

GENERAL INSTRUCTIONS

No construction, under ground or above ground, of any facility, shall be accomplished on any City Right of Way without written approved from the City. Any application for approval of construction operations on any City owner rights of Way shall furnish a detailed drawing showing the complete scope of the proposed work in quadruplicate to the City for review and approval prior to the commencement of any work. **A copy of this permit must be kept readily available at the site of the work at all times.**

Permit Application for: _____
Project Name/Description of Work

Location: _____
Address of Work Site

Permission is hereby granted to _____
Name of Permittee

of _____
Permittee Complete Address

subject to the following conditions:

1. The construction and maintenance of each utility shall not interfere with the property and rights of a prior occupant.
2. All work shall be done in keeping with the standard of the City of Dade City and at the satisfaction of the City Engineer who will be notified at least one day prior to commencement of construction.
3. All material and equipment shall be subject to inspection by the City of Dade City.
4. The City of Dade City shall be relieved of all responsibility from damage of any nature arising from this permit. Subject to the same terms and conditions the permit holder may take such safety measures, including placing and display of caution signs, as it may deem necessary in conduct of construction and maintenance work hereunder.
5. During construction all safety regulations of the Florida Department of Transportation shall be observed
6. All City property and private property shall be restored to its original condition as far as practical, as determined by the City Engineer.
7. All underground crossing installations shall be laid at such depth as may be specified by the City Engineer, unless otherwise authorized. **Installation of utilities under City streets shall be by jacking and boring only.**
8. If deemed necessary by the City Engineer, two copies of a sketch covering the details of this installation shall be made a part of this permit.
9. This permit is granted with the understanding that the applicant takes full responsibility for notifying any and all utility or underground users of his/her proposed operations in order to safeguard their interest. Applicant shall take full responsibility for any damage incurred by prior installations as a result of his/her operations. It is expressly stipulated that this permit is a license for permissive use only and that the placing of facilities upon public property pursuant to this permit shall not operate to create or to vest any property right in said holder.
10. Whenever the City of Dade City decides to further exploit the City Rights of Way, any or all of said poles, wires, pipes, cables, or other facilities and appurtenances authorized hereunder shall be immediately removed from said Rights of Way, or reset or relocated thereon as required by the City, at the expense of the holder of this permit or the property owner.
11. The permit holder shall save and keep the City of Dade City harmless from any and all damages, claims, or injuries that may occur by reason of the construction, maintenance and operation of said facility.
12. The permit holder shall complete the requested work within 30/60/90/120 days of this permit or it shall become null and void. In the event the work requested is not completed upon the expiration date of this permit, the City shall have the right to complete such work and to charge the holder of the permit for all costs incurred in completing said work.
13. The permittee shall post a cash or surety performance guarantee with the City Clerk if so requested by the City Engineer. This shall be based on a cost estimate prepared by permittee's engineer and approved by the City. The amount of the guarantee is to be an amount equal to 125% of the cost to construct the permitted improvements. In the event a surety bond is posted, the said surety bond shall be made payable to the City of Dade City and shall obligate the surety to hold the City harmless in the event the holder of this permit should fail to meet any of its obligations, hereunder. The bond shall also indemnify the City for all court costs and reasonable attorney fees in the event legal action is required to collect on said bond.
14. The permittee shall post cash or surety maintenance guarantee with the City Clerk based on a cost estimate prepared by the permittee's engineer and approved by the City. The amount of the guarantee is to be an amount equal to 15 % of the cost to construct the permitted improvements. In the event a surety bond is posted it shall meet all the criteria stated in No. 12 above.
15. SPECIAL CONDITIONS:

Approval by applicable departments:
Public Utilities _____
Development Review _____
Public Works (City Engineer) _____

Submitted by: _____

Print Name and Title

Fee: \$ _____

Complete mailing address

Paid: ____/____/____

Complete telephone number

Applications for a Right of Way permit shall be made to the Public Works Department through the City Building Department, on forms provided. The application shall meet the following requirements:

- a) *Applicant:* Shall be the owner or responsible person for the proposed improvements and not a subcontractor for the owner or responsible person.
- b) *Permit Time Limitations:* In no case shall construction commence before a permit is issued except in the case of an emergency as defined in section 78-127. A permit issued by the City shall be valid for a period not to exceed one hundred and twenty (120) days from date of issuance.

After issuance of the permit, the permittee shall notify the City a minimum of two (2) business days prior to commencing construction. This notification will allow for scheduling of inspections. If a road closing is required, the permittee shall submit with the permit application a maintenance of traffic (MOT) plan, to include all proposed road closings, with an expected time duration for each closing. Road closings shall require separate approval by the Public Works Department and a prior notice of three-business days notification before the commencement of construction. Road closings of less than fifteen (15) minutes shall not require notification although protective measures as outlined in section 78-52 shall be followed.

Permittee shall be responsible to notify the Dade City Police Department at (352) 521-1495 if a road closure is longer than fifteen minutes. Further, the permittee shall be responsible to notify Pasco County Fire/Rescue at (800) 547-9427 if a road closure is longer than fifteen minutes. Permittee shall contact both agencies again, to notify that the work is completed and the roadway is once again available to traffic.

- c) *Permit Fee:* (Also refer to section 78-122, Exemptions.) A non-refundable fee shall be charged for the Right of Way permit as follows. This fee shall be in addition to any applicable fees or charges deemed necessary by the Dade City Building Department related to any proposed construction or work. The fee schedule for a Right of Way permit shall be:

	Permit	\$20.00
	Each street cut shall be an additional:	\$50.00
	Any project requiring an as-built as described in section 78-155 shall be an additional:	\$100.00

- d) *Design Plan:* When deemed necessary by the City Engineer, all applicants shall submit, with the permit application, a duplicate set of design plans folded to a size not to exceed eight and one-half by fourteen (8-1/2 x 14) inches. The design plans shall describe the following: Materials to be used, type, quantities, pipe, conduit or cable size; pipe schedule if applicable or wall thickness, use of pipe or cable (power with voltage, gas with maximum allowable operating pressure, etc.), and all other pertinent details. One (1) or more typical cross-sections and/or profiles and plan views adequately reflecting the location of the improvement shall be shown. In all cases, dimensions shall be referenced from the Right of Way or easement line in addition to any other dimensions that may be shown. All existing improvements located within the work areas shall be shown. If proposed improvements involve only one (1) side of the Right of Way, only the existing improvements on that side of the Right of Way need be shown. The minimum vertical clearance above or below the pavement and grade shall be shown. In all cases, permittee shall list all Right of Way and easement users that may be affected and notify each of them by providing a copy of the permit application and a schematic installation plan of the proposed improvement and a simple key map which provides street name and physical location of start to finish of project. In addition to the above requirements, any proposed improvements that consist of any of the following shall require a design plan at a minimum scale of one (1) inch equals fifty (50) feet and all references to grade and drainage elevations shall be NGVD 1929.

1. A water or gas main six (6) inches or larger in diameter
2. A sanitary force main six (6) inches or larger in diameter.
3. Electrical distribution line or telecommunication lines or community antenna television (CATV), cable plants when any have a cable or conduit size six (6) inches or larger in diameter.
4. Gravity sewer mains.
5. Improvements that will require a trench line excavation width larger than eighteen (18) inches

- e) *As-builts:* The as-built site plan shall be at a minimum scale as in "d" above, and all references to grade and drainage elevations shall be NGVD 1929. As-builts shall include a plan view elevation and location of affected drainage swales, culverts, manhole rims, roads, curbs and any other similar improvements. As-built site plans shall be required for any of the following circumstances and shall be supplied to the City prior to the permit expiration:

1. Water or gas main six (6) inches or larger in diameter.
2. Sanitary force main six (6) inches or larger in diameter.
3. Electrical distribution lines or telecommunication lines or community antenna television (CATV), cable plants with a cable or conduit size six (6) inches or larger in diameter.
4. Gravity sewer mains.
5. Improvements that require a trench line excavation width larger than eighteen (18) inches.

- f) *Authorized Signature:* The City shall require any franchise user of the Rights of Way and easements to submit annually a list of authorized parties within their concerns who may sign the permits for the following fiscal year. This list shall include the position, printed name and demonstrated signature of each authorized individual.

- g) *IN ALL CASES,* this Right of Way will remain available to the City for any public use (utilities, streets, etc.), at no cost. Cost to restore the Right of Way to its existing conditions before this activity shall be borne by the PERMITTEE or the OWNER.