



# Leon County Right-of-Way Placement Permit Application – Communications Facilities

LEON COUNTY PUBLIC WORKS DEPARTMENT USE ONLY

Application Received Date \_\_\_\_\_ Data Entry By \_\_\_\_\_  
Data Entry Date \_\_\_\_\_ LRWCF # \_\_\_\_\_

This Permit Application is to be completed by a public or private entity seeking to construct, place, install, maintain or operate a communications facility in the County rights-of-way. **This Permit Application is not applicable for the placement of utilities (i.e. electric, water, sewer) within the County rights-of-way.**

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

Project Name: \_\_\_\_\_ Registration Number: \_\_\_\_\_

Project Location: \_\_\_\_\_

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

**\*If a road or lane must be closed to complete the work, a separate Lane Closure Permit is required pursuant to the Leon County Public Notification of Road Closing and Road Closure Request Procedure.**

Associated Permit Numbers: \_\_\_\_\_

\* Provide permit numbers for any permits obtained in connection with this communications facility, such as the permit number for the supporting structure of the communications facility, if permitted prior to this application.

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 owner of the communications facility and 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 communications facility owner, 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 all that apply):

- At-grade Facility
- Wireline Facility
  - Aerial facility, total amount of linear feet: \_\_\_\_\_
  - Below-grade facility, total amount of linear feet: \_\_\_\_\_
- Wireless Facility
  - Small wireless facility, total number of facilities: \_\_\_\_\_  
*\*max. 30 facilities per application for collocation on existing structures*  
*\*max. one facility per application if a new utility pole is proposed to support the facility*
  - Micro wireless facility, total number of facilities: \_\_\_\_\_
- Other: \_\_\_\_\_

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

- Yes
- No

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

**Checklist for required documents:**

- Engineering plans, including:
  - Dimensions, height, footprint, stealth design, and concealment features.
  - Location of the proposed facility, including whether the proposed location is subject to restrictions pursuant to Section 16-179(e).
  - For a small wireless facility, the type of structure intended to support said facility, such as an existing structure, repurposed structure, or a new utility pole intended to support the collocation of the small wireless facility, and the owner of each structure (i.e. County-owned, City-owned, etc.).
    - Documentation that the support structure is capable of supporting the proposed small wireless facility.
    - Pole attachment agreement, if applicable.
    - Payment of \$150 if the proposed facility is to be collocated on a County-owned utility pole.
  - Distances between the proposed facility and nearby pavement, sidewalks, underground and overhead utilities, and other structures/facilities located within the rights-of-way.
  - For a small wireless facility, the GPS coordinates (based on the reading from a handheld mobile GPS unit set to Datum NAD 83 or WGS84, to a six (6) decimal point precision).
  - An attestation that the proposed communications facility 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.
- 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; 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.

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 with Leon County prior to receiving a permit.
2. The engineering plans for all proposed Right-of-Way Placement Permits must be signed and sealed by a Florida licensed professional engineer.
3. 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.
4. 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*.
5. All work shall meet the applicable standards as stated in the *Leon County Code of Laws* and *Leon County Rights-of-Way Manual*.
6. 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.

**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, Applicant acknowledges that it has reviewed a copy of Chapter 16, Article V of the Leon County Code of Laws and the Leon County Rights-of-Way Manual.**

**[Signature to follow on next page]**

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  
\_\_\_\_\_ [name] \_\_\_\_\_ [title]  
\_\_\_\_\_, a \_\_\_\_\_, who  
\_\_\_\_\_ [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*