



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

[Empty box for description of structure(s) and materials]

Description of facilities associated with the structure

[Empty box for description of facilities]

Method of installation, type of equipment to be used, and how it will be brought to the project site

[Empty box for installation method and equipment]

If a petroleum related activity:

- the product is derived in-state
- the product is derived out-of-state

Amount of State land involved

Corps of Engineers Permit No.  Date if Known

**Describe Present Project Area**

Marshes  Yes  No Area

Submerged Grasses  Yes  No Area

Oyster Reefs  Yes  No Area

Habitat Survey Done  Yes  No Date

Water depth

**PROJECT DESCRIPTION (continued)**

Please indicate which description you are expanding on in the space provided below.

**PROJECT PLANS AND LOCATION MAP**

*Attach two copies of project plans and location map as described in the 'General Instructions for all Applicants' below. Copies of plans submitted for any Army Corps of Engineers permit may be used if they meet the specifications in 'General Instructions'.*

Anticipated Start Date \_\_\_\_\_ Expected Completion Date \_\_\_\_\_

Desired Term

By clicking this box, I verify that I have read the Instructions and Exhibit Preparation Information included in this application.

**FEES AND ATTACHMENTS**

- A. No fees are due at this time. See attached Rate and Fee schedule.
- B. Upon submission, include two completed copies of this application, including project maps and all applicable attachments

Signature of Applicant/Agent \_\_\_\_\_ - Not required if submitting online \_\_\_\_\_ Date \_\_\_\_\_

*Please include documentation to support authorization to sign on behalf of a Corporation, LLC, LP, LLP, or GP.*

**If submitting by mail, please print in black or blue ink**

**State of Texas**  
**Texas General Land Office**  
**Instructions for Preparing Exhibits**  
**Surface Lease (SL) - Coastal**



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), or for reporting as-built conditions for a previously approved project, 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.

**A. GENERAL INSTRUCTIONS FOR ALL APPLICATIONS:**

1. Each map or plat should be 8 1/2 " 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.
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, then 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, then 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 8½ " 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.).

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

Page 1 of the Detailed Project Plan should contain, at a minimum:

- a. 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.
- b. 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.
- c. A North Arrow.
- d. The location of state tract lines (on tidally influenced lands), survey lines, or property lines, as applicable.
- e. 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.
- f. The lines of mean high water and mean low water when applicable.
- g. Dimensions of all structures (existing and proposed) that will encumber state-owned lands at the project site.
- h. The registration, easement, or lease numbers for any structures at the site previously authorized by the GLO (available from GLO field offices upon request).
- i. Any applicable Corps of Engineers permit numbers covering the proposed work.

Page 2 of the Detailed Project Plan 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 .**

Maps or Survey Plats to be submitted as the Project Site Map and/or the Detailed Project Plan (see A7 and 8 above) must contain the information described below.

Upland survey data should be reported to normal boundary 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):

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

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.

<b>Surface Lease Fees</b>			
<b>Instrument</b>	<b>Filing Fee</b>	<b>Contract Fee</b>	<b>Term</b>
Electric Substations, Pumping Stations, Loading Racks, Tank Batteries, etc.	\$50	Acquired property or extraterritorial jurisdiction (ETJ) are based on the %/yr. return on appraised market value of area encumbered or \$500/acre/yr. minimum	Negotiable
Surface Wellheads, Platforms, etc.	\$50	Acquired property or extraterritorial jurisdiction (ETJ) are based on the %/yr. return on appraised market value of area encumbered or \$500/acre/yr. minimum	Negotiable