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## Right-of-Way Submittal Requirements for Site Engineering:

The following items shall be included as part of your permit submittal package. **Non-compliance with these standards will result in an immediate disapproval (without review) of the permit case.** Initial next to each individual item confirming that they have been included in the submittal package:

- \_\_\_\_\_ Cover sheet
- \_\_\_\_\_ Symbol and abbreviation legend
- \_\_\_\_\_ Site plan(s)
- \_\_\_\_\_ [City of Orlando's Guidelines for Erosion & Sedimentation Control for Construction Sites](#) (AKA Blue Sheet)
- \_\_\_\_\_ City of Orlando General Notes
- \_\_\_\_\_ Cross section(s)
- \_\_\_\_\_ Public Improvements, Private Improvements and/or Right-of-Way Restoration Cost Sheets
- \_\_\_\_\_ Bond or guarantee
- \_\_\_\_\_ Recorded plat, survey, easement agreement, license agreement, or other supporting documentation granting rights for placement of the proposed utility outside public Right-of-Way
- \_\_\_\_\_ Typical detail for test holes or open cuts to brick and paver roads (if applicable)
- \_\_\_\_\_ A copy of Page 1 thru 3 of this document with initials and signatures.
- \_\_\_\_\_ Email correspondence of exemption (if applicable)
- \_\_\_\_\_ File format follows the Quick Start Guide: Digital Plans Review of **one page per file. Multi-page files will not be accepted.** \*\*Only applicable to drawings, meaning plan sheets. Not applicable to documents such as general notes, manufacturer's specifications, plats, etc.\*\*



Plans Revision (if applicable):

\_\_\_\_\_ Narrative or revision request form

- Describe what changes were made from the original document(s)
- Provide the file name or sheet number impacted by the change(s)

\_\_\_\_\_ Revision(s) clouded in Plans/Docs

\_\_\_\_\_ Only submit revised drawings and documents. The entire permit package does not need to be re-submitted if no changes were made

\_\_\_\_\_ Follow the Quick Start Guide: Digital Plans Review- Revised files (drawings and documents) must have the same exact file name as the initial file being revised. **DO NOT change the file name for revised files.**

\_\_\_\_\_ Remove any file(s) no longer applicable to the project. This requires the applicant's direct coordination with Permitting Services prior to completion of the re-submittal task by emailing [digitalpermits@cityoforlando.net](mailto:digitalpermits@cityoforlando.net).

If any of the items listed above do not apply to your permit case, please upload a Cover Letter explaining why these requirements have not been met.

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Only as previously approved by \_\_\_\_\_ of the Public Works Department  
(Name)  
on \_\_\_\_\_, the items listed below are hereby exempt from the submittal  
(Date)  
package \_\_\_\_\_.  
(Permit #)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



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I hereby certify that all the above information has been uploaded and submitted into the City's ProjectDox.

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Applicant signature

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Date

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## Right-of-Way Submittal Requirements for Site Engineering:

*Refer to the Engineering Standards Manual (available for download on our website) for additional details on submittal requirements. Please be advised that the standards listed here are the minimum standards allowable and additional requirements may be requested during the permitting process.*

1. Cover sheet
  - a. Location map
  - b. Project name
  - c. Service provider name (if applicable)
  - d. Contractor information (name and license number)
2. Cross section(s)
  - a. Vertical location of the proposed utility above and/or below grade level
  - b. Vertical and horizontal separation between proposed and existing utilities
    - i. Under City roadways, driveways, sidewalks, beside inlets and manholes, conflict locations between the Permittee and existing utilities
3. Cost estimate sheet
  - a. Completed (in its entirety)
  - b. Signed
  - c. Dated
  - d. Sealed if signed by the Engineer of Record
4. Site plan/plan sheet(s)
  - a. North arrow
  - b. N.T.S. (not to scale) note if plans are not drawn to scale
  - c. Clear distinction of the installation method (noting “trench/directional bore” or any other combination of methods is **not** acceptable)
  - d. Location and dimensions of entrance and exit pits
  - e. Property/ Right-of-Way lines
  - f. Easement boundaries, name and dimensions (for utilities being placed within an easement)
  - g. Right-of-way width
  - h. Pavement width
  - i. Existing conditions to include but not limited to:
    - i. Sidewalks
    - ii. Driveways
    - iii. Multi-use trails
    - iv. Inlets
    - v. Pull boxes/handholes

- vi. Manholes
  - vii. Poles (street lights, power, etc.)
  - viii. Fire hydrants
  - ix. Fences/walls
  - x. Trees/landscaping
  - j. Location of all existing utilities within the area of work
  - k. Distance from edge of pavement or back of curb to (+/- distances or “varies” is not accepted):
    - i. Property/right-of-way line
    - ii. Proposed utility and any associated appurtenances
  - l. Label start and end location of the project
    - i. If the end location is on private property, note the address(es) of the customer(s) service is being provided to
    - ii. Provide the distance to nearest road intersection, railroad crossing, parcel number/address or other physical feature in relation to the work
    - iii. **An Engineering Permit shall be required in place of the Right-of-Way Permit when work will extend onto commercial private property \*\*not applicable to telecommunication companies in compliance with F§ 337.401\*\***
  - m. Change in jurisdiction identified when work enters/exits City of Orlando jurisdiction
  - n. Identify size, material and type of proposed and existing utility being installed, repaired or maintained
  - o. Location, number and dimensions of test holes
    - i. Detail/profile required to indicate dimensions and impacted materials required for restoration
  - p. Location and linear feet of sidewalk to be removed and replaced (includes planned breaks and locations of potential undermining)
5. For open cut pavement work
- a. Provide the dimensions and location of the open cut
  - b. Show the limits of restoration
  - c. Provide a pavement restoration standard detail (restoration shall meet the requirements of ESM section 4.03.02 D)
  - d. Provide a typical cross section for the open cut location. The cross section(s) shall include:
    - i. Size and depth of all existing utilities within the surrounding area
    - ii. Pavement, base, and sub-base thicknesses
    - iii. Materials being used for pavement, base and sub-base restoration

- iv. Compacted to a minimum of 98% modified proctor of the minimum dry density per AASHTO T-801, or ASTM D 1557
- 6. Abandonment of utilities (to be reflected on the plans)
  - a. Utilities less than 2" (two inches) in diameter shall be removed when possible. Otherwise, cut and cap to retire in place.
  - b. Utilities 2" (two inches) in diameter or greater shall be removed when possible. Otherwise, backfill with flowable fill or similar material
    - i. Provide materials being used when backfilling
- 7. Monitoring wells
  - a. A right-of-way encroachment agreement shall be required if located within the ROW and/or publicly dedicated easement
  - b. An executed License Agreement shall be required if located within a City owned parcel
  - c. Cross section
    - i. Indicate if the well cover will be above ground or flush mounted
    - ii. Concrete pad required around the well cover. Show its dimensions and thickness
    - iii. Show impacted subterranean layers
    - iv. Protected by bollards, fencing, etc. if above ground
  - d. All abandoned monitoring wells shall require and be reflected on the plans:
    - i. The top 5' (five feet) removed
    - ii. Well to be filled with flowable fill or similar material
    - iii. Surrounding voids shall be filled with native soil, compacted, and match surrounding material per the ESM
- 8. Regulator stations
  - a. A right-of-way encroachment agreement shall be required if located within the ROW and/or publicly dedicated easement
  - b. An executed License Agreement shall be required if located within a City owned parcel
  - c. Protected by bollards, fencing, etc.
  - d. All abandoned regulator stations and its appurtenances shall be removed