



Office of Space Utilization & Analysis

Policy & Procedure #6

TITLE

EASEMENT APPLICATION PROCESS

OBJECTIVE AND PURPOSE

Property easements may be required by city, county or state agencies, or independent utility companies to provide utility services or other infrastructure services to support University facilities. This document defines the process by which an easement is obtained.

RESPONSIBILITY

ACTION

DIRECTOR

- ◆ Submit request for easement to OSUA with the following documentation:
 - a) A formal request and statement of proposed use from the applicant, or if local government entity, an official resolution.
 - b) Four (4) copies of a survey, certified to be in compliance with the rules and regulations of the Department of Environmental Protection.
 - c) Applicant information, including:
 - Name
 - Address
 - Phone Number
 - Representatives Name
 - Representatives Address (if different)
 - Representative Phone Number (if different)
 - d) Location of state owned land easement is being sought for, including:
 - County
 - Section
 - Township
 - Range
 - Property Appraiser's Parcel No.
 Include a more detailed description, if available
 - e) Tax Parcel maps of parcel and surrounding parcels with proposed easement clearly indicated
 - f) Aerial photograph with the proposed easement area identified
 - g) Statement describing the public benefit derived from proposed easement
 - h) Boundary sketch illustrating location and width of proposed easement (can be sketched on tax parcel map).
 - i) Letter from the applicable local planning agency stating that the proposed easement is consistent with the local government comprehensive plan adopted pursuant to Section 163.3167.

Issued By: J. Singer	Date Issued: 9/10/01	Date Revised:	Effective Date: 9/10/01
APPROVED:	Vice President	Associate VP	Director

OSUA

- ◆ Review Easement request considering the following guidelines:
 - a) Special consideration should be given to current utilization and future expansion as detailed in the Campus Master Plan.
 - b) Easements should not be granted as a means to avoid initial installation or continuing maintenance costs.
 - c) Easements should be granted only in established utility corridors.
- ◆ Review submittal for inclusion of required documentation as outlined above.
- ◆ Prepare application form and draft transmittal letter to the Board:
 - a) The President if request is from a private entity
 - b) The University Architect and Vice President, if request is from a public utility or local government entity
- ◆ Obtain appropriate signature on transmittal letter
- ◆ Transmit documents to Board and Department of Environmental Protection (DEP)
- ◆ Work with DEP to facilitate the request
- ◆ Once easement is granted:
 - a) Provide copy to Director
 - b) Provide copy to PE Consultant for inclusion in Master Survey
 - c) File copy in OSUA master file

NOTES

Once DEP approves the request, and prior to the application being processed by the Division of State Lands, the application must contain the following:

- ◆ In the case where the requestor is a non-governmental entity (private) a non-refundable application fee of \$300 is required.
- ◆ Two (2) prints of a certified field survey for the proposed easement are meeting the technical standards of Chapter 61G17-6, Florida Administrative Code, which contain the boundaries, legal descriptions, and acreage of the proposed easement area.
- ◆ A written commitment to pay an easement fee based upon an appraisal of the market value of the parcel and upon the enhanced property value of a private applicant's land if the applicant is a private party (not required for state agencies).
- ◆ A formal resolution adopted by the Board of County Commissioners or City Commissioners requesting the easement if the applicant is a local government agency (not required for private applicants or state, regional, and federal agencies).
- ◆ Applications for easements across state land shall include a statement of intended use which shall include, at a minimum, the following:
 - a) The requested term for the proposed easement shall not be greater than is necessary to provide for the reasonable use of the state land.
 - b) The need for the proposed easement and written evidence that all other alternatives to the use of state land have been explored and denied.
 - c) Projected revenue to be generated from the use of the state land.
 - d) Whether the intended use is to be public or private and the extent of public access for such use.
 - e) A description of the type of facility proposed for the easement area (e.g., road, overhead utility, buried lines, pipes).

REFERENCE

CM-B-09.00-02/97