



CITY OF SAFETY HARBOR

750 MAIN STREET, SAFETY HARBOR, FLORIDA 34695
PHONE: 727-724-1555 FAX: 727-724-1566

RIGHT-OF-WAY / EASEMENT USE PERMIT

DATE SUBMITTED: _____

EXPIRATION DATE: _____

Submit the following to the Engineering Department at least 30 days prior to anticipated construction start:

- ◆ A complete application
 - Notarized Permittee signature
 - Use this form only (prior revisions will not be accepted)
- ◆ Full set of construction drawings
- ◆ Photos of existing conditions for proposed construction area.
- ◆ Processing fee of \$25 required upon submittal (make checks payable to the City of Safety Harbor)

APPLICANT (PERMITEE) INFORMATION

Name	Telephone #		
Company	Fax #		
Address	Email Address:		
City	State	Zip	

OWNER INFORMATION (If other than above)

Name	Telephone		
Company	Fax #		
Address			
City	State	Zip	

CONTRACTOR INFORMATION (If other than above)

Company	Telephone		
Address	Fax #		
City	State	Zip	
Safety Harbor License#	State/FCILB#		PCCLB#

PROJECT INFORMATION

Description of Proposed Work:						
Subdivision / Block / Lot #:						
Location:						
Street Address:						
Parcel ID#	/	/	/	/	/	/
Proposed work will start on _____ and be completed on _____						
Estimated restoration cost: \$ _____ (cost to restore disturbed areas to existing or better condition).						

PERMIT INSTRUCTIONS

1. Applicant must check one:
 - I have not ascertained the location of all existing utilities, both aerial and underground, prior to filing this application.
 - I have ascertained the locations of all existing utilities, both aerial and underground, prior to filing this application. The following private utilities/municipalities were contacted:

2. All property owners adjacent to the proposed work shall be notified a minimum of 48 hours prior to commencing construction.
3. Construction Drawings: Property, easement, and Right-of-Way boundaries, as well as existing utilities, structures, and natural features shall be shown on plan view drawings. Location and alignment of the proposed utility or work shall be clearly indicated with dimensioned offsets from boundaries, pavement, sidewalks, etc. Where crossing City utilities and facilities, cross-sections shall be provided with clearances and depth dimensions. The type of construction and materials to be used shall be clearly identified. Restoration shall be indicated. City standards are available from the Engineering Department.
4. When proposed work will require a lane closure, Permittee shall provide a maintenance of traffic plan with application package.
5. Bond requirements: The City Engineer may require a maintenance and construction bond and/or a bond conditioned to indemnify the City from all claims resulting from work to be filed with the application.
6. All contractors must be registered with the City of Safety Harbor.

GENERAL CONDITIONS

1. Call Sunshine at 1/800/432-4770 at least 48 hours prior to the start of construction for location of all underground utilities. No work shall be performed without utility locates. Call the Engineering Department Construction Inspector at 727/724-1555 at least one working day in advance of beginning construction so that inspection can be scheduled.
2. This Permit is not transferable and is void 30 days from the date of permit approval unless work has commenced. Work, including restoration, shall continue uninterrupted until complete. No work shall be performed on Saturdays, Sundays, legal holidays, and between 6 pm and 7 am Monday through Friday.

3. This permit is a license for permissive use only and the placing of facilities upon public right-of-way or private property within a public easement pursuant to this permit shall not operate to create or vest any property right. The Permittee shall remove or relocate at its expense Permittee's poles, wires, pipes, cables, facilities as necessary for the City to construct, repair, improve, maintain, and provide safe and efficient operation of its facilities, as determined by the City Engineer.
4. All work and materials shall meet City standards and be performed subject to the authority of the City Engineer. All work shall be performed within the City Rights-of-Way or easements. Work, material, equipment, or personnel shall not encroach on to private property. All City property shall be restored to pre-construction conditions and per City requirements. Disturbed grassed areas shall be sodded. Restored sod and landscaped areas shall be maintained until established. Brick street repairs shall be restored to original condition and be free of sags and dips.
5. Approved drawings and specifications for the proposed work shall be an integral part of this permit.
6. The construction and maintenance of utilities shall not interfere with the property and rights of existing public and private utilities. The Permittee shall assume full responsibility for any injury to persons, damage to public and private property resulting from the work and constructed facilities, indemnifying the City of Safety Harbor from any and all liabilities.
7. During construction, operation and maintenance of Permittee's facilities, all City safety regulations shall be observed including placing and display of safety devices, barricades, fences, signs, flagging, etc. All work areas, including excavations, shall be safely secured at all times. Proposed road and lane closures shall have a Maintenance of Traffic Plan approved by the City Engineer.
8. The Permittee or any other person shall only make such improvements to the Right-of-Way as shall be permitted and described in this permit. If plans or drawings require revisions for any reason prior to commencing construction, Permittee shall promptly submit revised plans and drawings to the City Engineer.
9. The City Engineer may order construction stopped if noncompliance with City requirements and Permit Conditions is observed. The work shall not restart until the work plan is brought into compliance. The City reserves the right to revoke the Permit if one or more City Requirement(s) and/or Permit Condition(s) is violated, or if it is determined by the City Engineer to be in the best interests of the City. In the event of such revocation, the Permittee or property owner shall remove any and all improvements to the Right-of-Way and return the property to its original state, and the expense of such removal and restoration shall be borne solely by the Permittee.
10. The City Inspector shall be notified at 727/724-1555 for final inspection upon completion of the work. Changes in the work, as may be approved by the City Engineer, shall be documented on "as-built" drawings, submitted in duplicate. Failure to schedule final inspection or submit "as-built" drawings may result in denial of future permits until such time as this condition is met.
11. The work shall be performed and conducted so as not to interfere with access to driveways, fire stations and fire hydrants. Materials or obstructions shall not be placed within 15 feet of fireplugs. Passageways leading to fire escapes or fire-fighting equipment shall be kept free of piles of material or other obstructions.
12. The Permittee shall erect and maintain suitable barriers to confine earth from trenches or other excavations in order to minimize encroachment on to roads, sidewalks, facilities, landscaping, and private property.
13. The Permittee shall not interfere with any existing utility without the written consent of the City Engineer and/or the utility owner. Utilities will not be moved to accommodate the Permittee unless the cost of such work is borne by the Permittee.
14. Permittee shall locate facilities and equipment so that such will not interfere with the City's use of its Rights-of-Way and shall not cause a hazard to the Public health, safety and welfare.

15. The Permittee shall not remove trees, landscaping, or fences within right of ways and easements without obtaining the consent of the property owner, or in case of public property, the City Engineer and any other required permit.
16. All pipes and conduits shall be jack and bored under paved streets. Other types of trenchless installation of conduits will be considered on a case-by-case basis. Permittee shall be responsible for costs to repair road and utility damage resulting from the work.
17. **A minimum 18" vertical clearance and a minimum 4 ft. parallel separation must be provided when installing near water mains or sanitary sewer main lines and stormwater mains.**
18. Permit approval signifies that the City of Safety Harbor, or designate, has performed a cursory review and approves of the general intent of the proposed work based on the drawings as submitted, or as noted. However, approval by the City does not warrant that all conditions as shown on drawings are correct. Actual conditions may require field adjustments of the work by the Permittee in order that the work is performed in accordance with City Standards and with the conditions of the permit.
19. PERMITTEE is responsible for installing erosion control measures so that all drainage structures and systems (pipes, swales, etc.) affected by the proposed work are protected from siltation or direct transmission of street debris.
20. **ANY AND ALL DAMAGE TO CITY OWNED PROPERTY INCLUDING, BUT NOT LIMITED TO, WATERMAINS SEWER MAINS/LATERALS, STORMWATER LINES, CURB OR STREET SURFACE SHALL BE REPORTED TO THE CITY INSPECTOR IMMEDIATELY!**
21. The holder of this permit shall provide safety control, including the display of caution signs and signals as are required by the Manual on Uniform Traffic Control Devices for Streets and Highways, and shall prevent any obstructions or conditions which are or may become dangerous to the traveling public. Work in or near State (or County) controlled right-of-way may require compliance with additional D.O.T. (or County) standards.
22. Materials and construction methods for pavement and concrete replacement shall be in accordance with the latest edition of the Florida Department of Transportation Standard Specifications for Road and Bridge Construction.

I hereby certify that the information given is correct to the best of my knowledge. I also certify that I have read and I fully understand the General Conditions of this permit.

SUBMITTED BY: Signature of Permittee _____

Printed Name & Title of Permittee _____

STATE OF FLORIDA, COUNTY OF PINELLAS

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____ 20____ by _____ of _____, a Florida municipal corporation, on behalf of the corporation.

He/she is personally known to me or has produced _____ as identification. He/she was known to me and did not take an oath but who executed the foregoing instrument and acknowledged before me that he/she executed the same freely and voluntarily for the purpose therein expressed and affirms that he/she is the owner or agent for the owner of that property immediately adjoining and touching the right of way subject of this permit.

Notary Stamp:

Notary Public

Printed Name of Notary Public

PERMIT APPROVED BY: _____ **DATE:** _____

SPECIFIC CONDITIONS:

**RIGHT-OF-WAY/UTILITY EASEMENT USE PERMIT
FINAL INSPECTION CERTIFICATION**

PERMIT NO.: _____

DATE WORK STARTED: _____

DATE RESTORATION COMPLETED: _____

SUNSHINE ONE-CALL NO.: _____

INSPECTED BY: _____ DATE: _____

I the undersigned PERMITEE do hereby CERTIFY that the construction approved by the above numbered permit was inspected and installed in accordance with the approved plans made a part of this permit and in accordance with the City of Safety Harbor's current Code and Ordinances. All plan changes have been approved by the City's Engineer and are attached to this permit. I also certify that the work area has been restored to as good or better condition than when the work was begun.

PERMITEE: _____
Name and Title (Typed or Printed Legibly)

SIGNATURE: _____ DATE: _____