



Leon County Right-of-Way Placement Permit Application – Utilities

LEON COUNTY PUBLIC WORKS DEPARTMENT USE ONLY

Application Received Date _____ Data Entry By _____
Data Entry Date _____ LRW # _____

This Permit Application is to be completed by a public or private entity seeking to construct, maintain, repair, operate, and/or remove lines for the transmission of public utilities within the County rights-of-way, including but not limited to water, sewage, gas, power, television, and other public utilities. **This Permit Application is not applicable for the placement of communications facilities within the County rights-of-way.**

Permit Applicant: _____ Date: _____

Project Name: _____ Licensee Number: _____

Project Location: _____

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

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 utility owner and/or 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: _____

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. The Permit Applicant must be licensed with Leon County prior to receiving a permit.
2. 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 vest any property right in said holder.
3. The construction and maintenance of such utility shall not interfere with the rights of other licensed utility providers and permit holders utilizing County rights-of-way.
4. The County may require a performance bond, maintenance bond, and/or security fund. The security instrument 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.
5. 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*.
6. All work shall meet the applicable standards as stated in the Leon County Code of Laws and Leon County Rights-of-Way Manual.
7. 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 submitting an application, the Applicant 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.

[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 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*