



# City of Alachua

Public Services Department

## RIGHT-OF-WAY USE PERMIT APPLICATION

City of Alachua Right-of-Way Use Permits are subject to a \$55 permit application fee which must be included with the application. Checks should be made payable to the City of Alachua.

ROW Use	_____
Permit No.:	_____
Issue	_____
Date:	_____
Expiration	_____
Date	_____

Please complete the following for all applications and attach three (3) site plans that includes at minimum the following:

1. Address / location of property
2. Scale and north arrow
3. Location of all buildings, structures, trees, signs, poles, etc. within fifteen (15) feet of the right-of-way where the work is to be conducted
4. Specific location of excavation and other work to be conducted under this permit

### Right-of-Way Use Type

\_\_\_\_\_ **Utility Construction:** Construct, operate, and maintain public utilities in City right-of-way. PERMITTEE declares that prior to filling this application, the location of all existing utilities that it owns or has an interest in, both aerial and underground, are accurately shown on the attached plans and a letter of notification was mailed on \_\_\_\_\_ to the following utilities known to be involved or potentially impacted in the area of the proposed installation:

Cable:	_____	Electric:	_____
Natural Gas:	_____	Reclaimed Water:	_____
Water:	_____	Wastewater:	_____
Other:	_____	Other:	_____

\_\_\_\_\_ **Driveway Connection:** Construct and maintain a driveway in City right-of-way from City street to the property line.

\_\_\_\_\_ **Stormwater Culvert:** Construct and maintain a stormwater culvert in City right-of-way to accommodate a driveway.

### General Information

<b>Applicant Name:</b>	_____	<b>Application</b>	_____
<b>Mailing</b>		<b>Date:</b>	_____
<b>Address:</b>	_____		
	_____		
<b>Contact</b>		<b>Telephone</b>	_____
<b>Name:</b>	_____	<b>Number:</b>	_____
<b>Work Address /</b>			
<b>Location:</b>	_____		
	_____		
<b>Subdivision Name:</b>	_____	<b>Expected Work</b>	_____
<b>Expected Work</b>		<b>End Date:</b>	_____
<b>Start Date:</b>	_____		

Please outline the nature of the work proposed in the City’s right-of-way, the location of proposed excavation, and the purpose(s):

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Conditions

- 1. PERMITTEE shall commence work within 90 days after issuance of the permit and shall complete the work within 180 days. PERMITTEE shall request an extension in writing if time extensions are necessary to complete the work.
2. PERMITTEE must notify the City of Alachua’s Public Services Department at (386) 418-4079 two (2) full business days (48 hours) prior to commencing work in the right-of-way. All work shall be performed under the observation of City of Alachua Public Services personnel.
3. All work shall conform to applicable City of Alachua standards. Where the City has no applicable standard, the work shall conform to Florida Department of Transportation (FDOT) standards in effect on the date the work is performed.
4. Florida law requires utility work in public right-of-ways to be performed by a licensed underground utility contractor.
5. Florida law requires persons excavating in public right-of-ways to contact utility companies BEFORE DIGGING so that underground facilities can be marked. PERMITTEE shall contact Sunshine State One Call of Florida at 1-800-432-4770 as required by law. Allow two (2) full business days for utility companies to locate their facilities.
6. Maintenance of traffic shall conform to FDOT standards for traffic maintenance. If construction requires traffic lane closures, then a Maintenance of Traffic (MOT) plan shall be submitted for approval with the permit application.
7. Open cutting of City streets is expressly prohibited without the written consent of the Public Services Director.
8. Areas disturbed by construction activities shall be restored without delay to, at minimum, its original condition. Restoration of facilities includes, and is not limited to streets, sidewalks, curbs, gutters, culverts, driveways, poles, streets signs, and vegetative matter. Sidewalks, driveways, and similar facilities that are removed or damaged during construction must be squarely saw cut back to the next joint and properly restored. Areas containing vegetative matter require sod restoration with a turf similar to existing turf. Seed and mulch restoration is acceptable only with written consent of the Public Services Director.
9. Removal of trees is prohibited without obtaining a Tree Removal Permit from the City of Alachua’s Planning and Community Development Department.
10. The PERMITTEE shall be in possession of this permit and stamped, approved plans at all times during construction.

Special Conditions

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Signature of Applicant

Date

CITY OF ALACHUA APPROVAL:

Public Services Director

Date