

OFFICE OF ADMINISTRATION
DIVISION OF PUBLIC ACCESS & PROPERTY SERVICES
PROPERTY SERVICES SECTION
450 ROBINSON LANE
BELLEFONTE, PA 16823-9616
(814) 359-5149 FAX: (814) 359-5153

Re: Request to _____ a Memorial _____ at the Pennsylvania Fish and Boat Commission's _____ property, in _____ Township, _____ County, Pennsylvania

Dear _____:

The Pennsylvania Fish and Boat Commission (PFBC) grants you permission to _____ a memorial _____ at the PFBC's _____ property located in _____ County, PA, in _____. The location of the _____ and method of _____ must be approved in advance in the field by the PFBC's Regional Maintenance Manager, _____, or his designee. The size of the memorial _____ must not exceed 100 square inches and the inscription must be pre-approved by the PFBC. The permission granted herein is subject to the following provisions.

1. You will notify the PFBC's Regional Maintenance Manager, _____ (____-____-____; _____@pa.gov) and Regional Law Enforcement Manager, _____ (____-____-____; _____@pa.gov) at least _____ (____) business days prior to starting any work and upon completion of all work related to the project.
2. You will be responsible for any damage done to the premises resulting from your actions or those of your agents. The premises must be left in a neat and orderly condition and any exposed area must be seeded and mulched.
3. You will consult with the Regional Maintenance Manager and get approval as required prior to starting any work allowed under this permission. Upon the completion of the project, you will meet with the Regional Maintenance Manager or his designee to inspect the project. You must make any modifications requested by the PFBC.
4. You will indemnify, save harmless and defend the Commonwealth of Pennsylvania, the Pennsylvania Fish and Boat Commission, and its officers and employees from and against any and all suits, claims, damages, or legal actions whatsoever, including those brought by third parties, as a result of or arising out of your actions or those of your agents taken hereunder.
5. You agree that the PFBC may terminate or suspend this permission at any time and for any reason including convenience by giving notice to you. Upon receiving notice, all work will immediately cease. Upon notice of termination, all equipment and materials must be removed from the Premises within twenty-four (24) hours. In the event of a suspension, all activity will stop immediately and will not resume until written approval is given by the PFBC.

6. You agree that (a) you will be responsible for any work or materials needed; (b) you will secure all required permits, approvals, licenses and provide any necessary notices; (c) any improvements installed will become the property of the PFBC; (d) you are responsible for any maintenance or repairs to the project, and the PFBC is under no obligation to maintain or to repair any damages that may occur; (e) you will take all reasonable precautions to protect against soil erosion and not to interfere with the angling or boating public; and (f) anyone working on the project on your behalf will be considered your agent and be bound by these terms and will be informed of them prior to performing any work.
7. This authorization will remain in effect until _____.

If these terms are acceptable, please sign one copy of this letter and return it to me at 450 Robinson Lane, Bellefonte, Pennsylvania, 16823. Please contact me at _____ if you have any questions.

Sincerely,

Real Estate Technician

c: Chief, Property Services; Chief, Real Estate; Assistant Chief, Construction and Maintenance; Regional Law Enforcement Manager; Regional Maintenance Manager; Local WCO; Legal; File

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THE PERMIT CONDITIONS HAVE BEEN READ AND ARE ACCEPTED BY:

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Witness _____

(Date) _____ (Date)

Print Name.....