



Application for License to Place Utilities in Right-of-Way

In accordance with Section 16-81 of the Leon County Code of Laws, all public or private entities seeking to construct, maintain, repair, operate, or remove lines for the transmission of water, sewage, gas, power, television, or other public utilities in the County rights-of-way must obtain a license from Leon County Public Works.

NAME OF LICENSEE (FIRM) under which it will conduct business in Leon County and, if different, in the State:

CONTACT NAME: _____

ADDRESS: _____

CITY, STATE & ZIP CODE: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

EMERGENCY CONTACT & CONTACT INFORMATION (if different than above): _____

TYPE OF UTILITY:

Water Sewage Gas Power Television Other: _____

Checklist for required documents:

- A ROW license application fee (check, money order, or credit card) in the amount of one hundred dollars (\$100) made payable to Leon County, Florida.
- A copy of Licensee's business registration issued by the State of Florida and any other licenses required by the Florida Public Service Commission, Florida Department of Business and Professional Regulations, or other State or federal agencies.
- Proof of general liability insurance.
- Performance bond of no less than fifty thousand dollars (\$50,000), or other amount as determined by the County Engineer.
- A brief history and background of Licensee.
- If the utility is a pass-through utility (does not serve Leon County residents), please state to whom the utility is intended to serve.

Licensee agrees to the following terms as a condition of receiving a license from Leon County:

1. Licensee agrees to recognize, observe, and abide by all rules, regulations, laws, ordinances, procedures, policies, or other such requirements of Federal, State, and local governments, which relate to the privileges granted under this license.
2. Licensee agrees to prevent the creation of any obstructions or conditions which are or may become dangerous to the traveling public.
3. Licensee agrees to repair any damage or injury to the road or highway by reason of the exercise of the privileges granted under this license and to repair said road or highway promptly, restoring the same to a condition at least equal to that immediately prior to the infliction of such damage or injury.
4. If a utility is found by the County to be unreasonably interfering in any way with the convenient, safe, or continuous use, or the maintenance, improvement, extension, or expansion, of such public road or publicly owned rail corridor, Licensee shall, upon 30 days' written notice to Licensee by the County, initiate the work necessary to alleviate the interference at its own expense, except as provided by law.
5. Licensee shall hold Leon County, Florida and its members and officers, agents, and employees harmless from payment of any compensation or damages resulting from the exercise of the privileges granted in under this license.

NOTICE:

Within thirty (30) days of any change in the above information, Licensee shall provide updated information to the County.

Licensee registration must be renewed by October 1 of years ending in "1" or "6" (such as 2021, 2026, 2031, etc.). Failure to renew a registration may result in the County restricting the issuance of additional permits.

A license provides the ability to apply for a permit, if applicable, and the ability to place or maintain utilities in County rights-of-way. A license does not excuse a utility provider from complying with all applicable codes, and State and federal laws and regulations.

By submitting an application, 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
[name] [title]
_____, a _____, who
[name of Registrant] [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 or
Leon County Department of Public Works
2280 Miccosukee Road
Tallahassee, FL 32308

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

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