



RIGHT-OF-WAY PERMIT APPLICATION

Site Address

Permit #1 NPDES Permit #2 Construction

CONTACT INFORMATION

Contractor:	Owner or Utility Name:
License	Representative:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone Number:	Phone Number:
Email Address:	Email Address:

PROJECT DESCRIPTION

Check all items that apply to proposed work within the right-of-way

Construction plans showing all proposed work in the right-of-way must be attached to the permit application for reference.

For information concerning submittal requirements, please refer to the attachments.

Utilities	Earthwork
<input type="checkbox"/> Storm Sewer / Sump Pump Service	<input type="checkbox"/> Excavation and/or fill
<input type="checkbox"/> Sanitary Sewer / Service	<input type="checkbox"/> Grading / Surface Drainage
<input type="checkbox"/> Water Main / Service	<input type="checkbox"/> Landscaping / Berming / Plantings
<input type="checkbox"/> Irrigation / Sprinkler System	Trees
Pavement, Driveways, Sidewalk, Curbs	<input type="checkbox"/> Tree Planting
<input type="checkbox"/> Access Drive & Aprons	<input type="checkbox"/> Tree Removal
<input type="checkbox"/> Street Pavement	<input type="checkbox"/> Tree Trimming / Protection
<input type="checkbox"/> Street Patching	Electrical / Miscellaneous
<input type="checkbox"/> Sidewalks / Bikepath	<input type="checkbox"/> Street / Area Lighting
<input type="checkbox"/> Curb & Gutter	<input type="checkbox"/> Traffic Control / Signage / Markings
Expected Start Date	<input type="checkbox"/> Electrical Service / Cable / Telephone
Expected Completion Date	<input type="checkbox"/> Other (Please describe):

FRANCHISE AGREEMENTS

Is this project part of an existing Town franchise agreement? Yes No

INSURANCE

Have all contractors working within the ROW supplied the required insurance documents and holding the Town harmless? Yes No

RIGHT-OF-WAY PERMIT FEE

Fee (Non-refundable) - \$150.00 per application

SIGNATURES

I hereby certify that I have read and agree to all of the terms and conditions contained within this right-of-way permit, Contractor's Check List. " Public Works - Right-of-Way, which is incorporated herein by reference. I agree to complete the project in accordance with the approved plans, Town standards, codes, laws, regulations and generally accepted engineering and construction practices. In the event that work within the right-of-way is not completed accordingly, I agree to reimburse the Town for any damage or additional costs incurred by the Town from the funds on deposit first and other funds as necessary. The Town reserves the right to seek reimbursement for any damage or additional costs from the contractor, utility and/or property owner at the Town's discretion.

_____	_____	_____	_____
Certified Contractor Signature	Date	Town Engineer / PW Director	Date
_____		_____	
Printed Name		Printed Name	



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TREE PRESERVATION

If the above project description involves trees, the site development plans must show the trees to be added, removed, protected, trimmed and/or pruned, as well as the location, species, size, standards for protection and other pertinent information per the Town.

Approval:

Town Arborist

Date

COMPLETION DATE

- All work associated with this permit shall be completed by _____.
- All work associated with this permit shall be completed within _____ calendar days of starting work.

PERMIT APPROVAL

- * Prior to issuing Permit #1, it is required to have discussion with General Contractor. Permit #1 NPDES Inspection is required prior to issuing Permit #2 Construction Approval.
- * Not meeting above requirements may apply violations by DERM and Town Code.

Town Engineer / Public Works Director Date

General Contractor Date

Mobile: _____

Permit approval and authorization for the proposed work shall be considered granted only when all required signatures have been obtained. A copy of this approval statement should be kept with the applicant's copy of the completed Right-of-Way Application at the jobsite.

INSPECTION

N/A

Town Engineer / Public Works Dir. Date

Bay Harbor Islands
Town Engineer P.E.
 Rodney Carrero-Santana
 Phone: 305-866-6241

Town Official Comments



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CONTRACTOR’S CHECK LIST

This list supplements and highlights some of the right-of-way requirements set are applicable to this application and to any and all persons and parties performing work authorized by this permit. The contractor is required to review each item on the list below and initial each box to indicate his/ her understanding of the information as well as to commit to notifying the owner of this information.

Initial Box
<input type="checkbox"/>

Insurance –The contractor or homeowner performing work within the Town’s right-of-way is required provide insurance

<input type="checkbox"/>

Required Contact–A pre-construction meeting is required prior to commencing work in the right-of-way. Please contact Rodney Carrero-Santana at 786-795-3089 or Jason Atkinson at 786-641-3428.
NOTE: During the meeting, temporary and permanent site restoration will be discussed along with a signed agreement between the Town, Contractors, and Sub-Contractors. There is an additional form required if a lane closure is requested.

<input type="checkbox"/>

Working Hours – Work shall be limited to Monday through Friday 9:00 A.M. to 5:00 P.M. Additionally, no work shall be performed on any Saturday or Sunday, New Year’s Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving and Christmas Day.

<input type="checkbox"/>

Street Closures – No street or sidewalk closures shall occur without a lane closure form from the Public Works Department and Town Police Department.

<input type="checkbox"/>

Drainage and Erosion- Drainage structures within the vicinity of the project shall be protected with an approved filter as determined by Public Works. Existing drainage patterns shall be maintained by the Contractor. Erosion Erosion control shall be from the latest NPDES Rules and approved plans as determined by Public Works Department.

<input type="checkbox"/>

Storage – Any on-site excavation material or materials used in construction shall be stored in the right-of-way area (sidewalk, parkway or street.) If during the working day it is necessary to dump or handle material in the right-of-way area, Public Works must be notified in advance of this process and must approve the locations of the street area. At the end of each working day all materials must be removed and the street must be cleaned and left free of work debris.

<input type="checkbox"/>

Equipment – No cleated equipment will be allowed in the street.

<input type="checkbox"/>

Traffic Control –Traffic Control shall be in accordance with applicable sections of the National Manual on Uniform Traffic Control Devices for Streets and Highways (current edition)”.

<input type="checkbox"/>

Driveway Materials –Driveway materials permitted within Village’s right-of-way are reinforced concrete and hot-mix asphalt. Brick, stamped or colored concrete, will be discussed or comment during plans review by the Public Works Department.

<input type="checkbox"/>

Irrigation System - The Town takes no responsibility for irrigation that is not marked and damaged during construction. Effort will be taken to minimize damage of irrigation. Any irrigation in conflict with utilities will be removed and shall be replaced at the owner's expense.



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Initial Box

Contractors must call Sunshine One – Call for underground locates prior to working in the Town right-of-way. The Locate Ticket with ALL utility responses must be on the job site. Failure of not having a Locate Ticket on-site may stop the job until the Locate Ticket is provided.

Roll-off Boxes or Dumpsters – Roll-off boxes or dumpsters required by the Contractor shall be delivered and stored on-site and off the right-of-way. When it is not possible to store boxes on-site, boxes can be stored in the street right-of-way only with the written approval of Public Works Department. Lighted barricades are required for roll-off boxes delivered and stored in the street.

Safety – The Contractor shall be responsible for all on-site safety and drainage protection including safety fence, filter fabric, catch basin baskets and silt fence installation as directed by the Town. The Contractor is responsible for maintaining temporary accessibility during construction for roadways and/or sidewalks.

Florida Department of Transportation – Work performed on a State road (96th Street) will require a FDOT R.O.W. permit.

Trees – All trees within the Town right-of-way must be protected from damage during construction. The Contractor may be fined for any damage occurring to trees during the course of construction.

Stop Work Order – If for any reason the above conditions, Town Code, other applicable standards, and/or the approved drawings are not met to the satisfaction of the Town, the Contractor will be notified and the work site will be shut down. Any further action by the Contractor not complying with these conditions may result in fines to the Contractor and/or escorted out by the Bay Harbor Islands Police Department.

Water Mains and Valves – The Water/Sewer Division shall operate and exercise all public valves, including service and meter boxes. A stop work order will be issued to any contractor turning any public valves. There is no exception to this rule.

Water Meter – When required, a new water meter can be obtained by paying the required fees at the Town Hall Building located at 9665 Bay Harbor Terrace at the time of the Building Permit application. The water meter will be delivered to the site upon verification of payment, approval of plans, and right-of-way permit.

Hydrant Meter – A hydrant meter must be obtained from Public Works if a Town hydrant is to be used for water supply.

Cleaning / Dust Control – The work site shall be maintained in a safe and clean manner, and dust shall be controlled to the Town's satisfaction.

I have read and understand this Right-of-Way Permit Application.

Contractor's Signature

Name of Contractor and Type of Contractors license (must be valid)

Date