



BEAUFORT COUNTY STORMWATER UTILITY
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Standard Operating Procedures for all Drainage Easements (Update to Policy 19)

1. Beaufort County Public Works Director (PWD) and or their designee determines needs after a drainage easement request is made; the easement acquisition is initiated:
 - a. Request (Exhibit A) is brought to the attention of all appropriate staff for evaluation
 - b. If the easement request is determined to be necessary to accept into the Beaufort County stormwater drainage system, the PWD will initiate the following process
 - i. Identification of adjacent property owners (names and mailing addresses)
 - ii. Preparation of easement request letters
 - iii. Drafting of easement deeds or easement agreements
 - iv. Initial request letter is either mailed or hand delivered
 - v. If necessary, a second request letter is mailed via certified mail
 - vi. As easement requests are granted and approved, the PWD records each document at the Beaufort County Register of Deeds office.
 - vii. If second letter is denied or not returned, the PWD will pursue one of the two options:
 - a. Pursue condemnation in coordination with the respective Beaufort County Council District representative
 - b. Discontinue easement acquisition

Exhibit A

Standard Operating Procedures to Request Drainage Easement

1. Property owner and/or their agent (designated representation for property owner) makes a request of the Public Works Director (PWD for Beaufort County to obtain designated drainage easement on their private property
 - a. Information needed during request:
 - i. Nature of request to include desire to have piped or stay open ditch
 - ii. Parcel PIN number
 - iii. Property Owner Information
 - iv. Any structures within easement staff should be aware of
2. All requests will be brought to the attention of all necessary County staff during staff coordination meetings for acceptance or denial.
3. Staff would like all requestee's to know the following:
 - a. Drainage easements are at the discretion of the Public Works Director, or their designee, to accept or deny.
 - b. Standard easement widths necessary range from 15' to 30'.
 - c. Systems including multiple property owners will require all property owners to be in agreement with the easement being accepted for County maintenance
 - i. The County will not accept easement for only one property if it is part of a larger system.
 - d. The standard operating procedure followed by the Public Works Director and the Easement Manager is as follows:
 - i. Request is brought to the attention of all appropriate staff for discussion
 - ii. If the easement request is determined to be necessary to accept into the Stormwater Drainage Infrastructure system, the easement manager will do the following
 1. Identification of adjacent property owners (names and mailing addresses)
 2. Preparation of easement request letters
 3. Drafting of easement deeds or easement agreements
 4. Initial request letter is mailed via certified mail
 5. Second request letter, if necessary, is mailed
 6. If all of the easement requests are granted, the Easement manager records each document as obtained
 - iii. If the easement request is determined to not be eligible for acceptance into the Stormwater Drainage Infrastructure System, the applicant will be made aware. Reasons for denial of request could be, but are not limited to, the following
 1. Adjacent property owners were not willing to grant an easement
 2. The easement is not part of a larger drainage system necessary for safely routing runoff from County maintained right of way
 3. There is no outfall to waters of the United States
 4. The easement area is within a wetland