



Idaho Department of Lands

Application for Use Submerged Land Lease

For Area Office Use Only
Instrument No.: _____

Instructions

This form is used by people seeking to lease state owned submerged and formerly submerged lands pursuant to IDAPA 20.03.17. Please complete this form and submit it, along with the non-refundable filing fee of \$425 and required attachments to your local Idaho Department of Lands Supervisory Area Office.

This form is two (2) pages, please read and complete all sections.

Section 1: Applicant Information

Full legal name of applicant: _____

Legal status:

- ☐ Individual ☐ Trust or non-profit (attach Affidavit of Existence)
☐ State government ☐ Business (attach Secretary of State Certificate of Existence)
☐ City, County, or Federal government ☐ Other: _____

Name of primary contact: _____

Mailing address to be used for all correspondence: _____

City: _____ State: _____ Zip: _____

Contact phone number: _____ ☐ Work ☐ Home ☐ Cell

Email address: _____

Do you currently hold a lease with the Idaho Department of Lands? ☐ No ☐ Yes

If yes, provide lease number(s): _____

Are you required to obtain workers' compensation insurance? ☐ No ☐ Yes

Section 2: Description of Associated Upland Property

Facility name: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

County: _____ AIN/Parcel ID: _____

Government Lot: _____ Section: _____ Township: _____ Range: _____

Body of Water: _____

Section 3: Encroachment Description

Encroachment or Stream Channel Alteration Permit Number: _____

Please, attach a copy of the recorded permit.

Identify all encroachments/uses to be under lease:

- ☐ Single-family dock ☐ Commercial marina ☐ Boat ramp
☐ Two-family dock ☐ Store ☐ Swim area
☐ Community dock ☐ Restaurant ☐ Fill

Other(s): _____

Section 4: Discounts

If it is a commercial marina, you may qualify for a discount on your annual lease payment. Select one of the following that best describes the marina facilities:

- ☐ 25% discount: All marina facilities are made available to the public on a first-come, first-served basis.
- ☐ 50% discount: All marina facilities are made available to the public on a first-come, first-served basis AND fifty percent (50%) or more of the boat slips are set aside for day use only.
- ☐ None of the above.

Section 5: Attachments

Please attach all the following required attachments, as applicable:

- ☐ \$425 non-refundable filing fee
- ☐ Encroachment or Stream Channel Alteration Permit
- ☐ A scale drawing of the proposed lease area with plans detailing all intended improvements, including reference to the nearest known property corner(s) (Only required if not included in encroachment/stream channel alteration permit)
- ☐ Secretary of State Certificate of Existence (Only required if applicant is a business)
- ☐ Affidavit of Existence (Only required if applicant is a trust or non-profit)
- ☐ Attachment A – Multiple Applicants (Only required if multiple applicants)

Section 6: Affidavit

I hereby certify that I am the applicant or authorized representative of the applicant and that the information contained in this application is true and correct to the best of my knowledge and further acknowledge that falsification or misrepresentation of any information contained herein or provided herewith will be grounds for denial of the application.

Applicant Signature

Applicant Name

Date

Applicant Title (if applicable)

State of _____)
 _____) ss
 County of _____)

On this _____ day of _____, in the year 20_____, personally appeared _____, known or identified to me to be the person whose name is subscribed to the within instrument, and acknowledged to me that he/she/they executed the same.

Seal

Notary Public:

My Commission Expires: