



PUBLIC UTILITY EASEMENT (PUE) HOLD HARMLESS AGREEMENT **GUIDELINE**

1. Download the **PUE Hold Harmless Agreement** for PUE Encroachment from the City's Permit Document Center.
2. Complete the agreement in its entirety. On the second line of the agreement, ensure the "Owner" is identified exactly as the owner's name appears in LeePA: *"By and between Owner, _____"*
3. The agreement must be signed by the owner of record and notarized.
4. On Line 7, clearly state the reason the PUE Hold Harmless Agreement is required. For example: *"Screen door landing pad encroaching 18 inches into the south PUE."*
5. Attach a site plan that clearly identifies the location and extent of the PUE encroachment.
6. Submit the original, completed agreement, with the site plan attached to the Permitting Counter at City Hall.
7. Once the agreement has been reviewed and signed by the City, you will be notified when it is ready for pickup.
8. Have the fully executed and notarized agreement recorded at Lee County Clerk of Courts, along with the attached site plan.
9. Upload the recorded agreement and site plan to the applicable permit through the CSS Portal.

IMPORTANT NOTE:

If the PUE Hold Harmless Agreement for PUE Encroachment is being uploaded to an ISSUED permit and/or to address an INSPECTION HOLD, a completed **Revision Form** must also be uploaded to the Revision Letter file category