



**City of Minneola**  
**Right-of-Way Utilization Permit**

800 N Highway 27  
Minneola, FL 34715  
Phone: (352) 394-3598 x2202 | Fax: (352) 394-7201

Permit Number: \_\_\_\_\_ Date: \_\_\_\_\_

Location/Property Address: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

**Applicant:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Ph. Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Contractor:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Ph. Number: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Start Date of Construction: \_\_\_\_\_ Length of Time for Construction: \_\_\_\_\_

If applicable, a letter of notification was mailed to the following utilities on: \_\_\_\_\_

**OFFICE USE ONLY:**

Fire Department: \_\_\_\_\_ Date: \_\_\_\_\_

Public Works: \_\_\_\_\_ Date: \_\_\_\_\_

Planning & Zoning: \_\_\_\_\_ Date: \_\_\_\_\_

Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_  Not Applicable (Fla. Stat. § 337.401(3)(c)1.b.)

## Submittal Requirements

1. Complete application and submit along with fee of **\$125.00**.
2. Four sets of construction drawings which include the following information:
  - a. Width of road
  - b. Width of right-of-way
  - c. Distance from centerline of road
  - d. Location of existing and new utilities
  - e. Distance from edge of road
3. Typical cross section(s) of installation showing vertical distance above and/or below the ground.
4. Location or vicinity map showing proximity to intersections, bridges, railroad crossings and other physical features.
5. All permit applications must demonstrate that the proposed improvements conform to the right-of-way utilization requirements of the City of Minneola's Land Development Regulations.

## Conditions

1. Any appurtenances and/or landscaping removed from right-of-way to facilitate construction shall be returned to original condition by the contractor at his/her expense.
2. The construction and maintenance of this utility shall not interfere with the property and rights of the prior applicant.
3. Where possible, excavation will not be allowed within four (4) feet from the edge of the pavement.
4. The City shall be notified twenty-four (24) hours in advance of starting work. All operations shall be discontinued before sunset unless specifically authorized. All open excavations and excavated material shall be identified with appropriate hazard warning devices.
5. All traffic detours will be restricted to the limits of the right-of-way with necessary flagmen and marking devices. A traffic detour or lane closure shall require special approval of the Minneola City Manager or designee.
6. All utility construction and maintenance shall be performed with proper shoring, barricades and maintenance of traffic signage in accordance with the Manual of Uniform Traffic Control Devices, with the regulations of the Florida Industrial Safety Board, and the Florida Department of Transportation Safety Manual.
7. In the case of noncompliance with the City of Minneola requirements, a Stop Work order may be issued and this permit may be suspended. The construction or facility shall be brought into compliance or removed from the right-of-way at no expense to the City before work may continue.
8. The City shall not be responsible for damages to any structure placed in the right-of-way. Structures placed within the right-of-way shall be properly maintained, adequately visible and properly delineated to prevent damage due to normal maintenance of the right-of way.
9. It is expressly stipulated that this permit is a license for permissive use only and that placing facilities upon public property pursuant to this permit shall not operate to create or vest any property right in such holder.
10. It is understood and agreed that the rights and privileges herein set out are granted only to the extent of the City of Minneola's right, title and interest in the land to be entered upon by the holder, and the holder will, at all times, assume all risk of indemnify, defend, and save harmless the City of Minneola from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise or attempted exercise by said holder of the rights and privileges of the permit.

11. A performance bond may be required of the applicant in the event the work covered by the right of way utilization permit has the potential to significantly damage the right-of-way. The amount of the performance bond shall be 110% of the estimated cost to repair such damage, as determined by the City of Minneola.
12. Upon ten days written notice, the applicant shall be required to remove and/or relocate the improvements placed within the right of way at the applicant's sole expense.
13. This permit requires that all right of way utilization activities are to be reported to Sunshine State One-Call at least 72 hours before commencing the same.
14. All work, materials and equipment shall meet the applicable City codes and standards.
15. City shall inspect and approve all materials and/or phases of work.
16. Any failures to be repaired by the applicant within 5 days (unless the problem is one that needs to be resolved sooner) as requested by the City.

**Applicant declares that the location of all existing underground and aerial utilities has been determined, and that the requirements and conditions above have been read:**

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Applicant Signature

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Date

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Applicant Name & Title