

So You Need A Submerged Lands License Agreement (SLLA)

In order to process a Submerged Land License Agreement there is information and maps that the Department needs to prepare to submit to Harrisburg. This information and maps are going to be used to prepare a legal document and it needs to be accurate and have sufficient quality to be adequate for this purpose.

Much of the information and maps are basic and can be found in the forms submitted, however, that is not always the case.

In order to help streamline the SLLA process we need the following information:

1. A location map (8.5 X 11) using a topographic map with the project location noted. This also needs to include the latitude and longitude of the project. It is also recommended that a copy of an aerial or satellite photograph be included with the package. This will provide us with existing conditions and helps verify that the latitude and longitude are correct.
2. A "Facilities Area" drawing. This is a more detailed drawing/sketch that shows the proposed encroachment and any other area that would be restricted (i.e. mooring area) by the project. This is the area that will be licensed under the SLLA. It should be noted for some types of structures (i.e. utility crossings) where there is a right-of-way the width of the facility will be the width of the right-of-way. The drawings either need to be to scale or have ALL dimensions noted. **It is crucial that this drawing indicate the property boundaries (or Rights-of-Ways in the case of applicants who do not own the property). We need to ensure that proposed structures do NOT project onto properties where the applicant neither owns nor has the Right to be.**
3. We need general information for the agreement itself. The next page outlines the information needed to prepare the legal documents. Essentially the red and/or highlighted information must be provided.

Package Contents

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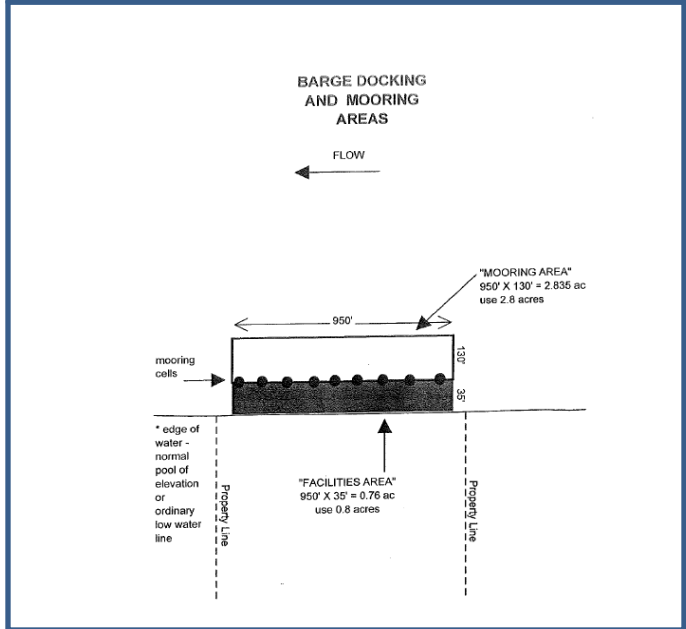
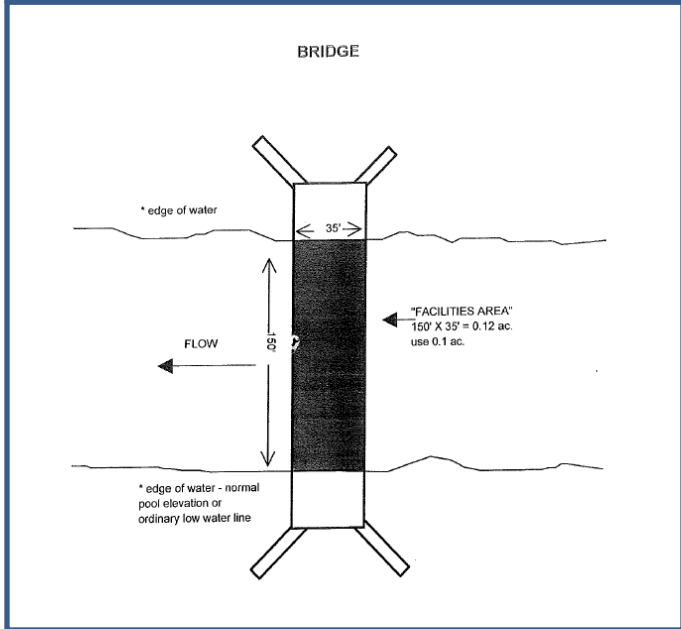
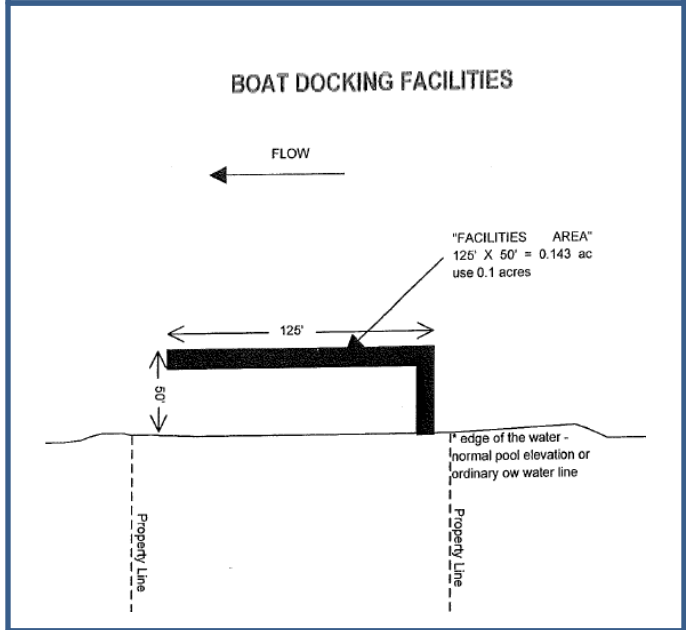
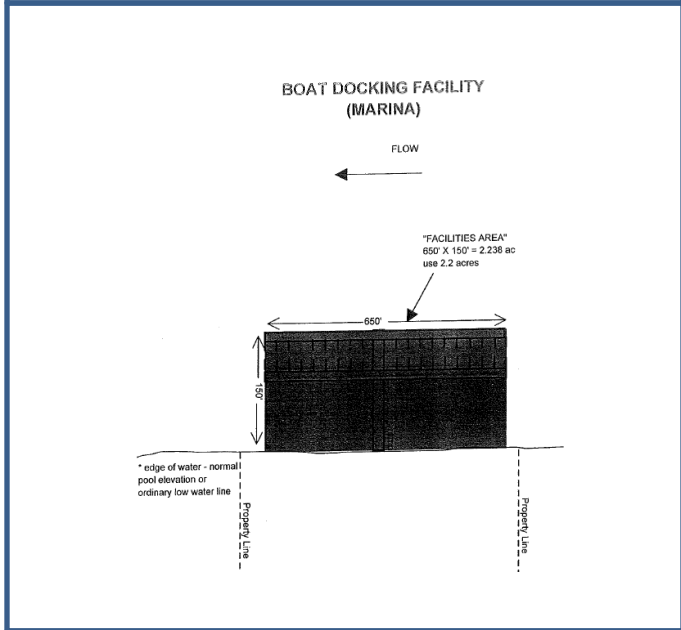
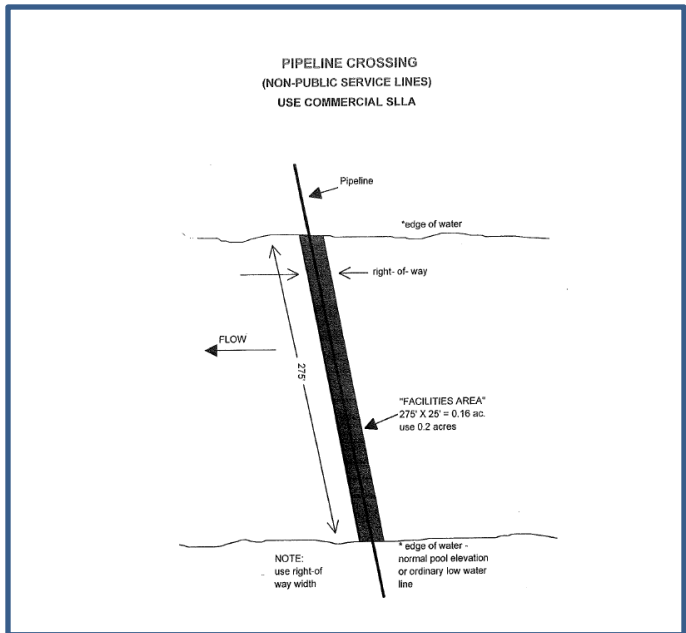
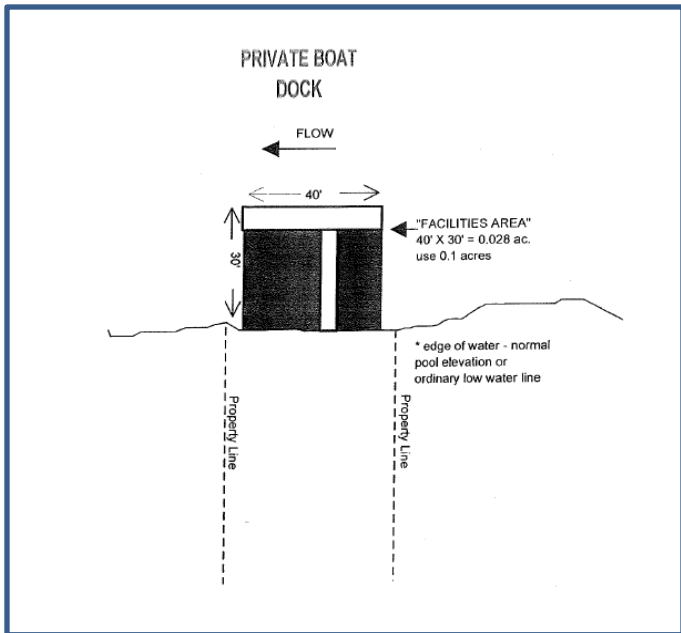
2. Page 2 is the information that is needed to process the SLLA.
3. Page 3 contains some of the more common configurations that you'll see for SLLAs.
4. Pages 4 – 9 are examples of the drawings that we have to submit to Harrisburg in order for them to prepare the legal documents. We do not expect the applicants to prepare them, but they illustrate the level of detail that is needed. Again the drawings have to be to scale or all dimensions must be labeled. The more detail that is provided the smoother the agreement process will flow.

Incomplete submissions will delay execution of the SLLA agreement and hence any permit-related permit activity. Permits may NOT be issued nor General Permits acknowledged before execution of the SLLA.

SUBMERGED LAND LICENSE AGREEMENT SUBMITTAL INFORMATION

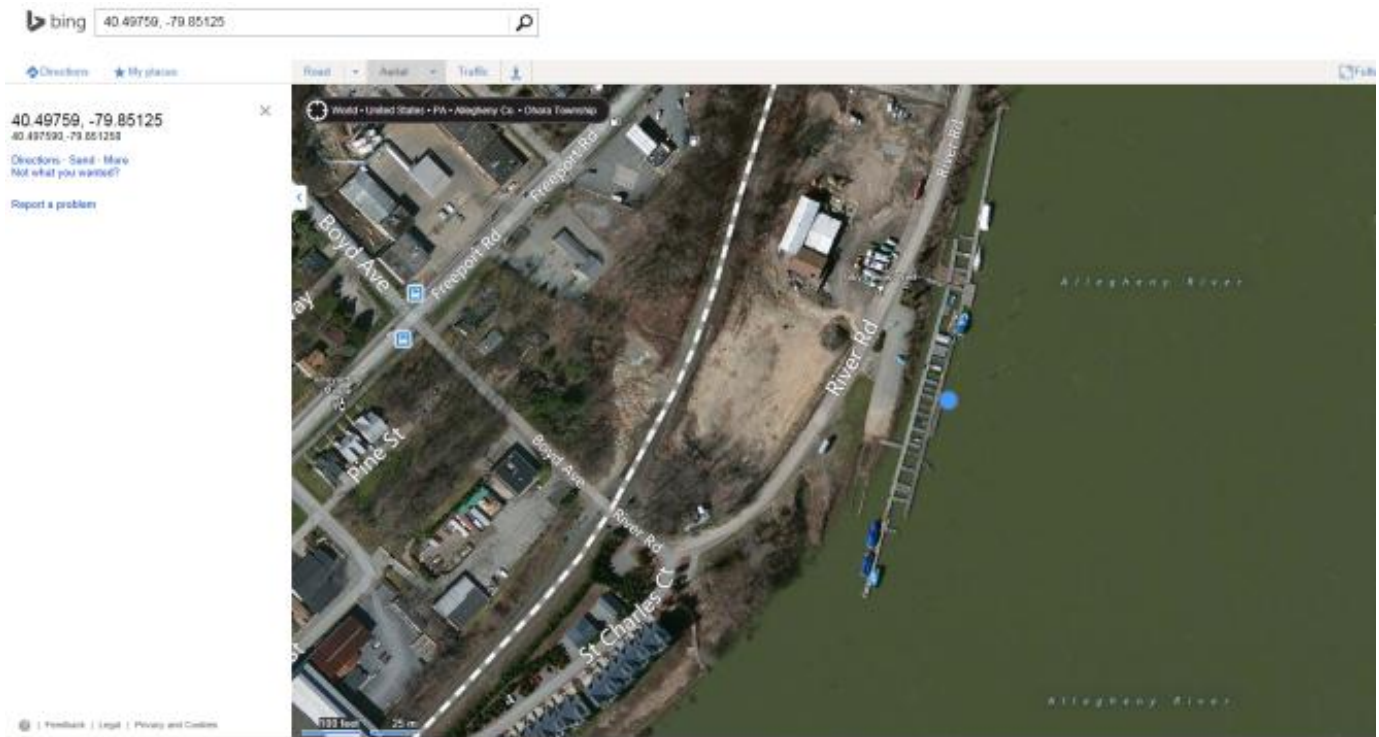
1. **GP# - GP050014000 or JPA # 00-000**
2. **Legal Name of Client:** - should be application and/ or GIF - need to make sure if LLC, it is written as LLC or LP or Inc. (Company) etc.– **State of Incorporation NAME OF STATE, PA, DE, TX, MD, etc.**
Example – NAME OF COMPANY, INC., LLC., OR LP, OR LLLP
3. **Principal place of business** – verified (sometimes the address is not a principle place of business – but a field office) should be application and/or GIF
Street Address, City, State & Zip Employer ID# - 22-222-2222
4. **Client’s contact person & contact info.– phone number & email address – should be on application or GIF**
Contact person’s name – PHONE NUMBER & EMAIL ADDRESS
5. **Company’s Preferred Address for reoccurring Invoicing/billing of the annual SLLA fee: - As many companies have field/district offices which may not be permanent please provide a permanent address where the reoccurring billing should be sent to for invoicing to the Company/ Client / Individual, for payment.** Normally this is a Lands Office/Real Estate Section of the Company, Main Headquarters, or other
6. **Consultant’s name & contact info, phone number & email address - Should be on application or GIF**
CONSULTANT’S NAME – PHONE NUMBER & EMAIL ADDRESS
7. If the permit is in **conjunction with a PennDOT Project** (construction of bridge – **utilities are crossing/ relocating**) – please INDICATE. **This IS / IS NOT in conjunction with a PennDOT Project**
8. **County (Counties) and Municipality (ties) projects, encroachments or crossings are located in.**
County name(s) and Municipality(ties)
9. **Agreement type – Commercial / Public Service Line /Private recreational dock/ boat launching ramps**
Commercial –Examples: Gas Company extract gas, sends in pipeline for processing at company plant, water intake structures for extraction of gas, etc., Marinas, Docks/barges-mooring areas for companies, etc.
Public Service Line – Distribution of Natural Gas, Electric, water, cable – fiber optic (phone) etc., is service directly to the customers/public/business, etc. A public utility is a business that furnishes an everyday necessity to the public at large. Public utilities provide water, electricity, natural gas, telephone service, and other essentials. Utilities may be publicly or privately owned, but most are operated as private businesses. Typically a public utility has a Monopoly on the service it provides
Private Recreational Dock/Boat Launching Ramps (GP2) (JPA) Supply documentation of ownership-deed.
10. **Locational Mapping of the Facilities** showing the **“FACILITIES AREA”** tagged on the map, with **Coordinates Example Lats & Longs: latitude 39° 53’ 45.34” N, longitude -80° 13’ 1.14” W” PLEASE ATTACH MAP WITH TEXT BOX TAGGED WITH INFORMATION AS STATE ABOVE- COLOR MAPS ARE ACCEPTABLE & PREFERRED, Monochromatic is accepted.**
11. **Project drawing** with dimensions L x W = total sq.ft =0.1 acres, (commercial) or linear ft (public service line)
SHOWING PROJECT AREA (outlined) WITH LENGTH & WIDTH = TOTAL SQ. FT FOR TOTAL TENTH OF ACRES OR TOTAL LINEAR FEET. ATTACH DRAWING WITH INSERT TEXT BOX TAGGED AS STATE ABOVE- COLOR DRAWINGS ARE ACCEPTABLE & PREFERRED, Monochromatic is accepted.
12. **Description** – of project area /encroachment , such as: **EXAMPLE**
For Joint Permit Application (JPA) or General Permit (GP) No. GP050014000 OR E00-000 , to replace and maintain a 24-inch natural gas liquid pipeline to transport natural gas liquids from its Compressor Station to its Regulating Station, open cut crossing under the NAME OF WATERWAYS RIVER, CREEK ETC. (latitude 39° 53’ 45.34” N, longitude -80° 13’ 1.14” W), in NAME of Municipality(ties) Township, NAME of County

Please provide the information in the **highlighted/red** font.



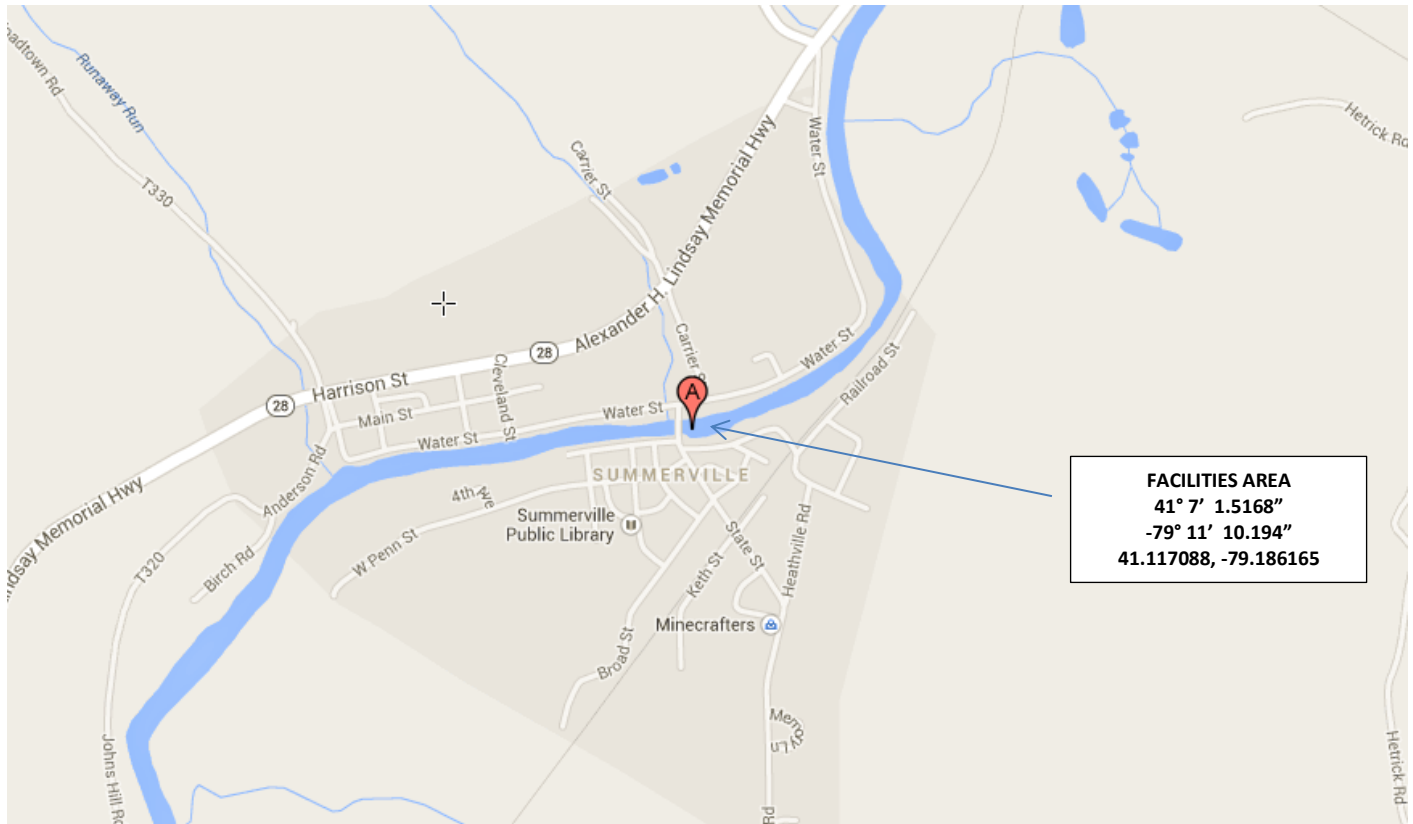
Aerial or Satellite Photograph

(This will provide us with existing conditions and helps verify that the latitude and longitude are correct.)



STREAMNET PENNSYLVANIA, LLC

GP050014000



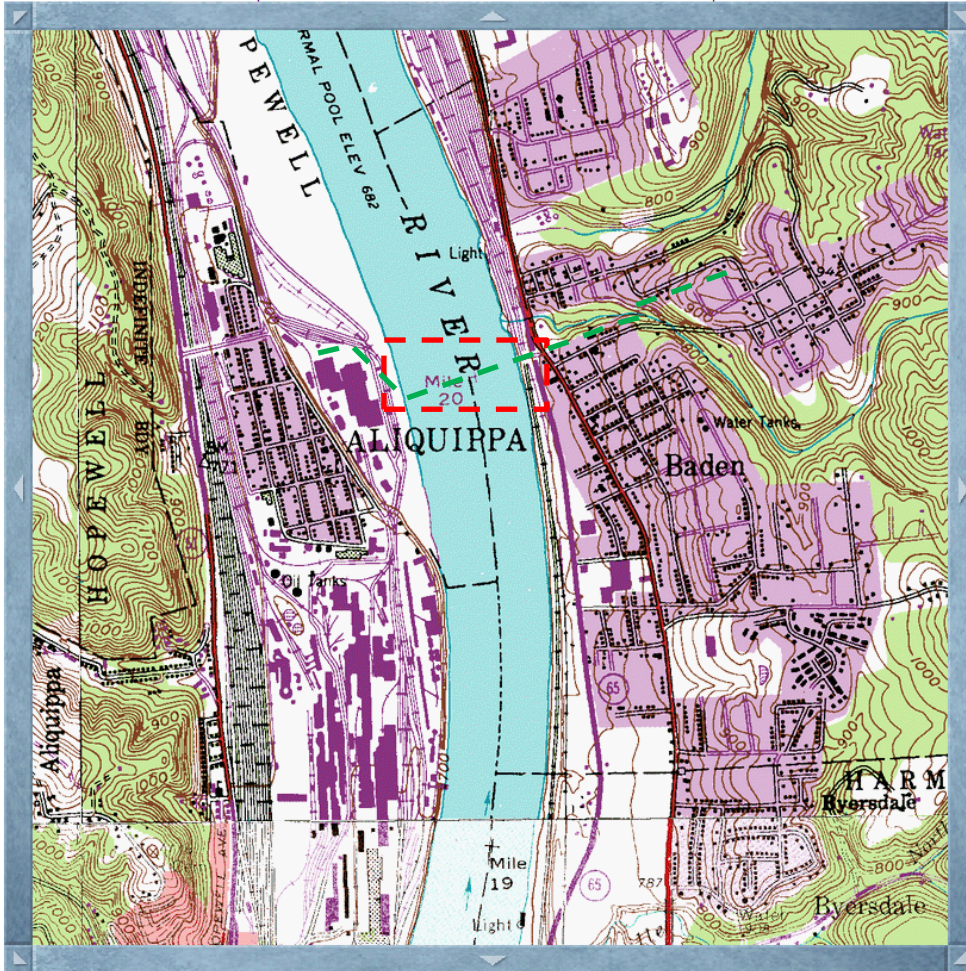
GP050014000

Sample – Location Drawing – Utility Line

Project Name
Project/Permit Applicant Name
Municipality
County

USGS Quadrangle Name

USGS Map Name: [Baden_PA](#) Map MRC: 40080F2
Map Center: N40° 38' 6" W80° 14' 1" Datum: NAD27 Zoom: 4m/pixel



Note: Areas shaded green have 1:24K topographic map coverage.

(PaDEP Permit No.)
Facilities Area -----
40° 40' 40"
-80° 80' 60"

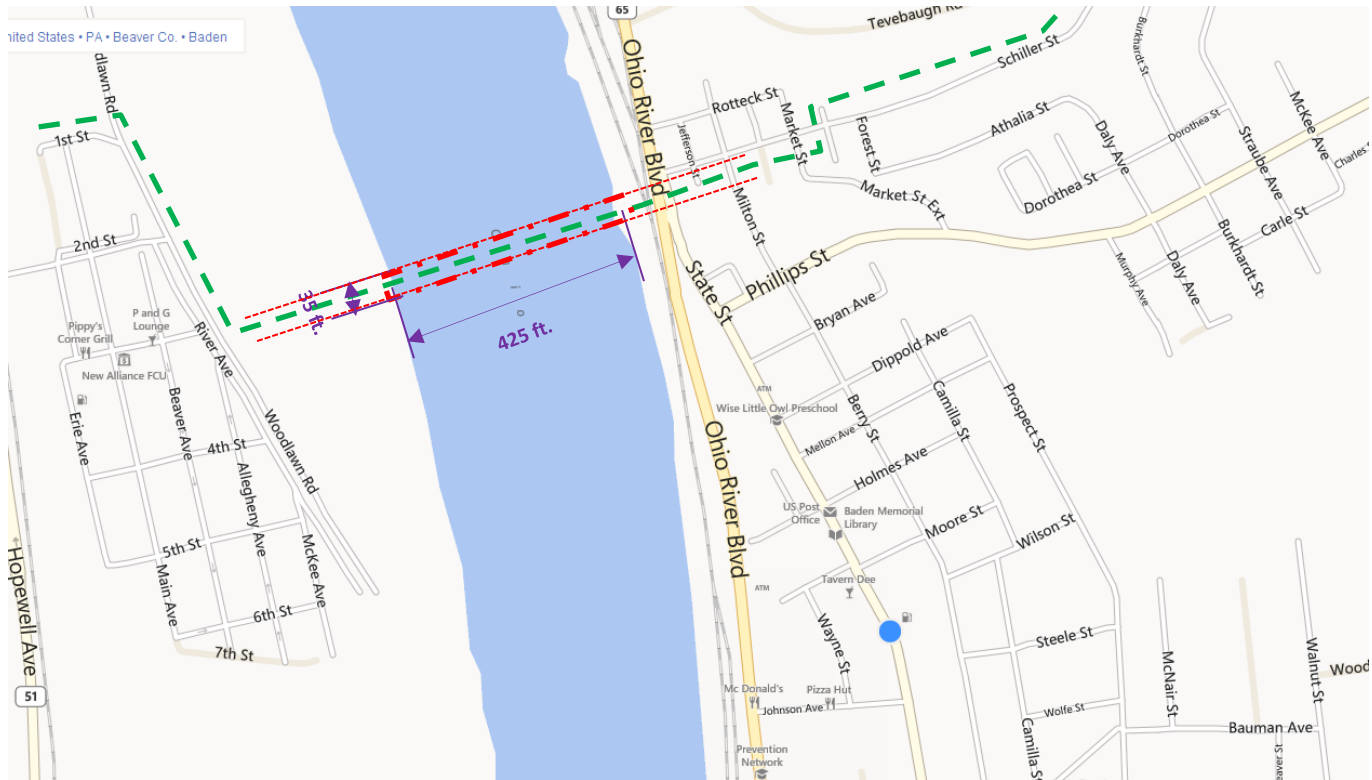
Sample – Facilities Area Drawing - Utility



Project Name

Project/Permit Applicant Name

Municipality

County



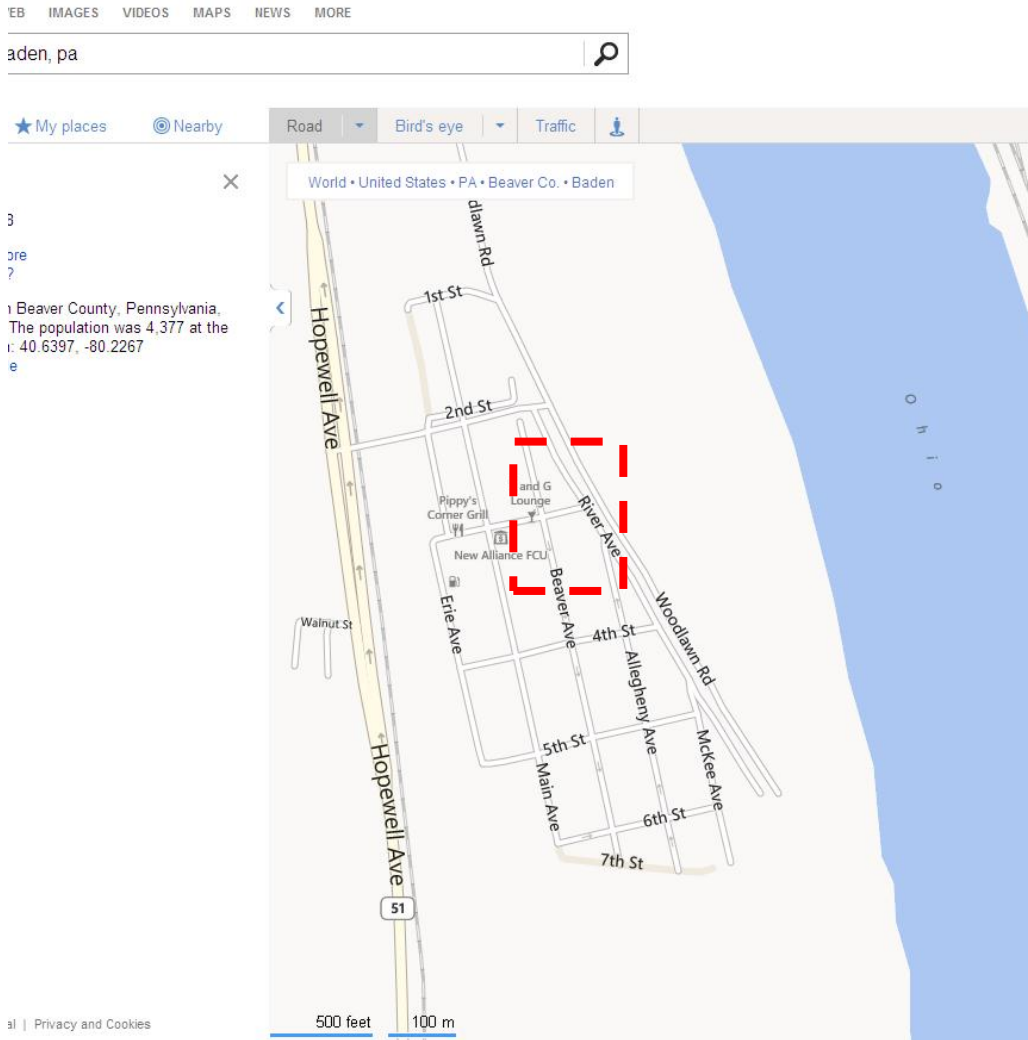
PaDEP Permit No.
Right-of-Way 
FACILITIES AREA 
389 LF X 102 LF = 14,875 sq ft
= 0.34 acres

Note: The applicant is not required to complete the drawings as shown here. The Department required, however, that both the topographic (USGS) location map and facilities area map (with scale) be provided so that these drawings may be developed and included in the Submerged Land License Agreement. For utility crossings the facilities area includes the width of any right-of-way that crosses the waters and any R/W boundary must be shown on the drawings.

Sample – Location Drawing – Dock Facility

Project Name
Project/Permit Applicant Name
Municipality
County

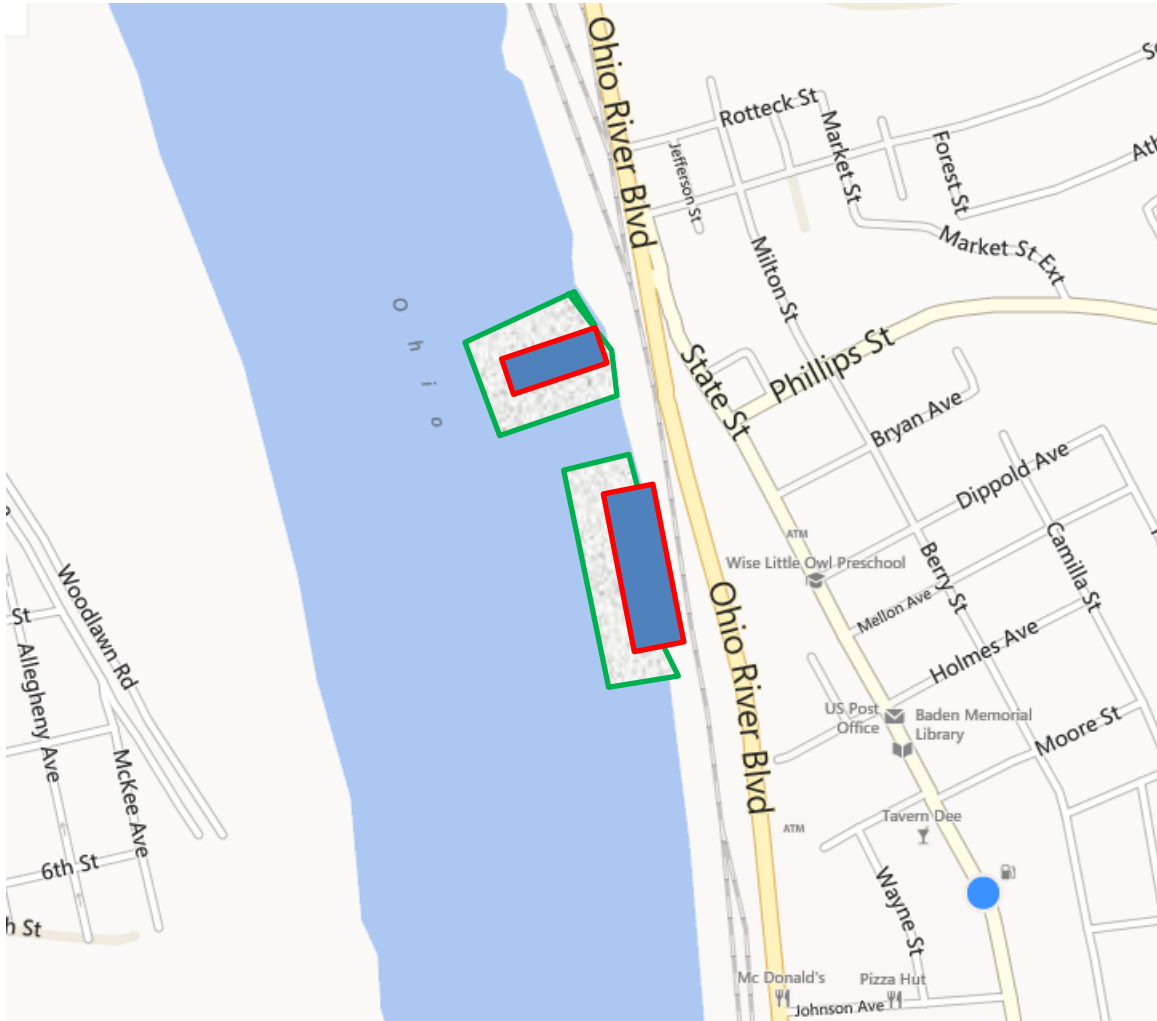
USGS Quadrangle Name



(PaDEP Permit No.)
Facilities Area - - - -
40° 40' 40"
-80° 80' 60"


Sample – Facilities Area Drawing – Dock Facility


Project Name
Project/Permit Applicant Name
Municipality
County



Scale: 1 inch = 300 feet

PaDEP Permit No.

FACILITIES AREA 
389 LF X 102 LF = 39,678 sq ft
= 0.91 acres

Mooring Area 
389 LF X 102 LF = 39,678 sq ft
= 0.91 acres