



Right-of-Way Use Permit Application Instructions

Please type or print clearly. Incomplete applications will not be processed. Typical processing time is 5 business days.

1. Property Address (MANDATORY)

Applicant must provide a physical property address for Permit Types C and D. Applicant must provide a physical address or street block location for Permit Types A, B, E, and F. **(i.e.: 123 Main Street or Block 100 Main Street)** Applicant may only use one (1) physical address per permit. Work requiring multiple addresses or locations must make separate application for each location or address. Provide an anticipated start date and working days duration. (Minimum permit duration is 30 days)

2. Type of Permitted Use

Complete this section to identify the type of permit for which application is made. Adjacent to each permit type are the requirements for application. Please review the note, as indicated by the asterisk (*), that follows the permit types.

- Special or Public Event (ENG - A)

Select this permit type for event activity that will be held in the public right-of-way or obstruct pedestrian or vehicular movement for a special or public event.

- Utility Service Maintenance / Construction (ENG - B)

Select this permit type as a utility services provider performing routine maintenance within the public right-of-way or easements of the City of West Palm Beach.

- Residential Right-of-Way (ROW) Construction (ENG - C)

Select this permit type as a property owner completing work to repair or replace sidewalk or perform minor work in the right-of-way conjoined to your property.

- Building Maintenance / Construction (ENG - D)

Select this permit type for activity requiring use of the public right-of-way for the purpose of building maintenance or construction remodeling work. This permit type includes, but is not limited to, such activity in the public right-of-way as placing a roll off container, erecting a crane, storing materials, or exterior building work.

- Street / Block Construction (ENG - E)

Select this permit type for activity requiring construction work within the public right-of-way. This permit type is applicable for all permit applications not specifically covered by permit types A-D. **Permit Type E requires construction bonding and construction administration fees.**

- Telecommunications Maintenance / Construction (ENG – F) (RESERVED)

This permit type is reserved exclusively for maintenance or construction completed by registered telecommunications companies. Telecommunications companies must be registered with both the Florida Department of Commerce and the City of West Palm Beach as a telecommunications company at the time of permitting.

- Florida Power & Light (FPL) Maintenance / Construction (ENG – G) (RESERVED)

This permit type is reserved exclusively for maintenance or construction completed by Florida Power & Light.

3. Applicant Information

Complete this section if you are the individual making application for permit. This includes licensed contractors or private property owners, whichever may be applicable. Provide the required contact information for the applicant responsible for an issued permit.

4. Contractor Information

Complete this section for the prime contractor completing work for this permit. Provide the required contact information for the prime contractor completing work for this permit.

5. Property / Utility Owner Information

Complete this section regarding the property owner of any private property or easement associated with the permitted work activity. Provide the required contact information for the associated property owner or utility owner. Private property owners applying as owner-builder may skip this section.

6. Project Description

Complete this section by providing a description and drawing/sketch of the work activity and location of the activity. (i.e. Address, side of street, blocking traffic, closing sidewalk, or both, etc.) Provide a maintenance of traffic (MOT) plan for all road or sidewalk obstructions or closures. Use the latest revision to FDOT 600 Series Design Standards (<http://www.dot.state.fl.us/rddesign/rd/rtds/00/StandardIndex.shtm>). For unique conditions, not represented by FDOT 600 Series, please provide a detailed sketch that includes measurement and distance or utilize the Manual on Uniform Traffic Control Devices (MUTCD) (http://mutcd.fhwa.dot.gov/pdfs/2009/pdf_index.htm)

7. Signatures

Please read all attesting statements and minimum conditions included in the permit application prior to signing. If you do not understand the terms or conditions for which you are placing your signature, please contact the City of West Palm Beach Engineering Services Department or a qualified legal professional for assistance.

- Applicant signatures are required for all permit applications. If the permit application does not include conjoined private property or utility easements, the owner signature is not applicable. Permit applications associated with private property, a signature is required of at least one (1) property owner, as listed on the current property deed, for each separate property (parcel). Permit applications associated with more than one private property, please use the attached Property / Utility Owner Supplemental Information form to identify and provide owner signatures for each property (parcel)
- Owner signatures are required for all permits applications conjoined with private property. Private property owners that are completing the permit activity or work as owner-builder and without the use of a contractor or subcontractor may affix their signature to the applicant section only.
- All signatures placed on the permit application as an agent of the owner or applicant, must include an agency affidavit.

8. Notarized

All signatures in the permit application must be notarized.

9. Documentation

All permit applicants must demonstrate the appropriate professional and occupational licensing. The permit applicant must demonstrate adequate liability and workers compensation insurance.

10. Permit Application Process

All permit packages should be completed in entirety and attachments clearly labeled. Permit applications are accepted at City of West Palm Beach City Hall, 401 Clematis Street, First Floor, Construction Services Department.

(INTENTIONALLY BLANK)

Received By _____
Date Received _____
Permit Number _____
CWPB Staff Use Only

City of West Palm Beach
 Engineering Services Department
 401 Clematis Street
 West Palm Beach, Florida 33401
 Office 561-494-1040 Fax 561-494-1069
www.wpb.org/engineering



Right-of-Way Use Permit Application

Please type or print clearly. Incomplete applications will not be processed.

PROPERTY ADDRESS _____

(MANDATORY INFORMATION – SEE APPLICATION INSTRUCTIONS)

Anticipated Start Date _____ Anticipated Construction Duration _____ Days

TYPE OF PERMITTED USE:

Check Appropriate Category: A B C D E F G
(No more than one category per application)

Permit Type

Minimum Permit Documentation

- | | |
|--|--|
| A) <u>Special or Public Event</u> | <u>Permit application, event schedule, event description.*</u> |
| B) <u>Utility Service Maintenance / Construction</u> | <u>Permit application.*</u> |
| C) <u>Residential Right-of-Way Construction</u> | <u>Permit application and sketch of proposed work.*</u> |
| D) <u>Building Maintenance / Construction</u> | <u>Permit application and sketch of proposed work.*</u> |
| E) <u>Street / Block Construction</u> | <u>Permit application and four (4) sets of complete sealed construction drawings.*</u> |
| F) <u>Telecom Maintenance / Construction</u> | <u>Permit application.* (RESERVED)</u> |
| G) <u>FPL Maintenance / Construction</u> | <u>Permit application.* (RESERVED)</u> |

* All permit applications proposing vehicular / pedestrian obstructions shall include a professionally prepared maintenance of traffic plan (MOT). All construction drawings shall be sealed by a Florida licensed professional engineer and/or registered landscape architect. Minimum plan drawing size shall be 11" x 17", maximum size shall be 24" x 36".

APPLICANT INFORMATION (See minimum conditions applicable to permit application)

Applicant Name	_____
Company Name:	_____
Address	_____
City	_____
State	_____
Zip	_____
Telephone	_____
Fax	_____
E-mail:	_____ (Required for CWPB Permittee Notification System)

CONTRACTOR INFORMATION (See minimum conditions applicable to permit application)

Contractor Name	_____	Contractor ID	_____
Company Name:	_____		
Address	_____		
City	_____	State	_____
Zip	_____	Fax	_____
Telephone	_____	_____	
E-mail:	_____ (Required for CWPB Permittee Notification System)		

PROPERTY / UTILITY OWNER INFORMATION (Legal Property Owner – Required for All Permits Associated With Real Property)

Owner Name	_____
Address	_____
City	_____
State	_____
Zip	_____
Telephone	_____
Fax	_____

PROJECT DESCRIPTION

Description of Work _____

MINIMUM CONDITIONS APPLICABLE TO PERMIT APPLICATION

1. Applicant agrees to maintain the permitted facilities / site, including the surrounding public right-of-way, at their sole expense and, if required by the City of West Palm Beach, to promptly modify, relocate, and/or remove any facility required, at the applicant's sole expense. The applicant, at their sole expense, shall restore all portions of the public right-of-way disturbed or impaired during the maintenance, modification, relocation, or removal of the permitted facility and the City of West Palm Beach shall accept no responsibility.
2. A minimum of 2 business days prior to commencement of activity within the City of West Palm Beach public right-of-way, the applicant / permittee shall notify the Engineering Services Department. Failure to comply may result in revocation of permit(s) and the assessment of violation fees.
3. A minimum of twenty-four (24) hours notice shall be given for scheduling of all tests and inspections. Scheduling is prioritized on a first come –first served basis and may not be available for the time requested.
4. The applicant at their sole expense shall restore all portions of the public utility systems disturbed or impaired during the maintenance, modification, relocation, or removal of the permitted facility and the City of West Palm Beach shall accept no responsibility.
5. All materials, installations, and methods of work in the public right-of-way shall be in accordance with the applicable municipal jurisdiction and applicable utility service provider jurisdiction minimum standards for materials, specifications, and construction.
6. All work or activity within the public right-of-way shall require a valid right-of-way permit. Application shall be made with Engineering Services Department and shall include a maintenance of traffic plan, where applicable.
7. All work in the public right-of-way for the City of West Palm Beach shall be done in strict compliance with the requirements of the City of West Palm Beach Engineering Services Department, FDOT Series 600 MOT Guidelines, MUTCD, and Occupational Safety and Health Administration. Failure to comply shall result in the immediate cessation of operations and the removal of project-related obstructions from the right-of-way until compliance is achieved. Failure to comply may result in revocation of permit(s) and the assessment of violation fees.
8. Original copies of all City issued and regulatory agency permits required for the project shall be maintained on site and subject to inspection without advance notice. Failure to maintain permits may result in the suspension of work, testing, inspections and assessment of reinspection fees.
9. A set of plans, including all current revisions associated with the permit, shall be maintained on the job-site when work is in progress. Failure to maintain plans may result in the suspension of all work, testing, inspections and the assessment of reinspection fees.
10. Permitted work shall not be deemed approved until all installations, tests, and restorations are complete and approved by the City of West Palm Beach, all other regulatory agencies, and all test reports, certifications, and record drawings have been submitted and accepted by all agencies requiring record drawing approval.
11. Applicant / permittee is solely responsible for any relocation(s) of new or existing facilities required as a result of this permitted construction. Permittee is responsible for notification / coordination with owners of other facilities within the City's right-of-way, easement, property, or utility jurisdictional.
12. Record drawings and all certification / conveyance documents must be submitted prior to scheduling a final project inspection.
 - a. Record drawings shall be submitted in conformance to Engineering Services Department minimum record drawing standards.
 - b. All record drawings shall be signed and sealed by a Professional Land Surveyor registered in the State of Florida and/or certified by a Professional Engineer registered in the State of Florida.
 - c. A minimum of three (3) sets of complete paper record drawings shall be submitted in correlation with the approved construction drawings. (Including civil, utilities, irrigation, landscape, roadway, street lighting, electrical, drainage, etc.)
 - d. Record drawings shall also be submitted in electronic format AutoCAD 2000, or latest version.
13. A minimum one-year warranty period shall commence upon closure of permit, during which the applicant / permittee shall, at their sole expense, repair or cause to be repaired, any defects that may be identified within the warranty period. The Engineering Services Department may require the submission of a warranty bond corresponding to the warranty period and equal to a minimum of thirty-five percent (35 %) of the final cost of construction, as determined by a completed Engineering Services Certified Construction Cost Estimate.
14. This permit applies only to authorization from the City of West Palm Beach Engineering Services Department. It is possible that additional permits may be necessary. Nothing contained herein relieves the applicant / permittee from timely complying with applicable laws of other Federal, State, and Local government.
15. It is expressly understood that this permit is 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 right to the applicant / permittee.
16. Prior to construction of any improvements within the city jurisdiction, right-of-way, easement, or other property, the applicant / permittee shall notify the Sunshine State One-call of Florida, Inc. for underground facility locations, as set forth in the Underground Facility Damage Prevention and Safety Act of the State of Florida. 1-800-432-4770
17. Applicant / Permittee hereby indemnifies and holds the City of West Palm Beach harmless for any loss arising from the applicant(s) / permittee(s) / installation or operations under this permit. The applicant / permittee shall hold the City harmless and relieved of all responsibility for any damage or liability of any nature arising from work authorized and performed under this permit.
18. In the event it becomes necessary, for any reason, to continue work operations beyond the normal hours of operation for the assigned City staff, the applicant / permittee acknowledges their commitment to reimburse the City of West Palm Beach for overtime expenses, prior to final inspection.
19. This permit shall expire under the following circumstances:
 - a. If construction of permitted work is not commenced within 30 calendar days of issuance.
 - b. If permitted work, once commenced, is suspended or ceased for 30 consecutive calendar days or more, or suspended or ceased for 30 total calendar days or more during a 90 calendar day period.
 - c. If plans or materials are changed without the prior approval of the City of West Palm Beach Engineering Services Department.
 - d. Upon satisfactory final inspection and closure of the permit by the City of West Palm Beach Engineering Services Department..
20. All residual permit and construction administration fees will be forfeited to the City of West Palm Beach in entirety upon the expiration of this permit, with the sole exception for circumstance Minimum Conditions Applicable to Permit Application 20 (d).
21. Venue for any administrative proceeding or judicial action resulting from this permit, including any action to enforce its terms against the applicant / permittee, shall be in Palm Beach County, Florida.
22. It is the sole responsibility of the applicant / permittee to notify and coordinate work with utility owners within the proposed permit area.
23. **IMPORTANT:** Each subcontractor to be granted use of the right-of-way in conjunction with this application must be identified. Subcontractors or the execution of work not identified in the application shall be subject to violation fines.
24. **IMPORTANT:** The applicant acknowledges, understands, and grants the City of West Palm Beach the right to lien property associated with this permit for the purpose of collection of outstanding expense reimbursement, fees, repairs costs, and the contracting of services to complete work permitted and not completed by the applicant / permittee.
25. **IMPORTANT:** The applicant / permittee are responsible for the conduct and actions of Subcontractors associated with this permit, including but not limited to, the cost of repairs and violation fines attributed to work performed under this permit.
26. **IMPORTANT: Construction in Right-of-Way may require additional Engineering Review.**

Project Name: _____

Applicant Initials: _____

(I) (We) affirm and certify that (I) (We) have read, understand, and will comply with the provisions and regulations of the City of West Palm Beach Zoning and Right-of-Way Regulations. (I) (We) affirm and certify that (I) (We) have read, understand, and will comply with the provisions of the minimum conditions applicable to permit application, as defined in the attached document. (I) (We) further certify that the above statements and showings made in any paper or plan submitted herewith are true to the best of (my) (our) knowledge and belief. (I) (We) understand that the application and attachments shall become part of official public record and are subject to public disclosure. (I) (We) understand that if one or more deficiencies exist in the application or attachments, (I) (We) will be notified of the deficient items, and no further action on the application will take place until the required information is submitted. (I) (We) understand that misrepresentation of information contained within this application and attachments may be cause to void any development approvals and permits associated with this application.

(I) (We) understand that separate permits may be required from Construction Services, Planning & Zoning, and other regulatory agencies.

Applicant Signature

Date

Owner Signature (When Applicable)

Date

AUTHORIZATION NOTE: By placing signature upon this application, the property / utility owner is providing written designation, delegation, and authorization to the above named Applicant to execute this application as a binding obligation of the Property / Utility Owner. **The City will not accept any application that does not include the foregoing authorization.**

Applicant

The foregoing instrument was acknowledged before me this _____ day of _____, 20 ____ by _____ who has produced _____ as identification and who did (or did not) take an oath.

Notary Signature **(For Applicant)**

(SEAL) _____
Date

Commission Expiration

Owner*

The foregoing instrument was acknowledged before me this _____ day of _____, 20 ____ by _____ who has produced _____ as identification and who did (or did not) take an oath.

Notary Signature **(For Owner)**

(SEAL) _____
Date

Commission Expiration

* Use separate duplicate page for each additional owner.

CWPB STAFF USE ONLY			
_____	Completed Application		
_____	Completed Supplemental Information Form (Where Applicable)		
_____	Construction Plans Included (Four 4 Sets)		
_____	MOT Included (Where Applicable)		
_____	Permit Fees (_____ Paid) (_____ Due)	\$ _____	Amount

Project Name: _____

City of West Palm Beach
Engineering Services Department
401 Clematis Street
West Palm Beach, Florida 33401
Office 561-494-1040 Fax 561-494-1069
www.wpb.org/engineering



Right-of-Way Use Permit Application Subcontractor Supplemental Information

SUBCONTRACTOR INFORMATION

Company Name: _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Fax _____
CWPB Occupational License # _____
State of Florida License # _____ License Type _____ (PE, GC.)
E-mail: _____ (Required for CWPB Permittee Notification System)

PROJECT DESCRIPTION

Description of Work _____

Project Name: _____ **Applicant Initials:** _____

City of West Palm Beach
Engineering Services Department
401 Clematis Street
West Palm Beach, Florida 33401
Office 561-494-1040 Fax 561-494-1069
www.wpb.org/engineering



Right-of-Way Use Permit Application Property / Utility Owner Supplemental Information

Information must be provided for each property owner, utility owner, or entity associated with this permit application. A duly authorized Agent may be delegated to sign on behalf of the Owner's obligation. Only one Owner or Agent is required to represent each ownership interest.

PROPERTY / UTILITY OWNER INFORMATION (Legal Property Owner # 1)

Owner Name _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Fax _____

PROPERTY / UTILITY OWNER INFORMATION (Legal Property Owner # 2)

Owner Name _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Fax _____

PROPERTY / UTILITY OWNER INFORMATION (Legal Property Owner # 3)

Owner Name _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Fax _____

Authorization: Attached and incorporated into this right-of-way permit application is a true copy of the written designation, delegation, or other authorization from the Owner to the above named Agent to execute this right-of-way permit application as a binding obligation of the Owner. The City will not accept any right-of-way permit application which does not include the foregoing authorization as an attachment.

Project Name: _____

Applicant Initials: _____