

## Pennsylvania Fish and Boat Commission Property Use Request Guidelines

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### Overview

The Pennsylvania Fish and Boat Commission (PFBC) will consider requests to enter into a lease or license for utilization of its property.

Use of PFBC property will require a written agreement that will include:

- 1) an indemnification clause
- 2) a statement of work
- 3) a term of use
- 4) a notice to PFBC prior to utilization of property
- 5) a guarantee of no adverse impacts on fishing, boating or the resource

The agreement may also require:

- 1) monetary consideration
- 2) liability insurance
- 3) state or local permits
- 4) site restoration clause and plan

### Submission

Form PFBC-PAPS-003, *Property Use Request*, must be submitted to PFBC with a \$100 application fee. If request is approved, this fee may be applied as consideration. Requests requiring the fee must be submitted via mail with the fee enclosed. Requests exempt from the fee may be emailed.

### *Items Exempt from Application Fee*

- 1) Boy and Girl Scout Troops
- 2) Conservation Projects
- 3) Environmental Education Projects
- 4) Fire Companies
- 5) Government and Municipal Entities
- 6) Memorials
- 7) Nonprofit Entities
- 8) Service to State Installations

Complete all sections of the form entirely and ensure that information is clear and legible. If additional space is needed, label and attach pages to the form.

**For requests requiring application fee, mail to:**

Property Services Section  
Pennsylvania Fish and Boat Commission  
595 East Rolling Ridge Drive  
Bellefonte, PA 16823

**For requests exempt from fee, e-mail to:**

[RA-fbpropertyservice@pa.gov](mailto:RA-fbpropertyservice@pa.gov)

If assistance is needed when completing the form, please contact 814-359-5149 or 814-359-5108.