



RIGHT-OF-WAY PERMIT APPLICATION CHECK LIST

The following information is the minimum needed to constitute a complete application package for driveway permit application. Additional information may be required depending on the scope of the proposed activity.

*PLEASE FILL **ALL** CHECK LIST ITEMS AND PROVIDE REQUIRED DOCUMENTATION. EACH ITEM NOT APPLICABLE TO YOUR PROJECT SHALL BE MARKED AS "N/A" AND DETAILED EXPLANATION PROVIDED.*

- _____ Completed, Signed application for ROW Permit
- _____ Completed copy of this check list.
- _____ Two (2) sets of plans that show the following:
 - Right of Way lines.
 - All existing roadway features (travel lanes, turn lanes, parking strips, crossovers, curb & gutter, paved shoulder, sidewalks, utility strips, any pavement markings), include distances from the edge of pavement (white line).
 - Legend of abbreviations, scale, and north arrow, posted speed limit, legal description.
 - Proposed driveway and/or turn lanes, including all dimensions and elevations.
 - Distance to the nearest intersection.
 - Demolition or removal of any existing features with restoration plan.
 - Applicable signage and striping.
- _____ Typical cross section of proposed Improvement, from the centerline of the road to the Right of Way line showing existing features and proposed work; include distances with respect to the edge of pavement (white line). Provide proposed specifications.
- _____ A location/ vicinity map.
- _____ A proposed maintenance of traffic plan, which should be derived from the FDOT Roadway and Traffic Design Standards, Index 600 series.
- _____ Include Pedestrian Control, Index 660, if the proposed work requires open cutting or obstructing the sidewalk.

APPLICATION FOR ROW PERMIT

Date Received:

Received by:

Permit #:

**ROW PERMIT USES: DRIVEWAY CONNECTION TO CITY RIGHT-OF-WAY OR UTILITY WORK IN
CITY RIGHT-OF-WAY; OR OTHER WORK ON CITY PROPERTY**

Two (2) plot plans must be attached. Refer to appropriate checklist for submittal requirements.

(PLEASE PRINT OR TYPE ALL INFORMATION)

WORK SITE INFORMATION:

Site Address _____

Between _____ and _____

SCOPE OF WORK:

COMMERCIAL ☐

RESIDENTIAL ☐

☐ Open Street Cut

Number of Cuts _____

☐ Bore and Jack

Number of Jacks _____

☐ Directional Bore

Number of Borings _____

☐ Removal of Sidewalk

☐ Roadway Construction other than by a Special Assessment District; or in connection with
the Development of a Subdivision

☐ Fire Hydrant Connection and Related Work

Other(Specify)

TIMELINE OF WORK:

☐ 5 Days or Less

☐ 5-10 Days

☐ 11-30 Days

☐ 31-60 Days

ANY WORK OVER 60 DAYS MUST BE APPROVED BY THE CITY MANAGER

ALL COMMUNICATION CONCERNING THIS APPLICATION WILL BE DIRECTED TO THE APPLICANT AND THE PERMIT WILL BE ISSUED IN THE NAME OF THE APPLICANT.

PROJECT CONTACT/APPLICANT INFORMATION:

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

PURSUANT TO CHAPTER 556, FLORIDA STATUTES, AS AMENDED, AN EXCAVATOR OF THE WORK PERFORMED UNDER THE SCOPE OF THIS APPLICATION SHALL CALL THE "SUNSHINE STATE ONE-CALL OF FLORIDA, INC." BY DIALING 611 or 1-800-432-4770, NOT LESS THAN TWO NOR MORE THAN FIVE BUSINESS DAYS BEFORE BEGINNING EXCAVATION. REFER TO THE ATTACHED INFORMATION SHEET FOR YOUR RIGHTS AND RESPONSIBILITIES UNDER THE NEW LAW.

APPLICANT'S SIGNATURE: _____ DATE: _____

DO NOT WRITE BELOW THIS LINE

City of Holly Hill Staff Review:

☐ APPROVED

☐ APPROVED AS NOTED

☐ NOT APPROVED

By: _____ Title _____

Date _____

Conditions: _____

THIS PERMIT IS TO CERTIFY THAT THE PERMITTEE HAS PERMISSION TO:

___ Install driveway and apron: ___ with culvert ___ without culvert

___ Install pipe, cable, duct or other underground utility along ROW

___ Install poles or other overhead utility along ROW

___ Install retaining wall or other encroachment

ROW PERMITS ARE SUBJECT TO THE FOLLOWING CONDITIONS:

1. The issuance of this permit is governed and regulated by the following applicable directives:
 - Florida State Statutes, Chapter 124.42;
 - Chapter 77-153, Laws of Florida, Protection of Gas Pipelines;
 - City of Holly Hill, Land Use and Development Regulations; Section 112.12 & 58.102
 - Regulations for the Transportation of Natural and Other Gas by Pipelines (Parts 1-1 & 192, Title 49 of the Code of Federal Regulations); and
 - **Any additional requirements of the City Codes and Ordinances.**
2. On all rights-of-way the work done shall be done by a qualified contractor, properly bonded, and said contractor shall be responsible for any damage done to existing City utility lines, sidewalks, or any other public facilities, maintained within said rights-of-way: Responsibility for adjustments and/or repair to said facilities shall be that of the contractor, for a period of one (1) year. With the respect to the repair of street pavement cuts, the work shall be done by a qualified contractor, properly bonded, and said contractor shall be responsible for the condition of the repair for a period of one (1) year after completion.
3. Backfill and compaction: Backfill trench with suitable material, wet and tamp material 6" layers to obtain 100% compaction (AASHTO 99-57). Compaction shall be done with mechanical tampers.
4. The base material to be installed in all cuts shall be equal to or better than the existing base both in quality and thickness. The decision as to the type of base in each individual cut will be determined by the Public Works Director or his Designee. Where lime rock is used as a base material, it shall be thoroughly compacted following D.O.T specifications to receive the surface course. The lime rock material shall be of a quality acceptable to the City of Holly Hill and D.O.T. The base shall be maintained in good condition until surface course is supplied to insure a good riding surface.

5. The period of time between the restoration of the base material and the application of the finished surface course shall not exceed two weeks except by special authorization of the Public Works Director or his Designee.
6. The surface course shall be of a type equal to or better than existing, to be determined by the Public Works Director or his Designee for each location. Where the surface course is of asphaltic concrete it shall be of Type 1 – 1 ¼" thick in residential streets and Type 1 – 1 ½" thick on arterial streets.
7. Before surface course is applied the area shall be squared to form a rectangle, the sides which shall be a minimum of two feet from the farthest extension of the hole on all four sides, or as directed by the Public Works Director or his Designee.
8. In areas where several repairs are close together, the entire area including that between patches shall be cut and resurfaced in a continuous strip, the width to be determined by the Public Works Director or his Designee.
9. All underground crossing installations shall be laid at a minimum depth of thirty (30) inches below the pavement. Exceptions may be made in special cases by the Public Works Director or his Designee.
10. Where a utility is installed in a parkway, this area shall be restored in a manner acceptable to the City, including restoration of grass, driveways, walks, drains, retaining walls, curbs, etc.
11. All work shall be done in keeping with standards of the City of Holly Hill Public Works Department, under the supervision of the Public Works Director or his Designee.
12. All materials and equipment shall be subject to inspection by the Public Works Director or his Designee.
13. If sewer lateral is broken during construction of utility, notify the City Public Works Department at (386) 248-9463. Sewer locations will be furnished upon request.

14. The construction and maintenance of such utility shall not interfere with the rights of a prior occupant.
15. During construction all safety regulations of the City of Holly Hill shall be observed and the City shall be relieved of all responsibility from damage of any nature arising from this permit. Subject to same terms and conditions, holder shall take such safety measures, including placing and display of caution signs, as it may deem necessary in conduct of construction and maintenance work hereunder. Traffic shall be maintained at all times during construction.
16. It is expressly stipulated that this permit is a license for permissive use only and that the placing of facilities upon public property pursuant to this permit shall not operate to create or vest any property rights in said holder.
17. Applicant declares that prior to the filing of this application he has ascertained the location of all existing utilities, both aerial and underground, and states that due notice of the work under application was furnished each utility involved, and attaches hereto copies of letters addressed to said users.

PENALTIES:

Any excavation activity conducted without first obtaining the required permit shall result in a fine in the amount of \$2,000.00 per day of violation plus other fines, fees and costs as determined through the City's Code Enforcement procedures. Any contractor found in violation of doing work without a permit shall be required by the City Manager to place a \$1,000.00 bond with the office of the Chief Building Official.

Work performed without City inspections and approval is done so at permittee's and property owner's risk and may be subject to removal and replacement.

The undersigned permittee has read and acknowledges his/her understanding of this permit, instructions, and conditions. Accepted and acknowledged by:

Permittee

Date: