

PURPOSE

To guide customers how to upload the easement use agreement and EUA Submittal Package to the GMD Public Portal.

GENERAL INFORMATION

- This process applies primarily to residential fence permits.
- See [Easement Use Agreement & EUA Submittal Package](#) for more information.
- Easement Use Agreement Required Documentation notice will be generated to the applicant detailing the documents required for approval of the EUA.
- Follow the [How to Upload Documents to Open Conditions GMD Public Portal Guide](#) to upload the required documents.

PROCEDURE

Easement Use Agreement Request condition:

- Upload the signed and notarized Easement Use Agreement and EUA Submittal Package to this condition.
- Please allow 24-48 for staff to review the documents.

Easement Use Agreement Request	Open	Building Review and Permitting
<u>Description:</u> Upload Completed Notarized EUA and Applicable Documents on the Portal		
<u>Condition Type:</u> Informational		
Documents:	<input type="button" value="Browse.."/>	

Easement Use Agreement Permit Hold condition:

- Documents cannot be uploaded to this condition.
- This condition will resolve automatically once the Easement Use Agreement is approved.
- The permit can only be issued once the permit hold is resolved.

Easement Use Agreement Permit Hold	Open	Building Review and Permitting
<u>Description:</u> The Easement Use Agreement associated with this Permit has been received and you will be notified upon completion.		
<u>Condition Type:</u> Permit Hold		

The Easement Use Agreement Inspection Hold:

- This condition will automatically load once the Easement Use Agreement Permit Hold is resolved.
- The customer will be required to upload the recorded Easement Use Agreement (EUA) prior to scheduling inspections.

Easement Use Agreement Inspection Hold	Open	Building Review and Permitting
<u>Description:</u> The proposed structure encroaches upon a drainage, utility or lake maintenance easement to which Collier County has certain rights. Please take the approved, signed EUA document with blue signature to the Clerk of Courts for recording. Then, upload the recorded EUA to the inspection hold condition. The signed document can be found under documents and images. - Waiting on recorded copy of EUA		
<u>Condition Type:</u> Inspection Hold		
Documents:	<input type="button" value="Browse.."/>	