

**SAN ANTONIO RIVER AUTHORITY LAND USE APPLICATION
ACQUISITION OF EASEMENT ON RIVER AUTHORITY PROPERTY OR EASEMENT**

1. APPLICANT INFORMATION:

Legal Name of Applicant: (Name and Address of entity acquiring land right)

Legal Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Contact Name: _____

Contact Telephone Number: _____

Email Address: _____

2. APPLICANT'S STATUS (please check box):

- Individual Partnership Corporation Government Other

3. LAND RIGHT REQUESTED (please check box):

- Purchase Easement on property owned by SARA
- Purchase Property encumbered by SARA owned easements
- Other (description of use): _____

4. PROJECT DESCRIPTION & DOCUMENTATION CHECKLIST:

Description of the project on company letterhead detailing the following information:

- a) Type of system, facility, or use, (e.g. outfall, utility, road)
- b) Type of easement requested
- c) Related structures and facilities
- d) Parcel County Appraisal District number.
- e) Summary letter of project specifics and needs
- f) Physical specifications (length, width, grading, etc.)
- g) Duration and timing of construction
- h) Temporary work areas needed for construction
- i) Survey with metes and bounds property description. A link to the survey standards is located here: <https://www.sara-tx.org/resources/surveying-standards-crossings>
- j) Plan & Profile of Installation. The link for Engineering Standards for River Crossings is located here: <https://www.sara-tx.org/resources/engineering-review-requirements-pipeline-crossings-streams>
- k) Methods of environmental protection (spills, maintenance, etc.)
- l) Vicinity map showing exact location including GPS coordinates
- m) If applicable, please include copies of access easements adjacent to proposed easement
- n) SWP3 with Plan and Profile (Stormwater Pollution Prevention Plan)
- o) Photographs of site prior to construction

INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANT.

5. **ADMINISTRATIVE FEES** are prescribed by the San Antonio River Authority Ordinance.
 - a) The Schedule of General Fees can be found at <https://www.sara-tx.org/sites/default/files/2019-06/Real-Estate-Fees.pdf>.
 - b) The application fee for this application is \$5,000. If accepted there will be an additional \$5,000 administration fee to process the application in addition to any consideration for the cost of the land rights.
 - c) Only checks are accepted and made payable to the San Antonio River Authority. Payment of application fee must accompany the land use application.
 - d) Applications may take up to 16 weeks to process.
 - e) Fee's do not include consideration for the acquisition of the requested rights. Consideration cost will be determined following the approval of the application. Please contact the River Authority with questions regarding consideration.

6. A River Authority Inspector will need to conduct a pre-site assessment and post-site assessment. If the application is finalized, all applicants must contact the River Authority Inspector within 72 hours prior to starting construction and remain in contact throughout the process.

7. **PROPOSED SITE MAY BE WITHIN THE BOUNDARIES OF AN EXISTING FEDERAL PROJECT AND THEREFOR SUBJECT TO FEDERAL REQUIREMENTS BY THE US ARMY CORP OF ENGINEERS. PLEASE CONTACT RIVER AUTHORITY STAFF FOR GUIDANCE TO DETERMINE IF YOUR APPLICATION IS WITHIN A FEDERAL PROJECT BOUNDARY.**

8. **AS-BUILTS NEED TO BE SUBMITTED TO THE RIVER AUTHORITY UPON FINALIZATION. FAILURE TO DO SO MAY RESULT IN TERMINATION OF EASEMENT.**

9. **Please send completed Application and fee to Gray Eck at the following address:**

Gray Eck
Real Estate Supervisor
San Antonio River Authority
600 E. Euclid
San Antonio, Texas 78212-4405
(210) 302-3628
geck@sara-tx.org