



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/emailed 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.
4. As applicable, Letter of Authorization for agent.
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)
8. Cultural Resource Protection acknowledgement.

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.