



EASEMENT APPLICATION and INSTRUCTIONS

Easement applications must be completed and submitted to the appropriate Idaho Department of Lands (IDL) Supervisory Area Office. Incomplete applications and those requiring further information may take longer to process. Easements must be signed by the Idaho Board of Land Commissioners.

APPLICATION INFORMATION

This easement application must include the exact name(s) and address you wish to appear on the easement.

1. NAME: _____ d/b/a: _____

2. ADDRESS: _____
 CITY, STATE, ZIP CODE: _____

3. TELEPHONE: _____

4. Provide the Legal Description of Idaho Department of Lands include - Township, Range and Section

<u>Twn</u>	<u>Rng</u>	<u>Section</u>	<u>Description</u> <i>(to the quarter-quarter)</i> <i>(include name of lake or riverbed, if applicable)</i>	<u>County</u>	<u>Acres</u>	<u>Area Office Use</u>	
						<u>(IDL Fund)</u>	<u>Land-Asset-Class</u>

5. COUNTY(ies): _____

6. PURPOSE OF EASEMENT: _____

PROCEDURE

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

1. Contact the appropriate IDL Supervisory Area Office to discuss the need, location, and amount of state land that will be encumbered by the easement. If the Supervisory Area Office determines that the easement would be in the best interest of the trust, applicant may complete the application form.
 2. Fill out and submit an easement application, which may be obtained from the Area office and pay a non-refundable one hundred dollar (\$100.00) application fee if across endowment lands, or a three hundred dollar (\$300) administrative fee for easements across submerged lands. Made out to IDAHO DEPARTMENT OF LANDS. Easements for all hydroelectric dams and any dam in excess of ten (10) feet in height require supplemental compensation of one thousand dollar (\$1000.00) in addition to the three hundred dollar (\$300) administrative fee.
 - Endowment Lands - <http://adm.idaho.gov/adminrules/rules/idapa20/0308.pdf>
 - Submerged Lands - <http://adm.idaho.gov/adminrules/rules/idapa20/0309.pdf>
 3. Submit a detailed vicinity map(s) clearly displaying the IDL Property In Question (PIQ); Sec/Twn/Rng; all properties including owners of record within a 300' radius of PIQ's perimeter, including specific location of all roads, terrain features and location of proposed easement. The general location of area will be shown, including all property benefitting from easement.
 4. Submit a full size hard copy of the Record of Survey or exhibit and a hardcopy of the legal description of the easement – either metes and bounds or a centerline description preferably tied to at least one, ideally two PLSS corners. A digital copy of each will also need to be provided in the following formats:
 - The legal description as an MS Word file
 - A .pdf of the legal description signed and stamped by the Licensed Surveyor
 - Record of survey or exhibit as a .pdf
 - ESRI shapefiles of the easement (see [CAD Drawing Standards for GIS Submittals](#))
- (Note: Other methods may be considered after consultation with Right of Way Agent for guidance.)
5. Term easements are typical twenty to thirty (20-30) years, with life spans consistent with IDL's foreseeable land management and the intended uses of encumbered land along with property rights being granted.
 6. For easements across endowment land, the minimum consideration is five hundred dollars (\$500.00). In most cases, easement consideration equates to significantly more. IDL may require an appraisal in accordance with IDL's administrative rules, available at: <http://adm.idaho.gov/adminrules/rules/idapa20/0308.pdf>. All costs for supporting documentation, including appraisal, will be paid for by the applicant.
 7. For easements across submerged lands, compensation shall be determined in accordance with IDL's Administrative Rules. Available at: <http://adm.idaho.gov/adminrules/rules/idapa20/0309.pdf> and, in certain cases, may include calculated supplemental compensation for non-submerged uplands.
 8. Applicant will be billed for the determined easement consideration, and any other related costs before the final documents are issued.
 9. General Liability Insurance is required annually to protect the Grantee and the state from liabilities incurred through the use of state property and must be submitted before the final documents are issued and thereafter. The State of Idaho and Idaho Department of Lands must be listed as additional insured in the certificate of insurance.

NOTE:

Regarding roads - if the applicant consists of more than one property owner, or if applicant seeks access to more than one parcel of record, IDL requires the applicant to form a road users association.

This is not to be considered a complete summary of all the information the Idaho Department of Lands may require. Additional information may be required as needed on a case-by-case basis. Costs for supporting documents are the responsibility of the applicant. Area Staff and Right of Way Agent will request supporting documentation when they deem necessary.

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

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

*****IDL Staff Use Only*****

APPROVED BY AREA: _____ DATE: _____

REJECTED BY AREA: _____ DATE: _____

Area Staff to determine and check which easements are required

Endowment or Public Trust Lands _____ *Easement # Assigned* _____

Fee Submitted with Application \$ _____

Land Asset Class _____



STATE OF IDAHO DEPARTMENT OF LANDS

NORTHERN AREAS:

PRIEST LAKE AREA OFFICE

4053 Cavanaugh Bay Rd.
Coolin ID 83821
Tel No: 443-2516
FAX No: 443-2162

PEND OREILLE LAKE AREA OFFICE

2550 Hwy. 2 West
Sandpoint ID 83864
Tel No: 263-5104
FAX No: 263-0724

MICA AREA OFFICE

3706 Industrial Ave. South
Coeur d'Alene ID 83815
Tel No: 769-1577
FAX No: 769-1597

ST. JOE AREA OFFICE

1806 Main Ave.
St. Maries ID 83861
Tel No: 254-4551
FAX No: 475-4867

PONDEROSA AREA OFFICE

3130 Highway 3
Deary ID 83823
Tel No: 877-1121
FAX No: 877-1122

SOUTHERN AREAS:

CLEARWATER AREA OFFICE

10230 Highway 12
Orofino ID 83544
Tel No: 476-4587
FAX No: 476-7175

MAGGIE CREEK AREA OFFICE

Rt. 2 Box 190
913 Third St.
Kamiah ID 83536
Tel No: 935-2141
FAX No: 935-0905

PAYETTE LAKES AREA OFFICE

555 Deinhard Lane
McCall ID 83638
Tel No: 634-7125
FAX No: 634-5117

SOUTHWEST AREA OFFICE

8355 W. State St.
Boise ID 83703
Tel No: 334-3488
FAX No: 853-6372

EASTERN IDAHO AREA OFFICE

3563 Ririe Highway
Idaho Falls ID 83401
Tel No: 525-7167
FAX No: 525-7178

