plat must be prepared by a surveyor registered in South Carolina.
- (c) Drawings should be in accordance with applicable requirements contained in the South Carolina Land Survey Practice Manual.
- (d) In tidally-influenced waters, verified mean high (or low) water datum should be used. If the mean high water datum is unknown or if bench marks referencing such datum are not sufficiently near the area to be surveyed to produce an accurate local mean high water elevation, contact:

Gina Kirkland  
SCDHEC – Bureau of Water  
2600 Bull Street  
Columbia, South Carolina 29203  
(803) 898-4250

- (e) In non-tidal areas, the ordinary high water line should be referenced. This line may be estimated to represent the bank of the water course during ordinary or seasonal high water.
- (f) The centerline or point of beginning of the easement **must be** referenced to at least one permanent structure or monument.