



City of Naples, FL

# Right of Way Permit Submittal Guide for Applicants

## PURPOSE

This guide provides a step by step aid for submitting a Right of Way Permit through the City of Naples Public Portal.

## GENERAL INFORMATION





- ✓ A right-of-way permit application is required to be submitted for any improvements and any construction activity proposed within the City's public right-of-way and easements
- ✓ For more information visit <https://www.naplesgov.com/streetsstormwater/page/right-way-row>
- ✓ Building permits are required for construction activities.

## PROCEDURE

Click on link to the City of Naples Public Portal: <https://cityview2.iharriscomputer.com/CityofNaplesFlorida/>

1. Sign in by clicking the **Sign in** Link.
2. Under the Building Department Icon click **Apply for a Building Permit**.

Sign In Register Portal Home Property Search Portal Help

 <b>Code Enforcement</b> Submit a New Complaint Case Search	 <b>Building Department</b> Apply for a Building Permit Application Search Upload Submittals
 <b>Planning Department</b> Apply for a Planning Petition Application Search Upload Submittals	 <b>Property Information</b> Search for a Property

Powered by [CityView](#)



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- To begin Step 1, choose the application type by selecting **Right of Way**.
- Categorize the nature of the work being done by selecting the appropriate item.
- Enter the description of work.
- Enter the Building Use.
- Complete all remaining required information marked with an asterisk\*.
- Click **Next Step: Permit Type**.

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### Permit Application - Description and Type

Required information is indicated with an asterisk (\*).

Choose the application type:\*

Please categorize the nature of the work\* being done:

Please describe the work being done:\*

**Application Details**

Building Use:\*

Number of Stories:

Number of Units:

Is a Private Provider involved with this\* Project?:

Are you the Contractor doing the work?:\*

Total SQ. FT.:

Construction Type:

Related Planning Project Number:

Automatic Sprinkler Installed?:

Is this a Historical Structure:

**Estimated Construction Cost**

Estimated Construction Cost:

**Owner Builder**

Is the property owner doing work?:



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- In Step 2, click the box to check off **Right of Way**.
- Click **Next Step: Work Items**

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### Permit Application - Select Permit Types

Required information is indicated with an asterisk (\*).

- Please choose as many Permits as are appropriate.

Search for permit types

- Driveway
- Right-Of-Way

Previous Step: Application Type Next Step: Work Items

- In Step 3, click the box that corresponds with the appropriate work item.
- Click **Next Step: Description of Work**.

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### Permit Application - Work Items

Required information is indicated with an asterisk (\*).

- Right-Of-Way Permit

Please choose as many work items as are appropriate.

Search for work items

- Conv Hardscape Parking Row
- Directional Bore
- Driveway (in R.O.W)
- Fence (in R.O.W)
- Landscaping (in R.O.W)
- Lawn Sprinkler/ Irrigation System (In R.O.W)
- Maintenance of Traffic
- Open Cut/Track

Previous Step: Permit Type Next Step: Description of Work



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- 13. In Step 4, enter quantity of "1".
- 14. Click **Next Step: Location**.

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**Permit Application - Description of Work**  
 Required information is indicated with an asterisk (\*).

- Right-Of-Way Permit Work Items

Driveway (in R.O.W)   
 Please enter the quantity for this work item in the units specified

Previous Step: Work Items **Next Step: Location**

- 15. In Step 5, type the job address in the **Search for Locations** field. Select the appropriate address from the list that populates.
- 16. Click **Next Step: Contacts**.

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**Permit Application - Location of Work Being Done**  
 Required information is indicated with an asterisk (\*).

Use my location:

Location Type(s) to Search For: All

Search for location:   
 186 10TH AVE S, Bld-Unit  
 13249000023:186 10TH AVE S

[Can't find address?](#)

The location you have selected:\*

Previous Step: Description of Work **Next Step: Contacts**



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17. In Step 6 attach the contractor to the application by clicking [Add Business from Address Book](#).

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### Permit Application - Contacts

Required information is indicated with an asterisk (\*).

Type	Contact
Property Owner	GRAVES, MARY FAIR, Address:186 10TH AVE S
Applicant	Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020

[Add Business From Address Book](#)

If you know your trade contractors please add as Additional Contacts on the Contacts step. All Trade contractors must be identified before the permit can be issued.

Previous Step: Location Next Step: Upload Files

18. Begin typing the Contractor's License number and a list will populate, select the appropriate contractor from the list.

19. Click [Add Contact](#), to return to Step 6.

20. Click [Next Step: Upload Files](#).

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 Step 6: Contacts Step 7: Upload Files Step 8: Review & Submit

### Address Book

Required information is indicated with an asterisk (\*).

Contact Type:\* Contractor

Search for a licensee:\* LOTUS CONSTRUCTION, LLC, Address:430 Bayfront Place, P

- AIR AMERICA A/C, Address:2107 LOTUS RD., Phone:(239) 337-4922, St
- JUAN A. LICOUT, Address:3997 LOTUS DRIVE, Phone:(239) 643-0003, L
- LARRY LEE ARTHUR DAVIS, Address:2107 LOTUS RD., Phone:(239) 693
- LOTUS CONSTRUCTION, LLC, Address:430 Bayfront Place, Phone:(239)
- MATHEW K. BRATTON, Address:4041 LOTUS DR., Phone:(239) 272-524

[Add Business](#)

If you know yo



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21. In Step 7 upload supporting documents, a list of suggested items will be shown.

**Submittal Guidelines:** It is not necessary to upload duplicate copies of any documents, one digital file is sufficient.

**Document Naming:** Please be sure documents are named appropriately. All document names should include the submittal number and document type. For all initial submittal, "Sub 1 Application" "Sub 1 Site Plan" would be appropriate names.

22. Use the **Browse** button to locate the PFD files which are saved to the computer.

23. Once the documents are selected for each category **Click Next Step: Review and Submit**.

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### Permit Application - Upload Documents

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the main page.

Current Submittal  
 Submittal #1) Permit Application Submittal (09/02/2020) Print Requirement Items

Type	Status	Date Verified
- ROW Plans Select a new document for this requirement: <input type="button" value="Browse..."/> Sub 1 plan.pdf <span>Remove</span> Provide a short description of this set of documents: <input type="text"/>	Pending	
- Acknowledgement of City of Naples Regulations Form Select a new document for this requirement: <input type="button" value="Browse..."/> Sub 1 acknowledgment.pdf <span>Remove</span> Provide a short description of this set of documents: <input type="text"/>	Pending	
- Driveway Diagram Form Select a new document for this requirement: <input type="button" value="Browse..."/>	Pending	
- Application Form Select a new document for this requirement: <input type="button" value="Browse..."/> Sub 1 row application.pdf <span>Remove</span> Provide a short description of this set of documents: <input type="text"/>	Pending	

Upload Additional Documents

Previous Step: Contacts **Next Step: Review & Submit**

24. The files will then upload once complete click **OK**.

**Uploads Complete**  
 All documents were uploaded successfully.

Application Form   
 Select a new document for this requirement:   
 sub 1 DEP Approval.pdf  
 Provide a short description of this set of documents:



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- 25. Review the details entered, **agree to the terms** and **enter the characters of the Captcha**.
- 26. Click **Submit Application** and the request will process.

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### Permit Application - Review & Submit

Please review the information below and if it is correct, press the submit application button to submit your application.

**- Permit Information**

Permit Type: Right of Way  
 Category of Work: New Construction  
 Description of Work: new paver driveway  
 Locations: Address: 186 10TH AVE S, Bld-Unit:  
 Property: 1324900023:186 10TH AVE S  
 Contacts: Property Owner: GRAVES, MARY FAIR, Address:186 10TH AVE S  
 Applicant: Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020  
 Contractor: LOTUS CONSTRUCTION, LLC, Address:430 Bayfront Place, Phone:(239) 262-0441, State Reg #'s CGC032698, Licensee # LCC20130003255

**- Application Details**

**- Estimated Construction Cost**

**- Owner Builder**

**- Permit: Right-Of-Way**

Work Item Description	Units	Quantity
Driveway (in R.O.W)	N/A	1

**- Uploaded Documents**


- Sub 1 acknowledgment.pdf
- Sub 1 row application.pdf
- Sub 1plan.pdf

**- Fees**

By submitting this form, you hereby certify that you have read and examined this permit and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of this permit does not presume or give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. Private Provider Reviewed submitted permits will not be reviewed by the local Building Official until all City of Naples required Government review approvals have been secured. Upon receiving all required Government approvals, the local Building Official will have 20 business days to provide administrative review in compliance with FS 553.791 section 7(a-d). Private Provider Reviewed permits shall be charged an administrative fee equal to 85% of regular permit fees. Private Provider Inspected permits shall not be charged any regular inspection fees. If you respond No this application will be discarded

Do you agree? \* Yes

Type the characters you see in the image below to continue.

 xxnd

Previous Step: Upload Files    **Submit Application**    Cancel Application



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- 27. The final page shows that the permit was **Submitted** and lists the **Application Number**.
- 28. Click **Pay Fees Online** to pay the fees for this permit.

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**Permit Application - Submitted**  
 Application Number: PRRW2003446

[Print This Page](#)

Thank You! Your permit application has been received.

There are fees totaling **\$150.00** owing on this application.

[Pay Fees Online](#)

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**Permit Information**

Permit Type: Right of Way  
 Category of Work: New Construction  
 Description of Work: new paver driveway  
 Locations: Address  
 186 10TH AVE S, Bld-Unit:  
 Property  
 13249000023:186 10TH AVE S  
 Contacts: Property Owner  
 GRAVES, MARY FAIR, Address:186 10TH AVE S  
 Applicant  
 Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020  
 Contractor  
 LOTUS CONSTRUCTION, LLC, Address:430 Bayfront Place, Phone:(239) 262-0441, State Reg #'s  
 CGC032698, Licensee # LCC20130003255

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**Application Details**

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**Estimated Construction Cost**

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**Owner Builder**

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**Permit: Right-Of-Way**

Work Item Description	Units	Quantity
Driveway (in R.O.W)	N/A	1

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**Documents & Images**

Date Uploaded	File Type	Document Name
09/02/2020	Form	<a href="#">Sub 1 row application</a>
09/02/2020	Plans	<a href="#">Sub 1plan</a>
09/02/2020	Form	<a href="#">Sub 1 acknowledgment</a>

Please print this page or record the application number for future reference. You will need it in order to view the status of your application online.

Please select a link below to access the CityView Portal.

[Start a new application](#)  
[View the status of my application](#)  
[Portal Home](#)