When do I need a ROW Permit?

Any work or obstruction within the ROW

- Driveway Connections
- Crane or lift for pressure cleaning or painting
- Roadway construction
- Directional drill or bore pits

- Also include the complexity of the project.
- Permits must be submitted **10 Business** days prior to start.
  - **Allow a minimum of 20 Business days for processing.**
  - **PARKING ON CITY SIDEWALKS IS NOT ALLOWED**
What do I need before I apply?
Contractor Information Requirements
(Not applicable for Owner/Builder)
No fee, no form to register as a contractor

• Copy of State License or Copy of Palm Beach County Certificate of Competency
• Certificate of Liability Insurance.
• Certificate of Workers Comp Insurance or Copy of Workers Comp Wavier for qualifier of company.
• Liability and Workers Comp Insurance is to be made out to the CITY OF WEST PALM BEACH 401 Clematis St West Palm Beach, Fl 33401.
• Copy of Local Business Tax Receipt from County or Municipality where your headquarters is located.
• Documentation must include your phone, e-mail (fax if Applicable).
• A site plan over aerial with City Utilities shown.
• Maintenance of Traffic Plan(s) must be placed over an aerial to show infrastructure. (Per Latest FDOT Standard 600 Series). VMS Boards (if required) must be in place 1 - 2 weeks prior to closure.
• If sidewalk is obstructed, a pedestrian maintenance of traffic is needed.
• If roadway is obstructed, a roadway maintenance of traffic is needed.
• City of WPB utilities identified.
• Preconstruction photos of existing sidewalk, roadway, curbing, etc.
• This application need to be notarized
1. Indicate work area(s) and linear dimensions for S/W and R/W closure(s).
2. Specify type of equipment to be used on this project.
3. Indicate staging area(s).
4. VMS boards (if required) must be in place 1-2 weeks prior to closure.
5. If a crane is required include manufacturer's information.
6. Include a H.O.T plan for S/W and/or R/W closure. Must be a certified plan.
7. Indicate the number of days R/W or S/W will be closed.
8. If scaffolding is required a copy of the manufacture info is required. (Florida Building Code 3306.7)
9. Barricades are required for any equipment left overnight.
10. If dumpster or pod is required indicate location and numbers of days.
ALL DRAWINGS TO BE OVER AERIALS SHOWING ALL UTILITIES
LOCATE UTILITIES IN WORK AREA FOR ALL UNDERGROUND WORK

DEPTH FROM SOFT DIG
ALL UTILITIES

WATER LINE

DRAINAGE LINE

FORCEMAIN

SANITARY LINE

ALL OTHER UTILITIES

ALL DIRECTIONAL BORES SHALL BE IN ACCORDANCE WITH FDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION SECTION 555, (LATEST VERSION) DIRECTIONAL BORES AND THE FDOT UTILITIES ACCOMMODATION MANUAL.

CONTACT CITY OF WEST PALM BEACH ENGINEERING SERVICE DEPT (JANTIS TARBILL 561-494-1079) FOR ALL UNDERGROUND CITY UTILITIES INFORMATION
Where do I get an application?

- City of West Palm Beach Website
- https://www.wpb.org/Departments/Engineering-Public-Works/Forms,-Permits-Applications
- City Hall Development Services Department, 1st floor.
The Application

- Property address referenced a block number
- For Example: **Block 200 of Clematis**.
- How to find this information? **Google**
Common Issues

Work Zone not identified.
Duration not precise.
INSUFFICIENT MOT
DRAWINGS NOT OVER AERIALS SHOWING ALL UTILITIES
COPIES OF ALL CITY UTILITY & AS-BUILT DRAWINGS
INSUFFICIENT DETOUR ROUTES
MISSING MOT AND PEDESTRIAN MOT
INCORRECT PHASING OF CLOSURE

MUTCD CHAPTER 6 and CURRENT FDOT INDEX 600

https://www.fdot.gov/design/StandardPlans/current/default.shtm
Inspections

Inspections are required by the City to assure the Contractor/Home Owner is aware of any preexisting Conditions (cracked sidewalk or curb etc...), City Standards which may apply to the job and scope of work to be performed.

800 & 803 (Pre-Inspection & MOT Pre-Inspection): An onsite meeting with the Contractor/Home Owner and Coordinator to discuss scope of work, City Standards as they may apply to the job, any preexisting conditions (existing damage to the right-of-way) prior to the start of work.

801 (Pre-Inspection/Form Board): Prior to pouring concrete, laying asphalt, installing pipe, cable, conduit, etc... All conditions must meet City Standards.

802 & 805 (Final Inspection & MOT Removal): Meeting in the field with Coordinator & Contractor/Home Owner to make sure all aspects of the job were met and there is no damage to the area. This process is required to close the existing permit.

804 (MOT Daily Inspection): This is to insure all signs, cones, barrels, ....etc. are still in place within the work zone and all signs are sand bagged.
VMS BOARD REQUIREMENTS

VMS boards must be in place 1-2 weeks prior to closure.

VMS boards may need to be placed on non-City right-of-ways, these will require additional permitting.

Please use small format VMS boards. Multiple boards may be required due the size of the project.
1. Property Address *(Nearest Building Address)*.

2. Start Date & Duration *(Actual number of days)*.

3. Permit Type.

4. Applicant & Contractor Information *(Contractor ID#)*.

5. Project Description *(Be very specific on details)*.


7. Signature Notarized.

8. Site Plan over aerial with City utilities shown, Included.

9. MOT plan included. (If applicable)

10. Insurance and Worker Comp up to date.

11. Phone # & e-mail address (required for invoice).

12. Call Sunshine 1-800-432-4770 for locates prior to construction.

13. Copies of all requested City Utility & As-Built drawings

14. Please ensure that for any permit applications for underground work in the Rights-of-Way, including, but not limited to: boring, conduits, hand holds, fiber optic, etc., has some indication of what type of services the facilities to be installed will support.
SPECIAL CONDITIONS AND REQUIREMENTS

A. Barricading/lighting for traffic control shall meet current FDOT ROADWAY DESIGN-CRITERIA & STANDARDS.
B. Maintain at least one (1) lane of thru traffic at all times.
C. Street cuts and sidewalks shall be restored per City standards.
D. Restore all damaged and/or displaced areas to their original or better condition, includes all signs.
E. Provide safe passageways for pedestrians thru, in and/or around work site.
F. No work allowed between the hours of 7:00 a.m. – 9:00 a.m. and 4:00 p.m. – 6:00 p.m.
G. Boring pits (for jack and boring operations) shall be located at least five (5) feet from nearest edge of pavement.
H. Remove signs and barricades from job site when they are no longer needed.
I. Do not park on sidewalks.
J. Keep sidewalks clear of equipment, materials and debris.
K. Other: ________________________________________________________________

L. Inspection: Call Don Frey @ 494-1100 to schedule inspection – Monday thru Friday 8:00 a.m. – 12:00 noon.
Trench Restoration

50 FT.

ROADWAY

TRENCH

RESTORATION – CURRENT STANDARD
Trench & Roadway Restoration Including alleys

1. If work is in the center of the roadway, both lanes must be restored.
2. If work trucks are in the travel lane, a MUT is required for safety.
3. For any lane disturbance, replace full lane width as shown. A variance may be submitted for approval by the city engineer.
4. If cuts are close together, no checkerboard pattern will be allowed. A restoration detail will be required for approval.

This is an example of a site plan and roadway restoration for submitting a right-of-way permit. You may use an aerial to show area of work. If this is an alley, you may apply for a variance to the existing 6" detail.
THIS IS AN EXAMPLE OF A SITE PLAN. YOU MAY USE AN AERIAL TO SHOW AREA OF WORK. SIDEWALK CLOSURE IS A REQUIREMENT. YOU WILL BE REQUIRED TO SUPPLY A CERTIFIED MOT.

NO GAPS ALLOWED

WORK AREA
NO GAPS ALLOWED
SIDEWALK

NO GAPS ALLOWED

REPLACE FULL FLAG IF WORK AREA IS BETWEEN SIDEWALK CUTS
BOTH FLAGS MUST BE REPLACED WHEN WORK AREA LIES ON SIDEWALK JOINT

IF WORK TRUCKS OR CONCRETE TRUCKS IS IN THE TRAVEL LANE A MOT IS REQUIRED FOR SAFETY.

STREET NAME

SIDEWALK RAMP MAY ALSO BE REQUIRED IF PREEXISTING

NO GAPS ALLOWED

NO GAPS ALLOWED

NO GAPS ALLOWED

NO GAPS ALLOWED
Sidewalk Closure MOT

CROSSWALK CLOSURE AND PEDESTRIAN DETOUR
Sidewalk Closure MOT

**Sidewalk Detour**

**Sidewalk Diversion**
Examples of sidewalk or roadway obstructions
Placement of crane
Placement of Swing Stage

- Sidewalk Closed Ahead
- Cross Here
- Add signs at nearest crosswalk

Please submit a certified site plan with your row application.
Placement of Ladders

Minimum of 4 feet

Sidewalk

This is an example of the minimum requirement to protect pedestrian foot traffic. Pedestrians must be directed around the work area. A minimum of 4 foot of clearance is required by ADA. If this not possible the entire sidewalk must be closed.

This setup would require a sidewalk closure. Ladders are bridging the sidewalk and pedestrian safety is compromised. Use a FDOT setup instead.
Placement of dumpster

Provide a site map and location with address, name of main street and cross street.

If dumpster is placed in parking stall, meter(s) must be bagged.

Lighted barricades shall be placed on leading and trailing edges of the dumpster.

Use plastic drums or type I or type II barricades.

Install barricades (if left overnight must have lights) may also use type I or type II barricade with sand bags on base.

West Palm Beach
Placement of a POD

PLACE BARRICADES IN FRONT AND REAR OF POD.
OVER NIGHT LIGHTED BARRICADES ARE REQUIRED.

IF POD IS PLACED IN PARKING STALL METERS MUST BE BAGGED.
Alley Closure

USE TYPE "3" BARRICADES TO CLOSE OFF ALLEY
PERSONNEL MUST BE AVAILABLE TO OPEN ALLEY
FOR CITY OR DELIVERY VEHICLES

ADD SIGNAGE

ADD SIGNAGE
RIGHT-OF-WAY USE PERMIT APPLICATION

Instructions

Please print clearly. Incomplete applications will not be processed.

Typical processing time is a minimum of 10 business days.

1. Property Address (mandatory)

Applicant must provide a block number for all Permit Types. (i.e.: Block 100 Main Street).
Provide an anticipated start date (DD-MM-YY) and number of working days (1, 5 …).
(Permit durations are from 30 days to 180 days)
Fee schedule is available on the City web site. (Current fee is $188 for 30 days). There may be additional fees.

2. Project Description

Complete this section by providing a description and drawing/sketch and site plan of the work activity and location of the activity. (i.e. Address, side of street, blocking traffic, closing sidewalk, or both, etc.) Provide maintenance of traffic (MOT) plan for all road or sidewalk obstructions or closures. Use the latest revision to FDOT 600 Series Design Standards: (https://www.fdot.gov/design/StandardPlans/current/default.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) (https://mutcd.fhwa.dot.gov/pdfs/2009r1r2/pdf_index.htm)

3. Type of Permitted Use for projects within City of West Palm Beach right-of-way:

- **ENG – A Special**
  Contractor. Business or Home owner requiring any of the following:
  - Drop off or delivery of materials (more than one hour).
  - Placing cranes or High lifts in right-of-way.
  - Placing dumpsters or POD’s …etc. in right-of-way.
  - Pest control tenting.
  - Other (please explain).

- **ENG - B Utility Service Maintenance or Construction**
  - Water, Sewer or Drainage within right-of-way or easements of the City of West Palm Beach.

- **ENG – C Residential Right-of-Way Construction**
  - Sidewalk repair.
  - Work within green area between roadway and sidewalk.
  - Other (please explain).

- **ENG – D Building Maintenance or Construction**
  - Remodeling/Painting/Pressure Cleaning.
  - Placing a Dumpster (not on private property).
  - Erecting and/or placing a Crane.
  - Placing a High Lift.
  - Storing building materials.
  - Other (please explain).

- **ENG – E Street/Sidewalk/Block Construction**
  - Construction in right-of-way requiring street or sidewalk closure.
  - Detours.
  - Not specifically covered by permit types A-D.
  - Other (please explain).
  Permit Type E requires construction bonding and construction administration fees.
4. Applicant Contractor Information
Complete this section if you are the individual making application for permit. This includes licensed contractors, businesses or private property owners, whichever may be applicable. Provide the required contact information including e-mail address for the applicant responsible for an issued 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 and e-mail address for the associated property owner or utility owner. Private property owners applying as owner-builder may skip this section.

6. 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 must be submitted to the Development Services Department at City of West Palm Beach City Hall, 401 Clematis Street, First Floor, Construction Services Division.
RIGHT-OF-WAY USE PERMIT APPLICATION

Please print clearly. Incomplete applications will not be processed. Allow 20 Business Days for Processing

PROJECT LOCATION: _________________________________________________

(Block Number)

Description of Work: _________________________________________________

____________________________________________________________________

Anticipated Start Date: ___________________________ Duration of Project ____________

Type of Permitted Use: A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Minimum Permit Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) Special</td>
<td>Permit application, Contractor, Business or Home Owner.</td>
</tr>
<tr>
<td>B) Utility Service Maintenance / Construction</td>
<td>Permit application.*</td>
</tr>
<tr>
<td>C) Residential Right-of-Way Construction</td>
<td>Permit application and sketch of proposed work.</td>
</tr>
<tr>
<td>D) Building Maintenance / Construction</td>
<td>Permit application and sketch of proposed work.</td>
</tr>
<tr>
<td>E) Street / Block Construction</td>
<td>Permit application and 1 sets of sealed construction drawings.</td>
</tr>
<tr>
<td>F) Telecom Maintenance / Construction</td>
<td></td>
</tr>
<tr>
<td>G) FPL Maintenance / Construction</td>
<td></td>
</tr>
</tbody>
</table>

ALL DRAWINGS OVER AERIALS WITH ALL UTILITIES SHOWN

COPIES OF ALL REQUESTED CITY UTILITY & AS-BUILT DRAWINGS

CONTRACTOR INFORMATION (See minimum conditions applicable to permit application)

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Company Name</th>
<th>Address</th>
<th>City</th>
<th>State:</th>
<th>Zip:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor ID:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Owner / Company Name</th>
<th>Address</th>
<th>City</th>
<th>State:</th>
<th>Zip:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Email</td>
<td></td>
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</tr>
</tbody>
</table>

(Required for CWBP Permittee Notification System)
1. The Permittee declares that prior to filing 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 plans and a copy of all City as-builts and utility drawings were included with the application. Contact Janice Tarbill 561-494-1079 for City Utility information.

Please ensure that for any permit applications for underground work in the Rights-of-Way, including, but not limited to: boring, conduits, hand holds, fiber optic, etc., has some indication of what type of services the facilities to be installed will support.

All Directional bores shall be in accordance with the FDOT Standard Specifications for Road and Bridge Construction Section 555 (latest version), Directional Bores and the FDOT Utilities Accommodation Manual. ALL DRAWINGS TO BE OVER AERIALS AND SHOW ALL UTILITIES.

PARKING ON CITY SIDEWALKS IS NO ALLOWED

2. 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.

3. 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 Public Works Department. Failure to comply may result in revocation of permit(s) and the assessment of violation fees.

4. 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.

5. 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.

6. 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.

7. All work or activity within the public right-of-way shall require a valid right-of-way permit. Application shall be made to the Development Services Department and shall include a maintenance of traffic plan, where applicable.

8. 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 Department, FDOT Standard Details, 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.

9. Original copies of all City issued and regulatory agency permits required for the project and a set of plans, including all current revisions associated with the permit, 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 re-inspection 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. 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 one (1) set 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 later version.
13. A minimum one-year warranty period shall commence upon closure of permit, during which the permittee shall, at their sole expense, repair or cause to be repaired, any defects that may be identified within the warranty period. The Public Works 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 & Public Works Certified Construction Cost Estimate.

14. VMS Boards are required on all Projects where major roadways are closed for minimum of 4 to 8 hours. Boards must be in place **1-2 weeks prior** to closure.

15. This permit applies only to authorization from the City of West Palm Beach Engineering Department. It is possible that additional permits may be necessary. Nothing contained herein relieves the permittee from timely complying with applicable laws of other Federal, State, and Local government.

16. 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 permittee.

17. Prior to construction of any improvements within the city jurisdiction, right-of-way, easement, or other property, the 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 or 811)

18. Permittee hereby indemnifies and holds the City of West Palm Beach harmless for any loss arising from the permittee(s) installation or operations under this permit. The permittee shall hold the City harmless and relieves of any responsibility for any damage or liability of any nature arising from work authorized and performed under this permit.

19. 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 permittee acknowledges their commitment to reimburse the City of West Palm Beach for overtime expenses, prior to final inspection.

20. 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 of more, or suspended of 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 Department.
   d. Upon satisfactory final inspection and closure of the permit by the City of West Palm Beach Engineering Services.

21. 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).

22. Venue for any administrative proceeding or judicial action resulting from this permit, including any action to enforce its terms against the permittee, shall be in Palm Beach County, Florida.

23. It is the sole responsibility of the permittee to notify and coordinate work with utility owners within the proposed permit area.

24. Any road resurfacing constitutes an alteration which triggers an obligation to provide ADA compliant curb ramp.

25. All traffic loops shall be restored prior to final inspection. Contact Siginal Shop Palm Beach County Supervisor at 561-233-3900 for coordinating loop re-installation.

26. **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.

27. **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 permittee.

28. **IMPORTANT**: The permittee is 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.

29. **IMPORTANT**: Construction in Right-of-Way may require additional Engineering Review.

30. **ANY REVISIONS OR ALTERATIONS TO THIS PERMIT MUST BE SUBMITTED 10 BUSINESS DAYS PRIOR TO ANY WORK. ADDITIONAL MOT OR MESSAGE BOARDS MAY BE REQUIRED. APPLICANT MUST ALSO SUPPLY REVISED DRAWING, SITE PLAN AS WELL AS MOT PLAN.**
Right-of-Way Use Permit No.  

M.O.T. Form and Plan Submission Date  (allow 5 business days for approval of M.O.T.)

This form to be included with permit application represents a request from the above noted Permit applicant for permission to temporarily modify the City of West Palm Beach existing traffic circulation to perform the work or a portion of the work under the above referenced Right-of-Way Use Permit.

Use of Certified Work Zone traffic Plan Preparer or FDOT 600 Series for M.O.T.

State Reason for Road/Lane Closure Request: (For example; Utility installation, road resurfacing, etc.)

---

Attach your Maintenance of Traffic Plan, which must include:

- A drawing with aerial showing the limits of your work area, linear dimension of closures and full detour route if applicable.
- North arrow, all street names and any public areas which will be disrupted such as crosswalks, medians, driveways, sidewalks and parking spaces.
- If any residential or commercial driveways are affected or blocked indicate on drawing how re-routing will be resolved and confirm that notices have been provided to the affected parties.
- If any private property will be involved in your closure for the storage of materials, equipment or detour signage a letter from the private property owner(s) will be required before you submit M.O.T.
- If any traffic signals will be affected by the proposed closure a signal modification plan must be provided.

Submit a Job Schedule* (Attach additional sheets as necessary)

*If exact dates are not known: schedule shall be submitted with length of closure, i.e., “Two weeks, excluding weekends, hours of work.” Once actual calendar dates have been scheduled it will be the responsibility of Permittee to inform the Engineering Department a minimum of 72 hours prior to expected closure, to allow for final approval of closure dates and times.

<table>
<thead>
<tr>
<th>Location of Closure</th>
<th>Date(s)</th>
<th>Times of closure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: “East bound lane of Charles Avenue from 1st St to 2nd St” OR “FULL Road closure of Charles Ave from 1st to 2nd St including parking”</td>
<td>Example: “Jun 1 - Jun 3”</td>
<td>Example: 7am to 7pm OR “24 Hr Closure”</td>
</tr>
</tbody>
</table>

Approved By: Date: Rejected By: Date:

Reason for rejection:

Conditions of Approved Closure:
The following person is hereby designated as the Applicant’s on-site representative. The on-site representative must be present on site and available by telephone at all times when work is being performed in the City’s right-of-way pursuant to this Permit. If the on-site representative is not present at any time Applicant understands and agrees that the City may shut down all work authorized by the Permit, and work cannot re-commence until such time that the City is able to verify that the on-site representative is present at the site. Repeated violations of this obligation may result in revocation of the Permit. Applicant’s on-site representative is:

Name: ______________________________________
Phone / Cell Phone: __________________________
E-mail: ______________________________________
For Engineering Services Use Only:

Application Checklist:

☐ Completed Application
☐ Utility Locate Ticket #
☐ Construction Plans (4 sets for Types E, F and G; 1 set for all others)
☐ Existing Utilities Markups
☐ Specifications (where applicable)
☐ Completed Supplemental Information
☐ Preconstruction Photos and/or Videos
☐ Traffic Control Plan

All permit applications proposing vehicular/pedestrian obstructions shall include a professionally prepared maintenance of traffic plan (MOT). All construction drawings shall be signed and 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”
Informing Local Agencies:

72 hours prior to roadway closure in the City of West Palm Beach, notice must be provided to the local transportation agencies listed below:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Department</td>
<td>822-1640</td>
</tr>
<tr>
<td>City Parking Enforcement</td>
<td>822-1500</td>
</tr>
<tr>
<td>City Public Works Sanitation</td>
<td>822-2075</td>
</tr>
<tr>
<td>City Public Utilities</td>
<td>822-2210</td>
</tr>
<tr>
<td>Palm Beach County Fire Department</td>
<td>804-4700</td>
</tr>
<tr>
<td>Palm Tran Area Transit</td>
<td>841-4287</td>
</tr>
<tr>
<td>Palm Beach County School Board Transportation</td>
<td>357-1110</td>
</tr>
<tr>
<td>Palm Beach Post</td>
<td>820-4401</td>
</tr>
</tbody>
</table>

Informing Affected Parcel Occupants:

The Engineering Services Department will require that you contact all property occupants who share the block faces which will be affected by your closure.

Example:

Format of Notification:

Notice shall be in the form of a fax or hand delivered letter or door hangers and shall include the following information:

- Name and phone number of party responsible for closure
- Name and mobile phone number of 24 Hr Contact Person
- Dates and times of closure
- Names and boundaries of all roads closed
- Reason for closure
(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 _____________, ___ by ______________________________ who has produced ______________________ as identification and who did (or did not) take an oath.

----------------------------------------
Notary Signature (for applicant)  Date

Commission Expiration

OWNER (Use separate duplicate page for each additional owner.)
The foregoing instrument was acknowledged before me this ___ day of _____________, ___ by ______________________________ who has produced ______________________ as identification and who did (or did not) take an oath.

----------------------------------------
Notary Signature (for owner)  Date

Commission Expiration

Right of Way Permit Checklist
☐ Completed Application  ☐ Completed Supplemental Information
☐ Construction Plans 2 sets  ☐ Traffic Control Plan  ☐ Existing Utilities Markups
☐ Preconstruction Photos and/or Videos  ☐ Specifications (where applicable)

All permit application proposing vehicular/pedestrian obstructions shall include a professionally prepared maintenance of traffic plan (MOT). All construction drawings shall be signed and 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 Initial

----------------------------------------
Permit Number
RIGHT-OF-WAY USE PERMIT APPLICATION

SUBCONTRACTOR SUPPLEMENTAL INFORMATION

(ALL SUBCONTRACTORS MUST BE IDENTIFIED)

SUBCONTRACTOR INFORMATION

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
<th>City</th>
<th>State:</th>
<th>Zip:</th>
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<tbody>
<tr>
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<table>
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<tr>
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<table>
<thead>
<tr>
<th>email</th>
<th>(Required for CWPB Permittee Notification System)</th>
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<tr>
<th>State of FL License #</th>
<th>License Type: (PE, GC):</th>
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PROJECT DESCRIPTION:

Description of Work:

________________________________________________________________________

________________________________________________________________________

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PROJECT DESCRIPTION:

Description of Work:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Applicant Initial

Permit Number
# RIGHT-OF-WAY USE PERMIT APPLICATION

## PROPERTY OWNER / 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.

<table>
<thead>
<tr>
<th>PROPERTY / UTILITY OWNER INFORMATION (Legal Property Owner #1)</th>
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<tbody>
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<table>
<thead>
<tr>
<th>PROPERTY / UTILITY OWNER INFORMATION (Legal Property Owner #2)</th>
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<tbody>
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<table>
<thead>
<tr>
<th>PROPERTY / UTILITY OWNER INFORMATION (Legal Property Owner #3)</th>
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</thead>
<tbody>
<tr>
<td>Company Name</td>
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**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.

---

Applicant Initial

Permit Number