Rights of Way Bureau

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 ESRI 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 acknowledgment signed.
9. NMSLO Cultural Resources Cover Sheet provided to you by the archaeological consultant.
10. Karst surveys, shape files, photos required in critical/high karst areas of concern submitted to karst@nmslo.gov

Additional Information:

1. Maximum term is 35 years or less for all right of way easements.
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: $5,000.00 for single easement coverage and $25,000.00 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.

State of New Mexico

RIGHTS-OF-WAY BUREAU Contacts as of June 2026

Amy Velazquez - Rights-of-Way Leasing Manager
505.827.5789
avelazquez@nmslo.gov

Mariana Enriquez– Rights-of Way Lease Analyst
505.827.5733
menriquez@nmslo.gov

Philip Garcia – Rights-of-Way Lease Analyst
505.827.5751
pgarcia@nmslo.gov

Christopher Gutierrez – Rights-of-Way Lease Analyst 505.827.5773
cgutierrez@nmslo.gov

Leticia Vigil--Rights of Way Lease Analyst
505.827.5094
lvigil@nmslo.gov

Samantha Martinez--Rights-of Way-Lease Analyst
505.827.4003
smmartinez@nmslo.gov

Jeremy Aguilar--Rights-of-Way Lease Analyst
505.827.5869
jaguilar@nmslo.gov

Erick Sanchez Serna--Rights-of-Way Lease Analyst
505.827.5734
eserna@nmslo.gov

John King--Rights-of-Way Lease Analyst
505.827.5756
jking@nmslo.gov

Additional Numbers:
Administrative Services - 505.827.5700
Records Management – 505.827.5721
Field Operations – 505.827.5851
Agricultural Leasing – 505.827.5732

www.nmstatelands.org

Commissioner of Public
Lands
State of New Mexico

Guidelines for Permission to Survey

Request for permission to survey on New Mexico State Trust Lands must be submitted on company letterhead and contain the following information:

- Applicant's name
- Applicant's address
- Applicant's phone number
- Applicant's email address
- Date of application
- Describe the proposed project
- Date of proposed survey
- General location i.e. county, next to highway
- Legal description of proposed survey area (give section, township and range and qtr./qtr. aliquot description)
- Insert the following required text into the body of your letter:

"***The undersigned applicant indemnifies and holds harmless the commissioner, his agents and employees, and any authorized lessees of the state of New Mexico, against any and all liability for loss of life, personal injury and property damage due to survey or related activities of the applicant, or by employees, contractors or subcontractors of the applicant."***

Send the completed request to the attention of Amy Velazquez, ROW Leasing Manager, 310 Old Santa Fe Trail, Santa Fe, NM 87501 or P.O. Box 1148, Santa Fe, NM 87504. The request may also be emailed to avelazquez@nmslo.gov. For additional information or questions, please call Amy at (505) 827-5789.

Submit a copy of this page to the surveyor.

Survey Plats and Legal Description Requirements.

1. *Survey plats must show ties to PLSS corners (second division level or higher).*

2. Survey plats must include a legal description with the metes and bounds descriptions for each parcel, right-of-way, or easement.

3. Survey plats must show the land surveyed in aliquot parts, and for any partial quarter-quarter section, lot or partial lot included.

4. *Survey plats must show the acreage in each such partial quarter-quarter section, lot, or partial lot.*

5. The survey must identify every point where a proposed right-of-way enters or leaves state trust land.

6. The survey plat must depict all rights-of-way and easements that affect the land being surveyed.

7. All plats are to be drawn in the appropriate zone of the *New Mexico State Plane Coordinate System, North American Datum 1983*.

8. Cadastral surveying conducted as part of preliminary work for a lease application on State Trust Lands must have proper staking and flagging of the proposed project for field inspection.

Surveys that do not comply with these requirements will be rejected.

In addition to a survey, the Commissioner of Public Lands may require an Improvement Location Report to be prepared in accordance with NMAC Section 12.8.2.10. If a parcel to be surveyed lies in an area not covered by the Public Land Survey System (PLSS) (e.g., land grants), then a PLSS framework must be projected onto the lands in question. The results of all surveys must be reported within the framework of the PLSS to the second division (see items 1 through 4 listed above).

Electronic Format.

In addition to a physical plat, a digital file containing centerlines for Rights-Of-Ways and/or boundary lines for parcels or leased areas (including ROWs) must be included. The digital file shall contain all of the requirements in 19.2.10.12A NMAC. *The data must be drawn to scale and projected in the appropriate zone for the New Mexico State Plane Coordinate System, NAD83.* **The plat will not be approved until the spatial data has been submitted by the surveyor and is georeferenced correctly.**

Any of the formats listed below will be accepted. Only one digital file needs to be submitted. This shape file must match the project route and supplied plats. DO NOT SUBMIT SHAPE FILES THAT DO NOT PERTAIN TO THE APPLICATION. If shape files do not match submitted plats, we may reject the application.

Acceptable GIS formats: shapefiles or personal/file geodatabases (ESRI) containing a line feature class for centerlines and/or boundary area outlines. ESRI COGO traverse files are also acceptable. Projection information must be included (e.g., *.prj* file).

REMITTED Shape Files need to include a one-mile buffer layer.

For further information, please contact:
Land Office Geographic Information Center
New Mexico State Land
Office LOGIC@nmslo.gov

Karst Survey Instructions

See https://mapservice.nmstatelands.org/LandStatus/ to see where the extent of medium, high, and critical karst areas in parts of Eddy, Lea, Chaves, De Baca, Lincoln, and Guadalupe counties. Other Commercial Leases outside of the area delineated on the map will need to be reviewed on a case-by-case basis.

- A karst survey is required on all critical and high karst potential areas for new ground disturbance.
- A karst survey is recommended for medium karst potential and could be required if there is evidence of karst occurring in the immediate vicinity.
- A karst survey may be required for renewals if there is evidence of karst occurring in the immediate vicinity.

Karst Survey Requirements

- Follow BLM Guidance on Survey Requirements.

Karst Survey Data and Report Requirements

Survey data and report requirements follow the BLM.

All karst reports shall include a description of the project, the local geology, and the methods used to conduct the survey. All features need to be included in a table and should have a detailed description, and a photograph in the report.

All karst reports must include a shapefile or Google Earth (.kml or .kmz) file of the tracks walked by each surveyor.

All karst features that are identified during the survey should be recorded using GPS and annotated in an ArcGIS shapefile or GoogleEarth KML as either a cave, sinkhole, swallet, or generic karst feature.

If a feature is large enough to be identified as a cave it should be surveyed. This survey, at the minimum, must include length and direction of all passages.

Email shape files and photos of any identified karst features to karst@nmslo.gov.

Karst Survey Recommendations

Due to proximity of identified karst features, caution should be exercised while clearing brush and during any excavation, trenching, or construction operations. Recommendations include:

If any karst features are discovered during construction on any part of the line, immediately contact the Bureau of Land Management at (575) 234-5972, the New Mexico State Land Office [Oil, Gas & Minerals Division at (505) 827-5774]. In addition, notice shall be made to the State Land Office, via telephone, within 72 hours to the rights-of-way supervisor at (505) 827-5789. Email shape files and photos of any identified karst features to karst@nmslo.gov.

Rights of Way Application Checklist

Forms to Be Submitted with Application	
☐	Application form for Right of Way Easement Included?
☐	Has the most current application form been remitted? **these may be updated and older versions will be rejected.
☐	$250.00 non-refundable right of way application fee included?
☐	Is the ROW application duly signed and notarized (not missing any required fields)?
☐	If notarized signature is authorized agent or attorney-in-fact, has letter of authorization been included?
☐	Have survey plats been included and do they comply with current NMSLO survey requirements? **note that reissues must comply with current guidelines whenever possible and may require resurveying.
☐	Have the project's total # of rods been included on page 2 of the application?
☐	Has the NMSLO Cultural Resources Cover Sheet been included with application? **this should be provided by your archaeological consultant and is necessary to tie application to ARMS/archaeological surveys.
☐	Has the Cultural Properties Protection Acknowledgement been signed and included?
☐	Is project in an area of high/critical karst concern? If yes, a karst survey with negative findings must be included with application. **note that in these areas, a karst survey is required for easement issuance. Reports & Shape Files submit to karst@nmslo.gov
☐	If relevant reports are necessary, such as biological studies, have they been included?
Shape Files	
☐	Are shape files available (ESRI file set or kml/kmz)? **note that ROW analyst will request these files from shape custodian/applicant. Provide 1-mile buffer from centerline.
☐	Has a one-mile zone buffer layer been included within the shape file(s) around the entire route?
Bonding	
☐	Has required damage improvement bonding been included on application (blanket or single)? **Note that O&G Mega Bonds do *not* fulfill this requirement.
☐	Is produced/treated water to be used? If yes, is a required reclamation bond included on application (blanket or single)?
Registered with the New Mexico Secretary of State and in active and good standing?	
☐	Provide NMSOS Business ID# on right of way application 1st page?
Miscellaneous	
☐	Has the right of way route been staked and flagged prior to field inspection?

If any of the above criteria is missing or inadequate based on current NMSLO standards, the application may be rejected. Note that the application fee is non-refundable.

Commissioner of Public Lands
State of New Mexico

APPLICATION FOR RIGHT-OF-WAY EASEMENT

Dear Commissioner:

_____ _____
(Name of Applicant) **(Designated Field Contact Name)**

_____ _____
(Street Address, City, State, Zip Code) **(Field Contact Phone Number)**

_____ _____
(Contact Name, Phone Number) **(Field Contact Email Address)**

Email Address:_____

hereby applies for a right-of-way easement for the construction and location of a (project description including pipeline diameter OD & quantity if applicable): _____

_____

_____

Select purpose: ***Note that applications for multiple use purposes will not be accepted and must be applied for separately.***

☐ Telecommunications ☐ Broadband
☐ Electrical Easement
☐ Transmission Line over 345kv
Road: ☐ NEW(or if being improved) ☐ EXISTING
☐ Pipeline (non-water)
☐ Pipeline (water)
☐ Other:_____

☐ FRESHWATER ☐ PRODUCED/TREATED
If freshwater is being utilized, the following questions must be answered:
What is the source?:_____
Is source on State Trust Land? ☐ YES ☐ NO
Whether on State Trust Land or other, what are the OSE well permit number(s)?
_____
Is the well(s) permitted for commercial sales? ☐ YES ☐ NO
What will the freshwater be used for? Specifically? _____
_____

If a pipeline is applied for, please check the following: ☐ Buried ☐ Surface ____ P.S.I
Is this a **reissue of an existing easement**?: Yes ☐ No ☐ If yes, provide NMSLO Lease #:_____
Reissue applications may qualify for streamlined processing under NMAC 19.2.10.25.
Has the **Right of Way Reissue Affirmation** been submitted with this application?: ☐ YES ☐ NO

Project Name: _____

It is requested that the right of way be _____ (must correspond to survey plat) feet wide as indicated on the attached two copies of survey maps or plats with the survey centerline shown in red and length of the right of way measured in rods. The legal description of the proposed right of way is described in aliquot 40-acre tracts (qtr/qtr breakdown) with a description of rods and acres shown in each aliquot part and a total of rods and acres included in the proposed right of way. Permission to survey is included with this application. The survey was completed within twelve months of this application and the proposed right of way has been staked and flagged. Failure to do so will result in an additional fee.
It is requested that the right of way be for a term of _____years. ***(Term may not exceed 35 years.)***

Registration with NM Secretary of State: Active? ☐ In Good Standing? ☐ Business ID#: _____

Bonding Requirements:

In accordance with 19.2.10.18, one of the following is enclosed to cover payment for damages that might occur to the state land improvements of a surface lessee: (***Bond may be in the form of a Surety Bond or Cash Bond.)***

☐ Single improvement damage surety bond in the amount of $5,000.00. Bond #: _____
☐ Blanket improvement damage surety bond in the amount of $25,000.00. Bond #:_____
☐ Cash damage improvement bond submitted in the amount of $_____.
☐ Single surety produced/treated water reclamation bond in the amount of $25,000.00. Bond #:_____
☐ Blanket surety produced/treated water reclamation bond in the amount of $250,000.00. Bond #:_____
☐ Applicant requests that the bond amount for damages to the trust lands be reduced or waived by the Commissioner.

Cultural Resource Protection:

Parties are expected to review and abide by the laws and rules related to the protection of cultural properties, including the Cultural Properties Protection Rule (19.2.24 NMAC). Please indicate whether you have signed the enclosed Acknowledgment Form.

Yes _____ No _____

The NMSLO Cultural Resources Cover Sheet (Exhibit _____) provided to you by the archaeological consultant is attached to your application and indicates whether:

an ARMS Inspection ☐ or an Archaeological Survey ☐ has been conducted for this project.

(see 19.2.24.9 & 19.2.24.10 NMAC for exceptions of certain categories of activity that do not require an ARMS inspection or survey).

Does your project involve federal or other state agencies? Yes ☐ No ☐

In addition to complying with the requirements of the Cultural Properties Protection Rule, parties also must comply with all other applicable state and federal laws and rules, including laws and rules pertaining to endangered and threatened species and habitat protection.

Digital Files for Project:

Digital information of your project's location is required. Acceptable formats: shapefiles (ESRI shape files preferred) or kml/kmz files. Yes ☐ No ☐

**Note that shape files must include the proposed route's centerline, Additional Temporary Workspaces, surface sites, etc. as well as a one-mile buffer layer.

Karst Requirements:

Does the project area lie in an area of medium or high/critical karst concern? Yes ☐ No ☐

If yes, has a karst survey been conducted by an approved karst expert and submitted with this application? Photos/Surveys/Shape Files submitted to karst@nmslo.gov? Yes ☐ No ☐

***High/critical karst areas require the survey to be submitted at time of application. Shape files must be available upon request. Low/Medium karst areas highly recommend karst surveys but not required.*

Digital Shape Files Custodian (project & karst)-name if other than the applicant: _____

Email: _____ Phone Number: _____

Payment Information:

Pursuant to New Mexico State Land Office fee schedule, enclosed is a check in the amount of $_____ for _____rods (16.5 feet) at_____per rod, plus **$250.00** application fee.

When you provide a check as payment, you authorize the State of New Mexico to either use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

**Note that payment of rental is not required to begin processing, minimum $250.00 application fee is required. The Rights of Way Bureau will determine the amount of rental due prior to execution of lease.*

Applicant Signature

_____

Signature of Authorized Agent/Natural Person
(must be signed here & notarized on the following page)

_____

Print Name of Attorney in Fact or Authorized Agent

Agent name and address:
(***Letter of Authorization attached***)

Title: _____

_____

_____

_____

Phone number _____

Email Address _____

Rev. 2026-10

NOTE: Agents authorized to sign on behalf of a company or corporation should use this notary block.
All agents must have an agent authorization on file with the ROW Bureau

ACKNOWLEDGMENT

STATE OF)
) ss.
COUNTY OF)

The foregoing instrument was acknowledged before me this _____ day of

_____ 20____, by _____ ,_____
(Name of Authorized Signatory or Natural Person) *(Title)*

of _____ , a _____
(Name of Corporation if applicable) *(State of Incorporation if applicable)*

corporation, on behalf of said corporation.

My Commission Expires:

_____ _____
NOTARY PUBLIC

RIGHT OF WAY OR BILLBOARD REISSUE AFFIRMATION

Right of Way Number: _____
Billboard Permit Number: _____

This form is appliable to the reissuance of certain types of rights of way and permits where there has not been, and will not be, any change to the use or footprint of the authorized activity under the relevant instrument. The NMSLO has established a more streamlined process for reissuance applications that fall within this category. This form is to be used by current grantees and permittees to request simplified processing for their reissue applications.

For rights of way, pursuant to NMAC 19.2.10.25, or under the general authority of the Commissioner of Public Lands in the case of billboards, applicant hereby requests a reissue of NMSLO right of way number _____, or billboard permit number _____.

The undersigned Applicant swears and affirms the following:

1. My name is _____. I am the applicant for reissuance of this right of way or billboard permit on behalf of _____ I attest that I have the authority to execute this document on behalf of the company noted above.
2. This affirmation[1] is being submitted along with the appropriate application and fees for the following (check the applicable box):
   a. Right of way for an existing road ☐
   b. Right of way for an existing electrical line (Under 115 kV) ☐
   c. Right of way for an existing telecommunication line ☐
   d. Right of way for an existing fresh water pipeline (TDS concentration of less than 1,000 milligrams per liter (mg/L)) ☐
   e. Permit for existing billboard ☐
3. There is no change in the previously approved path of the right of way, or the location of the billboard. [1]

4. There is no change in the status, including, but not limited to the permitted use, authorized improvements (if applicable), or approved footprint of the existing right of way/billboard (including width and any staging areas).
5. There is no change in the use of the right of way. The right of way is currently being used for the permitted use of _____ and will continue to be used solely for the same use.
6. Applicant affirms that it is in compliance with all terms of the current right of way or billboard permit.
7. Applicant has read and understands the Cultural Properties Protection Rule, 19.2.24.9 NMAC, and will abide by its terms.
8. No new surface disturbance will result from the reissue of the right of way.[2] (If new ground disturbance is planned, applications shall be processed with normal processing)

Notes:

1. The NMSLO Cultural Resources Office must be notified of any inadvertent new surface disturbance immediately by email with as much detail as possible at (CROinfo@nmslo.gov).
2. Rights-of-Way shape files are required as part of every application for reissue and must be available when requested.
3. Billboard reissue applications must provide GIS Coordinates in decimal format.

I swear or affirm under penalty of perjury under the laws of the State of New Mexico that the above statements are true and correct.

_____
Applicant Name

_____
Authorized Signature

_____
Company Name

_____
Date

_____
Title

Commissioner of Public Lands
State of New Mexico

NMSLO Cultural Resources Cover Sheet

Exhibit A

NMCRIS Activity Number:
(if applicable)

Exhibit Type (select one)

ARMS Inspection/Review - Summarize the results (select one):

(A) The entire area of potential effect or project area has been previously surveyed to current standards and **no cultural properties** were found within the survey area.

(B) The entire area of potential effect or project area has been previously surveyed to current standards and **cultural properties were found** within the survey area.

(C) The entire area of potential effect or project area has **not** been previously surveyed or **has not been surveyed** to current standards. A complete archaeological survey will be conducted and submitted for review.

Archaeological Survey

Findings:

Negative - No further archaeological review is required.

Positive - Have avoidance and protection measures been devised? Select one:

Comments:

Project Details:

NMSLO Lease Number (if available):

Cultural Resources Consultant:

Project Proponent (Applicant):

Project Title/Description:

Project Location:

County(ies):

PLSS/Section/Township/Range):

For NMSLO Agency Use Only:

NMSLO Lease Number:

Acknowledgment-Only:

Lease Analyst:

Date Exhibit Routed to Cultural Resources Office:

No person may alter the wording of the questions or layout of the cover sheet. The completion of this cover sheet by itself does not authorize anyone to engage in new surface disturbing activity before the review and approvals required by the Cultural Properties Protections Rule.

Form Revised 12 22

Commissioner of Public Lands
State of New Mexico

CULTURAL PROPERTIES PROTECTION ACKNOWLEDGMENT FORM

Exhibit A_____

All lessees, operators, grantees, permittees, and/or applicants (collectively, "Parties") requesting any authorization from the Commissioner of Public Lands, or conducting any project or activity on state trust land, are expected to review and abide by all applicable laws and rules related to the protection of cultural properties on state land, including the New Mexico State Land Office's ("NMSLO") Cultural Properties Protection Rule, 19.2.24 NMAC. The Cultural Properties Protection Rule can be viewed at https://www.nmstatelands.org/culturalproperties/.

Parties conducting surface-disturbing activity on state trust land must follow the procedures and timelines outlined in 19.2.24.8 NMAC. To minimize processing delays, Parties are strongly encouraged to supply NMSLO with appropriate documentation as early as possible pursuant to 19.2.24.8 (C), (D), (E) & (F) NMAC. Parties are advised to always exercise due caution to ensure that cultural properties on state trust land are not inadvertently excavated, disturbed, dislodged, damaged, destroyed, or removed by any person, pursuant to the Cultural Properties Protection Rule, 19.2.24.8 (A) NMAC and Section 18-6-9 (A) and (B), NMSA 1978.

By signing this acknowledgment form, Parties affirm that they have read this document, including the accompanying Instructions for Compliance, and have reviewed and agree to comply with NMSLO's Cultural Properties Protection Rule. If a Party is other than a natural person, the individual signing below attests that they have the authority to execute this acknowledgment on behalf of and bind that Party.

Type and Number of Instrument (Lease Number): _____
(Required for Oil & Gas Leases-eg. VB06320001; include if available for other leases: Business, Renewables, Minerals, Water Bureau, ROW or Agricultural leases-eg. BL05220001, GR0232, R40893, SW0520, HA0102)

Name of Party (Company Name, if applicable): _____

Name of Signatory (Person Signing): _____

Relationship to Party/Title (position): _____
(eg. lessee, operator, grantee, applicant, self or other)

Phone Number: _____ **Email Address**: _____

Signature : _____ **Date:** _____

INSTRUCTIONS FOR COMPLIANCE
Cultural Properties Protection Rule (19.2.24 NMAC)

The following instructions apply to all lessees, operators, grantees, permittees, and/or applicants (collectively, "Parties") that intend to conduct new surface disturbing activities on state trust lands. The instructions provide additional guidance for fulfilling the requirements of NMSLO's Cultural Properties Protection Rule. A copy of the Cultural Properties Protection Rule can be found at https://www.nmstatelands.org/culturalproperties/.

We thank you in advance for your commitment to protecting New Mexico's past and living history. NMSLO encourages all Parties to provide current and accurate documentation as early as possible to minimize processing delays.

Please do not hesitate to reach out to the Cultural Resources Office at croinfo@slo.state.nm.us should you have any questions after reviewing these instructions or with NMSLO's cultural properties review process.

Part I: Archaeological Records Management Section (ARMS) Inspection (Records Review)

1. The ARMS inspection is a records review and should comply with the pre-field requirements of 4.10.15.9 NMAC. An ARMS inspection must be conducted prior to any new surface-disturbing activities, in compliance with 19.2.24.8 (C) NMAC. The specific timing of when an ARMS inspection is required depends on the category of activity, as described in 19.2.24.8 (E) NMAC. The Cultural Properties Protection Rule provides exceptions for certain categories of activity that do not require an ARMS inspection or survey; see 19.2.24.9 NMAC and 19.2.24.10 NMAC.

2. Parties are expected to engage a permitted archaeologist to conduct the initial ARMS inspection. Permitted archaeologists are referred to in these Instructions as "archaeological consultants." Only ARMS inspections from archaeological consultants will be accepted. The list of archaeological consultants in New Mexico is available at http://www.nmhistoricpreservation.org/documents/consultants.html. Scroll down past the headings for "Archaeological Permits" and "Official Scenic Markers" to "Preservation Consultants." Click on the pdf document titled "Cultural Resource Consultants." The list is updated regularly and arranged by county of location. Because costs vary, the NMSLO encourages Parties to contact more than one archaeological consultant.

3. The Party must provide the archaeological consultant with all relevant supporting documentation. This may include a description of the project, cadastral plats, and location information in digital form (ArcGIS shape files, kml/kmz format, GPS coordinates, CAD drawings, plats, or accurate depictions on USGS 1:24000 quadrangles).

4. The archaeological consultant will conduct an ARMS inspection of the entire area of potential effect (APE). Based on the ARMS inspection, the findings will be summarized into one of three results as indicated on the NMSLO Cultural Resources Cover Sheet ("Cover Sheet"). The Cover Sheet is a fillable PDF form (available from the Web Portal and also from NMSLO's website and Cultural Resources Office):

   (A) ___ The entire area of potential effect or project area has been previously surveyed to current standards and **no** cultural properties were found within the survey area.
   (B) ___ The entire area of potential effect or project area has been previously surveyed to current standards and cultural properties were found within the survey area.
   (C) ___ The entire area of potential effect or project area has **not** been previously surveyed or has not been surveyed to current standards. A complete archaeological survey must be conducted and submitted for review.

5. If the ARMS inspection indicates that the entire APE has been previously surveyed and no cultural properties were located (**result A above**), NMSLO's Cultural Resources Office and the relevant leasing

division (e.g. Water Bureau, Minerals; Agricultural Leasing; Business Leasing, Renewable Energy, Rights-of-Way, etc.) will complete the process of review and approval. In the case of oil and gas lease projects, once the Cultural Resources Office reviews and approves the ARMS inspection results, no further archaeological review is required and the project may proceed.

6. For the ARMS Review (**result A above**), the archaeological consultant will complete and submit the ARMS Inspection/Desktop Review web form on the Cultural Compliance Web Portal (Web Portal), available at http://culturalcompliance.nmstatelands.org/. NMSLO's Cultural Resources Office will have immediate access to the submitted web form and accompanying documents.

7. If the ARMS inspection result indicates a previous survey showing the presence of cultural properties within the APE (**result B above**), the Party must propose avoidance and protection measures for the project as designed in collaboration with their archaeological consultant.

8. If the ARMS inspection shows that the entire APE has **not** been subject to archaeological survey or to a current standards survey (**result C above**), a complete archaeological survey must be conducted. The new survey need not include areas already subjected to acceptable surveys. See continued instructions below, Part II.

9. Because specific locational information of cultural properties that may be contained in an ARMS inspection or archaeological survey is confidential under New Mexico law (see Cultural Properties Act, Section 18-6-11.1, NMSA 1978, and Section 19-1-2.1, NMSA 1978), Parties should expect to receive a copy only of the Cover Sheet from their archaeological consultant, and should forward the Cover Sheet to the appropriate NMLSO leasing division with their application.

10. Parties conducting project activities on state land under oil and gas leases, like other Parties, will receive a copy of the Cover Sheet from their archaeological consultant. To provide information on their upcoming projects on state land, Parties will then fill in the Oil and Gas Project Description Web Form at http://culturalcompliance.nmstatelands.org/ and will submit, along with the Cover Sheet, any necessary documentation for cultural compliance review pursuant 19.2.24.8 (E)(3) NMAC. Only on-lease oil and gas projects with activities that are not included in any other lease application at NMSLO (eg. Business or Right of Way) should utilize the Web Portal.

Part II: Archaeological Surveys and Compliance Measures

1. If the ARMS inspection, in compliance with 19.2.24.8 NMAC, indicates that the entire APE has not been subject to archaeological survey (see Part I, Para. 4, **result C**), a complete archaeological survey must be conducted to current standards in compliance with 4.10.15 NMAC. The new survey need not include areas already subjected to acceptable surveys.

2. In compliance with 19.2.24.8 (F) NMAC, at least 15 calendar days prior to any survey activities, the archaeological consultant should fill in and submit a Notification of Intent to Conduct an Archaeological Survey through the Web Portal at http://culturalcompliance.nmstatelands.org/.

3. Only archaeological surveys from archaeological consultants will be accepted and must be conducted under current standards in compliance with 4.10.15 NMAC. Information on how to access the list of archaeological consultants is listed in Part I, Para. 2 above. NMSLO encourages Parties to contact more than one archaeological consultant in your location as proximity will be a factor in estimated costs of an archaeological survey.

4. Parties will be expected to design their project to avoid any cultural properties identified within the APE (as recorded on the Cover Sheet in Part I, Para. 4, **result B)** by the archaeological survey obtained in conjunction with a project or by pre-existing surveys, or provide other mitigation measures in collaboration with their archaeological consultant. Parties are encouraged to provide NMSLO with appropriate current and accurate documentation of the proposed activity as early as possible (preferably at least sixty calendar days prior to any surface disturbing activity) to minimize processing delays and ensure implementation of avoidance and protection measures.

a. Pursuant to the Cultural Properties Protection Rule, 19.2.24.12 (A) NMAC, if any Party becomes aware of actual or imminent damage to cultural properties on state trust lands where that Party is conducting activities, that Party shall immediately notify NMSLO and suspend project activities in the immediate area of the damage or the threatened cultural property. Activities shall remain suspended until the State Historic Preservation Officer and NMSLO approve resumption of activities.

b. A Party that damages cultural properties on state trust land is responsible for the cost of an archaeological damage assessment, plus the remediation value of the affected cultural property as determined by that damage assessment. In addition, the Commissioner of Public Lands may file an action to recover an amount equal to twice the cost of restoration, stabilization, and interpretation of the damaged cultural property, in accordance with the Cultural Properties Act, Section 18-6-11.2(C), NMSA 1978.

5. The archaeological consultant, upon completion of the survey report, should submit the fillable, completed Cover Sheet to croinfo@slo.state.nm.us with any relevant questions.

   Pursuant to the requirements of 4.10.8.18 NMAC, the Cultural Resources Office will review a complete copy of the survey report, its findings and any required compliance (avoidance or mitigation) measures and recommend revisions, if applicable. The Cultural Resources Office will provide further guidance on how archaeological consultants should submit complete survey reports and any required compliance measures for review.

   The Cultural Resources Office additionally may request electronic files of survey report(s), sites, location of findings, or survey areas in order to complete its review, all of which should be sent to croinfo@slo.state.nm.us.

6. The complete results of an archaeological survey are confidential under New Mexico law (see Cultural Properties Act, Section 18-6-11.1, NMSA 1978, and Section 19-1-2.1, NMSA 1978).

   a. Upon approval of the final archaeological survey report and its findings/recommendations, the archaeological consultant will upload the final archaeological report along with all supporting documentation to the New Mexico Cultural Resources Information System (NMCRIS). Parties should expect to receive a copy of the Cover Sheet from their archaeological consultant, and should forward it to the appropriate leasing division with their application.

   b. In the case of oil and gas leases only, Parties themselves will upload the Cover Sheet along with their Project Description Web Form documentation submitted via the Web Portal at http://culturalcompliance.nmstatelands.org/.

7. The website http://nmstatelands.org/cultural-resources-office/ contains a list of State Trust Land Archaeologists within NMSLO's Cultural Resources Office (along with related contact info) to whom questions can be addressed.

8. Below is a list of useful links, emails, and phone numbers:

   a. Cultural Compliance Portal: http://culturalcompliance.nmstatelands.org

   b. Cultural Resources Office Website: http://www.nmstatelands.org/cultural-resources-office/

   c. Cultural Properties Protection Rule and FAQs: http://www.nmstatelands.org/culturalproperties/

   d. Historic Preservation Division-List of Archaeological consultants: http://www.nmhistoricpreservation.org/documents/consultants.html

   e. Inquiries to the Cultural Resources Office: croinfo@slo.state.nm.us

   f. Main New Mexico State Land Office phone number: 505-827-5760

NEW MEXICO STATE LAND OFFICE

Road Right-of-Way Price Schedule

Base Cost Per Rod for 35 years*

Geographic Location	Road up to 30'	
	New	Existing**
State Wide	$30.00	$20.00

Commissioner retains the authority to use market value for any and all rights-of-way.

***** Upgrading an existing road in any manner converts the road to a new road.***

Minimum Price for Rights-of-Way: $200.00

Cost Adjustment for Additional Width: $1.00 per additional foot over 30'
Rod: 16.5 Linear Feet
Lesser terms are subject to base cost adjustment.

Base Cost Adjustment for Term

(Multiply base cost determined above by appropriate factor.)

Term (*years*)	Factor
5 or less	0.3791
6 to 10	0.6145
11 to 15	0.7606
16 to 20	0.8514
21 to 25	0.9077
26 to 30	0.9427
31 to 34	0.9644
35	1

NEW MEXICO STATE LAND OFFICE

Electric Line 115Kv or less Right-of-Way Price Schedule

Base Cost Per Rod for 35 years*

Geographic Location	ROW width			
	Up to 20'	21' to 50'	51' to 100'	> 100'
Urban 1	> of $60.00 or FMV	> of $75.00 or FMV	> of $90.00 or FMV	> of $110.00 or FMV
Urban 2	$29.50	$44.00	$59.00	> of $90.00 or FMV
Rural 1	$5.00	$9.00	$12.00	> of $25.00 or FMV
Rural 2	$2.50	$5.00	$6.25	> of $15.00 or FMV

Commissioner retains the authority to use market value for any and all rights-of-way.
For lines over 115Kv please contact the NMSLO for pricing. May require public meeting over 230 kilovolts.

Minimum Price for Rights-of-Way: $75.00

Urban 1
Albuquerque, Farmington, Hobbs, Las Cruces, Rio Rancho, Roswell, Santa Fe, and all other incorporated communities with a population of 40,000 or more.

Urban 2
Alamogordo, Artesia, Belen, Carlsbad, Clayton, Clovis, Deming, Espanola, Gallup, Grants, Las Vegas, Lordsburg, Lovington, Moriarty, Portales, Raton, Santa Rosa, Silver City, Socorro, Truth or Consequences, Tucumcari, and all other incorporated communities with a population of 5,000 or more but less than 40,000.

Rural 1
Incorporated communities with a population of less than 5,000.

Rural 2
Unincorporated areas.

Temporary Construction Space: Up to 20' additional width granted during initial construction and maintenance, this excludes any remediation phase. Not to exceed 180 days.
Rod: 16.5 Linear Feet
FMV: Fair Market Value

Lesser terms are subject to base cost adjustment.

Base Cost Adjustment for Term
(Multiply base cost determined above by appropriate factor.)

Term (*years*)	Factor
5 or less	0.3791
6 to 10	0.6145
11 to 15	0.7606
16 to 20	0.8514
21 to 25	0.9077
26 to 30	0.9427
31 to 34	0.9644
35	1

NEW MEXICO STATE LAND OFFICE

Pipeline Right-of-Way Price Schedule

Base Cost Per Rod for 35 years*

Geographic Location	Hydrocarbon Pipeline Right-of-Way width up to 30'	
NE Quadrant,	Up to 12¾" OD	> 12¾" OD
SW Quadrant Central	$65.00	$75.00
NW Quadrant, SE Quadrant	$40.00	$75.00
Geographic Location	Water Pipeline Right-of-Way width up to 30'	
NE Quadrant,	Up to 12¾" OD	> 12¾" OD
SW Quadrant Central	$65.00	$75.00
NW Quadrant, SE Quadrant	$40.00	$75.00

Commissioner retains the authority to use market value for any and all rights-of-way.

Minimum Price for Rights-of-Way: $350.00

NE Quadrant: Colfax, Guadalupe, Harding, Mora, Quay, San Miguel, Taos, Union.

SE Quadrant: Chavez, Curry, De Baca, Eddy, Lea, Lincoln, Otero, Roosevelt.

SW Quadrant: Catron, Dona Ana, Grant, Hidalgo, Luna, Sierra, Socorro.

NW Quadrant: Cibola, McKinley, Rio Arriba, San Juan, Sandoval, Valencia.

Central: Bernalillo, Santa Fe, Torrance.

Temporary Construction Space: Up to 20' additional width granted during initial construction and maintenance, this excludes any remediation phase. Not to exceed 180 days.
Additional Lines Within the Base Right-of-Way: 1/2 of the base cost
Cost Adjustment for Additional Width: $1.00 per additional foot over 30'
Rod: 16.5 Linear Feet

Lesser terms are available for above ground pipelines not to exceed 12 ¾" OD.

Short Term Above Ground NE, SW & Central Quadrant

Term (*years*)	Price/Rod
5 or less	$8.00
6 to 10	$17.00

Short Term Above Ground NW & SE Quadrant

Term (*years*)	Price/Rod
5 or less	$5.00
6 to 10	$11.00

NEW MEXICO STATE LAND OFFICE

Telecommunication Right of Way Price Schedule

Base Cost Per Rod for 35 years*

Geographic Location	First conduit, buried line or overhead line	Each additional conduit, buried or overhead line
Urban 1	> of $30.00 or FMV	> of $20.00 or FMV
Urban 2	$19.00	$13.00
Rural	$5.75	$3.00

Commissioner retains authority to use market value for any and all rights-of-way.

Minimum Price for Rights-of-Way: $100.00

Urban 1
Albuquerque, Farmington, Hobbs, Las Cruces, Rio Rancho, Roswell, Santa Fe, and all other incorporated communities with a population of 40,000 or more.

Urban 2
Alamogordo, Artesia, Belen, Carlsbad, Clayton, Clovis, Deming, Espanola, Gallup, Grants, Las Vegas, Lordsburg, Lovington, Moriarty, Portales, Raton, Santa Rosa, Silver City, Socorro, Truth or Consequences, Tucumcari, and all other incorporated communities with a population of 5,000 or more but less than 40,000.

Rural
Unincorporated and incorporated areas with a population of less than 5,000.

Cost Adjustment for Additional Width: Add 1% to the term-adjusted base cost for each foot more than the standard 10 foot width; subtract 1% from the term adjustment base cost for each foot less than the standard 10 foot width.

Booster Site and Directly Associated Facilities: For each booster site or other directly associated facility, add $100.00 per square foot of the site to the cost of the right-of-way. Modify the base cost by the applicable term factor if less than a 35-year term. Any other improvements, equipment or facility not directly necessary to the permitted use (such as towers, buildings, storage areas and the like) must be authorized under a state land office business lease.

Rod: 16.5 Linear Feet
FMV: Fair Market Value

Lesser terms are subject to base cost adjustment.

First Base Cost Adjustment for Term
(Multiply base cost determined above by appropriate factor.)

Term (*years*)	Factor
5 or less	0.3791
6 to 10	0.6145
11 to 15	0.7606
16 to 20	0.8514
21 to 25	0.9077
26 to 30	0.9427
31 to 34	0.9644
35	1

NEW MEXICO STATE LAND OFFICE

Right-of-Entry Price Schedule

Base Cost is for 180 days and for 320 linear rods as applicable

Type	Base Cost	Price/Rod over 320 Rods
Produced/Treated Water Line Placement	$1000.00	$4.00
Fresh Water Placement	$500.00	$2.00
GeoTechnical Access	$500.00	n/a
Environmental/Cultural Survey Access	$500.00	n/a
Filming Access	Variable Daily Rate Call for Pricing	n/a
Standard Access	$500.00	n/a

The granting of this permit does not allow access across lands belonging to others.

Application Fee: $50.00

NMSLO authorization applies only to NM State Trust Lands. If the proposed activity will cross lands managed by a private party or other agency jurisdiction, it is the applicant's responsibility to obtain any necessary permits and approvals.

Temporary surface line(s) must be labeled to identify the operator of the lines(s). The label should include, at a minimum, the name of the company, applicable contact information and line content. The labels should be placed at the beginning, ending and every 2,500 feet in between. Pipelines must be spaced a minimum of 12 inches apart from existing surface pipelines to allow for livestock to cross. If the minimum line spacing cannot be met to allow livestock to cross, berms 3 feet in width must be placed in areas where established cattle trails exist, but no less than every tenth of a mile.

TITLE 19 NATURAL RESOURCES AND WILDLIFE
CHAPTER 2 STATE TRUST LANDS
PART 10 EASEMENTS AND RIGHTS OF WAY

19.2.10.1 ISSUING AGENCY: Commissioner of Public Lands - New Mexico State Land Office.
[19.2.10.1 NMAC - Rp, 19.2.10.1 NMAC, 06/30/04]

19.2.10.2 SCOPE: This part covers all easements and rights of way granted over, upon, through, or across, trust lands for pipelines, public highways, railroads, tramways, telegraph, fiber optic, telephone and power lines, irrigation works, mining, logging, and for other purposes, except easements or rights of way granted in a lease, or salt water disposal easements covered by 19.2.11 NMAC, or water easements covered by 19.2.12 NMAC.
[19.2.10.2 NMAC - Rp, 19.2.10.2 NMAC, 06/30/04]

19.2.10.3 STATUTORY AUTHORITY: N.M. Const., Art. XIII; NMSA 1978 Sections 19-1-1 and 19-7-57. The authority to promulgate this part is found in Section 19-1-2 NMSA 1978.
[19.2.10.3 NMAC - Rp, 19.2.10.3 NMAC, 06/30/04]

19.2.10.4 DURATION: Permanent, unless otherwise provided in a specific section of this part.
[19.2.10.4 NMAC - Rp, 19.2.10.4 NMAC, 06/30/04]

19.2.10.5 EFFECTIVE DATE: June 30, 2004, unless a later date is cited at the end of a section.
[19.2.10.5 NMAC - Rp, 19.2.10.5 NMAC, 06/30/04]

19.2.10.6 OBJECTIVE: The objective of this part is to provide for the orderly and lawful administration and the appropriate granting of easements and rights of way on trust lands.
[19.2.10.6 NMAC - Rp, 19.2.10.6 NMAC, 06/30/04]

19.2.10.7 DEFINITIONS:

A. "Appraisal" means an appraisal as defined in Section 61-30-3A NMSA 1978.

B. "Commissioner" means the New Mexico commissioner of public lands, and his appointees under Section 19-1-7 NMSA 1978, acting within the scope of their authority. The commissioner may delegate to state land office staff the performance of functions required of the commissioner under this part.

C. "Easement" means a right or privilege granted by the commissioner, to use a defined area of trust lands for a prescribed purpose and time, which right can be terminated as provided in this part.

D. "Right of way" means a right or privilege granted by the commissioner, to pass over, upon, through, or across, a defined area of trust lands for a prescribed purpose and time, which right can be terminated as provided in this part.

E. "Fair market value" means the value that a willing buyer would pay a willing seller for a right of way or easement in the open market as set forth in a price schedule adopted by the commissioner or as otherwise determined, in the commissioner's discretion, by an appraisal or field inspection.

F. "Fee schedule" means a schedule adopted by the commissioner showing fees and costs that must be paid for performance of certain administrative functions identified in this Part 10. A fee schedule is subject to change from time to time without notice, and is available upon request. All fees, unless otherwise specified in this Part 10, shall be non-refundable.

G. "Field inspection" means an on-site inspection of a right of way or easement, made by authorized state land office personnel, which, if required under the price schedule or otherwise appropriate, may include specialized services such as market analysis or a determination of fair market value.

H. "Price schedule" means a schedule, adopted by the commissioner pursuant to this Part 10,

showing the consideration due for the acquisition of an easement or right of way, which schedule shall be reviewed periodically by the commissioner and revised by him, when he deems it necessary, to reflect changes in the fair market value of easements and rights of way. A price schedule may incorporate varying considerations to account for the different uses, sizes, and locations, of easements and rights of way. The adoption of a price schedule and any revision thereof shall be preceded by reasonable public notice and the opportunity for public comment. Public notice shall consist of publication on the state land office website, and such other means as the commissioner may determine are appropriate, including but not limited to direct notification by mailing or electronic means to known interested parties. The time permitted for public comment shall be determined by the commissioner in his discretion.

I. **"Purchase contract lands"** means trust lands being purchased under a contract.

J. **"State land office"** means the New Mexico state land office.

K. **"Trust"** means the trust created by the New Mexico Enabling Act and administered by the commissioner.

L. **"Trust lands"** means those lands, their natural products and all rights, privileges, or assets, which are derived from them, and which are under the care, custody, and control of the commissioner.

[19.2.10.7 NMAC - Rp, 19.2.10.7 NMAC, 06/30/04]

19.2.10.8 NO RIGHTS TO BE OBTAINED BY PRESCRIPTION: Easements or rights of way on trust lands may be acquired only by application and grant made in compliance with this part and applicable laws. No easement, right of way, or other interest in trust lands may be acquired by prescription, or pursuant to any other legal doctrine, except as provided by statute.

[19.2.10.8 NMAC - Rp, 19.2.10.8 NMAC, 06/30/04]

19.2.10.9 TRESPASS:

A. Any use of trust lands for right of way or easement purposes prior to the grant of a right of way or easement as provided by this Part 10 shall constitute an unauthorized use of such lands and will be deemed a trespass. The use of trust lands for easement or right of way purposes, if based upon any approval by any means other than as provided for in this Part 10, will likewise be deemed a trespass. However, in extenuating circumstances and for good cause shown, the commissioner may, in his discretion and upon written request, waive the trespass penalties set out below when the trespass consists of an inadvertent failure to obtain or renew an easement or right of way and that failure is promptly corrected when discovered.

B. Upon notification or determination that an unauthorized use exists, the commissioner shall initiate criminal or civil trespass sanctions, or both, against the unauthorized user; provided, however, that prior to the initiation of such action, the commissioner may attempt to remedy the trespass non-judicially by such means as he deems best including, but not limited to: 1) offering the unauthorized user the opportunity to terminate the unauthorized use, restore the lands to their condition prior to the unauthorized use, and pay the pro-rated fair market value of the unauthorized use through the date of termination; or, 2) offering to ratify the unauthorized use upon receipt of the required consideration plus the applicable trespass penalty set forth in Subsection D of 19.2.10.9 NMAC below. The commissioner shall not initiate or otherwise pursue criminal or civil trespass sanctions against an unauthorized user if that unauthorized user accepts and complies with any non-judicial remedy offered by the commissioner to remedy the unauthorized use.

C. All time limitations imposed upon an unauthorized user by the commissioner when offering non-judicial remedies shall be reasonable, but in no case shall any such limit be less than 10 days nor more than 60 days.

D. **Trespass penalties:** All trespass penalties are due in addition to the consideration due under 19.2.10.15 NMAC below.

(1) An unauthorized user must pay the following trespass penalty:

(a) for the first occurrence of unauthorized use, 100% of the applicable fair market value;

(b) for the second occurrence, 500% of the applicable fair market value;

(c) for the third occurrence, 1000% of the applicable fair market value;

(d) for the fourth and subsequent occurrences, 1000% of the applicable fair market value and the grant of easement or right of way is limited to a maximum 5-year term at the applicable fair market value for a 35-year term;

(2) Any occurrence of trespass preceded by 5 years of non-occurrence by the party in trespass will be treated as a first occurrence.

(3) In the commissioner's sole discretion, applicable trespass penalties will be reduced by no more than 50% if the trespass is self-reported before the commissioner learns of it from any other source.

(4) The trespass penalties described above apply only to unauthorized uses that commence on or after February 28, 2002. The trespass penalty for an unauthorized use that commenced prior to that date is 100% of the fair market value.

[19.2.10.9 NMAC - Rp, 19.2.10.9 NMAC, 06/30/04]

19.2.10.10 LANDS SUBJECT TO APPLICATION: An applicant must review state land office records to determine which rights, if any, have been conveyed to or contracted for by third parties, which would limit or prohibit the commissioner's issuance of additional interests. As to lands under purchase contract, see 19.2.10.29 NMAC.

[19.2.10.10 NMAC - Rp, 19.2.10.10 NMAC, 06/30/04]

19.2.10.11 SURVEY PERMISSION: Anyone desiring to apply for an easement or right of way covering trust lands shall, prior to entry for surveying activities, file with the commissioner a written notice of intent to conduct a survey of the proposed location of such easement or right of way.

A. Such written notice, which may be in letter form, shall adequately describe the proposed project, including the purpose and general location (giving section, township and range coordinates).

B. The written notice shall contain the following agreement: "The undersigned applicant indemnifies and holds harmless the commissioner, his agents and employees, and any authorized lessees of the state of New Mexico, against any and all liability for loss of life, personal injury and property damage due to survey or related activities of the applicant, or by employees, contractors or subcontractors of the applicant." In lieu of such agreement, the applicant may submit a surety bond in an amount acceptable to the commissioner.

C. Upon receipt of the notice, the commissioner shall first determine whether the requested survey is, in fact, trust lands, and if the notice and agreement are acceptable. If accepted, the applicant and any surface lessees will be notified, and the applicant will be informed of any conditions being imposed on the proposed entry by the commissioner. Failure to comply with such conditions may result in the denial of a subsequent application for a right of way or easement.

[19.2.10.11 NMAC - Rp, 19.2.10.11 NMAC, 06/30/04]

19.2.10.12 SURVEY PLAT:

A. Unless waived by the commissioner pursuant to 19.2.10.13 NMAC, each application for an easement or right of way shall include a survey plat, which describes the location (by quarter-section parts or lots, township, and range coordinates) of the proposed easement or right of way. The survey plat shall be based upon an actual survey on the ground and shall include a plat prepared in accordance with the Minimum Standards for Surveying in New Mexico as set out by the New Mexico board of registration for professional engineers and surveyors, by a professional surveyor who is registered in New Mexico or exempt from registration under the provisions of the Engineering and Surveying Practice Act, Sections 61-23-l to -32 NMSA 1978, or its successor provisions. The survey plat shall be properly certified showing the surveyor's state of registration and registration number. The survey plat shall show the centerline of the proposed easement or right of way or, if there is no centerline, then the area of the proposed easement or right of way. The survey plat shall identify every point where the proposed easement or right of way enters or leaves state trust land, crosses a section line, fence, road, pipeline, telephone line, irrigation works, or any other visible boundary, use, or easement. The survey plat shall show the

location of all improvements in the close proximity of the easement or right of way. The survey plat shall show ties to section and quarter section corners, and measurements shall be to the nearest tenth of a foot with bearings expressed to the nearest minute. In no case shall the smallest unit of angular measurement be more than one minute. Acreage shall be computed to the nearest one hundredth of an acre and the survey plat shall show the number of acres, and the number of rods, included in the proposed easement or right of way in each legal subdivision of 40 acres, more or less.

B. When the requirement to submit a survey plat in accordance with Subsection A of 19.2.10.12 NMAC has been waived pursuant to 19.2.10.13 NMAC, then the applicant must provide to the commissioner a plat (prepared by the applicant, or his designated agent), drawn to scale, and showing the location of the easement or right of way and indicating the approximate number of acres and rods to be taken, as well as the legal description (by quarter-section parts or lots, township, and range coordinates) of the lands to be burdened by the proposed easement or right of way in the form required by Subsection A of 19.2.10.12 NMAC.

[19.2.10.12 NMAC - Rp, 19.2.10.12 NMAC, 06/30/04]

19.2.10.13 APPLICATION FORM: Written application for any grant of an easement or right of way shall be made upon forms prescribed and furnished by the commissioner. Such application shall be made under oath, and contain the following:

A. the application fee set out in the then current fee schedule;

B. the field inspection fee set out in the then current fee schedule, which fee may, in the discretion of the commissioner, be waived where the applicant is a governmental body which is prohibited by law from paying fees; and,

C. a legal description of the trust lands to be burdened by the proposed easement or right of way, together with a survey plat as provided under Subsection A of 19.2.10.12 NMAC; provided, however, that the requirement to submit a survey plat in accordance with Subsection A of 19.2.10.12 NMAC may be waived, in the discretion of the commissioner, upon a showing of good cause or undue hardship; all requests for waivers, setting forth the basis of the request, must be submitted in writing to the commissioner; in the event a waiver is granted, the applicant shall comply with the requirements set forth in Subsection B of 19.2.10.12 NMAC.

[19.2.10.13 NMAC - Rp, 19.2.10.13 NMAC, 06/30/04]

19.2.10.14 TENURE: Easements and rights of way granted under this part shall be granted for a term, which the commissioner, in his discretion, deems in the best interests of the trust. Under no circumstances will the commissioner grant an easement or right of way for a perpetual term or as a fee simple grant.

[19.2.10.14 NMAC - Rp, 19.2.10.14 NMAC, 06/30/04]

19.2.10.15 CONSIDERATION:

A. For telecommunications, electric line, and pipeline easements and rights-of-way, consideration for the grant of a right of way or easement shall be in an amount determined by the applicable price schedule unless the commissioner, in his discretion, elects to establish the price through separate field inspection or appraisal, and/or subsequent negotiation, taking into account the circumstances and damage to remaining lands; for all others, consideration shall be determined by field inspection or appraisal, and/or subsequent negotiation, or such other method as the commissioner in his discretion deems best. In each case however, unless a credit is allowed pursuant to Subsection B of 19.2.10.15 NMAC below, consideration shall not be less than the fair market value of the interest to be granted. This Section 19.2.10.15 applies to all federal, state, county, municipal, or other governmental agencies, as well as quasi-governmental bodies or organizations, as if they were private parties.

B. For gathering pipelines, salt water disposal pipelines and other pipelines not used for main transmission, the commissioner may authorize a credit of up to thirty percent (30%) of the fair market value of the interest to be granted if, after a written showing by the applicant, the commissioner, in his sole discretion, determines: 1) that the grant of an easement or right of way, with a credit, will enhance oil and gas production from

trust lands; 2) that the royalties resulting from the enhanced oil and gas production will far exceed any benefits derived from receiving fair market value from the grant of easement or right of way; and 3) that granting the credit is in the best interests of the trust. If such a credit is authorized, the grantee shall pay the fair market value less the amount of the credit.

C. An applicant for an easement or right of way may apply to use an existing right of way or easement. The application must be accompanied by: a) the written consent of the existing user for the proposed second use, if different from the applicant; and b) if a discount is being requested, an appraisal, satisfactory to the commissioner, comparing the damage to trust lands that will result from the proposed easement or right of way and the damage that would be caused by that same right of way or easement if located adjacent to the proposed one. Other factors supporting a discount may be included for the commissioner's consideration. In cases where a second use is approved by the commissioner within an existing right-of-way or easement, the commissioner may, based upon the approved appraisal, and if he deems it in the best interests of the trust, discount the consideration for the second grant by no more than twenty percent (20%).

D. No applicant may have both the Subsection B of 19.2.10.15 credit and the Subsection C of 19.2.10.15 discount above. If both are applied for, the commissioner in his discretion will determine which, if any, will be allowed.

[19.2.10.15 NMAC - Rp, 19.2.10.15 NMAC, 06/30/04]

19.2.10.16 EASEMENT OR RIGHT OF WAY DIMENSIONS: The commissioner shall determine the minimum dimensions of easements and rights of way, which determinations may be changed from time to time or waived in his discretion.

[19.2.10.16 NMAC - Rp, 19.2.10.16 NMAC, 06/30/04]

19.2.10.17 ACCESS PERMITS: The rights granted by the commissioner in any right of way or easement shall not include any right of access over, or right to use, trust lands not within the actual dimensions of the right of way or easement. If a right of way or easement is not large enough to permit vehicular or other access necessary for the maintenance, repair, or improvement, of the right of way or easement, or for other permitted activities within the right of way or easement, access in such cases must be obtained by applying for and receiving a temporary access permit from the commissioner using such form or forms, and subject to the payment of such fees and costs, as the commissioner deems in the best interests of the trust and promulgates from time to time. Temporary access permits may also be issued to prospective applicants for rights of way or easements to allow them to conduct pre-application assessments. Each entry upon trust lands without an access permit as required by 19.2.10.17 NMAC shall be a separate trespass under 19.2.10.9 NMAC above.

[19.2.10.17 NMAC - Rp, 19.2.10.17 NMAC, 06/30/04]

19.2.10.18 DAMAGE SURETY:

A. The holder of an easement or right of way is required to compensate the state or its lessee, patentee, or purchase contract holder, for the reasonable value of any measurable damage done to improvements or other property, belonging to the person claiming such damages, lawfully upon the trust lands burdened by the easement or right of way. Before an easement or right of way may be issued, the applicant shall file with the commissioner a bond or other surety in an amount determined by the commissioner to be sufficient to cover such damages; provided, however, that the commissioner, in the exercise of his discretion, may waive this requirement if the applicant agrees to furnish to the commissioner, upon request, the names and addresses of its construction contractors, and if at least one of the following additional conditions is met:

(1) each lessee, patentee or purchase contract holder of the trust lands burdened by the easement or right of way provides a written waiver of this surety bond requirement; or,

(2) the applicant is a governmental agency which is prohibited by law from posting a surety bond and lawfully assumes sole and complete contractual liability for any damages arising from or in connection with its

survey or use of the right of way or easement; or,

(3) the applicant is a governmental agency which is not immune from suit or is otherwise required by law to pay such damages and is thereby its own insurer, and lawfully assumes sole and complete contractual liability for any damages arising from or in connection with its survey or use of the right of way or easement; or,

(4) the commissioner, in his discretion, is satisfied that each lessee, patentee or contract holder will be afforded adequate protection other than through the posting of a bond or other surety by the applicant.

B. With the approval of the commissioner, a $25,000.00 bond, or one in any other amount that is determined by the commissioner from time to time to be in the best interests of the trust, or a different surety acceptable to the commissioner, may be used for more than one easement or right of way which the grantee has executed with the commissioner.

[19.2.10.18 NMAC - Rp, 19.2.10.18 NMAC, 06/30/04]

19.2.10.19 EXPEDITED APPLICATION: Upon the request of an applicant, satisfactorily demonstrating an emergency situation, an application for an easement or right of way may be expedited as follows:

A. If the applicant does not already have one, the application may be sent to the applicant by fax or in electronic format.

B. The applicant must complete the application and return it with an offered rental and the appropriate fees.

C. A telephonic inquiry will then be made to the appropriate state land office personnel for verbal recommendations regarding the application and the proper fee per unit to be charged.

D. After evaluating the verbal recommendation from the state land office personnel, an easement or right of way will be prepared along with a request for additional rental if necessary and faxed to the applicant.

E. Upon return of the faxed and signed notarized easement, along with payment of or an acceptable agreement to pay additional rental if requested, the applicant will, within three days of receipt, be given verbal or fax approval.

[19.2.10.19 NMAC - N, 06/30/04]

[19.2.10.19 NMAC EXPEDITED APPLICATION is a new section added and replaces 19.2.10.19 NMAC CONSTRUCTION REPORTS. The old section headed CONSTRUCTION REPORTS is now 19.2.10.20 NMAC below]

19.2.10.20 CONSTRUCTION REPORTS: The holder of an easement or right of way shall notify the commissioner immediately when any historic or prehistoric ruin or monument, or any object of historical, archeological, or scientific value is discovered upon or within the easement or right of way. Upon such discovery, the holder of the easement or right of way shall immediately refrain from further use or disturbance of the discovery area, or any related areas where further discoveries are likely, until the commissioner has consented in writing to any further activity upon or use of the easement or right of way and notified such other authorities as the commissioner deems it in the best interests of the trust to notify.

[19.2.10.20 NMAC - Rp, 19.2.10.19 NMAC, 06/30/04]

19.2.10.21 AFFIDAVIT OF COMPLETION: Upon the completion of construction of any easement or right of way, the holder of the easement or right of way shall, within 60 days after completion of construction, file with the commissioner an affidavit of completion. Failure to file such affidavit in accordance with this section shall subject the easement or right of way to termination in accordance with the provisions of this part.

[19.2.10.21 NMAC - Rp, 19.2.10.20 NMAC, 06/30/04]

19.2.10.22 CONFLICT OF USE: Unless otherwise authorized in writing by the commissioner, an easement or right of way shall not be used for any other or additional purposes or by any other or additional parties except those expressly identified in the grant of easement or right of way. Unless expressly stated otherwise in the grant of

easement or right of way, the commissioner reserves the right to grant easements or rights of way to third parties over, under, upon, through, across or parallel to an existing easement or right of way; provided, however, that the commissioner shall not approve such subsequent easements or rights of way if, in his discretion, such co-use would present a safety hazard or otherwise unreasonably interfere with the existing easement or right of way. When a subsequent easement or right of way is permitted, the commissioner will require the subsequent grantee to post a bond or other surety to insure payment of damages, if any, which are done to the prior grantee's improvements and installations unless the prior grantee waives this requirement.
[19.2.10.22 NMAC - Rp, 19.2.10.21 NMAC, 06/30/04]

19.2.10.23 AMENDMENTS: Any holder of an existing easement or right of way desiring to change the use, or widen or otherwise alter the easement or right of way shall make application to do so by following the same procedure as is used in making an application for a new easement or right of way. Depending on the scope of the proposed change to the easement or right of way, the commissioner may waive certain application requirements, such as the survey plat or the application fee.
[19.2.10.23 NMAC - Rp 19.2.10.22 NMAC, 06/30/04]

19.2.10.24 ASSIGNMENT - RELINQUISHMENT: An easement or right of way may be assigned to third parties or relinquished to the state with the prior written approval of the commissioner and upon such terms and conditions as he may prescribe, and payment of the fee set out in the then current fee schedule. The commissioner may waive the relinquishment fee when relinquishment is to accommodate a request or demand of the commissioner.
[19.2.10.24 NMAC - Rp, 19.2.10.23 NMAC, 06/30/04]

19.2.10.25 RENEWAL OF EASEMENT OR RIGHT OF WAY: Prior to the expiration date of any easement or right of way heretofore or hereafter granted for a limited term of years, an application may be submitted for a renewal of the grant. If the renewal involves no change in the location or status of the original easement or right of way, the applicant may file with the application a statement under oath setting out this fact, and the commissioner, in his discretion, may extend the grant for an additional term upon payment of such additional consideration as the commissioner determines is appropriate; provided, however, that in no case shall such consideration be less than the fair market value of the interest granted unless a credit is allowed by this part.
[19.2.10.25 NMAC - Rp, 19.2.10.24 NMAC, 06/30/04]

19.2.10.26 TERMINATION OF EASEMENT OR RIGHT OF WAY: Any easement or right of way granted by the commissioner on trust land may be terminated in whole or in part for failure to comply with any term or condition of the grant or any applicable laws or regulations. Upon determination by the commissioner that an easement or right of way is subject to termination pursuant to the terms or conditions of the grant or applicable laws or regulations, the commissioner shall give the grantee a written 30-day notice at the address shown most recently in the records of the state land office, and if the grantee fails to remedy the problems set out in the notice to the satisfaction of the commissioner, then the commissioner shall issue an appropriate instrument terminating the easement or right of way, which instrument shall be placed in the public records of the state land office with a copy to the former grantee.
[19.2.10.26 NMAC - Rp, 19.2.10.25 NMAC, 06/30/04]

19.2.10.27 ABANDONMENT: Abandonment of all or part of an easement or right of way by a grantee shall consist of the non-use of all or part of a granted easement or right of way for the purposes authorized in the granting instrument for a period of one year. Upon discovering evidence of abandonment, the commissioner shall notify the grantee by written notice sent by regular mail to the grantee’s last known address as shown in the records of the state land office, giving the grantee 60 days to prove that abandonment did not occur, all to the commissioner’s satisfaction. Failure to do so shall result in the termination of the easement or right of way due to the failure of a

condition subsequent, and upon such termination the easement or right of way shall automatically vest in the commissioner without further action or notice required. Any non-use of a portion of an easement or right of way for a period of one year shall, at the commissioner's discretion, be deemed an abandonment of that portion so used and subject to termination.
[19.2.10.27 NMAC - Rp, 19.2.10.26 NMAC, 06/30/04]

19.2.10.28 RECLAMATION AND RESTORATION: Any person who enters upon trust lands for purposes of surveying or constructing an easement or right of way shall take all steps necessary to preserve and protect the natural environmental conditions of the land, including reclamation of disturbed areas by leveling or terracing and reasonable attempts at re-vegetation where appropriate. Re-vegetation shall include the establishment of suitable grasses and forbs in accordance with applicable state land office rules and policies. The grantee of any right of way or easement shall consult with the commissioner regarding reclamation prior to undertaking reclamation and shall make reasonable attempts at restoration.
[19.2.10.28 NMAC - Rp, 19.2.10.27 NMAC, 06/30/04]

19.2.10.29 EASEMENTS OR RIGHTS OF WAY OVER PURCHASE CONTRACT LANDS:

A. The commissioner may, on the basis of the state's legal title and subject to the terms and conditions of the applicable purchase contract, approve and record easements and rights of way over, upon, through or across purchase contract lands on the following terms and conditions:

(1) submission of an application by the easement or right of way applicant on the form prescribed by the commissioner accompanied by an original or certified copy of the easement or right of way executed between the applicant and the purchase contract holder;

(2) payment of the administrative fee set out in the then current fee schedule for the approval and recording of the easement or right of way; and,

(3) submission of a legal description of the property to be burdened by the easement or right of way, together with a survey plat as provided in 19.2.10.12 NMAC.

B. The commissioner shall reject any application and initiate necessary legal proceedings to prevent the construction of any easement or right of way or the use of any easement or right of way that will diminish or impair the state's legal title to the purchase contract lands.
[19.2.10.29 NMAC - Rp, 19.2.10.28 NMAC, 06/30/04]

19.2.10.30 INFORMAL RECONSIDERATION: Any party aggrieved by a decision related to the payment of amounts due for any easement or right of way granted or applied for under this part, may request an informal reconsideration of such decision by written request made to the commissioner. Such request shall describe the decision for which reconsideration is requested, state the grounds for reconsideration and the relief sought, and be submitted to the commissioner within 15 days after the date of the decision for which reconsideration is requested. Any such request will be reviewed and decided by the commissioner in an expeditious manner, with or without an oral presentation by the aggrieved party. The right to request informal reconsideration shall be in addition to, and not in lieu of, any right of contest available to the aggrieved party, and the filing of a request for informal reconsideration shall not extend any deadline for initiating a contest proceeding.
[19.2.10.30 NMAC - Rp, 19.2.10.29 NMAC, 06/30/04]
[The old section 19.2.10.30 NMAC PRICE SCHEDULE: TELECOMMUNICATIONS EASEMENTS AND RIGHTS OF WAY is repealed, effective 06/30/04]

HISTORY OF 19.2.10 NMAC:
Pre-NMAC History:
Material in this part was derived from that previously filed with the State Records Center and Archives under:
CPL 69-5, Rules And Regulations Concerning The Sale, Lease, And Other Disposition Of State Trust Lands, filed

09/02/69; CPL 71-2, filed 12/16/71; CPL 77-1, filed 01/07/77;
Rule 10, Relating To Easements And Rights Of Way, filed 03/11/81;
SLO Rule 10, Relating To Easements And Rights Of Way, filed 01/20/84;
SLO Rule 10, Relating To Easements And Rights Of Way, filed 08/07/85;

History of Repealed Material:
19 NMAC 3.SLO 10, Relating To Easements And Rights Of Way - Repealed, 02/28/02.
19.2.10 NMAC, Easements and Rights of Way filed 02/15/02 repealed effective 06/30/04 and replaced with 19.2.10 NMAC, Easements and Rights of Way effective 06/30/04

The Commissioner of Public Lands

Principal Bond # _____
Right of Way Lease #: _____

DAMAGE IMPROVEMENT BOND
SINGLE RIGHT OF WAY LEASE

KNOW ALL MEN BY THESE PRESENTS:

That _____, as Principal, and _____, of _____ _____, a corporation organized, existing and doing business under and by virtue of laws of the State of New Mexico, as Surety, are held and firmly bound unto the State of New Mexico, for the use and benefits of interested holder of prior surface leases, licenses, rights-of-way and easements, in the total sum of ($5,000.00) Dollars, for the payment of which, well and truly to be made, we bind ourselves, our heirs, successors and assigns, and each and every one of them and us jointly and severally, firmly by these presents.

Signed with our hands and sealed with our seals this _____ day of _____, 20_____.

The conditions of the foregoing obligation are such that:

WHEREAS, the said principal has heretofore or may hereafter enter into water leases or right-of-way agreements with the State of New Mexico of various dates and periods of duration, covering the land described in such leases or rights-of-way; and

WHEREAS, all or part of said lands is embraced in grazing lease, business lease, or other surface lease, or is embraced in a right-of-way, easement or license granting the holder thereof the right to go upon or cross over the surface of said land, or to construct improvements thereon, as shown by the official records of the State Land Office of the State of New Mexico.

NOW, **THEREFORE**, if said principal in all respects shall make good and sufficient recompense, satisfaction and/or payment unto the holder or his successors in interest of any said prior surface lease, license, or other holder of prior surface rights, for all damages to the livestock, water, crops, buildings, fences, pipelines, powerlines, or other tangible improvements on such lands as may be suffered by such prior holder or his successors in interest by reason of operations under said lease or right-of-way or for such damages as a court of competent jurisdiction may determine and fix in any action brought on this bond, then this obligation shall be null and void; otherwise to remain in full force and effect.

Insurance Company Contact Phone Number:

It is expressly understood and provided that said surface lessee and/or holder and owner of any prior surface right as designated herein, are hereby made obligees hereunder the same as if their names were written herein as such, and they, or each of them, may proceed or sue hereon, and it is further expressly understood and provided that the aggregate liability of the Surety for any claim or claims hereunder shall in no event exceed the specified total sum of this obligation.

Signed and sealed this _____ day of _____, 20____.

_____	_____
PERMITTEE/PRINCIPAL Signature	SURETY Signature
_____	_____
Printed Name and Title	Printed Name and Title
_____	_____
Street Address	Street Address
_____	_____
City, State and Zip Code	City, State and Zip Code
Note: If Principal is a corporation, affix corporate seal here.	Note: If corporate surety, affix corporate seal here.

ACKNOWLEDGMENT FORM FOR NATURAL PERSONS:

STATE OF _____)
) ss.
COUNTY OF _____)

On this _____ day of _____, 20_____, before me personally appeared _____ to me known to be the person(s) described in and who executed the same as (his, her, their) free act and deed.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the day and year in this certificate first above written.

_____	_____	_____
My Commission Expires	Notary Public name	Notary signature

(Notary seal)

ACKNOWLEDGMENT FORM FOR CORPORATION:

STATE OF _____)
) ss.
COUNTY OF _____)

On this _____day of _____, 20_____, before me personally appeared _____, to me personally known, who, being by me duly sworn, did say that s/he is _____ of _____ and that this instrument was signed and sealed on behalf of said corporation by authority of its board of directors, and acknowledged said instrument to be the free act and deed of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the day and year in this certificate first above written.

_____	_____	_____
My Commission Expires	Notary Public name	Notary signature

(Notary seal)

ACKNOWLEDGMENT FORM FOR CORPORATE SURETY:

STATE OF _____)
) ss.
COUNTY OF _____)

On this _____day of _____, 20_____, before me personally appeared _____ to me personally known, who, being by me duly sworn, did say that s/he is _____ of _____ and that this instrument was signed and sealed on behalf of said corporation by authority of its board of directors, and acknowledged said instrument to be the free act and deed of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the day and year in this certificate first above written.

_____	_____	_____
My Commission Expires	Notary Public name	Notary signature

(Notary seal)

(Note: Corporate surety attach power of attorney.)

Stephanie Garcia Richard
Commissioner of Public Land

Principal Bond # _____

DAMAGE BOND
RIGHT-OF-WAY LEASE

Blanket Bond

KNOW ALL MEN BY THESE PRESENTS:

That _____, as Principal, and _____, of _____ _____, a corporation organized, existing and doing business under and by virtue of laws of the State of New Mexico, as Surety, are held and firmly bound unto the State of New Mexico, for the use and benefits of interested holder of prior surface leases, licenses, rights-of-way and easements, in the total sum of ($25,000.00) Dollars, for the payment of which, well and truly to be made, we bind ourselves, our heirs, successors and assigns, and each and every one of them and us jointly and severally, firmly by these presents.

Signed with our hands and sealed with our seals this _____ day of _____, 20_____.

The conditions of the foregoing obligation are such that:

WHEREAS, the said principal has heretofore or may hereafter enter into water leases or right-of-way agreements with the State of New Mexico of various dates and periods of duration, covering the land described in such leases or rights-of-way; and

WHEREAS, all or part of said lands is embraced in grazing lease, business lease, or other surface lease, or is embraced in a right-of-way, easement or license granting the holder thereof the right to go upon or cross over the surface of said land, or to construct improvements thereon, as shown by the official records of the State Land Office of the State of New Mexico.

NOW, **THEREFORE**, if said principal in all respects shall make good and sufficient recompense, satisfaction and/or payment unto the holder or his successors in interest of any said prior surface lease, license, or other holder of prior surface rights, for all damages to the livestock, water, crops, buildings, fences, pipelines, powerlines, or other tangible improvements on such lands as may be suffered by such prior holder or his successors in interest by reason of operations under said lease or right-of-way or for such damages as a court of competent jurisdiction may determine and fix in any action brought on this bond, then this obligation shall be null and void; otherwise to remain in full force and effect.

Insurance Company Contact Phone Number:

It is expressly understood and provided that said surface lessee and/or holder and owner of any prior surface right as designated herein, are hereby made obligees hereunder the same as if their names were written herein as such, and they, or each of them, may proceed or sue hereon, and it is further expressly understood and provided that the aggregate liability of the Surety for any claim or claims hereunder shall in no event exceed the specified total sum of this obligation.

Signed and sealed this _____ day of _____, 20____.

_____	_____
PERMITTEE/PRINCIPAL Signature	SURETY Signature
_____	_____
Printed Name and Title	Printed Name and Title
_____	_____
Street Address	Street Address
_____	_____
City, State and Zip Code	City, State and Zip Code
Note: If Principal is a corporation, affix corporate seal here.	Note: If corporate surety, affix corporate seal here.

ACKNOWLEDGMENT FORM FOR NATURAL PERSONS:

STATE OF _____)
) ss.
COUNTY OF _____)

On this _____ day of _____, 20_____, before me personally appeared _____ to me known to be the person(s) described in and who executed the same as (his, her, their) free act and deed.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the day and year in this certificate first above written.

_____	_____	_____
My Commission Expires	Notary Public name	Notary signature

(Notary seal)

ACKNOWLEDGMENT FORM FOR CORPORATION:

STATE OF _____)
) ss.
COUNTY OF _____)

On this _____day of _____, 20_____, before me personally appeared _____, to me personally known, who, being by me duly sworn, did say that s/he is _____ of _____ and that this instrument was signed and sealed on behalf of said corporation by authority of its board of directors, and acknowledged said instrument to be the free act and deed of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the day and year in this certificate first above written.

_____	_____	_____
My Commission Expires	Notary Public name	Notary signature

(Notary seal)

ACKNOWLEDGMENT FORM FOR CORPORATE SURETY:

STATE OF _____)
) ss.
COUNTY OF _____)

On this _____day of _____, 20_____, before me personally appeared _____ to me personally known, who, being by me duly sworn, did say that s/he is _____ of _____ and that this instrument was signed and sealed on behalf of said corporation by authority of its board of directors, and acknowledged said instrument to be the free act and deed of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the day and year in this certificate first above written.

_____	_____	_____
My Commission Expires	Notary Public name	Notary signature

(Notary seal)

(Note: Corporate surety attach power of attorney.)