



Request to Use or Acquire SCDNR Real Property Form

The S.C. Department of Natural Resources (SCDNR) Board Policy 400.01 applies to all SCDNR-owned property and guides how requests to use or acquire any real property interest are to be made and evaluated. A copy of this policy has been provided for your information. To have a request considered, provide the information outlined below. A response will be provided as quickly as possible, but please note, per the policy, SCDNR staff have 15 days to investigate the request for use and provide a written report to the Director or Chief of Staff who will make a decision on the request. Any approval by the SCDNR staff may be conditioned upon further assessments of threatened and endangered species, cultural resources, property value, etc. and approvals from the SCDNR Board, as well as the Heritage Trust Advisory Board.

If the request should be granted by SCDNR, the Conservation Property Coordinator and the Office of General Counsel will prepare appropriate documents to obtain additional approvals from external authorities such as the Department of Administration, the State Fiscal Accountability Authority and/or the Department of Archives and History.

Please submit completed forms to requestpropertyuse@dnr.sc.gov.

Date of Request: _____ SCDNR Property Name: _____

Applicant's Name: _____

I. Contacts

Project Name: _____

Address/Location: _____

City: _____ County: _____

Requestor: _____

Contact Name: _____

Address: _____

City: _____ County: _____

Phone #: _____ Email: _____

Consultant/Agent for Requestor: _____

Contact Name: _____

Address: _____

City: _____ County: _____

Phone #: _____ Email: _____

Submitted by: _____ Date: _____

II. Location Information

Include a map of the property, the parcel ID and the specific area or acreage of the property which is the subject of the request.

SCDNR Property Name: _____

County and Parcel ID (TMS/PIN): _____

Acreage of the Property being requested for Use: _____

Acreage of Impact: _____

County and Parcel ID (TMS/PIN): _____

Acreage of the Property being requested for Use: _____

Acreage of Impact: _____

County and Parcel ID (TMS/PIN): _____

Acreage of the Property being requested for Use: _____

Acreage of Impact: _____

County and Parcel ID (TMS/PIN): _____

Acreage of the Property being requested for Use: _____

Acreage of Impact: _____

III. Project Description

Describe the nature of the request (e.g., request to purchase; request for property exchange; request for a right-of-way, rental or temporary use, etc.).

IV. Project Duration

Describe the duration of the requested use: e.g., permanent, thirty days, twelve months with a renewal. Describe if this project will involve the use of the property in phases.

V. Type of Use and Frequency

Describe the type of use to occur on the property and the expected frequency. For example, light truck travel will occur weekly or the use of heavy equipment for duration of project. Also include a description of whether the requesting entity expects exclusive use of the property or whether the intended use will allow other members of the public to continue to use the property.

VI. Public Benefit

Describe the benefit that will accrue to the public if SCDNR grants the request. What is the public necessity for this project?

VII. Alternatives

Describe any alternative routes or locations not on state property that were investigated and why they cannot be used in lieu of state property.

VIII. Anticipated Impacts

Describe the anticipated impacts from the proposed use of SCDNR-owned property on the following:

- a. Natural resources (including habitats such as streams, wetlands, caves, granitic outcropping, etc.) Describe the existing habitat types on site with as much detail about aquatic features, vegetation, and any fish or wildlife species that may be impacted.

- b. Cultural Resources.

- c. Agency Programs (e.g., education and outreach programs; hunting opportunities such as draw hunts, mobility-impaired hunts, etc; fishing opportunities; ecological restoration or species management initiatives, etc.)

- d. Ecological Restoration or Species Management Initiatives (e.g., bobwhite quail initiative).

- e. Current or Future SCDNR use of the property.

f. Any impacts on any surrounding property.



IX. Mitigation or Compensation

Describe what mitigation or compensation is offered for use of the property.

