

Right-of-Way Application

GROWTH MANAGEMENT DEPARTMENT
ROW PERMITTING & INSPECTION

2800 NORTH HORSESHOE DRIVE, NAPLES, FLORIDA 34104

ROW Section Telephone Number: 252-2400

Inspection Telephone Number: 252-3726

FILL IN ALL APPLICABLE INFORMATION

RIGHT-OF-WAY PERMIT # _____

PSP# _____

SDP/AR# _____

BUILDING PERMIT # _____

PROJECT NAME _____

Check Right-of-Way Type

RESIDENTIAL	FEES	APPLICATION CHECKLIST
<input type="checkbox"/> Construction (Base Permit Fee)	\$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/Revision (Unexpired Permit)	\$100	
<input type="checkbox"/> Jack-and-Bore/Directional Bore	\$500	
<input type="checkbox"/> Sprinkler Head Placement in the ROW	\$50	
<input type="checkbox"/> Open-Cut Construction	\$2,000	
<input type="checkbox"/> Miscellaneous Events	\$200	
<input type="checkbox"/> Other _____		

COMMERCIAL	SMALL DEVELOPMENT	LARGE DEVELOPMENT
<input type="checkbox"/> Construction (Base Permit Fee)	\$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 Placement in the ROW	\$200	\$400
<input type="checkbox"/> Turn-lane/Median Construction	\$1,500	\$3,000
<input type="checkbox"/> Open-cut Construction	\$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 (when required)	
<input type="checkbox"/> Miscellaneous Events (Road Closures)	\$200	
<input type="checkbox"/> Right-of-way permit (after the fact)	4 x Normal Fee (Maximum of \$24,000.00)	

COMMERCIAL ONLY:
Please submit 2 sets of signed and sealed plans

FEE TO BE 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 Owner's Info.	Name		Contractor/ Agent Information	Name	
	Contact Name			Contact Name	
	Mailing Add.			Mailing Add.	
	City/State/Zip			City/State/Zip	
	Telephone			Telephone	
E-Mail: _____			Contractor's License Number _____		

1. Work shall be performed in accordance with approved plan, Conditions of Permit, stipulations specified as part of this permit and in accordance with Collier County Ordinance #09-19 the "Public Right-of-Way Construction Standards Handbook," latest edition.
2. Growth Management Department approval does not exempt the permittee from gaining approval from any State, Federal or Local Agencies having jurisdiction over the proposed work.

3. 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 #09-19, 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

GENERAL CONDITIONS OF RIGHT-OF-WAY PERMITS

1. The 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 Growth Management Department.
5. Requests for pre-inspections shall be made a minimum of 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 MOT plan for any construction project involving work or activity that may affect traffic on any County street, roadway or bikepath/sidewalk. The MOT plan 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 Growth Management 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 the 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 Growth Management Department for good cause shown.
11. All overhead installations must meet a minimum four foot (4’) separation to communication lines (both vertically and horizontally), minimum seven foot (7’) separation to guys (both vertically and horizontally) and a minimum ten foot (10’) separation to neutrals (both vertically and horizontally), and meet and/or exceed all other OSHA requirements as may be determined by OSHA clearance requirements and/or formulas relevant to overhead lines clearances and/or separations requirements (both vertically and horizontally) 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 Growth Management Department for good cause shown.
12. Two prints of the proposed work covering details of the installation shall be made a part of the permit. If additional plans are required, they shall become a part of the 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 the 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 the permit, and at the expense of the permittee, or successor and assigns.

16. When the permittee, or successor and assigns 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 one hundred and eighty (180) days after the issuance of the permit, 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 authorized agent or consultant, and not through any contractor or subcontractor.
19. The Permittee is responsible for 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.
20. 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 239-252-8192, five business days prior to construction or as soon as possible.
21. All existing aerial and underground utilities shall be located by the applicant. Any changes to any utility shall be the responsibility of the Permittee for all cost.
22. A written consent from the property owner shall be required if the application is made by any person or firm other than the owner of the property involved.
23. The Growth Management Department shall be notified in writing either via form letter (to: Collier County Traffic Operations, 2885 S. Horseshoe Drive, Naples, FL 34104) or email (trafficops@colliergov.net) a minimum of 72 hours prior to the commencement of jobs that include overhead or underground work that will be conducted as part of construction or maintenance projects within Collier County rights-of-way and 12 hours prior to any and all daily work to be performed throughout the entire length of construction or maintenance projects. Any rescheduling of work shall be provided in writing. All underground utilities must be located prior to construction.
24. Prior to acceptance by the County (including issuance of Certificate of Occupancy), the Growth Management Department shall be notified by mailing or delivering a request for a final inspection to the ROW Permitting Section, 2800 North Horseshoe Drive, Naples, Florida 34104, or by phone, 239-252-3726, upon completion of authorized work. Signed and sealed copies of the as-built survey shall be submitted to the Growth Management Department. Additionally, all as built surveys shall be submitted in GIS format following the standards for Design and As-Built Electronic Drawings in APPENDIX B of this handbook.