

# Right-of-Way Application

TRANSPORTATION SERVICES DIVISION  
ROW PERMITTING & INSPECTION

2885 SOUTH HORSESHOE DRIVE, NAPLES, FLORIDA 34104

Telephone Number: 252-5767 Inspection Telephone Number 252-2417 <http://www.colliergov.net/transadmin/transoperations/row/index.htm>

CALL     MAIL

**FILL IN ALL APPLICABLE INFORMATION**

PSP# \_\_\_\_\_ SDP/AR# \_\_\_\_\_ RIGHT-OF-WAY PERMIT # \_\_\_\_\_  
 BUILDING PERMIT # \_\_\_\_\_  
 PROJECT NAME \_\_\_\_\_

**Check Right-of-Way Type**

RESIDENTIAL	FEES	APPLICATION CHECKLIST
<input type="checkbox"/> Driveway	\$200	<input type="checkbox"/> Copy of house survey with A sketch for the request <input type="checkbox"/> Application fee <input type="checkbox"/> Details for request (location, size, etc.)
<input type="checkbox"/> Renewal/Modification (Unexpired Permit)	\$100	
<input type="checkbox"/> Jack-and-Bore/Directional Bore	\$500	
<input type="checkbox"/> Sprinkler Head	\$50	
<input type="checkbox"/> Open-Cut	\$2,000	
<input type="checkbox"/> Miscellaneous Events	\$200	
<input type="checkbox"/> Other		

COMMERCIAL	SMALL DEVELOPMENT	LARGE DEVELOPMENT
<input type="checkbox"/> Construction (Driveway)	\$1,000▼/\$2,000▲	\$2,000▼/\$4,000▲
<input type="checkbox"/> Renewal/Modification (Unexpired Permit)	\$500	\$1,000
<input type="checkbox"/> Jack-and-Bore/Directional Bore	\$1,000	\$2,000
<input type="checkbox"/> Sprinkler Head	\$200	\$400
<input type="checkbox"/> Turn-lane/Median	\$1,500	\$3,000
<input type="checkbox"/> Open-Cut	\$4,000	\$6,000
<input type="checkbox"/> Work in the ROW without Lane Closures	\$50▼/\$100▲	\$100▼/\$200▲
<input type="checkbox"/> Work in the ROW with Lane Closures	See Exhibit "A"	▼-JUN.-NOV. ▲-DEC.-MAY.
<input type="checkbox"/> PSC Regulated Franchise Utility	\$100 + \$50 per day Inspection Fee	

**COMMERCIAL ONLY:**

Please submit 2 sets of signed and sealed plans

FEE PAID \_\_\_\_\_

Est. Number of Days in ROW (If applicable) \_\_\_\_\_

**PLEASE PRINT**

Today's Date \_\_\_\_\_

Total Amount Paid \_\_\_\_\_

Make checks payable to: Board of County Commissioners

Receipt # \_\_\_\_\_

Approval is hereby requested by (Owner Name) \_\_\_\_\_

For the purpose of \_\_\_\_\_

At/on (project street Address) \_\_\_\_\_

Lot No. \_\_\_\_\_ Block \_\_\_\_\_ Unit \_\_\_\_\_ Tract \_\_\_\_\_ Portion of Tract N \_\_\_\_\_ E \_\_\_\_\_ S \_\_\_\_\_ W \_\_\_\_\_

Subdivision \_\_\_\_\_ Sec. \_\_\_\_\_ ; Twp. \_\_\_\_\_ ; Rge. \_\_\_\_\_ E. \_\_\_\_\_

Folio No. \_\_\_\_\_

Property Name	_____	Contractor/ Name	_____
Owner's Contact Name	_____	Agent Contact Name	_____
Info. Mailing Add.	_____	information Mailing Add.	_____
City/State/Zip	_____	City/State/Zip	_____
Telephone	_____	Telephone	_____

**Notes:**

1. Work shall be performed in accordance with approved plan, Conditions of Permit appearing on reverse side, stipulations specified as part of this permit and in accordance with Collier County Ordinance #03-37 and the "Public Right-of-Way Construction Standards Handbook," latest edition.
2. Applicant declares that prior to filing this application he has ascertained the location of all existing utilities, both aerial and underground. Any changes to any utility shall be the responsibility of the Permittee for all cost.
3. This permit is contingent upon Permittee obtaining necessary rights of entry for construction and maintenance where required right-of-way for public use has not been dedicated and accepted by Collier County.
4. If the application is made by any person or firm other than the owner of the property involved, a written consent from the property owner shall be required prior to processing of the application.
5. Transportation Services Division approval does not exempt the permittee from gaining approval from any State, Federal or Local Agencies having jurisdiction over the proposed work.
6. I have read the Collier County Right-of-Way Permit Notes and Conditions and agree to conduct all work in accordance with the County Ordinance #03-37, as amended and all applicable all County and State, codes and laws, as amended. Under penalties of perjury, I declare that I have read the forgoing permit application and that facts stated in it are true.

**X** \_\_\_\_\_  
 AUTHORIZED SIGNATURE

**See back for Conditions**

## CONDITIONS OF PERMIT

1. This permit must be kept on the work site and be available upon request or prominently displayed.
2. Permits are required for all work performed in any rights-of-way or easements provided for public use in the unincorporated area of Collier County and in those public rights-of-way or easements, which are maintained by Collier County, but lie within municipal boundaries.
3. When permitted facilities are placed within a public right-of-way or easement, the installation is for permissive use only and placing of facilities shall not operate to create or vest any property right in the associated right-of-way or easement to the permittee. Furthermore, the permittee shall be responsible for maintenance of such facilities until they are removed, unless otherwise specified.
4. All materials and equipment, including Maintenance of Traffic (MOT) and equipment placement, shall be subject to inspection by the Engineering Services Department or Transportation Services Division.
5. Requests for pre-inspections shall be made 72 hours prior to commencing work requiring inspection.
6. No lane closures will be permitted between the hours of 7:00 – 9:00 A. M. and 3:30 – 6:30 P.M.
7. Prior to construction, the Contractor/Permittee shall submit a Maintenance of Traffic plan (MOT) for any construction project involving work or activity that may affect traffic on any County street, roadway or bikepath/sidewalk. The MOT must be signed by either a Professional Engineer or person certified by the International Municipal Signal Association (IMSA) if affecting Arterial or Collector Roadways, unless waived by the Transportation Road Maintenance Department. The driveway fill and driveway culvert including soil erosion/sedimentation control measures must be installed prior to the start of any earth moving construction activity with drainage plans, culvert size, soil erosion/sedimentation controls, elevation offset, and ditch slope designed and certified by a licensed engineer for all commercial projects.
8. During construction the Contractor/Permittee shall comply with the "State of Florida Manual of Traffic Control and Safe Practices for Street and Highway Construction, Maintenance, and Utility Operations" and with the "Manual On Uniform Traffic Control Devices" and with all other governing safety regulations and shall maintain the approved site drainage plan and soil erosion/sedimentation control plan.
9. The Permittee shall hold the County harmless and the County shall be relieved of all responsibility for any damage or liability of any nature arising from work authorized and performed under this permit.
10. All crossings of existing pavement shall be made by jacking and boring at a minimum depth of thirty-six inches (36"), unless otherwise authorized by the Engineering Services Department or the Transportation Services Division for good cause shown.
11. All overhead installations must meet the County's clearance standards and all underground crossings shall be placed at a minimum depth of thirty-six inches (36") below the pavement and/or a minimum depth of twenty-four inches (24") below the designed roadside ditch or swale invert. Primary cable (voltage exceeding 500 volts) shall have minimum thirty-six inch (36") cover. Secondary cable (voltages less than 500 volts) shall have a minimum thirty-inch (30") cover. Exception may be made by authority of the Engineering Services Department or the Transportation Services Division for good cause shown.
12. Two prints of the proposed work covering details of this installation shall be made a part of this permit. If additional plans are required, they shall become a part of this permit.
13. Following completion of all permitted work, grassing and/or seeding shall be required for any disturbed rights-of-way.
14. All property disturbed by work authorized by this permit must be restored to better than, or equal to, its original condition, and to the satisfaction of the County.
15. Whenever deemed necessary by the County for the construction, repair, maintenance, improvement, alteration or relocation of applicable right-of-way or easement and when so notified by the County, any or all poles, wires, pipes, culverts, cables, sod, landscaping, driveways, sprinklers, or other facilities and appurtenances authorized shall be removed from said right-of-way or easement, or reset or relocated thereon as required, to be installed by this Permit, and at the expense of the permittee, his successor, or assign.
16. When the permittee, or his successor, or assign is notified of a need for construction, repair, maintenance, improvement, alteration of or relocation within the right-of-way or easement and no action is taken by the responsible party within the time frame specified by the County, the County shall cause the permitted work to be altered, relocated, or removed, with the total expense being borne solely by the permittee or the responsible party.
17. Permits shall generally be in a form approved by the Board of County Commissioners and shall include the time of commencement, the number of days the job is expected to take, and the approximate date of completion. The permit will expire ninety (90) days after the designated completion date, unless authorized in the specific instance for a longer or shorter period. If the work has not been completed by the expiration date, there will be a renewal fee, set by Resolution, payable upon extending the expiration date for an additional ninety (90) days.
18. All correspondence regarding construction procedures will be through the permittee, or his authorized agent or consultant, and not through any contractor or subcontractor.
19. If there are any lane closures or work that will impede normal traffic flow. The permit holder is obligated to inform the road alert coordinator at 239-774-8192 and the ROW Permit Section at 239-659-5767, three working days prior to construction.
20. Verification that the applicant has located all underground utilities and received from Collier County Traffic Operations (telephone 239-213-5809, fax 239-213-5891) either a statement of no facilities present or a statement that facilities have been physically located on the right-of-way at the site. Any Traffic Operations facilities damaged by the applicant will be repaired to the original condition by County forces at the applicant's expense.
21. Prior to acceptance by the County, the Transportation Services Division shall be notified by mailing or delivering a request for a final inspection to the Transportation Services Division, 2885 South Horseshoe Drive, Naples, Florida 34104, or by phone, 239-252-2417, upon completion of authorized work.

**See back for Conditions**