



# EASEMENT PROCESS

## 1. APPLICATION

Applicant will obtain and complete an easement application and submit it to the South Carolina Department of Administration's (Admin) Real Property Services (RPS) along with the supporting documentation outlined in the application. RPS will process the application for accuracy and completeness and ensure the applicant is following the official Easement Policy.

## 2. EASEMENT AGREEMENT

Once the application is deemed complete and accurate, RPS will draft an easement agreement. After legal counsel review, a draft will then be sent to the applicant for review and comments. Once all of the terms of the easement have been agreed upon by RPS and the applicant, RPS will advise the applicant of any required next steps before submitting it to the State Fiscal Accountability Authority (SFAA) for approval. Please note, an appraisal should NOT be submitted with an application but it may be requested at a later date by RPS.

## 3. SFAA APPROVAL

RPS will draft and submit the required documentation for the SFAA meeting. Following SFAA approval, RPS will send documents to the South Carolina Attorney General's Office for approval, as applicable.





#### 4. EXECUTION

Upon receiving all necessary governmental approvals, RPS will collect consideration and administrative fees due for the easement. Payments must be sent via check to Admin's Accounting Office. Once payment is received, RPS will arrange for the easement agreement to be fully executed by the parties. The signatories on the easement agreement will differ based on the type of easement granted. This process may take several weeks depending on the number of signatories involved.

#### 5. RECORDING

RPS will send a scanned version of the fully executed easement agreement via email and then mail the originals to the applicant. The applicant must then record the easement with the appropriate county office and provide RPS with proof/confirmation once the recording is complete. This process can take several months depending on the county involved.