STATE EASEMENT APPLICATION INSTRUCTIONS

- 1) Enter the legal name of the applicant/grantee (person, corporation or entity) applying for the easement. Enter applicant's complete physical address and mailing address (if different from physical address), and telephone number.
- 2) Enter applicable permit number(s) and/or authorization(s) corresponding to the proposed activity on land covered by this easement request [(U.S. Army Corps of Engineers (USACE), the South Carolina Department of Health and Environmental Control (SCDHEC) and the South Carolina Department of Transportation (SCDOT)].
- 3) If the applicant designates a representative or agent other than themselves to submit this application, list representative or agent's name, mailing address and telephone.
- 4) Enter the name and title of the authorized official who will sign the easement for the applicant.
- 5) Briefly describe the applicant. 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) Give the proposed, intended use, and the description of the type of structure you are proposing to construct and/or install. Also, indicate the need for the activity and the 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 names and complete mailing addresses of all property owners adjacent to or nearest to the area of the proposed easement.
- 9) Provide a copy of USACE authorization, if applicable, and/or 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:		
DITIL.	 	

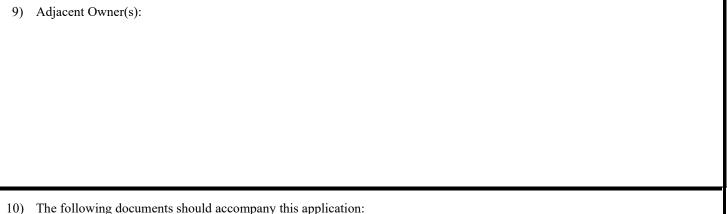
IN ORDER TO FACILITATE EFFICIENT PROCESSING OF STATE EASEMENT APPLICATIONS, THE DEPARTMENT OF ADMINISTRATION WILL SCREEN EASEMENT APPLICATIONS FOR ADMINISTRATIVE COMPLETENESS. AN APPLICATION WILL BE DEEMED INCOMPLETE UNLESS ALL REQUISITE ITEMS ARE SUBMITTED TO THE DEPARTMENT.

Page 1 (Rev. 7/2022)

SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION Division of Facilities Management and Property Services 1200 Senate Street, 6th Floor / Columbia, South Carolina 29201 (803) 737-4636 or RPS@admin.sc.gov

	STATE EASEMENT APPLICATION				
1)	Name and Mailing Address of Applicant:	2)	Corresponding USACE PCN/NWP or SCDHEC permit number(s) or SCDOT Encroachment Permit:		
		3)	Name, address and telephone number of contact person/agent:		
4)	4) Name and title of executive officer, if applicant is corporation, to execute easement for Applicant:				
5)	Description of Applicant:				
6)	Describe proposed activity and why it is necessary:				
7)	Legal description of desired easement:				
8)	Proposed duration of requested easement:				

Page 2 (Rev. 7/2022



- - (a) Plat of desired easement (see drawing requirements below) two signed/sealed originals and six 24x36 copies for SFAA.
 - (b) <u>Copy</u> of easements or other documents which authorize the use of adjacent lands.
 - (c) Copy of USACE authorization and any SCDHEC permit, certification and/or authorization, as well as SCDOT encroachment permit (if applicable).
 - (d) As set forth in item 6 of the 2022 SFAA Easement Policy written justification explaining what alternatives to an easement were considered (e.g., lease or license) and why those alternatives were determined insufficient.
 - (e) Written explanation that justifies the proposed duration of the easement. The duration of easements will be limited to no more than fifty years absent exceptional and compelling circumstances.

11) **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:

Chuck Hightower, Section Manager SCDHEC - Bureau of Water 2600 Bull Street Columbia, SC 29203 (803) 898-0369

- (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.

DEPARTMENT OF ADMINISTRATION – REAL PROPERTY SERVICES



STATE EASEMENT APPLICATION – REQUIRED PERMITS AND AUTHORIZATIONS

Sele	ct the required permits related to the activity for the easement and provide a copy of each.					
	US Army Corps of Engineers Nationwide Permit (NWP)					
	SCDHEC-OCRM Critical Area Permit/General Permit					
	SCDHEC-OCRM Coastal Zone Consistency Certification					
	SCDHEC General Permit					
	SCDHEC Navigable Waters Permit					
	SCDHEC Wastewater Construction Permit					
	SCDHEC Wastewater Discharge (NPDES) Permit					
	SCDHEC Water Supply Construction Permit					
	SCDHEC 401 Water Quality Certification					
	SCDOT Encroachment Permit (if within highway right-of-way)					
	Other					
ı	STATEMENT OF CERTIFICATION (Applicant/Entity's Name), hereby assures					
۱,	(Applicant/Entity's Name), hereby assures					
and o	certifies that it has obtained all applicable permits and/or authorizations and that the					
reque	ested easement falls within the scope of the permits and the conditions contained therein.					
Signa	ture Date					
Print	Name of Agent or Representative					