Rights of Way Division
Rights-of-way Easement Procedures

Processing Procedures:

1. Applicant requests permission to conduct cadastral survey. If conducting an onsite cultural or biological survey applicant must obtain a Right of Entry permit prior to entering State Trust Lands.
2. Applicant submits an application, fees and all required items listed below.
3. SLO staff will mail a letter of pending application to all pertinent surface lessees.
4. Onsite inspection will be performed by SLO field staff and they will prepare a report of findings.
5. Completed easements are sent to the applicant for their signature. Additional funds may be requested as applicable. **Construction cannot begin until the easement is signed by the Commissioner.**
6. Applicant returns signed easement and funds (if requested) within thirty days.
7. Signed easements routed to the Commissioner for approval and signature.
8. Approved easements mailed/printed to applicant.

Required with Application:

1. Authorization letter to conduct cadastral survey on State Trust Land.
2. Right of Entry permit as needed to conduct onsite cultural or biological surveys.
3. Cover Letter: Identify to whom all correspondence should be directed to.
5. Completed application duly signed and notarized.
6. Appropriate application fee.
7. Survey Plat: Registered land surveyor’s centerline survey and associated ArcGIS shapefiles. Legal description must indicate the number of rods and acreage per qtr/qtr aliquot tract of land applied for. (See Survey Requirements)

Additional Information:

1. Term 35 years or less
2. Application Fees: $250.00 non-refundable
3. Amendment fee is $200.00. Amended plat must be submitted to reflect changes. Same processing procedures apply.
4. Rent is typically based on applicable Price Schedules.
5. Damage Bond Requirements: $500.00 for single easement coverage and $2,500.00 for blanket coverage (more than one right of way easement).
6. Reclamation Bond for Produced/Treated Water Lines: $25,000 single coverage and $250,000 for blanket coverage.
7. Right-of-way route must be staked and flagged prior to field inspection.
8. ArcGIS Shapefiles must be provided according to Survey Requirements no later than 5 days following SLO receipt of application.