



**GENERAL INFORMATION:**

This application is used when a request is made to use state lands under the management of **THE OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES (OMES), REAL ESTATE AND LEASING SERVICES (REALS)**, (Title 61 O.S. Sec. 322). Types of land use covered by this application include, but are not limited to pipelines, electric power lines, communication lines, sub-surface easements, egress/ingress access roads, etc. If you are unsure if this application form is appropriate for your project, please contact the REALS office at (405) 521-3819 or [infoREALS@omes.ok.gov](mailto:infoREALS@omes.ok.gov).

Applicants may contact REALS for clarification of the application process prior to submitting an application. Each application must be complete and include the required enclosures and the application fee. Incomplete applications will not be processed until all information requested by REALS is received or REALS has been contacted to make other arrangements.

Leases shall be for a period not to exceed five (5) years; grants of easements or rights-of-way will not exceed twenty (20) years. (61 O.S. Sec 322, 323). Upon approval, REALS will issue the appropriate authorization (e.g. easement, lease, etc.) on an official state form. Submitting an application DOES NOT AUTHORIZE WORK ON STATE LAND; only after an executed contract is agreed upon, approved and authorized by the Director of Real Estate and Leasing Services, may any placement of appurtenances, equipment or machinery, construction, work or activity of any kind commence.

**APPLICATION FEES: \$200.00.** PLEASE ENCLOSE A CHECK FOR YOUR APPLICATION FEE, MADE PAYABLE TO REAL ESTATE AND LEASING SERVICES, WITH THIS APPLICATION.

**COST OF EASEMENT OR LEASE:** The monetary consideration for either a LEASE OR EASEMENT on state land will be based upon the fair market value of the land per rod (determined by an appraisal by an Oklahoma licensed appraiser) using the value in use method and multiplying it by the amount of the rods encumbered by the easement/lease area, as shown and described by survey.

**INSTRUCTIONS:**

1. Fill out all sections of the application. The application must be submitted with all required enclosures. Additional information may be required on a case-by-case basis to ensure a full evaluation of any impact on state resources and to protect the public's interest in state lands. Failure to provide information requested by REALS may result in cancellation of the application and forfeiture of the application fee.
2. The applicant is responsible for obtaining all required permits or licenses from other regulatory or governmental agencies.
3. REALS reserves the right to require letters of "no objection" or "consent" from any current lease, rights-of-way or easement holder, when an applicant's project will cross another easement owned by anyone other than the applicant. "No objection" or "consent" letters must be addressed to REALS, as well as to the current lease/easement holder; the letter must include a legal description and survey map of subject property. The current lease/easement holder must be given a thirty (30) day deadline in the letter to respond to the request for their consent or no objection to the applicant's project. The letter must also state that if the current lease/easement holder does not respond within thirty (30) days, the lack of response may be construed as acceptance of the proposed project. The current applicant must provide proof the letter was sent certified mail, return receipt requested. In the event the applicant is unable to obtain a letter of "no objection/consent" from the current lease/easement holder, REALS reserves the right to permit the project or require that the proposed location of the project be repositioned to avoid unreasonable interference with other pre-existing easements, leases, rights of way or other land use.
4. By signing the application, the applicant certifies that all information contained in the application is true and correct. Providing false or incomplete information may result in contract termination, forfeiture of all rights granted by the requested land use and forfeiture of all monies paid, if appropriate.
5. Print clearly or type the requested information.

**REQUIRED ENCLOSURES:**

1. A copy of the previously signed agreement must be included if this application is for a renewal or re-instatement of a previous lease or an easement.
2. A new survey with legal description and a corresponding survey map stamped and signed by a licensed Oklahoma surveyor must be submitted. The surveyor should add the project name to all documents provided. If the application is for a renewal or

re-instatement of a prior easement, lease or rights-of-way, then the original survey and map may be resubmitted only if there have been no changes after the last land use agreement was signed.

3. Submit copies of licenses or permits received from any other agency, regulatory or governmental entities that are required for the project described in this application.
4. Enclose a current appraisal (within six (6) months) from an Oklahoma licensed appraiser showing the current market value per acre of the proposed lease/easement area. If the lease/easement serves only the State, an appraisal is not required.
5. Enclose a copy of the Certificate of Insurance naming the Certificate Holder as follows: Oklahoma Office of Management and Enterprise Services, Real Estate and Leasing Services Office, 2401 N Lincoln Boulevard, PO Box 53448, Oklahoma City, OK 73152. Minimum insurance requirements include coverage by insurance carrier with and A.M Best rating of A or better and minimum coverage as follows:

<u>Coverage:</u>	<u>Limits:</u>
Workers' Compensation	Statutory
Employer's Liability	\$500,000 each accident \$500,000 Disease each employee \$500,000 Disease policy limit
Commercial & General Liability (Including Products-Completed Operations, Contractual Liability, Personal & Advertising Injury)	\$10,000,000 each occurrence
Automobile Liability (Any Auto)	\$5,000,000 combined single limit each accident
Pollution Legal Liability	\$25,000,000 per pollution condition

Any combination of primary and excess insurance may be used to satisfy the limits of coverage for Commercial General Liability and Auto Liability.

**SUBMIT APPLICATION, ENCLOSURES AND APPLICATION FEE TO:  
OMES, ATTN: REALS EASEMENTS, P.O. BOX 53448, OKLAHOMA CITY, OK 73152.**

**1. APPLICANT INFORMATION:**

\_\_\_\_\_  
Individual or Representative authorized to apply for the land use

\_\_\_\_\_  
Name and title of Individual authorized to contract on behalf of the company or corporation and sign the land use agreement.

\_\_\_\_\_  
Official name Company or Corporation as it should appear on the land use agreement

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_ Tax ID # \_\_\_\_\_

**2. COMPLETE THIS SECTION BASED ON TYPE OF LAND USE REQUESTED:**

**A. ELECTRIC/TELEPHONE/COMMUNICATIONS EASEMENT (Check all that apply)**

Transmission Line       Distribution       Fiber Optic       Overhead       Buried

Other (describe): \_\_\_\_\_

Provide KV rating: \_\_\_\_\_ Designate type of communication line    Copper \_\_\_\_\_ Other \_\_\_\_\_

If above-ground installation, give description: \_\_\_\_\_

If below-ground installation, give:      Burial Depth: \_\_\_\_\_ Cable Diameter: \_\_\_\_\_

*(Line and pipes to be buried at a minimum depth of thirty-six (36) inches; and all transmission lines at a depth of five (5) feet.)*

Casting Diameter: \_\_\_\_\_ Method of Burial: \_\_\_\_\_

Easement length of line on state lands (rods): \_\_\_\_\_ ROW width in feet: \_\_\_\_\_

Acres: \_\_\_\_\_

Is additional space needed for construction? \_\_\_\_\_

Point of Origin: \_\_\_\_\_ Destination: \_\_\_\_\_

**B. PIPELINE EASEMENT:** Commodity/Substance carried through pipeline (Check all that apply)

Crude Oil  Natural Gas  Water  Sewage  Other (Describe): \_\_\_\_\_

Pipe outside diameter: \_\_\_\_\_ Proposed depth of buried pipe: \_\_\_\_\_

*(Line and pipes to be buried at a minimum depth of thirty-six (36) inches; and all transmission lines at a depth of five (5) feet.)*

Easement length of pipeline on state lands (rods): \_\_\_\_\_ ROW width in feet: \_\_\_\_\_

Method of burial and equipment to be used: \_\_\_\_\_

*(Dredging, jetting, plowing, backhoe, trenching machine, directional drill, etc.)*

Acres: \_\_\_\_\_

Is additional space needed for construction? \_\_\_\_\_

Point of Origin: \_\_\_\_\_ Destination: \_\_\_\_\_

**C. SURFACE EASEMENT:**

Describe:

City: \_\_\_\_\_ County: \_\_\_\_\_

Length of time requested for the easement/lease: \_\_\_\_\_

*(Easement not to exceed twenty (20) years, Lease not to exceed five (5) years)*

Name of Agency/Dept. that owns the property: \_\_\_\_\_

If you have already spoken to the state agency, name of contact person: \_\_\_\_\_

Acres: \_\_\_\_\_

Is additional space needed for construction? \_\_\_\_\_

Point of Origin: \_\_\_\_\_ Destination: \_\_\_\_\_

**3. PURPOSE AND DESCRIPTION OF REQUESTED EASEMENT, LEASE, OR OTHER:**

**SET OUT THE SPECIFIC LANGUAGE OR WORDING REQUESTED BY APPLICANT TO BE INCLUDED IN THE LAND USE AGREEMENT UNDER PURPOSE.** (NOTE: *The use of state land for any purpose other than that specifically granted by the REALS is*

not permitted. No rights may be assigned or subleased by the Lessee/Grantee without prior written authorization of the REALS. Surface leases convey no claim to, control over, hunting rights or any other use, except what is specifically granted in the Lease.)

Does the easement connect to any other easement that will serve others?

Yes                       No

Proposed construction beginning date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

List any/all agency, board, regulatory or government entity that has denied partial or complete approval, or denied a permit, license, etc. for any part of the project or activity proposed in conjunction with this request for use of state lands

\_\_\_\_\_

\_\_\_\_\_

Will a temporary easement be needed? If so, please submit a legal description.

Yes                       No

**ACKNOWLEDGEMENT**

Application is hereby made for an Oklahoma State Land Use Easement Agreement for the purposes described herein. I certify that I am familiar with the information contained in this application, and that to the best of my knowledge and belief such information is true, complete and accurate. I further certify that I possess the authority to make this application.

\_\_\_\_\_  
**Name of Applicant and Title (print)**

\_\_\_\_\_  
**Signature of Applicant**

**SUBMIT APPLICATION, ENCLOSURES AND APPLICATION FEE TO:  
REALS, P.O. BOX 53448, OKLAHOMA CITY, OK 73152.**