



CITY OF ORLANDO

Right-of-Way Permit Application

*For digital submittal, please email this application to digitalpermits@cityoforlando.net

Date: _____ Related Building Permit # (if applicable): _____
Job Location: _____

Applicant Name¹, Address, Phone #: _____

¹Needed if other than licensed contractor and must have Power of Attorney.

Contractor Name²: _____ Lic #: _____

Contractor Company Name², Address: _____

Service Provider Name² (Ex: BellSouth, OUC), Contact, Address, Phone #: _____

²Current license and insurance information must be registered with Permitting Services or provided with this application.

Check here if work is for a Franchised or Registered Communications Services Provider

Digital Plans Applicant Name: _____ Company: _____

Email: _____ Phone: _____

Primary Contact: _____ Job/Project Name: _____

Work Description: _____

GENERAL

Type of Work (subtype--select one):

Fees based on excavation or aerial distance: Aerial Cable Chilled Water Conduit-Existing Conduit-New

Conduit-New & Aerial Cable Gas Line Irrigation Piping Monitor Well Reclaimed Water

Sewer Sewer & Storm Storm Water Lines Other (specify in work description above)

Fees based on estimated ROW utilization # days: Construction Staging Dumpster Other (specify in work description above)

Telecommunications Related? (Y/N) _____

Parkway Closure? (Y/N) _____

Sidewalk Closure? (Y/N) _____

Street Closure? Full None Partial

NOTE: A Maintenance of Traffic Plan (MOT) is required with sidewalk and/or street closure.

Estimated ROW Utilization: _____ days

Related to Code Enforcement Action? (Y/N) _____

Start Date: _____

Completion Date: _____

DETAILS

Excavation

Length: _____ Linear Ft

Depth: _____ Inches

Aerial

Length: _____ Linear Ft

of New Poles: _____

I hereby acknowledge that I have read this application and state that the above information is correct. I also agree to conform to all City Ordinances and State Statutes governing operations in public rights-of-way and to such restrictions as may be imposed by the City Engineer or Transportation Engineer. All installations are subject to removal or relocation at the expense of the Applicant as determined solely by the City. Applicant agrees to indemnify, hold harmless and defend the City from any and all actions, claims or judgments whatsoever, in connection with any loss, costs or expenses, including attorney's fees, resulting from injury or death of any person or persons, and loss of or damage to property caused by, resulting from or in any way associated with the proposed work within the rights-of-way above referenced or the closure of that street as referenced above. The Applicant/Contractor acknowledges that he/she or his/her duly authorized agents are jointly and severally bound by the terms and condition of the application and this information. I have certified that all other rights-of-way users and municipalities in the immediate vicinity of the proposed construction/installation have been notified.

Date: _____

Contractor/Agent: _____

Print Name: _____

For plan review status, inspection scheduling/results and other permitting information, please call "PROMPT", our Interactive Voice Response system at 407.246.4444 or visit online at <http://www.cityoforlando.net/permits>.



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SUBMITTAL REQUIREMENTS AND INFORMATION

- Use this application to request approval to utilize public rights-of-way for construction staging or dumpster; installing or repairing aerial or underground utility lines/communication systems/conduit systems; or other uses.
- Submit four (4) sets of plans, two (2) sets of Maintenance of Traffic (MOT) plans and the Right-of-Way permit application to the Permitting Services Division, 400 S. Orange Avenue, First Floor, P. O. Box 4990, Orlando, FL 32802-4990.
- An application for work involving a street maintained by the Florida Department of Transportation (FDOT), Orange County or Railroad right-of-way, must include a valid permit/approval from the affected agency.
- Transportation Engineering: Street, Lane and Sidewalk Closure Authorization Phone line: 407.246.3704. http://www.cityoforlando.net/departments/public_works/trans/index.htm
- Downtown Development Board: Contact Bob Fish @ 407.246.3603 for Guidelines for protecting the streetscape systems during construction phase and for inspections in the downtown core area. (Copies also available in the Office of Permitting Services)
- Refer to Chapter 23 of the City Code for right-of-way regulations covering communications facilities.
- Refer to Chapter 13, Article II, Right-Of-Way Management Plan for information on obtaining right-of-way permits, authorization to identify and mark underground utilities, restoration of the public right-of-way and pre-excitation and excavation procedures.
- Refer to Engineering Standards Manual, Chapter 2 (Right-Of-Way Permits, Section 2.01), Chapter 3 (Right-Of-Way Utilization, Section 3.06, 3.07 and 3.08), Chapter 4 (Right-Of-Way Crossings, Section 4.03, 4.04, 4.05, 4.06 and 4.07) and Chapter 8 (Transportation, Section 8.13, 8.14 and 8.15). Go to www.cityoforlando.net/permits/City_Code.html then click on "Engineering Standards Manual".
- Contractor must have a valid State Certified license that is qualified to perform specific type of work in the City's rights-of-way.
- Copy of Florida Occupational license for the current year.
- Copy of Certificate of Insurance for "Workers Compensation" and the Certificate Holder is the "City of Orlando".
- If the contractor is State Registered you will need to include: original surety bond or continuation certificate and current competency card from Orange or Seminole County.
- Power of Attorney letter or a notarized statement signed by the licensed contractor who is allowing an individual(s) permission to sign permits on his behalf. (Copies also available in the Permitting Services Division) or visit our web site: <http://www.cityoforlando.net/permits/applications.html>
- Any work commenced or completed without the required permit(s) will be charged double the amount of the permit(s) fee. Communications Services Providers are subject to penalties set forth in Chapter 23 of the City Code.
- Schedule inspections accordingly by using "PROMPT" at 407.246.4444.
- NO ABOVE GROUND MARKERS ALLOWED.
- 48 HOURS BEFORE YOU DIG CALL SUNSHINE 1.800.432.4770. "IT'S THE LAW IN FLORIDA".
- Restoration Notice: Unless otherwise approved all work within rights-of-way shall be completed and approved within 10 days from commencement of work. All rights-of-way shall be restored to their original condition or better.