

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: _____

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.

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) 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:

9) Adjacent Owner(s):

10) The following documents should accompany this application:

- (a) **Plat** of desired easement (see drawing requirements below) – two signed/sealed originals and six 24x36 copies for SFAA.
- (b) **Copy** 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.

STATE EASEMENT APPLICATION – REQUIRED PERMITS AND AUTHORIZATIONS

Select 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 _____

STATEMENT OF CERTIFICATION

I, _____ (Applicant/Entity's Name), hereby assures and certifies that it has obtained all applicable permits and/or authorizations and that the requested easement falls within the scope of the permits and the conditions contained therein.

Signature

Date

Print Name of Agent or Representative