

**Application for
Easement or Access Agreement
Texas State University**

To: Associate Vice President, Budget & Planning
Office of Finance and Support Services
J.C. Kellam Building, Suite 920
or via email to fssplanning@txstate.edu

Date of Application

From: Applicant (Legal Name for Agreement) _____

By:

Applicant Contact

Phone Number

This request is hereby submitted to the above Associate Vice President, Budget & Planning for the granting of an easement or access agreement. (Attach additional sheets if necessary.)

1. Purpose (Provide complete description of use and benefits to applicant): _____

2. Location (Attach maps, land surveys, drawings and other descriptive information for initial construction and primary use): _____

3. Scope of work (Provide description of project, attach Architect/Engineer drawings and specifications): _____

4. Technical information and environmental impact (Attach engineering reports, environmental impact studies and other information that will detail the operating activities of applicant): _____

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5. Proposed length of agreement: _____

6. Benefits to the University: _____

7. Liabilities to the University: _____

8. Benefit to the community: _____

9. Compensation offered by applicant and method of payment (This may be in the form of cash, property, or in-kind benefits.): _____

10. Other _____

11. Project schedule and response: Construction for the above project is scheduled to begin on _____
(date) and end on _____ (date)

Therefore it is requested that the University respond to this request by _____
(date)

Special conditions which make the response date important to applicant are: _____

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Submitted by:

Applicant _____

By _____ Phone _____

Title _____

Address _____

Form of Organization _____ TIN _____

Note: If this request is approved, applicant is aware that it will enter into a written agreement with Texas State University upon terms that will be negotiated which are satisfactory to the University. Applicant further understands that neither it nor its contractors or agents may go upon the University's land and facilities for the purposes of installation or use until a formal agreement has been signed by all parties and the Executive Vice President Operations and CFO or the Associate Vice President, Budget & Planning has issued a notice to proceed. Failure of the applicant to receive said authorization and notice before beginning the work or use may result in denial of the applicant's request and/or additional costs to the applicant for site remediation and for further administrative review and processing as deemed appropriate by the University. Applicant is aware that it must allow for sufficient time following the submittal of this application for the necessary reviews and approvals, for the execution of the agreement and the receipt of notice to proceed.

If you have questions concerning the completion of this form, time schedule, etc., please contact the Associate Vice President, Budget & Planning, Office of Finance and Support Services, 601 University Drive, J.C. Kellam Building, Suite 920, San Marcos, Texas 78666 or via telephone at (512) 245-2244 or email to fssplanning@txstate.edu