

**EASEMENT APPLICATION FOR UTILITY OR PUBLIC ROAD***By authority of Part 21 of Act 451, P.A. 1994, as amended.***DNR Cashier Use Only**☐ Proposed Easement Application☐ Assignment Request

**Please Note:** Easements for the use of State-owned land will be considered when State-owned land is the **only** alternative for the proposed use. Protection of the natural environment is the primary consideration. The easement cannot conflict with the primary use or purpose for which the state lands were acquired or are being used.

**Applications must be complete, accurate and clear. The attached checklist “Completeness, Accuracy and Clarity Checklist” is used by the Department to ensure that complete, accurate and clear applications are sent to staff for review. Incomplete, inaccurate and unclear applications will not be reviewed.**

**Pre-Application Review Requirement**

It is required that the applicant discuss the details of the proposed easement with the DNR's local unit manager prior to submitting the application for formal review and secure the local unit manager's signature on this form.

The DNR's local unit manager is to sign here indicating that they reviewed the proposal and provided comments to the applicant. Review and signature from the DNR's local unit manager does NOT constitute approval of the proposed easement application.

DNR Staff Signature	DNR Staff Name	Date
DNR Staff Comments		

*Note - To determine who the local unit manager is, you may contact one of our Operation Service Centers (OSCs), a map of the OSCs is included in this application.*

**Federal Funding Related Threatened and Endangered Species and Cultural Resources Information Sharing Requirement**

**Important Required Question: Are the activities involved in this easement request receiving federal funding?**

- ☐ No
- ☐ Yes. If yes, provide any surveys or studies that have been completed concerning threatened or endangered species and cultural resources.

**LOCATION OF EASEMENT**

County	Township, City, or Village Name	Town	Range
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List all Section(s) and Quarter-Quarter(s) and Government Lots affected by the easement. Attach additional sheets, if necessary.

Dimensions of easement request crossing State-owned land    Width: \_\_\_\_\_ feet    Total Length: \_\_\_\_\_ feet

PURPOSE OF EASEMENT		
Easement Type (pipeline, electric, telephone, sanitary sewer, highway, etc.):	Number of lines	If pipelines, the diameter
Please explain why alternatives to use of State-owned land are not feasible:		
CONTACT INFORMATION (PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION)		
Legal name of organization to which easement will be issued	LARA Business Entity Search ID	Telephone
Contact Person	E-mail Address	
Mailing Address		
City, State, ZIP		
<i>If agent, please add the following information:</i>		
Name of Agent	Telephone	FAX
Contact Person	E-mail Address	
Mailing Address		
City, State, ZIP		
Applicant's Signature		Date

**Applications will NOT be reviewed without payment.**

***Mail completed application, required documents and check or money order, made payable to the “State of Michigan,” to:***

**CASHIER'S OFFICE  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30451  
LANSING MI 48909-7951**

## **INFORMATION**

Easements for the use of State-owned land will be considered when State-owned land is the **only** alternative for the proposed use. ***Protection of the natural environment is the primary consideration.*** The easement cannot conflict with the primary use or purpose for which the state lands were acquired or are being used. Easements are granted to authorize a specific long-term use of State-owned land, such as:

- Rights-of-Way for State Highways
- County Roads
- Electric Utility Lines
- Telecommunications Lines
- Oil and Gas Pipelines
- Sewer Lines
- Similar Uses

## **REQUIRED DOCUMENTATION OF PROPOSED EASEMENT TO BE SUBMITTED WITH APPLICATION**

Confirmation that you have discussed the details of the proposed easement with an the DNR's local unit manager. To determine who the local unit manager is, you may contact one of our Operation Service Centers (OSCs), a map of the OSCs is included in this application

1. A certified survey that meets the minimum requirements of 1970 PA132, 1970 as amended (MCL 54.211-54.213), including the written legal description of the proposed easement area on state-owned land. The survey shall also:
  - show and label all Quarter-Quarter and Government Lot lines,
  - indicate the amount of square footage of proposed easement in each quarter-quarter and government lot, and
  - show existing forest roads, trails, right-of-ways, structures, utility lines, pipelines, waterlines, etc., in the easement area.

While not required, a PDF file of the survey will aid in the review and approval process.

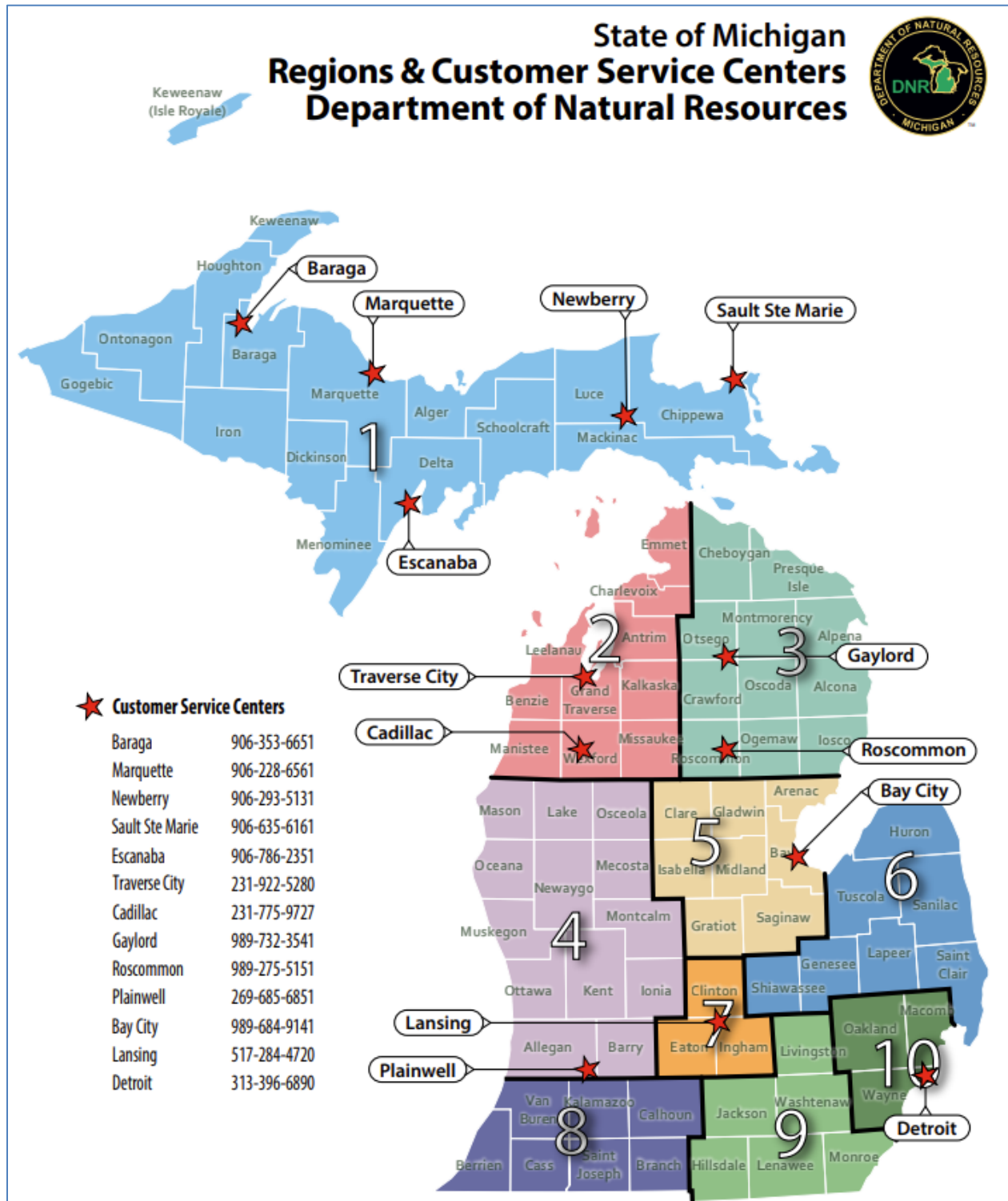
### **2. *Application Fee:***

- **Proposed Easement** - Linear easements of ¼ mile or less require an application and review fee of \$300. For easements longer than ¼ mile, add \$150 for each additional mile, or portion thereof.
  - **Easement Assignments** - \$300 for the first easement, add \$150 for each additional easement.
3. A map of the proposed utility installation (KMZ file preferred), a complete project plan, and details about how the proposed utility intersects with state land.

## **ADDITIONAL REQUIREMENTS OF PROPOSED EASEMENT AFTER REVIEW BY DNR**

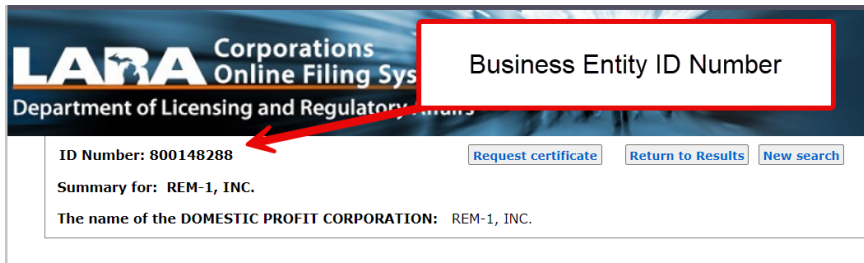
1. Depending upon the lands to be affected, the Department may require an environmental assessment, biological study, or archaeological study. If an assessment or study is requested, the applicant will complete and submit it prior to the Department making a final decision on the easement application.
2. Some Department-managed lands were acquired with assistance from the Federal Government. Permission from Federal Agencies may be required prior to the Department granting final approval of your request.
3. No easement shall be granted for land in excess of the amount necessary for the approved use. Easements shall only be granted for a price at or above the current fair market value for such easement rights as determined by the Department. Easement rights shall be relinquished when the need ceases.
4. New easements will make joint use of existing utility corridors whenever possible (pipelines, underground cables, etc.).
5. All utility lines in high-use recreation areas and on other State land having high aesthetic, scenic, natural or historic values shall be buried. All telecommunications lines and all electric power lines up to 34.5 K.V. will be buried whenever feasible.
6. Proposed rights-of-way to extend utility service to private landowners shall be located wholly or partially on private property whenever possible. State-land shall only be considered when the use of private property is unavailable.

7. Restoration and maintenance of easement areas and rights-of-way must be performed so the natural environment is protected, and unauthorized right-of-way use is not permitted. Any easement granted by the Department will specify the construction, restoration, and maintenance conditions. No alternative means of construction, restoration or maintenance shall be used without specific written approval of the Department.
8. If the Michigan Department of Natural Resources approves this application, an invoice will be sent for the easement rights, damages, and vegetation consideration fee. The easement will be issued after receipt of payment in full.
9. It is the applicant's obligation to contact third parties holding easements within the approved easement area and coordinate construction and maintenance with those parties.



**COMPLETENESS, ACCURACY, AND CLARITY CHECKLIST**  
**APPLICANT COVER PAGE**

- ☐ **Does the applicant have a box checked at the top of the application “Proposed Easement Application”?**
  - At the top of the application, you’ll note TWO checkboxes. One is for “Proposed Easement Application”, the other “Assignment Request”.
- ☐ **Pre-Application Review Requirement**
  - Does the application include a signature from a local unit manager?
- ☐ **Federal Funding Related Threatened and Endangered Species and Cultural Resources Information Sharing Requirement**
  - Did the applicant check ‘yes’ or ‘no’?
  - If the applicant checked ‘yes’ did they include the requested information in the application packet?
- ☐ **Did the applicant provide a LARA Business Entity Identification Number?**

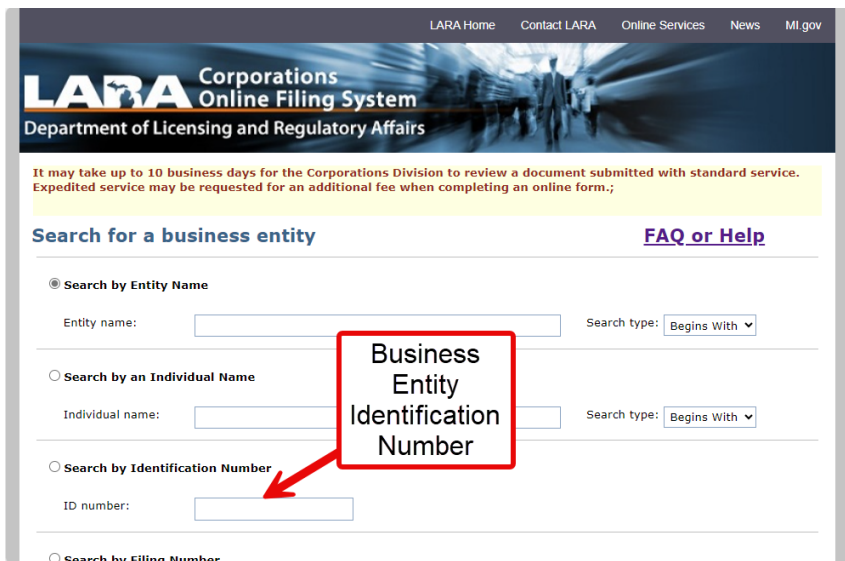


**LARA Corporations Online Filing System**  
Department of Licensing and Regulatory Affairs

**Business Entity ID Number**

ID Number: 800148288    Request certificate    Return to Results    New search

Summary for: REM-1, INC.  
The name of the DOMESTIC PROFIT CORPORATION: REM-1, INC.



**LARA Corporations Online Filing System**  
Department of Licensing and Regulatory Affairs

It may take up to 10 business days for the Corporations Division to review a document submitted with standard service. Expedited service may be requested for an additional fee when completing an online form.;

**Search for a business entity**    [FAQ or Help](#)

☒ Search by Entity Name

Entity name:     Search type: Begins With ▼

☐ Search by an Individual Name

Individual name:     Search type: Begins With ▼

☐ Search by Identification Number

ID number:

☐ Search by Filing Number

- ☐ **Is Applicant registered with the State of Michigan to do business and in good standing?**
  - Aside from providing LARA’s Business Entity ID number, applicants do not need to provide any information about their registration with State of Michigan. Property Analyst/Specialist can check the LARA Corporations Online Filing System to ensure that proposed Grantee is authorized to do business in Michigan and is in the LARA Business Entity search website at: [Corporations Division - Search for a business entity \(state.mi.us\)](https://cofs.lara.state.mi.us/SearchApi/Search/Search) which is <https://cofs.lara.state.mi.us/SearchApi/Search/Search>

## **LOCATION OF EASEMENT**

- ☐ **Does the applicant provide which “County” that will be affected by the proposed easement?**
  - Application can only cover one County. Additional applications must be submitted for each additional County.
- ☐ **Does the applicant provide which “Township, City, or Village” that will be affected by the proposed easement?**
  - Applicant must include all Townships, Cities, or Villages that the proposed easement will affect. Please note if there is not enough room, applicant may list “multiple” or any kind of verbiage to make it clear there are more than one. Applicant should provide additional information that provides ALL Townships, Cities or Village names. Please see attached examples.
- ☐ **Does the applicant provide which “Town” and “Range” will be affected by the proposed easement?**
  - Town and Range fields must be filled in appropriately. If the proposed easement crosses multiple Town and Ranges, applicant should provide additional information that lists ALL Town and Ranges that are included in the proposed easement.
- ☐ **Does the applicant provide which “Sections”, “Quarter-Quarter(s)” and “Government Lots” that will be affected by the proposed easement?**
  - Applicant must list all Section(s), Quarter-Quarter(s), and Government Lots affected by the proposed easement.
- ☐ **Does the applicant provide the dimensions, “Width” and “Total Length” that will be affected by the proposed easement?**
  - For a variable width or non-linear easement request, these fields may be left blank.
- ☐ **Does the information found in this section match the survey description and drawings provided elsewhere in the application?**

## **PURPOSE OF THE EASEMENT**

- ☐ **Does the applicant accurately provide the “Easement Type” that will be utilized in the proposed easement?**
- ☐ **Does the applicant provide the “Number of Lines” that will be utilized in the proposed easement?**
  - If the easement request is for a public road right of way, this this block may be left blank.
- ☐ **If the request is for a pipeline easement, does the applicant provide the “Diameter” that will be utilized in the proposed easement?**
- ☐ **Does the applicant provide an explanation on why alternatives to the use of State-owned land are not feasible?**
  - The applicant must explain why alternatives for the use of State-owned land are not feasible. Easements for the use of public land that provide for necessary and beneficial public services will be granted when conditions and requirements can be established which will effectively mitigate the impact on the natural environment, and when such uses are not in conflict with the primary use or purpose for which the lands were acquired or are being used. Easements on Public Lands will only be granted when there are no alternative to the use of State-owned land, so applicant needs to clearly explain that there are no alternatives, and why.

## **CONTACT INFORMATION**

- ☐ **Has the applicant completed all fields? If “Agent”, are all fields complete?**

This field will be used to draft the easement document and should contain correct information for the Grantee. This field should contain the name of the entity that will own and manage the utility, and that entity must be registered and authorized to do business in Michigan (which will be verified by checking the LARA Corporations Online Filing System ([Corporations Division - Search for a business entity \(state.mi.us\)](https://cofs.lara.state.mi.us/Corporations%20Division%20-%20Search%20for%20a%20business%20entity%20(state.mi.us))) <https://cofs.lara.state.mi.us/SearchApi/Search/Search>

- If the application is being submitted by an agent on behalf of the proposed Grantee, all information in the agent fields must be provided.

☐ **Does the applicant provide both their “Signature” and “Date” at the bottom of the proposed easement application?**

#### **REQUIRED DOCUMENTATION OF PROPOSED EASEMENT TO BE SUBMITTED WITH APPLICATION**

- ☐ All information has been filled out completely and accurately in both the application and in any additional information sheet that was provided with the application.
- ☐ A certified survey that meets the minimum requirements of 1970 PA132, 1970 as amended ([MCL 54.211-54.213](#))
- ☐ The County that is listed on the application and in any additional information sheet matches what is provided in the legal description and survey map.
- ☐ The Township, City or Village that was listed on the application and in any additional information sheet matches what is provided on the legal description and survey map.
- ☐ The Town & Range that were listed on the application and in any additional information sheet, matches what is provided in the legal description and survey map.
- ☐ The Section(s), Quarter-Quarter(s) and Government Lots provided on the application and in any additional information sheet match what is provided in the legal description and survey map.
- ☐ The dimensions provided on the application and in any additional information sheet match what is provided in the legal description and survey map.
- ☐ The survey must include the total square feet of the proposed easement in each Quarter-Quarter and Government Lot.
- ☐ If a DNR LOTS Parcel ID is provided on the application or in an additional information sheet, it must be verified to ensure it is accurate.
- ☐ The easement type noted on the application and in any additional information sheet must not conflict with what is provided in the legal description/survey map. It is highly preferable that the legal description/survey not identify the easement type.
- ☐ Does the survey provided show all Quarter-Quarter and Government Lot lines?
- ☐ Are the Quarter-Quarter and Government Lot lines labeled on the survey?
- ☐ Does the survey indicate the amount of square footage of easement area in each Quarter-Quarter and Government Lot?
- ☐ Are any existing forest roads, trails, right-of-way, structures, utility lines, pipelines, waterlines, etc., in the proposed easement area shown and labeled?
- ☐ Legal description has been reviewed and contains no errors. All metes and bound call outs match what is shown on the survey map. Note – the legal description should not provide metes and bounds descriptions going one direction through the description and then the drawing goes the other direction.
- ☐ Are the headers and footers of each legal description/survey map page accurate? Do they contain the correct drawings that are noted?

#### **SUMMARY OF PROPOSED EASEMENT APPLICATION**

Everything noted above is a quick glance into what an easement application should/must contain. It is critical that the application packet tells the entire story of the request clearly, completely, and accurately to assist Department staff with making an appropriate recommendation regarding approval of the request as quickly as possible.