State of Texas
Texas General Land Office
Application for State Land Use
Commercial/Multi-Family/Surface Lease

☐ **New**
☐ **Amendment**

FOR GLO USE ONLY

Working File #	
Lease #	
Staff Initials	

Applicant/Official Company Name

Company, Partnership or Trust Name

Company Contact/Individual
(Title, First Name, Last Name, Salutation)

Home # Mobile #

Work # Fax #

c/o or Attn

Mailing Address
Street, City, State, Zip

Country Email

☐ Authorized Agent ☐ Additional Applicant

Individual, Company, Partnership or Trust Name

Agent Contact/Individual
(Title, First Name, Last Name, Salutation)

Home # Mobile #

Work # Fax #

c/o or Attn

Mailing Address
Street, City, State, Zip

Country Email

Corporate Applicants, Please Provide the Following

Type of Business
- ☐ Corporation
- ☐ Limited Liability Company (LLC)
- ☐ Limited Partnership (LP)
- ☐ Sole Proprietor
- ☐ Government
- ☐ Estate
- ☐ Trust
- ☐ Other: _____

Tax ID # State of Incorporation

If LP, Name of General Partner

Name of President

Name of Secretary

Other Permits

Agency	Permit #	Date	Agency	Permit #	Date
U.S. Army Corps of Engineers			Texas Parks & Wildlife Dept.		
Texas Dept of Water Res. Cert.			Other: _____		

Anticipated Timing of Construction

Construction Start Date Construction Completion Date Duration of Construction

Project Location

Water Body County State Tract #

Parcel ID (Assigned by the County Appraisal District) Legal Description or Original Survey Name

Project Address

Adjacent Landowners

Name Name

Mailing Address
Street, City, State, Zip

Mailing Address
Street, City, State, Zip

Project Description

☐ Dock ☐ Pier ☐ Boat Ramp ☐ Breakwater ☐ Dredging ☐ Other (describe below)

Description of structure(s) and the materials to be used

Method of installation and type of equipment to be used

Amount of State Land Involved

Describe Current Project Area

Marshes ☐ Yes ☐ No Area

Oyster Reefs ☐ Yes ☐ No Area

Submerged Grasses ☐ Yes ☐ No Area

☐ Yes ☐ No Area

Habitat Survey Done ☐ Yes ☐ No Date

Water Depth(s)

Bottom Characteristics

PROJECTS INVOLVING DREDGING ON STATE OWNED LAND

Reason for Dredging (explain in detail)

Dimensions of State Land to be dredged: Length Width Depth

Cubic Yards to be removed Composition of material removing

Type of equipment to be used

How will equipment be brought to the job site?

Location and present description of disposal site

Method in transporting excavated material to disposal site

Dimensions of disposal area after project completion: Length Width Depth

How will dredged material be contained?

Name(s) and address(es) of any pipeline or transmission lines which this project will affect (may be obtained from County Courthouse)

Name Name

Address Address

PROJECTS INVOLVING FILLING, AND/OR DISCHARGE OF DREDGED MATERIAL IN AND/OR AFFECTING STATE OWNED LAND

Reason for Filling (explain in detail)

Dimensions of State Land to be filled: Length | Width | Depth

Cubic Yards to be placed | Composition of material placing

Type of equipment to be used

How will equipment be brought to the job site?

Location and present description of area to be filled

Method in transporting excavated material to disposal site

How will dredged material be contained?

How will this project affect neighbors' properties?

Please provide LSLS Project ID No., if applicable

Name(s) and address(es) of any pipeline or transmission lines which this project will affect (may be obtained from County Courthouse)

Name | Name

Address | Address

ADDITIONAL INFORMATION REQUIRED FOR PROJECTS INVOLVING BULKHEADS, BREAKWATERS OR RIPRAP

Purpose and use of the improvements

Dimensions: Length | Width | Depth | Material in cubic yards to be deposited

Type of material used for construction

Type of equipment to be used

How will equipment be brought to the project site?

Is the present shoreline being eroded? ☐ Yes ☐ No

If fill material is to be placed behind proposed bulkhead, complete additional Filling information above.

ADDITIONAL INFORMATION FOR COMMERCIAL PIERS

How will this facility benefit the public interest?

Amount of State lands to be used in square feet

Total estimated value of facilities to be placed on: State Lands | Public Lands

Describe facilities that will derive income on:

State Lands

Public Lands

Est. annual gross economic return derived from project on: State Lands | Public Lands

List items to be sold on State land

Estimated fee public will be charged for use of the pier

ADDITIONAL INFORMATION FOR MARINAS

How will this facility benefit the public interest?

Amount of State lands to be used in square feet

Total estimated value of facilities to be placed on: State Lands Public Lands

Describe facilities that will derive income on:

State Lands

Public Lands

	Number of Boat Slips	Estimated Rental
State Lands		
Public Lands		

Estimated annual gross economic return to be derived from lands associated with this project on:

State Lands Public Lands

If you are planning to have fuel or other oil products stored or transferred on site (gasoline, diesel, etc.), have you been in contact with the GLO Oil Spill Division to obtain facility certification as an oil handling facility?

☐ Yes ☐ No Certificate No.

Type of equipment to be used in conjunction of facilities

How will the equipment be brought to the job site?

AMENDMENTS ONLY – Describe Proposed Modifications

NOTE: INCLUDE PROOF OF OWNERSHIP TO THE ADJACENT LITTORAL PROPERTY SUCH AS A COPY OF THE WARRANTY DEED, CURRENT TAX STATEMENT, ABSTRACT OF TITLE, TITLE INSURANCE, LEASE AFFIDAVIT, AND A VICINITY MAP SHOWING THE LOCATION OF STRUCTURE(S) ON STATE-OWNED LAND. ALSO INCLUDE THE MOST RECENT PROPERTY APPRAISAL STATEMENT AND A CERTIFICATE OF GOOD STANDING FROM THE STATE COMPTROLLERS' OFFICE.

NO MONEY IS DUE AT THIS TIME.

NOTE: The assessment will be initiated when the application is determined by this office to be complete. Therefore, please be sure to include all information requested in this application form and in any of the attachments. The General Land Office will finish its assessment of the proposed use of state-owned lands and present it to the School Land Board within 90 days after receipt of your completed application.

The Coastal Public Lands Management Act (Section 33.001 et seq. of the Texas Natural Resources Code) and rules adopted for its administration require that approval of the School Land Board be obtained before any work is undertaken on state-owned lands or islands. Failure to obtain such approval is in violation of state law and can result in legal action by this office.

I represent and warrant that the applicant(s) named owns the property adjoining the coastal public land and structure described. All information contained in this application is true and correct.

☐ By clicking this box, I verify that I have read the Residential Structures Application Packet included in this application.

Signature of Applicant/Agent **Date**

HOMEOWNERS ASSOCIATION ONLY: (PLEASE INCLUDE ARTICLES OF INCORPORATION AND BY-LAWS.)

I, _____, hereby certify that the individual members of _____ hold full and exclusive legal title to residential dwellings within the littoral property area adjacent to the easement area. I further certify that this easement will not enhance or accommodate a profit-making venue.

Information collected by electronic mail and by web form is subject to the Public Information Act, Chapter 552, Government Code.

INSTRUCTIONS FOR PREPARING EXHIBITS FOR THE FOLLOWING TEXAS GENERAL LAND OFFICE APPLICATIONS:

Miscellaneous Easements, Commercial Leases, Surface Leases, Sub-Surface Leases

Maps (or plats) showing the location of proposed and as-built projects on State-owned lands are required as part of the General Land Office (GLO) application process. The following instructions are to be followed when applying for new work (proposed project), reporting as-built conditions for a previously approved project, or when the activity is a Miscellaneous Easement (Right-of-way), Surface Lease, or Sub-Surface Easement on State land.

The information specified below represents minimum requirements of the GLO and additional information may be requested on a project-by-project basis to facilitate a full evaluation of the proposed activity.

The information should be submitted along with the required application form and processing fees. Each map or plat must conform to the specifications contained herein. An application is not considered complete, and processing of the application will not be initiated, until all information requested has been submitted and GLO staff has determined that it is adequate.

NOTE: Surveys and survey plats required by other entities, Federal, State, County and/or City, are PERMISSIBLE and USABLE for GLO applications provided they meet the following requirements.

1. Each map or plat should be 8 ½" x 11".
2. A one-inch margin should be left at the top edge of each sheet for binding purposes.
3. Any shading used to identify specific areas must be reproducible by ordinary copy machines. Since drawings may be reproduced photographically, color shading cannot be used. Drawings may show work as dot shading, hatching, cross-hatching, or similar graphic symbols.
4. Each map or plat submitted must have a title block identifying, at a minimum:

   (a) applicant name; (b) applicant address; (c) project name; (d) date of preparation; (e) name of preparer; and (f) project location as follows:

   1) If on State-owned **uplands**: provide county, survey name (original grantee) and, as applicable, survey or section number, block number, township number, subdivision name, lot or tract number, and abstract number.

   2) If on **submerged land**: provide county, waterbody name, and state tract number.
5. The scale for each map or plat must be clearly indicated both digitally and by graphic scale.
6. **Vicinity Maps** – **Exhibit A** for each project application must be a Vicinity Map showing the general location of the proposed work. The Vicinity Map must be produced using either a U.S.G.S. 7.5-minute Topographic Map, a Texas Department of Transportation County Road Map, or navigation chart as its base layer. The project location should be indicated by a prominent arrow on the map. An 8 ½“ x 11” Xerox copy from the original Topo, county map, or navigation chart showing the project location is sufficient. It is not necessary to submit the entire Topo or county map, so long as the map is appropriately identified as to the origin of the base information (e.g. name and date of base map information used). This is most easily accomplished by copying the legend of the base map and making it part of the Vicinity Map.
7. **Project Site Map** - **Exhibit B** for each project application should be a Project Site Map (in Survey Plat format) which provides specific project location information. The Project Site Map should be produced at sufficient scale and detail to enable field inspectors to locate the project on the ground with minimal difficulty. Demographic features such as road numbers, stream names, railroad crossings, corporate city limits, and other prominent locative features should be included on the Project Site Map. The project location should be indicated by a prominent arrow on the map and a North arrow must be provided. Annotation may be included on the map regarding distance of the project from known points (e.g. highway intersections, road-stream crossings, etc.). Additional guidance for preparing Project Site Maps is provided in Section B of this document.

8. **Detailed Project Plan** - **Exhibit C** for each project application should be a Detailed Project Plan, consisting of an aerial plan-view (top view) drawing and a cross-sectional drawing of all proposed or existing structures on State-owned lands at the project site.

   Detailed Project Plans should contain, at a minimum:

   a. Dimensions of all structures (existing and proposed) that will encumber State-owned lands at the project site.

   b. The registration, easement, or lease numbers for any structures at the site previously authorized by the GLO (available from GLO field offices upon request).

   c. Any applicable Corps of Engineers permit numbers covering the proposed work.

   Page 1 – Top view drawing should contain, at a minimum:

   d. Location of the shoreline or banks if the project is on or adjacent to tidally influenced waters or crosses a state-owned river, stream, creek, or bayou.

   e. The direction of ebb and flow if in or adjacent to tidal waters, or the direction of water flow if the project crosses a river, stream, creek, or bayou.

   f. A North Arrow.

   g. The location of state tract lines (on tidally influenced lands), survey lines, or property lines, as applicable.

   h. The location of any marshes, submerged grass flats, oyster reefs, mud or sand flats, or other sensitive natural/cultural resources known to exist in the project area.

   Page 2 – Cross-sectional drawing should contain, at a minimum:

   i. The bottom profile of state-owned lands.

   j. The lines of mean high water and mean low water when applicable.

   k. If the project is a pipeline, the Detailed Project Plan cross-sectional drawing must include notation as to the outside diameter (OD) of all pipelines covered by the easement, and the relationship of the pipeline(s) to any other pipeline(s) in the immediate vicinity.

   Page 3 should contain, as applicable, an explanation of construction methodology, techniques, and equipment that will be used at the site.

CERTIFICATION BY A TEXAS REGISTERED PUBLIC LAND SURVEYOR IS REQUIRED ON ALL OF THE FOLLOWING WITH THE EXCEPTION OF WELL BORE LOGS.

Maps or Survey Plats to be submitted as the Project Site Map and/or the Detailed Project Plan (see 7 and 8 above) must contain the information described below.

Upland survey data should be reported to normal boundary land surveying minimum standards. Offshore or submerged sites shall be located to a specified accuracy of +/- 5 feet of any reported location.

1. Projects located on Tidally Influenced State-owned lands (Including the Gulf of Mexico, bay tracts, and the tidally influenced portions of rivers, creeks, streams, and bayous):

a. **Right-of-Way** (e.g. Miscellaneous Easements for pipelines, transmission lines, roads, etc.)

i. Coordinates must be provided at the beginning and ending points of the ROW's centerline, or on the principal point or points of tracts described by other means (directional well bores, etc.). These coordinates must be based on the Texas State Plane Coordinate System of 1927 or 1983. Courses and distances must be specified as either grid or geodetic for all centerlines and perimeter lines, and ties must be made from specific improvements (e.g., well heads, platforms, pilings, etc.) to a corner or corners of the lease or easement tract. All submerged state land tracts crossed by any part of the ROW must be shown and identified, and the points of each ROW crossing of a state tract boundary identified in the Texas State Plane Coordinate System of 1927 or 1983. The distance between crossings of a state-tract boundary must be indicated in both feet and rods on the plat.

ii. As-built plats (and confirmation surveys at time of renewal) must give bearing and distance between angle points along the easement route. In the event no angle points exist along the course of the ROW, the plat shall provide a minimum of one identified point for each 1,000 feet of ROW length. A ROW less than 1,000 feet long but greater than 500 feet in length requires one mid-point to be identified on the survey plat.

b. **Surface Leases** (e.g. well platforms on un-leased tracts, etc.)

i. A metes and bounds description (or other valid description) must be provided for the area encumbered by a surface lease. This description must be in increments of not less than one acre for the area surrounding a platform or structure, with the point of beginning, well location, and other structures on the leased site identified and properly located by coordinates. The point of reference from either the center or the corner of a platform or structure must be specified, with coordinates given at one or more points on the Texas State Plane Coordinate System of 1927 or 1983.

c. **Sub-Surface Easements** (e.g. directionally drilled well bores, etc.)

i. Sub-surface easements for well bores shall consist of a corridor having a ten (10) foot radius around the well bore as it is shown by a directional well survey which shall accompany the application. Directional well surveys shall show the following information: surface location (as described in item B,1,b above), sub-surface elevation of each angle point, and the bottom hole location as shown on well bore log. These items shall be identified by a value given at not less than one point on any locative document, referenced to the Texas State Plane Coordinate System of 1927 or 1983.

2. Projects Across (Rights-of-Way) State-owned upland property, or the State-owned portion of a river, creek, stream, or bayou above the limit of tidal influence:

a. **Upland Trac**t (State Fee Lands):

i. For new project applications, information provided for projects on state-owned upland tracts shall include the beginning and end points of the easement centerline, identified by coordinates on the Texas State Plane Coordinate System of 1927 or 1983, and shall include course and distance of all segments of the proposed easement centerline. Course and distance from one end of the easement to the nearest survey corner or subdivision survey corner shall be included, along with the survey name (original grantee), and as applicable, survey or section number, block number, township number, subdivision name, lot or tract number, and abstract number of all surveys abutting the ROW.

ii. At completion of construction, or at time of renewal, an as-built plat or confirmation survey (whichever is applicable) must be submitted. This plat must give bearing and distance between angle points along the easement route. In the event no angle points exist along the course of the ROW, the plat shall provide a minimum of one identified point for each 1,000 feet of ROW length. ROWs less than 1,000 feet long but greater than 500 feet require one mid-point to be identified on the survey plat. All tidally influenced waters and any state-owned river, creek, stream, or bayou crossed by any part of the ROW must be shown and identified.

b. Crossing the State-owned portion of a river, creek, stream, or bayou above the limit of tidal influence.

i. Information provided for projects crossing non-tidal state-owned rivers, creeks, streams, or bayous shall include an identification of the stream or water body by local and any other names known (historic, from topographic or other maps, etc.). In addition, the beginning and end points of the easement centerline, identified by coordinates on the Texas State Plane Coordinate System of 1927 or 1983, and shall include course and distance of all segments of the easement centerline. Course and distance from one end of the easement to the nearest survey corner or subdivision survey corner shall be included, along with a cross section of the crossing between the top of the high banks, survey name (original grantee), and as applicable, survey or section number, block number, township number, subdivision name, lot or tract number, and abstract number of all surveys abutting the ROW easement.

HOMEOWNERS ASSOCIATION ONLY

Please be advised that piers will be designed and constructed to avoid locating the pier over existing marshes, oyster reefs, or seagrass vegetation to the greatest extent possible. If avoidance is not possible, the pier will be constructed in a manner to minimally impact vegetation and reef habitat.

Mitigation and/or compensation may be required for impacts to natural resources.

Texas General Land Office

Guidelines for Construction of Residential Piers on State-Owned Submerged Lands

(The following guidelines may apply to Clear Lake in Harris and Galveston Counties, Texas)

These guidelines apply to construction of residential (single-family use) non-commercial piers, including normal appurtenances such as fish cleaning tables, boatlifts, stairways, and finger piers, etc.

These guidelines will also apply to nonconforming structures upon rebuilding or replacement.

Procedure

Step 1: The property owner who desires to construct, rebuild, or replace a pier on State land should contact the Texas General Land Office (GLO) Field Office nearest their project site.

Upper Coast	**Lower Coast**
Texas General Land Office	Texas General Land Office
11811 North D Street	602 N. Staples St., Ste 240
La Porte, TX 77571-9135	Corpus Christi, TX 78401
(281) 470-1191	(361) 886-1600

Step 2: Based upon guidance provided by the Field Office, the applicant must prepare and submit plans for the pier to the GLO. The plans must include:

1. A drawing of the pier and all existing or proposed structures at the property which extend onto State land such as riprap, groins, etc.
2. Dimensions of all structures.
3. The approximate line of high tide.
4. Any other information requested by the Field Office.

Step 3: GLO staff will review the application materials and approve or deny, in writing, the request for use of State-owned land.

No work may be performed on State-owned land until the applicant receives written authorization from the General Land Office.

Unauthorized work on State-owned land may subject the responsible party to fines and penalties (Texas Natural Resources Code Chapters 33 and 51).