

RIGHT-OF-WAY PERMIT APPLICATION

CONTACT INFORMATION			
Contractor:	Property Owner or Utility Name:		
License	Representative:		
Address:	Address:		
City, State, Zip:	City, State, Zip:		
Phone Number:	Phone Number:		
Fax Number:	Fax Number:		
PROJECT DESCRIPTION			
Check all items that apply to proposed WORK within right-of-way			
<input type="checkbox"/>	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 Village franchise agreement?			Yes <input type="checkbox"/> No <input type="checkbox"/>
INSURANCE			
Have all contractors working within the ROW supplied the required insurance documents and holding the Village hold-harmless.			Yes <input type="checkbox"/> No <input type="checkbox"/>
RIGHT-OF-WAY PERMIT FEE			
<input type="checkbox"/>	Fee (Non-refundable) - \$50.00 per application (not applicable at this time)		
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. " Park & Public Spaces - Rights-of-Way, which is incorporated herein by reference. I agree to complete the project in accordance with the approved plans, Village 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 Village for any damage or additional costs incurred by the Village from the funds on deposit first and other funds as necessary. The Village reserves the right to seek reimbursement for any damage or additional costs from the contractor, utility and/or property owner at the Village's discretion.			
_____	_____	_____	_____
Certified Contractor Signature	Date	Public Spaces - Management	Date
_____	_____	_____	_____
Printed Name		Printed Name	

Site Address

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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	
	<p>Insurance – The contractor or homeowner performing work within the Village’s right-of-way is required provide insurance and hold the Village hold-harmless.</p>
	<p>Required Contact - Pre-Construction Meeting; prior to commence work (48 hours) in the right-of-way, a meeting is required with Public Spaces- Operations. Please contact Mike Alvarez at 786-566-3462 or Jason Atkinson at 786-709-6555. NOTE: during the meeting, temporary and permanent site restoration will be discussed along with a signed agreement between the Village, Contractors and Sub-Contractors.</p>
	<p>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.</p>
	<p>Street Closures – No street or sidewalk closures shall occur without the written consent of the Public Works Department and Village Police Department.</p>
	<p>Drainage and Erosion Control - All drainage structures within the vicinity of the project shall be protected with an approved filter basket as determined by Public Works. Existing drainage patterns shall be maintained by Contractor. Erosion control shall be latest NPDE's Rules and approved plans as determined by Public Works Department</p>
	<p>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 cleaned of any material debris left from the day’s work.</p>
	<p>Equipment - No cleated equipment will be allowed on the street pavement.</p>
	<p>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)”. </p>
	<p>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 Parks & Public Spaces - Dept.</p>
	<p>Irrigation Systems –The property owner and contractor working in the right-of-way bears sole responsibility for all aspects of an irrigation systems constructed in the public right-of-way. The property owner is advised by the contractor , to provide locates of all irrigation system equipment within the right-of-way vicinity. The Village takes no responsibility for locating, protecting or damaging the irrigation system by a Contractor.</p>

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	<p>Contractors must call Sunshine One-Call for underground locates prior to working in the Village right-of-way. The Locate Ticket with ALL utilities responses must be on the job site. Failure in not having a Locate Ticket on-site, the Village may stop the job until the Locate Ticket is provided.</p>
	<p>Roll-off Boxes or Dumpsters – Roll-off boxes or dumpsters required 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.</p>
	<p>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 Village. The Contractor is responsible for maintaining temporary accessibility during construction for roadways and/or sidewalks.</p>
	<p>Florida Department of Transportation - Work performed on a State road (Collins Avenue and 96th Street) will require an FDOT R.O.W. permit.</p>
	<p>Trees - All trees within the Village 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.</p>
	<p>Stop Work Order - If for any reason the above conditions, Village Code, other applicable standards and/or the approved drawings are not met to the satisfaction of the Village, 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 Village - Police Department.</p>
	<p>Water Mains and Valves – The Parks & Public Spaces, 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.</p>
	<p>Water Meter – When required, a new water meter can be obtained by paying the required fees at the Bal Harbour Village Building located at 655 - 96th Street, 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.</p>
	<p>Hydrant Meter – A hydrant meter must be obtained from Public Spaces if a Village hydrant is to be used for water supply.</p>
	<p>Cleaning / Dust Control – work site shall be maintained in a safe and clean manner, and dust shall be controlled to the Village's satisfaction</p>

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

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

Date