



PUTNAM COUNTY PUBLIC WORKS DEPARTMENT RIGHT-OF-WAY USE PERMIT APPLICATION

Phone: (386)329-0346

Fax: (386)329-0340

DATE: _____ R/W PERMIT No.: _____

(To be completed by Public Works Department)

DISTRICT: _____ ROAD No. _____ ROAD NAME: _____

THE INTENT FOR THE RIGHT-OF-WAY USE PERMIT

The Florida Statutes, Chapter 316.006, gives Putnam County jurisdiction over all streets and highways located within the boundaries: except all state roads and those streets and highways that are controlled by town and cities or special districts. The Department of Public Works is the designated organization responsible for the care and keeping of public right-of-way under the jurisdiction of Putnam County. A permit is established to regulate the location, installation, adjustment, pavement cuts and maintenance of all activities within these right-of-ways.

1. Applicant's Name _____
Mailing Address _____
Telephone _____ Contact Name (Print only) _____
Project Number (Utility Use Only) _____ Contractor License Number: _____

2. Proposed construction (Check the appropriate box and provide the required information).

☐ A. Commercial Driveway Check One: Permanent _____ Temporary _____ Paver Construction _____

911 address connecting to county road: _____

Legal description of property to be served: _____

☐ B. Utilities Type _____

Location _____

☐ C. Other Describe _____

Location _____

3. I HEREBY CERTIFY THAT I HAVE MADE APPLICATION FOR THE PERMIT DESCRIBED ABOVE, THAT I HAVE PROPER AUTHORITY TO APPLY FOR SUCH PERMIT AND WILL ABIDE WITH ALL OF THE CONDITIONS ATTACHED TO THE PERMIT, INCLUDING THE STATED SPECIAL AND GENERAL CONDITIONS ATTACHED HERETO.

Date: _____ Signature of Applicant: (Required) _____

FOR PUTNAM COUNTY OFFICE USE ONLY

Permission for the above-described construction is granted subject to these additional requirements:

CALL 386-329-0346 for FINAL INSPECTION after completion of all work. (Refer to Note 9)

EFFECTIVE DATE OF PERMIT: _____

EXPIRATION DATE OF PERMIT: _____

Final Inspection: _____

Permit Fee: \$ _____ Extension Fee: \$ _____

☐ Paid by Check # _____

REVIEWER APPROVAL: _____

EXTENSION DATE OF PERMIT: _____

SPECIAL CONDITIONS:

1. Call Sunshine 48 hours before you dig at 1-800-432-4770. It's the Law in Florida
2. Approval of this permit does not exclude the applicant from obtaining other approvals or exclude requirements based on PUD's, DRI's, Building Department, NPDES, etc. Note 14 of the attached "General Conditions" becomes an integral part of this permit when signed by the applicant.
3. _____

GENERAL CONDITIONS:

1. All authorized work shall be completed in accordance with this approved application, the provisions of the Putnam County Land Development Code, applicable Putnam County Ordinances, and requirements of all other federal, state and local agencies having jurisdiction over the project. In addition, all construction must meet standards as set forth in the **Americans With Disabilities Act of 1990, Title II.**
2. Public safety shall be maintained at all times during construction in accordance with the Provisions of Part VI, Work Zone Traffic Control, of the Manual on Uniform Traffic Control Devices. **Maintenance of Traffic** plans are required with the application submittal package prior to approval.
3. When excavation is included in this permit, all gas companies must be consulted for information as to existing gas pipelines and appurtenances, pursuant to the provision of Chapter 553.851 Florida Statutes. All other utilities likewise shall be consulted, for location on all existing underground construction.
4. Private driveways, public utilities, and other such improvements permitted herewith which are not available for immediate use by the general public are considered as remaining in private ownership and accommodated within the public right-of-way or other public areas. The owners of such facilities, or their successors or assigns, shall be responsible for maintaining such facilities in good and safe repair.
5. This application shall become a permit with signature of authorization, and number assigned. Applicant is responsible for supplying the approved permit to their contractor or subcontractor who must have it on site during construction at all times. **Failure to present the approved permit upon demand may result in immediate shutdown of any and all construction activities as determined by the Putnam County Inspector.**
6. The construction and maintenance of such utility shall not interfere with the property and rights of a prior permittee.
7. 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 rights to said holder.
8. Whenever necessary for the construction, repair, improvement, maintenance, safe and efficient operation, the alteration or relocation of all, or any portion of said road or highway as determined by Putnam County, any or all of said poles, wires, pipes, cables or other facilities and appurtenances authorized herein under shall be immediately removed from said road, highway and rights-of-ways for reset or relocation thereon as required by Putnam County, and at the expense of the permittee unless reimbursement was preauthorized in writing.
9. **All materials, equipment and workmanship shall be subject to inspection by Putnam County Public Works, phone (386) 329-0346 for all inspections.**
10. All Putnam County right-of-ways shall be restored to their original or better condition, in keeping with Putnam County specifications, and in a manner satisfactory to the Department of Public Works and/or the Department of Planning and Development Services. See also General Conditions, Note#20 for other important requirements.
11. All installations shall conform where applicable, to the Utility Accommodation Guide, FDOT, and latest edition.
12. Attached drawings covering details of this installation shall be made a part of this permit. Final sketches or drawings showing installation "as built" shall be filed with the Department of Public Works within Thirty (30) days of completion. All changes made during construction shall be recorded on the "as built" drawings. Drawings shall give accurate dimensions of concealed and underground construction with vertical and horizontal locations of work from easily identified fixed reference points. A set of stamped drawings signed and sealed by a Florida Registered Professional Engineer may be required with the submittal drawings as determined by the Public Works Director, or his designee.

GENERAL CONDITIONS: (con't)

13. It is understood and agreed that the rights and privileges herein set out are granted only to the extent of Putnam County's right, title and interest in the land to be entered upon and used by the holder, and the holder, will at all times, assume all risk and indemnify, defend and save harmless Putnam County and all of its Departments from and against any and all loss, damage, cost or expense arising in any manner on account of the exercises or attempted exercises by said holder of the aforesaid rights and privileges. (FS 125.42(1)c)

14. *In case of noncompliance with any Putnam County requirements, this permit is void and the facility will have to be brought into compliance or removed from the right-of-way immediately at no cost to Putnam County.*

15. Putnam County reserves the right to withhold issuance of current and future permits to the applicant for failing to comply with Putnam County or the Department of Public Work's requests, General Conditions, Ordinances, permit request, Resolutions, or ANY part of the Putnam County's Land Development Code.

16. Applicant/Licensee agrees to indemnify, hold harmless, defend from, and release the County, its Board of County Commissioners, and members thereof, from any loss, damage, suit, judgment, action, cost, or expense incurred, or brought against Putnam County, its Board of County Commissioners, and members thereof, including personal injury, damage to vehicles, and damage to property, resulting from or arising out of the exercise of the rights and privileges granted by this permit.

17. Pavers are allowed within the Putnam County right-of-ways for use as driveways. If there is a new or existing sidewalk within any portion of the new or replacement section of the permitted driveway, no modifications or alterations may be made to the sidewalk in any way without prior written authorization. ADA (Americans with Disabilities Act) standards must be strictly followed and those standards will be noted on your approved permit. Should any portion of the permitted DRIVEWAY be determined to be out of compliance with County standards and/or ADA standards, the applicant or the applicant's contractor will be required to remove this non-conforming section and replace it within 48 (forty-eight) hours of written notice by Putnam County. This requirement will be enforced even if the existing sidewalk or modifications to the sidewalk are not shown on the drawings as submitted with the Driveway Permit Application. See also Note 14 of the GENERAL CONDITIONS.

18. **IMPORTANT WARRANTY INFORMATION:** All work performed within Putnam County right-of-ways under an approved Department of Public Works right-of-way permit will be warranted for a period not less than (12) twelve months from the expiration date as shown on the permit. However, in the event the project includes open road cuts, roadway cuts, roadway patches, directional drilling or any type of activities conducted under roadways as issued with the approved right-of-way permit, the warranty period shall be indefinite unless compaction test reports, asphalt test reports, reports showing depth of bores and as-builts are provided to the Putnam County inspector prior to final inspection.

19. Jetting of utilities under roadways is **PROHIBITED** within any and all right-of-ways of Putnam County.

20. It is the sole responsibility of the applicant to video and/or provide detailed digital photographs of the proposed construction site prior to commencing any and all work in order to protect the applicants interest in the event of disputes between residents, subcontractors, Putnam County inspectors, etc. In the event of a dispute the applicant will provide Putnam County a copy of the original video / digital photographs for review. All rights-of-ways must be restored to existing or better conditions.

21. Applicant must assure that any and all work as permitted is performed within the County owned right-of-way only and DOES NOT encroaching in whole or in part onto private property by means of conducting a survey, survey staking, as-builts, etc. It is not the responsibility of the Department of Public Works to ensure the exact location of any proposed work. In the event of a conflict, it will be the responsibility of the permittee to resolve the issue.

EXEMPTIONS

1. Utilities performing emergency maintenance or emergency repair work do not require a right-of-way permit. However, the Utility must set up a safe work zone in accordance with the latest edition of the Manual on Uniform Traffic Control Devices, (MUTCD) and call (386) 329-0346 to inform the Putnam County inspector of the unscheduled work and its location. **Scheduled work IS NOT considered an emergency.** In addition should any damage occur to the roadway system, drainage system, etc. due to the maintenance or emergency repair work a Right-of-Way permit will be required and a fee will be assessed.

2. Developments with approved construction plans by the Department of Planning and Development are exempt from obtaining a separate right of way permit providing ALL on-site and off-site utility work within the right-of-way are shown on the approved engineering plans and constructed prior to final acceptance by Putnam County.

FEE SHEET FOR RIGHT-OF-WAY PERMITTING

A) COMMERCIAL DRIVE WAY CONNECTION PERMIT \$150.00 X _____ = \$ _____
 RESIDENTIAL DRIVE WAY CONNECTION PERMIT (NEW) \$100.00 X _____ = \$ _____
 RESIDENTIAL DRIVE WAY REPAIR/REPLACE \$ 35.00 X _____ = \$ _____

B) POLE/STRUCTURE INSTALLATIONS

NEW POLE INSTALL \$ 27.00 X _____ = \$ _____
 EXCHANGE POLE (like for like-same location) NO FEE X _____ = \$ NO FEE
 REPLACE POLE (wood to concrete etc.-same location) NO FEE X _____ = \$ NO FEE

SUBJECT TO:

- ANY EXTENSION TO AN EXISTING OVERHEAD ALIGNMENT
- INSTALLATIONS WITHIN RIGHT-OF-WAY WHICH ARE OUTSIDE OF EXISTING ALIGNMENT

C) CONDUIT SERVICE LATERAL INSTALLATIONS \$ 35.00 X _____ = \$ _____
 WHICH DO NOT CROSS A ROADWAY AND ARE
 PLACED PERPENDICULAR TO THE RIGHT-OF-WAY LINE

D) ALL OTHER USES, INCLUDING UTILITIES REVIEW AND INSPECTION

•BASE REVIEW FEE \$100.00 X _____ = \$ _____
 •PER EACH BORE LOCATION \$ 50.00 X _____ = \$ _____
 •PER EACH ROADWAY CUT LOCATION \$250.00 X _____ = \$ _____
 •PER 1,000 LINEAR FT. OF OVERHEAD \$16.00 / 1000' X _____ = \$ _____
 •PER 1,000 LINEAR FT. OF UNDERGROUND \$35.00 / 1000' X _____ = \$ _____

E) LANDSCAPING (PLUS BASE FEE) \$108.00 X _____ = \$ _____

F) IRRIGATION \$130.00 BASE = \$20.00 / 1000 LINEAR FEET X _____ = \$ _____

G) HOUSE MOVING (COST/HOUSE) \$108.00 X _____ = \$ _____

H) SIDEWALK CONSTRUCTION \$75.00 / 100' X _____ = \$ _____

I) ROADWAY/DRAINAGE CONSTRUCTION \$150.00 / ¼ MILE (1,320') X _____ = \$ _____

J) RIGHT-OF-WAY PERMIT TIME EXTENSION COST \$ 54.00 \$ _____

(ONE YEAR MAXIMUM FROM ORIGINAL APPROVAL DATE)

K) PENALTY FOR WORK WITHOUT A PERMIT \$ _____

1st OFFENSE = DOUBLE THE APPLICABLE FEE + \$250.00

2nd OFFENSE* = DOUBLE THE APPLICATION FEE + \$1,000.00

***WITHIN A ONE (1) YEAR PERIOD OF FIRST OFFENSE**

TOTAL COST: \$ _____

ADDITIONAL COST: \$ _____

Instructions for submitting the form:

Download, complete and sign the application. Hand-deliver a copy of the signed application along with a check for the application fee and appropriate plans to Public Works, 223 Putnam County Blvd in East Palatka, or mail to:

Putnam County Public Works
PO Box 310
East Palatka, FL 32131

Checks may be made out to Putnam County Public Works, or "PCPW".