



## **Right of Way Permits**

A Right-of-Way Use Permit is required for any work performed in the public right-of-way (including but not limited to sewer or water extensions, franchise utility work, storm drainage, driveway connections, sidewalks, curbs and gutters, landscaping, undergrounding of utilities, street lighting, paving or any other excavation or pertinent installation in the right-of-way).

Submit the application for the permit, traffic control plans, and engineering plans and specifications to the Community Development Department, Planning & Zoning Division.

### **Contact Information:**

Brandon Berry, Planner  
155 Corey Ave.  
St. Pete Beach, FL 33706  
Email: [bberry@stpetebeach.org](mailto:bberry@stpetebeach.org)



155 Corey Avenue  
St. Pete Beach, FL 33706-1839  
Community Development Department  
(727) 363-9253 Fax (727) 363-9222

## Right-of-Way Utilization Permit # \_\_\_\_\_

THE CITY OF ST. PETE BEACH, a political subdivision of the State of Florida, hereinafter called the "Permit Grantor," "City," or "The City of St. Pete Beach" hereby grants:

\_\_\_\_\_

hereinafter called the "Permittee," a permit to construct/install , operate , maintain , replace/restore , and/or remove  the facilities, structures or landscaping listed below:

\_\_\_\_\_

Work to be permitted is shown on an attached geographical description, sketch, or survey. This work is along, beneath, and/or over the right-of-way and/or property of the Permit Grantor at the following location:

Street address or description of location: \_\_\_\_\_ and  
is situated between \_\_\_\_\_ and  
\_\_\_\_\_

All work permitted is subject to the Conditions for Approval as included in this Right-of-Way Utilization Permit, City of St. Pete Beach Municipal Code of Ordinances and any other applicable laws, regulations or policies of the City, State, Federal government and/or other regulating authority.

**Signing below implies acceptance to all requirements stated, in writing, as a condition of the issuance of this right-of-way utilization permit. Right-of-way utilization permit, conditions of approval, and any letters (from the permit grantor) referring to this right of way utilization permit are all to be considered as part of this right-of-way utilization permit agreement. See attached for additional conditions to this utility permit:**

Permittee: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Permittee Signature: \_\_\_\_\_ COMPANY  
(CONTRACTOR) PERFORMING THE WORK IN THE FIELD:

Name: \_\_\_\_\_ Address \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_ DATE OF ISSUANCE: \_\_\_\_\_

CIP Construction Manager:

PHONE: 727-363-9253 FAX: 727-363-9222

Photos Required: \_\_\_\_\_ Sod Placement Required: \_\_\_\_\_

Storm water BMPs Installation Required: \_\_\_\_\_

Wastewater Pipe Televising Required: \_\_\_\_\_

Storm water Pipe Televising Required: \_\_\_\_\_

Public Notification Required: \_\_\_\_\_

Survey Marker or Geodetic Monument Replacement Required: \_\_\_\_\_

Pavement Restoration Required: \_\_\_\_\_

Curb or Sidewalk Restoration Required: \_\_\_\_\_

Other Restoration Work Required: \_\_\_\_\_

Other Comments: \_\_\_\_\_

#### CONDITIONS OF APPROVAL

1. This Right-of-Way Utilization Permit will be completed with the description and nature of the proposed work fully described in writing.
2. The Utility Notification Center – Sunshine One Call of Florida must be notified 48 hours in advance of any work. Their phone number is 1-800-432-4770.
3. The name of Facility Owner (Permittee), any contractor and/or subcontractor performing work relating to the work described and approved in this Right-of-Way Utilization Permit will be denoted along with contact information during and after work hours along with emergency contact information.
4. Along with a description of work and location of work, a geographical description, scaled drawing or survey may be requested. Information that may be required for inclusion in the survey is as follows.
  - a. Geographical description of work to be done
  - b. Right-of-Way lines
  - c. Sidewalks
  - d. Description of area of land, pavement, and/or curb disturbing activity.
  - e. The offset distance from the centerline of the proposed work shown with all distances and sizes clearly indicated.
  - f. Cross section denoting locations of other utilities in the area being disturbed/affected.
  - g. Location of all storm water drainage system components (pipes, outfalls, drop inlets, catch basins, retention ponds, detention ponds, seawalls, swales or other components of the storm water system.
  - h. A description of any storm water related Best Management Practice that will be used to mitigate against the sedimentation of the storm water system, erosion of affected/disturbed areas, deposition/release of nutrients or other pollutants to the neighboring properties, water bodies and/or wastewater system.
  - i. All of the above, if requested, shall be clearly marked with sizes, dimensions, and other pertinent information clearly marked.
5. Section corner monuments and other survey markers subject to displacement shall first be referenced and later reset by a Florida Registered Surveyor.
6. This Right-of-Way Utilization Permit is to be signed by the applicant or their legally empowered agent.
7. Contractor performing the work must be licensed/registered through the Pinellas County Construction Licensing Board (PCCLB) and must meet the insurance requirements required by the PCCLB.
8. The construction, operation, and maintenance of such utility shall not interfere with the property and rights of a prior occupant.
9. The construction, operation and maintenance of such utility shall not create obstructions which are/or become dangerous to the traveling public.

10. Maintenance of Traffic (MOT) and safety procedures will follow Florida Department of Transportation (FDOT) and the Manual on Uniform Traffic Control Devices (MUTCD) policies.
11. Digital photos may be required prior to the start of work by the Permittee.
12. Right-of-Way restoration will be inspected periodically for the period of 1 year after final restoration by the City of St. Pete Beach. Should any deficiencies be encountered, the Permittee will have 7 days to make such corrective actions, unless the conditions warrant immediate attention. One (1) year after final restoration, responsibility for the permitted area will revert back to the City.
13. To insure that hazards do not impact the owners, residents, property, or environment, the City of St. Pete Beach maintains the right to inspect all materials and equipment used on or in conjunction with the work outlined in this Right-of-Way Utilization Permit.
14. The Permittee shall and does hereby agree to indemnify, pay the cost of defense and save harmless the Permit Grantor from the and against the payment of all claims, suits, actions, costs, attorney's fees, expenses, damages, judgments or decrees by reason of any person/persons or property being damaged or injured by the Permittee, his employees, agents or subcontractors or in any way attributable to the performance, prosecution, construction, operation or maintenance of the work herein permitted by the Permittee and resulting from the negligent act/acts or omission/omissions of said Permittee in connection with the work herein permitted.
15. The Permittee shall repair and or restore any damage or injury to the right-of-way or to any other City property and shall repair the same promptly (within 7 days of notification to the Permittee), restoring it to a condition at least equal to that which existed immediately prior to the infliction of such damage or injury. Restoration work will, at a minimum, meet City Standards as described in attached standards and any standards that are denoted in the Conditions of Approval of this Right-of-Way Utilization Permit.
16. All repairs and restoration must conform to the City Standards (see attached details) or any standards that are denoted in the Condition of Approval of this Right-of-Way Utilization Permit.
17. All portions of the right-of-way other than paved areas disturbed by the construction of this utility shall be grassed, mulched, and/or sodded as required.
18. The Permittee shall televise and record all sanitary sewer mains, sanitary sewer laterals, any other sanitary sewer component, and/or any storm drainage system components that are within the area of work described in this Right-of-Way Permit. These tapes and/or recorded discs are to be delivered to the City for review and permanent filing.
19. Any work that may affect storm water quantity or quality shall require the installation of proper storm water Best Management Practices (BMPs). Devices or actions to be implemented may include hay bales, silt fences, geotextiles, proper dewatering procedures, analytic sampling, and/or techniques listed in the Florida Department of Environmental Protection's Storm water, Erosion, and Sedimentation Control Inspector's Handbook. All work done shall conform to the City of St. Pete Beach's Illicit Discharge Ordinance.
20. All overhead installations shall conform to clearance standards of the Florida Department of Transportation (FDOT) and all underground crossing installations shall be laid at a minimum dept of thirty inches (30") below the pavement or at such greater depth as the Permit Grantor may require.
21. In the event of widening, repair, or reconstruction of said Right-of-Way, the Permittee shall move or remove said utility installation(s) at no cost to the Permit Grantor (City).
22. The License creates and should be considered as granting a permissive use only and the placing of facilities upon the City property pursuant hereto shall not operate to create or to vest any property rights in said Permittee and is granted in perpetuity subject to termination by the Permit grantor upon the giving of thirty (30) days notice in writing to the Permittee.

23. Emergency Work – In the event of an emergency, the facility owner will be allowed to affect the necessary repairs in advance of receiving a permit. However, the application must be submitted and received in the Public Services Department's office before the end of the following business day.
24. THE CONDITIONS OUTLINED ARE ACCEPTED BY THE APPLICANT AND CONTRACTOR – The permit is not transferable and is VOID after 60 days from the date of approval unless work has been started. The applicant agrees, upon completion of any work, to satisfactorily complete all the work authorized by the permit within a period of \_\_\_\_ calendar days.
25. Work within the right-of-way under construction shall be within the times allowable for work, as denoted in the City of St. Pete Beach Code of City Ordinances, except where the work must proceed in order to protect the public interest.
26. Other Conditions of Approval –

**Completed Right-of-Way Utilization Permits may be sent to the following Address:**

**City of St. Pete Beach  
Community Development Department  
155 Corey Avenue  
St. Pete Beach, FL 33706**

**Blank Right-of-Way Utilization Permits may be obtained through the forms page of the Community Development Department's web page located at <http://www.stpetebeach.org/city-department/community-development/planning-zoning.html>. You may also obtain a permit from the Community Development Department at 155 Corey Ave, St. Pete Beach, FL 33706.**

**For more information or to discuss the Right-of-Way Utilization Permit, contact Community Development Department Staff at 727-363-9253.**