

Plum Creek Conservation District

P.O. Box 328 Lockhart, Texas 78644 (512) 398-2383 FAX
(512) 398-7776 info@pccd.org

Easement Use Application

Instructions: This form is used for application for modification of easement use and shall be filled out as completely as possible.

Landowners Contact Information

Landowner: _____

Mailing Address: _____
(Street or P.O. Box) (City) (State) (Zip)

Phone: _____ Alternate Phone: _____

Email Address: _____

Engineering Contact Information

Engineering Firm: _____

Primary Engineer: _____

Mailing Address: _____
(Street or P.O. Box) (City) (State) (Zip)

Phone: _____ Alternate Phone: _____

Email Address: _____

Location, and Land Construction Information

Physical Address of Property: _____
(Street) (City) (Zip)

The location of property and work to be performed on the property (Example North Corner or GPS Quadrants):

Survey Information:

Survey Name: _____ Survey #: _____ Abstract #: _____

Attached Survey _____

Type of Construction or Request:

Fence _____ Septic System _____ Water Line _____ Power Line _____ Easement Road _____

Home Construction _____ Subdivision _____ Restatement of Easement by Metes and Bound Description _____

Other (If other please specify below) _____ Additional Space Needed and Attachment.

Easement Use Application Checklist

1. _____ A written description of the proposed construction, filling, excavations, or development.
2. _____ Locations of any proposed fencing.
3. _____ A map showing the landowners property and the area covered by the Districts Easements.
4. _____ A copy of the approved, proposed, or pending plat or development plans.(elevations, roads, buildings, subsurface structures, excavations, fillings in the easement)
5. _____ If applicable a set of the Drainage Plans and/or hydrological studies
6. _____ Cross sections, copy of cut/fill calculations and a summary of volumes proposed if applicable
7. _____ Copy of City or Flood Plain Development Permit Applications.
If not required, a representation that no applications are required.
8. _____ Tax certificate from the County Tax Assessor-Collector showing that all real property taxes are paid on the subject property
9. _____ Time schedule indicating a start date and a completion date of the proposed work.
If for an easement area modification or release a proposed date for action by the Board of PCCD.
10. _____ I have read the following 2 documents. 1. PCCD Easement Use Rules 2. Easement Use Policy.
11. _____ I have attached all the required documents set forth by the Easement Use Policy for my completed application.
12. _____ If the application is for construction, excavation, filling, modification or Development activity within easement then a statement of acknowledgment as detailed on page 5 under item 3- 9th bullet point)
13. _____ If applicable please attach a meets and bound survey of the proposed amended easements.
14. _____ Provide a draft of a recordable release and indemnification document. Please See number 4 under Easement Area Modification Requests page 5 and 6

Additional APPLICATION checklist for easement restatement, modification, release or partial release.

1. _____ A statement of the basis for the request detailing calculations showing that the existing easement in the area of or to the elevation of the proposed modification or release is no longer required for the operation of the flood control project.

2. _____ A survey showing the proposed easement elevation or modification or the area proposed to be released relative to the District’s flood control easement area and specifying land surface elevations in the area proposed for release as well as the elevation of the top of nearest downstream dam. Such survey shall bear the seal of a Registered Professional Surveyor of the State of Texas.

3. _____ If the request is being submitted in conjunction with a proposed or planned subdivision of the property covered by the PCCD easement, then a copy of the proposed subdivision plat or a metes and bounds descriptions of the property before and after the proposed subdivision including a depiction of the location of the PCCD easements prepared by and bearing the seal of a registered land surveyor will also need to be provided.

4. _____ A suggested recordable form for the easement modification or release if there is an application to modify or release all or a part of a PCCD easement covering a particular property. This document should be in a format that is acceptable to Caldwell and/or Hays County for recording, and will need to be approved by the District’s Attorney and the regional office of NRCS.

***Additional information may be requested by the district.**

Owner or Registrant’s Sworn Statement

I hereby swear and affirm that the information given herein is true and accurate to the best of my knowledge and belief, and that I am aware of, knowledgeable of, and will comply with all District Rules.

Owner’s Applicant’s Signature

Date