



City of Naples – Streets & Stormwater

295 Riverside Circle | Naples, Florida 34102

Phone: (239) 213-5000 Fax: (239) 213-5010

**PUBLIC RIGHT-OF-WAY
PERMIT APPLICATION**

JOB INFORMATION:

Owner: _____ Building Permit #: _____

Owner Contact: _____

Permit Location: _____

Construction Start Date: _____ Construction End Date (90 Days Max.): _____

*Driveways are permitted within the same timeframe as Building Department permits.

WORK BEING PERFORMED (Check all that apply in the Right-of-Way)

Driveways Irrigation Landscaping Fence Installation Sidewalk Construction

Stormwater

Other: _____

Is there an existing concrete Valley Gutter/Curb/Swale? Yes No

NOTE: If no curb or valley gutter, then swale is required.

CITY COUNCIL OR PLANNING APPROVAL NEEDED? Yes No

IF YES, APPROVAL DOCUMENTS MUST BE ATTACHED

Contractor: _____ State Cert/CC Comp Card #: _____

Qualifier's Name: _____ Job Rep: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

NOTES: The following are **Standard Conditions For Approval** to perform work within the City, to use and/or maintain the City's Public Right Of Way (ROW) consistent with City of Naples Code of Ordinances, resolutions, applicable Florida Statutes and/or city policies.

STANDARD PERMIT CONDITIONS

1. Permits are required for all work performed in any right-of-way or easements within the City of Naples provided for public use and a responsibility of the City (Reference: Right-of-Way Construction Standards Handbook/Ordinance No. 08-12285)
2. 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 in the owner/agent/permittee. Furthermore, the owner/agent/permittee shall be responsible for operation and maintenance of such facilities if and until

such time as the City of Naples decides to accept such operation and maintenance.

3. All materials and equipment placed in the City's Public ROW shall be subject to inspection and approval by the **City's permit assignee**.
4. Request for pre-construction meeting with the City of Naples shall be made 72 hours prior to commencing work- requiring inspection - **call 213-5000**.
5. During the construction, the Contractor/Permittee shall comply with the State of Florida Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways' and the 'Manual on Uniform Traffic Control Devices' (MUTCD) and with all other governing operating/maintenance/safety regulations.
6. The City of Naples shall be relieved of all responsibility from damage or liability of damage of any nature arising from work authorized under this permit.
7. Any crossing of existing pavement shall be by jacking and boring at a minimum depth of twenty-four inches (24"), unless otherwise authorized by the City's assignee.
8. All overhead installations shall conform to clearance standards of the City and all underground crossing installations shall be placed a minimum depth of twenty-four inches (24") below the pavement and/or a minimum depth of twenty- four inches (24") below the roadside swale invert. Primary cable (voltage exceeding 500 volts) will have minimum thirty-six inch (36") cover. The City's engineering assignee reserves the right to allow exceptions subject to mitigating construction.
9. Immediately following work, and/or concurrent with permitted work, as may be required, replacement of sod and/or grassing shall be required for any disturbed right-of-way.
10. All property disturbed by authorization of this permit shall be restored better than or equal to its original condition and to the satisfaction of the City's assignee.
11. Whenever necessary for the construction, repair, maintenance, improvement, alteration or relocation within right-of- way or easement, as determined by the City's assignee, 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 re-set or re-located thereon, as required and so notified by the City's assignee, and at the expense of the permittee, his successor or assigns. The minimum notice of the requirement for non-emergency removal is ten (10) days; for emergency removal, the City reserves the right to remove improvements without notice.
12. Where the owner/agent/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 City's assignee, the City shall cause the permitted work to be altered, relocated, or removed, with the total expense being borne by the permittee or the responsible party.
13. Applicant shall remain obligated to obtain necessary rights of entry for construction and maintenance where required right-of-way for private and/or public use has not been dedicated and accepted by the City of Naples.
14. The Permittee shall assume all responsibilities and liabilities for any and all damage from permitted work.
15. **The Permittee shall provide, install and maintain a 'maintenance of traffic' (MOT) plan as set forth in FDOT/ MUTCD specifications. The MOT plan shall be subject of submittal/ review/approval/monitoring by the City of Naples.**
16. Permittee shall assure 'NO-CUTS' notice, utility identification and locates for all utilities, to include water service, sewer service, electrical service and irrigation system and cable service and applicant shall remain responsible for locating any and all utilities both aerial and underground.
17. **Number to call for Utility Location Notification: 'NO CUTS' #811 or #1-800-542-0088. (This number applies to: FPL, UTS, SPRINT, and CABLEVISION AND CITY WATER/SEWER).**

18. Due to safety concerns, the permittee shall immediately notify the **City's engineering assignee, @ 213-5000** of any vehicle crashes, property damage, personal injury or questionable activities so as to ensure that the City is aware of operational characteristics and can implement changes as necessary.
19. Permittee shall be responsible to coordinate removal of City landscaping with **City of Naples, Community Services Department Operations Director @ 213-7120**. Restoration of City landscaping shall also be subject of coordination with and approval of the Community Services Operations Director.
20. City reserves the right to undertake changes, modifications and/or terminate permitted activities without risk or liability of any kind, and the Permittee shall remain responsible and liable for resulting conditions from any and all actions of the City in terminating any and all segments of the work.
21. Public right-of-way shall be subject of daily 'housekeeping' so as to maintain safe surfaces and safe right-of-way or continuation of existing right-of-way uses to include vehicular, biking, pedestrian, and others.
22. Work within the roadway swale shall be subject of elevation controls to assure no blockage of drainage.
23. The proposed permitted facilities must maintain a 5-foot horizontal and 18 inch vertical clearance from all utility facilities.
24. **Permittee must coordinate all work with the City's Utilities Department at (239) 213-4745.**
25. City Personnel must verify the proposed construction route prior to Construction.
26. Two prints of the proposed work covering details of this installation shall be made a part of this permit.
27. If a pavement is cut, it shall be immediately restored as per City Code and warranted for one year.
28. Provide 24 Hour Notice to Police, Fire, and EMS at **(239) 213-4844**
29. Other Conditions:

LIST OF ATTACHMENTS: _____

Permittee, by execution of this Permit Application, agrees to conduct all work and use of Public right-of-way in accordance with the above conditions, approved attachments and applicable City, County, State and Federal Codes and Laws.

ORIGINAL SIGNATURE

(Note: If submitting this form electronically, please type your name and date on the corresponding Signature line(s) below. Also, please review the Electronic Submittal disclaimer on the last page of this document.)

Printed Name of the Applicant (Owner/Agent)	Date	Signature

ELECTRONIC SUBMITTAL

(NOTE: The button used to submit this form (via email) will appear upon checking the box and agreeing to the terms below. Saving this entire form for electronic submittal requires a minimum of free Adobe Reader version 11 (or greater), or Adobe Acrobat Standard / Pro).

By checking this box, typing your name in the Owner and/or Petitioner's signature field(s), and submitting this form electronically via the CityView Web Portal under the Building Department, you affirm that all information contained within this document was completed truthfully, and to the best of your knowledge and you understand that your electronic signature is considered legally binding the same as signing your physical signature by hand.