



EASEMENT APPLICATION INSTRUCTIONS

Note: Before an easement application will be accepted, applicants must first contact the appropriate Idaho Department of Lands Supervisory Area Office. The IDL Supervisory Office will determine if the requested easement is viable. An easement application must then be completed and submitted to the IDL Supervisory Area Office. Easement applications are processed on a first come first serve basis. IDL review of a complete easement application package may take a minimum of 120 days. Incomplete applications and those requiring further information may take longer. Incomplete applications will be returned to the applicant.

When accepting applications for easements, the Idaho Department of Lands requires the following:

1. A signed and dated easement application.
2. Purpose of easement
3. A legal description of the easement – either metes and bounds or a centerline description with ties to one, and preferably two PLSS corners.
4. A map and one copy of the above legal description - paper.
5. A map and one copy of the above legal description - digital.
6. \$100.00 non-refundable easement application fee – (Endowment Land Only – Not Submerged Land).

PROCEDURE

The procedure for acquiring an easement across state lands is as follows:

1. Contact the appropriate IDL Supervisory Area Office to determine if the proposed easement will be allowed based on the need, location, and amount of state land that will be encumbered by the easement and the costs involved.
2. If approved by the IDL Supervisory Area Office, the applicant will need to fill out and submit an easement application, which may be obtained from the Area office or online, and pay a non-refundable \$100.00 application fee if across endowment lands.
3. Submit a hard copy of both the map and legal description. A digital copy must also be submitted. The legal description as an MS-Word file and the map as a pdf file.

APPLICATION

When the record of survey has been completed, submit the following documents to the Department of Lands Supervisory Area Office:

- 1) Complete and sign this easement application including the exact name(s) and address you wish to appear on the easement.
- 2) A full size copy of the map and a copy of the legal description. A digital copy of each will also need to be provided. The legal descriptions as an MS Word file, and a .pdf of the record of survey.

- 3) For easements across endowment land, the minimum consideration is \$500.00, but may be more depending on the amount and value of state land encumbered. Applicant will be billed for the remainder of the easement compensation and appraisal fee, and before the final documents are issued.
<http://adm.idaho.gov/adminrules/rules/idapa20/0308.pdf>
- 4) For easements across submerged lands, the cost is a \$300.00 one-time administrative fee for which the applicant will be billed.
<http://adm.idaho.gov/adminrules/rules/idapa20/0309.pdf>

This is not to be considered an exhaustive list of all the information the Idaho Department of Lands may require. Additional information may be required as needed on a case by case basis.

APPLICATION INFORMATION

1. NAME: _____ d/b/a: _____
2. ADDRESS: _____
CITY, STATE, ZIP CODE: _____
3. TELEPHONE: _____
4. LEGAL DESCRIPTION (Section, Township, and Range) TO THE QUARTER-QUARTER SECTION:

5. COUNTY(ies): _____
6. PURPOSE OF EASEMENT: _____

I HEREBY REQUEST AN EASEMENT FROM THE STATE OF IDAHO AND ACKNOWLEDGE THAT I UNDERSTAND MY OBLIGATIONS DESCRIBED HEREIN.

APPLICANT(S) SIGNATURE: _____ **DATE:** _____

APPROVED BY AREA: _____ DATE: _____

REJECTED BY AREA: _____ DATE: _____

STATE OF IDAHO DEPARTMENT OF LANDS

DIRECTOR'S OFFICE

P.O. Box 83720
600 N. 6th St., Ste. 103
Boise ID 83720-0050
Tel No: 334-0200
FAX No: 334-2339 or 3698
George B. Bacon, Director

PRIEST LAKE AREA OFFICE

4053 Cavanaugh Bay Rd.
Coolin ID 83821
Tel No: 443-2516
FAX No: 443-2162
Mick Schanilec, Area Supervisor

PEND OREILLE LAKE AREA OFFICE

2550 Hwy. 2 West
Sandpoint ID 83864
Tel No: 263-5104
FAX No: 263-0724
Ed Robinson, Area Supervisor

KOOTENAI VALLEY AREA OFFICE

Route 4, P.O. Box 4810
(South Highway 95)
Bonners Ferry ID 83805
Tel No: 267-5577
FAX No: 267-8301
Scott Bacon, Area Supervisor

MICA AREA OFFICE

3706 Industrial Ave. South
Coeur d'Alene ID 83815
Tel No: 769-1577
FAX No: 769-1597
Michael Denney, Area Supervisor

ST. JOE AREA OFFICE

1806 Main Ave.
St. Maries ID 83861
Tel No: 254-4551
FAX No: 475-4867
Ken Ockfen, Area Supervisor

CATALDO AREA OFFICE

80 Hilltop Overpass Rd.
Kingston ID 83839
Tel No: 682-4611
FAX No: 682-2991
Bob Burke, Area Supervisor

CLEARWATER AREA OFFICE

10230 Highway 12
Orofino ID 83544
Tel No: 476-4587
FAX No: 476-7175
Bob McKnight, Area Supervisor

PONDEROSA AREA OFFICE

3130 Highway 3
Deary ID 83823
Tel No: 877-1121
FAX No: 877-1122
Sam Charles, Area Supervisor

MAGGIE CREEK AREA OFFICE

Rt. 2 Box 190
913 Third St.
Kamiah ID 83536
Tel No: 935-2141
FAX No: 935-0905
James Clapperton, Area Supervisor

CRAIG MT. AREA OFFICE

P.O. Box 68
Craigmont ID 83523
Tel No: 924-5571
FAX No: 924-5572
Jay Sila, Area Supervisor

PAYETTE LAKES AREA OFFICE

555 Deinhard Lane
McCall ID 83638
Tel No: 634-7125
FAX No: 634-5117
Sheldon Keafer, Area Supervisor

SOUTHWEST AREA OFFICE

8355 W. State St.
Boise ID 83703
Tel No: 334-3488
FAX No: 853-6372
Steve Douglas, Area Supervisor

SOUTHCENTRAL AREA OFFICE

324 South 417 East, Ste. 2
U.S. Hwy. 93 Business Park
Jerome ID 83338
Tel No: 324-2561
FAX No: 324-2917
Tim Duffner, Area Supervisor

EASTERN IDAHO AREA OFFICE

3563 Ririe Highway
Idaho Falls ID 83401
Tel No: 525-7167
FAX No: 525-7178
Pat Brown, Area Supervisor

