

**SAN ANTONIO RIVER AUTHORITY LAND USE APPLICATION
TEMPORARY ACCESS AND STAGING**

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 Temporary Easement to access and stage equipment on River Authority owned property
- 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
- b) Related structures and facilities
- c) Summary letter of project specifics and needs
- d) Physical specifications or staging plan
- e) Duration of use
- f) Duration and timing of use
- g) Methods of environmental protection (spills, maintenance, etc.)
- h) Vicinity map showing exact location including latitude and longitude
- i) If applicable, please include copies of access easements adjacent to proposed easement
- j) SWP3 with Plan and Profile (Stormwater Pollution Prevention Plan)
- k) Photographs of staging area prior to start of work

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.
 - f) Fee's may be waived by submittal of fee waiver form. All fee waivers need to be reviewed and approved by the River Authority prior to approval.
6. A River Authority Environmental Investigator may need to conduct a pre-site assessment and post-site assessment. If determined there is a potential environmental concern associated with the application. upon finalization, all applicants must contact an Environmental Investigator within 72 hours prior to removal of the encroachment and remain in contact throughout the process.
7. **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