



# Leon County Right-of-Way Placement Permit Application – Utility Poles

LEON COUNTY PUBLIC WORKS DEPARTMENT USE ONLY

Application Received Date \_\_\_\_\_ Data Entry By \_\_\_\_\_  
Data Entry Date \_\_\_\_\_ **LRW** # \_\_\_\_\_

In accordance with Section 16-177 of the Leon County Code of Laws, all persons seeking to place a utility pole in the County rights-of-way must obtain a permit from Leon County Public Works, unless otherwise exempt. **This Permit Application may be used in conjunction with Form 4 or Form 5 if the proposed utility pole is associated with a utility (i.e. electric) or a communications facility, respectively.**

Permit Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Project Name: \_\_\_\_\_ ROW License/Registration Number: \_\_\_\_\_

Project Location (nearest intersection or address): \_\_\_\_\_

GPS coordinates (based on the reading from a handheld mobile GPS unit set to Datum NAD 83 or WGS84 or based on Google Earth or similar application may be used where areas of shading occur due to overhead canopy):

Latitude \_\_\_\_\_, Longitude – \_\_\_\_\_

Latitude \_\_\_\_\_, Longitude – \_\_\_\_\_

Latitude \_\_\_\_\_, Longitude – \_\_\_\_\_

Latitude \_\_\_\_\_, Longitude – \_\_\_\_\_

\*If necessary, please use additional paper to document the GPS coordinates of each pole.

Description of Work: \_\_\_\_\_

It is estimated that the completion of this project requires:

_____	Linear Feet of Unpaved Right-of-Way to be Utilized
_____	Square Footage of Pavement Disturbed or Removed
_____	Total Number of Utility Poles to be Set

Contractor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Start Date of Construction: \_\_\_\_\_

Email Address: \_\_\_\_\_

Construction duration: \_\_\_\_\_ days

Is proposed work within city limits? \_\_\_\_\_

Applicant declares that prior to filing this application, the locations of existing utilities have been determined by contacting all existing utility providers. A letter of notification was mailed on \_\_\_\_\_ to the following utility providers: \_\_\_\_\_

**\*Prior to construction, the Permittee is responsible for contacting Sunshine 811 and notifying the appropriate utilities when construction will begin.**

**Optional:** As the Applicant for the Right-of-Way Placement Permit, I wish to designate the below named party as the agent in all matters pertaining to this application and permit issued hereunder. In authorizing the agent named below to represent the Applicant, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief.

Applicant's Agent: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

**TYPE OF FACILITY (check one):**

- Utility Pole
  - New utility pole, total number: \_\_\_\_\_
  - Replacement of existing utility pole, total number: \_\_\_\_\_
- Repurposed utility pole (reconfiguring an existing utility pole to accommodate the attachment of communications facilities)
- New utility pole intended to support the collocation of a small wireless facility
- Other: \_\_\_\_\_

Does the Applicant pay Communications Services Tax as authorized by Chapter 202, Florida Statutes?

- Yes
- No
- Not Applicable because Applicant is not a Communications Provider

**Checklist for required documents:**

- Engineering plans, including:
  - Dimensions, height, footprint, stealth design, and concealment features.
  - Distances between the proposed facility and nearby pavement, sidewalks, underground and overhead utilities, and other structures/facilities located within the rights-of-way.
  - An attestation that the proposed utility pole will be located within the right-of-way.
  - Identification all trees and landscaping to be removed or impacted.
    - If any trees are protected trees, provide additional documentation as required in Section 10-4.206(c)(1) and 10-4.206(b)(2), as applicable.
- Description of installation or construction and timetable for construction.
- Temporary Maintenance of Traffic (MOT) Plan.
- Temporary sidewalk closure plan.
- Estimated costs to restore the ROW and the restoration plan.
- For utility poles intended to support communications facilities (wireless and wireline facilities), the following additional documents are required:
  - Proof of insurance, if not already on file with the County, including:
    - Workers' Compensation and employer's liability insurance;
    - Comprehensive general liability;
    - Commercial automobile liability; and
    - Commercial excess or umbrella liability, if applicable.
- Construction Bond (choose one):
  - No construction bond is required because the estimated costs of the restoration of the rights-of-way is less than \$2,500 and Applicant has a full security fund on file with the County; OR
  - No construction bond is required because Applicant has a blanket construction bond of \$50,000 or more on file with the County; OR
  - Construction bond in the face amount of the estimated costs of the restoration of the rights-of-way; OR

- Blanket construction bond of no less than \$50,000.
- For new utility poles or repurposed utility poles intended to support the collocation of small wireless facilities, the following additional documents are required:
  - An attestation by an officer of Applicant that a small wireless communications facility will be collocated on the new or repurposed utility pole and will be used by a wireless services provider to provide service within nine (9) months after the date the application is approved.
  - The heights of other utility poles located in the same County rights-of-way measured from grade in place within 500 feet of the proposed location of the new or repurposed utility pole. If no utility poles exist within 500 feet of the proposed location, Applicant shall certify such.
- Appropriate fee as determined by Leon County Public Works in accordance with the adopted fee schedule.

The County may request additional information as reasonable required for the review of this permit application.

If the permit application package is submitted to Leon County Public Works by mail or hand-delivery, one (1) copy of this permit application with two (2) sets of the physically signed and sealed engineering documents, including the plans and drawings, must be provided. If the permit application package is submitted by e-mail, the engineering documents, including the plans and drawings, must be electronically or digitally signed and digitally sealed in compliance with Chapter 61G15-23 of the Florida Administrative Code. The plans and drawings shall be in accordance with the Leon County Code of Laws and the Leon County Rights-of-Way Manual.

If this application is being submitted after the start of the construction or placement proposed above, state the nature of the condition necessitating this after-the-fact submittal: \_\_\_\_\_.

**NOTICE:**

1. Applicant must be registered or licensed with Leon County prior to receiving a permit.
2. The construction and maintenance of the communications facility shall not interfere with the rights of other licensed utility providers and permit holders utilizing County rights-of-way.
3. The normal working hours for repair, maintenance, or construction work is Monday through Friday from 9am to 4pm or 6pm to 6am, except in the event of an emergency. If a vehicular travel lane or full road closure is needed, a separate Road Closure Request must be submitted to Leon County Public Works pursuant to the *Leon County Public Notification of Road Closing and Road Closure Request Procedure*.
4. All work shall meet the applicable standards as stated in the Leon County Code of Laws and Leon County Rights-of-Way Manual.
5. Leon County Public Works Department shall be notified at least forty-eight (48) hours prior to the start of any construction associated with this application.
6. The County may require a construction bond. The construction bond shall comply with the applicable provisions of the Florida Statutes for public construction bonds and shall be in a form acceptable to the County Attorney's Office.

**By execution and submission of this Permit Application, Applicant is bound to the County with respect to the indemnification provisions set forth in Section 16-137, Leon County Code of Laws.**

**By submitting an application, the Licensee acknowledges that it has reviewed a copy of Chapter 16, Article IV of the Leon County Code of Laws and the Leon County Rights-of-Way Manual.**

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The above instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, in his/her capacity as \_\_\_\_\_, of \_\_\_\_\_, a \_\_\_\_\_, who \_\_\_\_\_

[name]

[title]

[name of company]

[type of business organization]

( ) is personally known to me; ( ) produced a current driver's license as identification; or ( ) produced \_\_\_\_\_ as identification.

[Notarial Seal]

Notary Public

Printed Name: \_\_\_\_\_

Commission No.: \_\_\_\_\_

Expiration: \_\_\_\_\_

Please remit this Permit Application Package to [LeonCountyROW@leoncountyfl.gov](mailto:LeonCountyROW@leoncountyfl.gov) or Leon County Department of Public Works  
2280 Miccosukee Road  
Tallahassee, FL 32308

LEON COUNTY PUBLIC WORKS DEPARTMENT USE ONLY

Approved By \_\_\_\_\_

Application Number \_\_\_\_\_

Date \_\_\_\_\_

Application Fee Assessment \_\_\_\_\_

*Leon County Department of Public Works  
2280 Miccosukee Road  
Tallahassee, FL 32308  
Tel: (850) 606-1500  
Fax: (850) 606-1501*

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