

**Texas General Land Office  
Leasing and Easement Guidelines**

1. To determine if a proposed project requires a General Land Office lease, applicants are advised to discuss their project plans with the appropriate Land Office field office before submitting a formal application.
2. If a Land Office lease is required, an application packet will be sent to you, or you may download an application and mail it to the field office nearest you. Land Office staff members at the Corpus Christi and La Porte field offices are available if you need assistance completing your application.

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| <b>NOTICE</b>  |
| A U.S. Army Corps of Engineers permit alone does not authorize an applicant to begin a project on state-owned submerged land. Authorization from the Texas General Land Office is also required for the use of these lands.  |
| <b>UNAUTHORIZED USES</b>   |
| Placement or maintenance of structures on coastal public land without proper authorization from the Land Office may result in civil penalties of up to \$1,000 per day for each day of violation. The Commissioner of the Texas General Land Office may have unauthorized structures removed from coastal public land and seek restitution for costs incurred from the responsible party. Mitigation costs may also be assessed to compensate for damage to natural resources. |

3. Most coastal easements and structure registrations are issued from the field offices. Submitted applications should be accompanied by:
  - a. A diagram of the project showing all structures and dimensions
  - b. A copy of a tax statement as proof of ownership of littoral property
  - c. A vicinity map showing project location
  - d. An application fee (as explained in cover letter in the application packet).

The Land Office headquarters in Austin issues cabin permits, coastal leases, miscellaneous easements, surface leases and commercial leases. Additional information that may be required includes survey plats, habitat surveys, mitigation plans, proof of insurance and engineering drawings.

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4. When the completed application form, fees and required attachments are received in the appropriate office at the Land Office: The application is reviewed for completeness, an on-site inspection of the project site is conducted, and fees and special contract requirements are determined. The applicant will be notified of the date and time of a public meeting if the project requires approval by the School Land Board (*applicant is not required to attend*).
  
5. If the project is approved: Two originals of the contract will be mailed to the applicant for review and signature. These should be returned to the Land Office along with any fees due. Upon execution, the Land Office will return one of the original contracts to the applicant. The other contract is kept on file with the Land Office. The applicant is responsible for making required payments as outlined in the contract. Failure to pay required fees or meet any other terms of the contract may result in the termination of the contract and require the lessee to remove the structure.